

**AGENDA**  
**CITY COUNCIL REGULAR BUSINESS MEETING**  
**CITY OF BRIGHTON**  
**JANUARY 19, 2017 - 7:30 P.M.**  
**CITY HALL COUNCIL CHAMBERS**  
**200 NORTH FIRST STREET**  
**BRIGHTON, MICHIGAN**  
**TELEPHONE: 810-227-1911 WEBSITE: [www.brightoncity.org](http://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 January 5, 2017](#)
6. Approval of Minutes: [Study Session of January 5, 2017](#)
7. Approval of Minutes: Closed Sessions of January 5, 2017

**Correspondence**

8. Call to the Public
9. Staff Updates
10. Updates from Council Member Liaisons to other Boards and Commissions

**New Business**

11. Consider [Budget Amendments to the State Drug Forfeiture Fund](#)
12. Consider [Approval of Tetra Tech Proposal for Services in the Amount of \\$ 45,000](#) for the Pine Creek Bluffs Water Booster Station

**Other Business**

13. Call to the Public
14. Adjournment

**MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON**  
**HELD ON JANUARY 5, 2017 AT THE BRIGHTON CITY HALL**  
**200 N. 1ST STREET, BRIGHTON, MICHIGAN**

**REGULAR SESSION**

Mayor Muzzin called the meeting to order at 7:33 p.m. Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Bohn, Pettengill, Gardner, Emaus, and Tobbe. Staff: City Manager Nate Geinzer, Attorney Brad Maynes, Chief Tom Wightman, Deputy Chief Rob Bradford, Utilities Director Tim Krugh, Management Assistant Jessica Reed, Clerk Pamela Stewart, Engineer Gary Markstrom, and Zoning/Code Enforcement Associate Mike Caruso and an audience of six.

From the media, Tom Tolen from WHMI was also present.

**AGENDA APPROVAL**

Mayor Muzzin moved item 11 from the Consent Agenda to New Business.

It was moved by Councilmember Emaus, seconded by Tobbe to approve the agenda as amended. The motion passed 7-0.

**CONSENT AGENDA**

It was moved by Mayor Pro-Tem Pipoly seconded by Pettengill to approve the Consent Agenda. The motion passed 7-0.

The following items were approved:

Study Session Minutes of December 15, 2016

Regular Session Minutes of December 15, 2016

Closed Session of December 15, 2016

Approved Civic event Application for Alzheimer's Walk 2017

Approved the Livingston Educational Service Agency and Brighton Area Schools to collect operating property taxes on the City's Summer 2017 Property Tax bills

Approved Resolution 17-01 designating Manager Geinzer as Street Administrator

Approved 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.

### **CALL TO THE PUBLIC**

Mayor Muzzin opened the Call to the Public at 7:37 p.m. Hearing and seeing none, the call to the public was closed at 7:37 p.m.

### **CITY CUSTOMER INFORMATION AND BOARD UPDATES**

Manager Geinzer wished everyone a happy new year.

Councilmember Bohn asked if the rest of the lights would be turned over to LED lights. Manager Geinzer responded that they were changing them in segments.

Mayor Pro-Tem Pipoly mentioned the Chamber of Commerce had plans to hold a Winterfest during the first weekend in March.

Councilmember Bohn talked about the meeting with the Planning Commission. Giffels Webster is working on the first draft of the revised ordinances and should be ready to present to Council in March or April. Steve Monet stepped down as Chair of Planning Commission and was replaced with Matt Smith. David Petrak was appointed as Vice Chairman.

Councilmember Tobbe stated that the Brighton Arts and Culture had some interesting things on the horizon and mentioned that Management Assistant Reed had been a wonder liaison.

Councilmember Emaus mentioned the Livingston County Transportation Coalition will be hosting a summit at Cleary College on January 17, 2017 from 8 a.m. – 12 p.m. The Coalition is continuing to gain support throughout the county.

Mayor Muzzin reported that he had a DDA meeting and spoke about the parking structure due to the excessive expense of this project. They also committed to \$100K to the Master Plan.

### **LIQUOR LICENSE TRANSFER BUON GUSTO**

Mayor Pro-Tem Pipoly excused himself from the vote as he has a client relationship with Buon Gusto.

It was moved by Councilmember Gardner and seconded by Emaus to approve Resolution 17-02 for Alcohol Sales by Ottis's Place Inc d/b/a Buon Gusto.

Roll call: Yes: Emaus, Muzzin, Gardner, Pettengill, Tobbe, Bohn No: none Abstain: Pipoly

Motion passed 6-0-1

**HEARING TO APPROVE CITY OF BRIGHTON'S VETERAN'S MEMORIAL SITE PLAN  
AMENDMENT #16-014**

Steve Conaway from the Brighton Veteran's Memorial Committee spoke about the Memorial. There are only 43 remaining pavers. The proposed addition will add 466 locations which will potentially last 9-10 years.

Mayor Muzzin closed the regular meeting and opened the public hearing at 7:52 p.m..

The Mayor asked for additional comments. Hearing and seeing no comment the Mayor closed the hearing and called the regular meeting back to order at 7:53 p.m.

Recommended council approval for site plan amendment #16-014 for the Veteran's Memorial.

It was moved by Councilmember Tobbe and seconded by Pettengill to approve the site plan.

Motion passed 7-0.

**HEARING TO APPROVE SITE PLAN AMENDMENT FOR HAMPTON INN HOTEL #16-013**

Zoning/Code Enforcement Associate Caruso spoke about the changes in exterior lighting requested by Hampton and showed the Council the effects of the changes.

Mayor Muzzin closed the regular meeting and opened the public hearing at 7:54 p.m.  
Hearing and seeing no comment the Mayor closed the hearing and called the regular meeting back to order.

It was moved by Mayor Pro-Tem Pipoly and seconded by Emaus to approve for site plan amendment #16-014 for the Hampton Inn Hotel.

Motion passed 7-0

**WWTP HVAC IMPROVEMENTS BID AWARD**

Five bids were received for Phase 2 of the HVAC Improvements Project. The lowest bid received was \$564,900 from Laux Construction. The City budgeted \$300,000 for this project. Since receiving the bids, options were discussed to reduce the scope of work to align it with the previously-established budget; however, it was determined that this would not result in any significant savings. It was decided to proceed with the scope of work as originally designed. Engineer Markstrom discussed the age of the unit and higher than anticipated costs.

The council and staff discussed the costs and waiting for the new budget year. Utilities Director Krugh talked about the immediate need of the equipment to alleviate future costs.

It was moved by Councilmember Pipoly and seconded by Gardner to approve the low bid from Laux Construction in the amount of \$564,900 as well as a budget amendment transferring \$264,900 from the Utilities Reserve Fund to the Utilities Fund.

Motion passed 6-1

**FIRST READ OF AMENDMENT TO SECTION 82-89 OF THE CITY CODE**

It was moved by Mayor Pro-Tem Pipoly and seconded by Emaus to approve the First Reading and set Public Hearing and Second Reading for February 2, 2017 for the proposed amendment to Section 82-89 of the City Code removing the need for a public hearing for site plans at the City Council level.

Motion passed 7-0

**CALL TO THE PUBLIC**

Mayor Muzzin opened the Call to the Public at 8:19 p.m.

Daniel Bishoff, Troop 3 from Plymouth Boy Scout, told the Council that he was attending the meeting in order to attain Communications and Citizenship merit badges.

Call to the Public was closed at 8:21 p.m.

**CLOSED SESSION PURSUANT TO MCL 15.628 (H)**

It was moved by Pipoly, seconded by Emaus to go into Closed Session at 8:24 p.m. to receive written attorney-client privileged communication pursuant to MCL 15.268(H).

A roll call vote was taken. Yes: Muzzin, Pipoly, Gardner, Pettengill, Bohn, Emaus and Tobbe. No: None

Motion passed 7-0.

It was moved by Emaus, seconded by Pipoly to come out of closed session at 8:54 p.m.

**ADJOURNMENT**

It was moved by Mayor Pro-Tem Pipoly, seconded by Emaus to adjourn the meeting at 8:54 p.m.

Motion passed 7-0

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Pamela Stewart, City Clerk

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James Muzzin, Mayor

**MINUTES OF THE STUDY SESSION OF THE CITY COUNCIL OF BRIGHTON**  
**HELD ON JANUARY 5, 2016 AT THE BRIGHTON CITY HALL**  
**200 N. 1ST STREET, BRIGHTON, MICHIGAN**

**STUDY SESSION**

The Council conducted a Study Session at 6:30 p.m.

Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers: Bohn, Pettengill, Gardner, Emaus, and Tobbe Staff: City Manager Nate Geinzer, Attorney Brad Maynes, Chief Tom Wightman, Deputy Chief Rob Bradford, Finance Director Gretchen Gomolka, Utilities Director Tim Krugh, Management Assistant Jessica Reed, Clerk Pamela Stewart, and Zoning/Code Enforcement Associate Mike Caruso and an audience of four.

**BUDGET FORMAT, STRATEGY, AND PROCESS**

Manager Geinzer spoke about making the budget document more user-friendly, cutting excess pages and make the document more clear and concise, with larger font, more visuals, hot links, also highlighting key performance areas. Council discussed that streamlining the document would be beneficial but that the backup details should still be available. It was mentioned that more financial information could be made available online on a quarterly basis or even more often.

The next issue addressed was potential fiscal strategies. CIP Roads (not just residential), CIP for maintenance: facilities, vehicles, community, the Millpond, long-term pension, and OPEB.

6 year updates: annual savings (staffing, hard-cap, etc.), ACT 51 revenues less than anticipated, decrease in amount of personal property questions and lack of revenue sharing, one-time capital needs for repairs of City buildings.

Some strategies suggested were: temporarily eliminating additional OPEB funding, potentially require civic events to reimburse City, Commercial Rehabilitation Act to promote redevelopment, and research other revenue options.

**ADJOURNMENT**

It was moved by Councilmember Tobbe and seconded by Pipoly to adjourn the meeting at 7:30 p.m.

Motion passed 7-0.

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Pamela Stewart, Clerk

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James Muzzin, Mayor



**CITY OF BRIGHTON**  
**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
January 19, 2017

**SUBJECT: BUDGET AMENDMENTS TO THE STATE DRUG FORFEITURE FUND**

**ADMINISTRATIVE SUMMARY**

The funds in the State Drug Forfeiture Fund are restricted to certain types of police expenditures. The requested amendments below are for allowable expenditures and the fund balance is sufficient to cover the costs.

**Budget Amendment to Purchase Audio/Visual Equipment for the Police Conference/Training Room**

- The Police conference/training room is used almost daily in some fashion for meetings and training. This room has also allowed us to host training which allows us to save the tuition cost of the Officer and travel expenses.
- The projector in the Police conference/training room is nearly 15 years old and does not support today's higher definition signals. The projector, at 10 feet from the screen, has such bad pixilation that a Word document is hard to read.
- The current location of the projector is on a cart that is in the middle of the room. This location makes it difficult to set up the room properly when we are near capacity.
- Moving the projector will require a wall mount due to the height of the ceiling. The wall mount further requires a medium throw lens to be added to the projector due to the size of the screen and the distance.
- The receiver, like the projector, is nearly 15 years old and does not support pass through of today's higher definition signals or the use of, now common place cables, such as, HDMI and USB.
- Three bids were obtained with the highest \$6,254.00 and the lowest \$5,395.00. We are requesting a budget amendment in the amount \$5,395.00.

**Budget Amendment to Cover the Shipping Charges for the Armored Rescue Vehicle**

- The City of Brighton Police Department was awarded free use of a used U.S. Military armored rescue vehicle for use by the Special Response Team. The City is free to use the vehicle as long as the City deems necessary, but must return the vehicle to the military if it is no longer being used.
- The only cost to the City was \$4,900 in shipping transportation fees.

**RECOMMENDATION**

- Approve a budget amendment to Fund 265 - State Drug Forfeiture account 265-902-0000-300-97011 - Vehicles and Equipment in the amount of \$10,295.
  - \$5,395 to allow the purchase of :
    - 1- Epson Pro-G7400UNL WUXGA 3LCD Projector
    - 1- Epson V12H004M09 Medium Throw Lens
    - 1- Denon AVR-x2313W
  - \$4,900 to cover the cost of shipping the armored rescue vehicle.

Prepared by: Rob Bradford, Deputy Chief of Police  
Reviewed by: Thomas Wightman, Chief of Police  
Gretchen Gomolka, Finance Director

Approved by: Nate Geinzer, City Manager



**CITY OF BRIGHTON**  
**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
January 19, 2017

**SUBJECT: CONSIDER APPROVAL OF TETRA TECH PROPOSAL FOR SERVICES IN THE AMOUNT OF \$45,000 FOR THE PINE CREEK BLUFFS WATER BOOSTER STATION**

**ADMINISTRATIVE SUMMARY**

- In order to increase the water pressure of 38 homes / vacant lots located in Water Pressure District #2 in the Pine Creek Bluffs Development, it is necessary to install a booster station in this location.
- Tetra Tech is recommending placing a small packaged booster station just to service Pinemont Drive and Rexford Court.
- The work will be done in four phases:
  - Phase 1 – Site Location and Service Area
  - Phase 2 – Survey
  - Phase 3 – Engineering Design
  - Phase 4 – Bidding Services
- The construction portion of the project will be addressed in a separate proposal.
- The cost of the engineering services is \$45,000.
- The funding has been approved as part of the 2016/2017 CIP

**RECOMMENDATION**

Approval of Tetra Tech Proposal for Services in the Amount of \$ 45,000 for the Pine Creek Bluffs Water Booster Station

Prepared by: Tim Krugh, Utilities Director

Approved by: Nate Geinzer, City Manager