



Brighton City Council Meeting

City Hall Council Chambers • 200 N First St. • Brighton, Michigan 48116
(810) 227-1911 • www.brightoncity.org

Regular Business Meeting November 21, 2019 – 7:30 p.m.

****REVISED** - AGENDA**

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

Consent Agenda Items

5. Approval of Minutes: [Study Session Meeting of November 7, 2019](#)
6. Approval of Minutes: [Regular Meeting of November 7, 2019](#)
7. Approval of Minutes: [Special Biennial Election Meeting of November 11, 2019](#)
8. [Award of Building Generator Maintenance Bid to PM Tech for a Contract Period of Three Years, with Two Optional One-Year Extensions](#)
9. [Approval of Resolution #19-20 Requesting Reallocation of MERS Assets Between Linked Divisions](#)

Correspondence

10. Call to the Public
11. Staff Updates
12. Updates from Councilmember Liaisons to Various Boards and Commissions

Public Hearing

13. [Conduct a Public Hearing for Proposed Ordinance #589, Text Amendments to Chapter 90 of the City of Brighton Code of Ordinances: Specific Rates and Changes](#)

New Business

14. Consider Entering Closed Session for Strategy Session Connected with the Negotiation of a Collective Bargaining Agreement Pursuant to MCL 15.268(c) and to Receive Written Attorney-Client Privileged Communications Pursuant to MCL 15.268(h)
15. Consider Approval of POLC-Command Officers and POLC-Patrol Officers Collective Bargaining Agreement and Authorize the Mayor and City Manager to Execute All Necessary and Related Documents
16. Consider Possible Actions Resulting from Closed Session
17. [Consider Approval of Budget Amendment to Facilitate Optional Conversions from Defined Benefit to Defined Contribution Retirement Benefits for Existing Employees](#)

Other Business

18. Call to the Public
19. Adjournment



City Council Study Session

200 N First St • City Hall Council Chambers • Brighton, Michigan 48116
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MINUTES OF THE STUDY SESSION OF THE BRIGHTON CITY COUNCIL HELD ON NOVEMBER 7, 2019

CALL TO ORDER

Mayor Muzzin called the Study Session to order at 6:30 p.m.

ROLL CALL

Present were Mayor Muzzin, Mayor Pro Tem Pipoly, Councilmembers: Bohn, Emaus, Gardner, Pettengill, and Tobbe. Staff: City Manager Nate Geinzer, City Clerk Tara Brown, DPS Director Marcel Goch, Finance Director Gretchen Gomolka, Community Development Manager Mike Caruso, Chief of Police Rob Bradford, and Attorney Paul Burns. There were six persons in the audience.

APPROVAL OF AGENDA

Motion by Mayor Pro Tem Pipoly, seconded by Councilmember Pettengill to approve the agenda as presented. **The motion carried without objection.**

CALL TO THE PUBLIC

Mayor Muzzin opened the Call to the Public at 6:30 p.m. Hearing and seeing no comment, Mayor Muzzin closed the Call to Public at 6:30 p.m.

DISCUSSION: PARKING STUDY FINAL REPORT

David Burke of Rich and Associates began discussion on the findings from both parking study measurements. Council and staff spoke at length about the different findings within both studies and where the deficiencies in parking are and how to bolster parking for the future. The determination is that parking is not deficient yet but with City growth and downtown events, wayfinding signs with parking illustrations and possible investigation into parking structures should be on the horizon for discussion in the future. Many ideas were talked about including trolleys, non-motorized traffic, and future developments.

CALL TO THE PUBLIC

Mayor Muzzin opened the Call to the Public at 7:15 p.m.

Mack Miller, spoke briefly about parking concerns throughout the City and is in support of taking a closer look to analyze the needs and fixes.

Mayor Muzzin closed the Call to the Public at 7:15 p.m.

ADJOURNMENT

Motion by Mayor Pro Tem Pipoly, seconded by Councilmember Gardner to adjourn the Study Session at 7:16 p.m. **The motion carried without objection.**

Tara Brown, City Clerk

James Muzzin, Mayor



Brighton City Council Meeting

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MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON NOVEMBER 7, 2019

1. Call to Order

Mayor Muzzin called the Regular Meeting to order at 7:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Present were Mayor Muzzin, Mayor Pro Tem Pipoly, Councilmembers: Bohn, Emaus, Gardner, Pettengill, and Tobbe. City Manager Nate Geinzer, City Clerk Tara Brown, Community Development Manager Mike Caruso, Finance Director Gretchen Gomolka, DPS Director Marcel Goch, Assistant to the DPS Director Patty Thomas, Chief Rob Bradford, Attorney Paul Burns. There were eight persons in the audience.

4. Consider Approval of the Agenda

Motion by Councilmember Gardner, seconded by Councilmember Tobbe to approve the agenda as amended, clarifying the language in item 7, adding item 8a to new business, and moving item 9 to new business. **The motion carried without objection.**

Consent Agenda Items

Motion by Councilmember Emaus, seconded by Councilmember Pettengill to approve the consent agenda as amended. **The motion carried without objection.**

5. Approval of Minutes: Study Session Meeting of October 17, 2019

6. Approval of Minutes: Regular Meeting of October 17, 2019

7. Approval of Brighton Manor Boundary Easement-Line Agreement and Dedication of Land

8. Approval of the 2020 Cinco de Mayo Civic Event Application

~~9. Approval of Board and Authority Appointees as Recommended by the Mayor (moved to New Business)~~

10. Approval of Agreement with Brighton Area Schools to Collect Operating Property Taxes on the City's Summer 2020 Tax Bills

11. Approval of Agreement with Livingston Educational Services Agency to Collect Operating Property Taxes on the City's Summer 2020 Property Tax Bills

Correspondence

12. Call to the Public

Mayor Muzzin opened the Call to the Public at 7:33 p.m. Hearing and seeing no comment, Mayor Muzzin closed the Call to the Public at 7:33 p.m.

13. Staff Updates

Director Goch noted that two leaf pick up machines are out vacuuming leaves, he asked that all leaves be raked to the curb for removal. Any left after the pickup will still be collected by Waste Management if bagged in a paper lawn bag. He also stated that an update on the Rickett Road project will be discussed as the last agenda item.

14. Updates from Councilmember Liaisons to Various Boards and Commissions

Councilmember Bohn noted that the Planning Commission met on October 21, 2019 and discussed the proposed DBD ordinance amendment and approved a site plan for 126 East Main for Blank Slate Creamery which is an ice cream store that is anticipated to be open year round with limited hours.

Councilmember Emaus reminded all that the Veterans Day parade is on Saturday, November 9, 2019 at 11:00 a.m. There will be a special honoring ceremony at The AMP to recognize businesses and individuals who have contributed to Veterans causes. Representative Elissa Slotkin will be present as well as Mayor Muzzin, who will be honored during the ceremony. Boots and Brews will host a charity pub crawl starting at 12:00 p.m. All proceeds from the event will go to Veterans through the Boots and Brews organization. The pub crawl will start at Jameson's at 12:00 p.m. and end at 6:00 p.m. Tickets for the event are available for purchase. Mr. Emaus also stated that he is currently participating in No Shave November to raise awareness for men's health, both physically and mentally. The second leading cause of death among twenty to forty-year-old males behind testicular and prostate cancer is suicide. Mr. Emaus encourages all to check in on those around you.

Mayor Muzzin recently attended the Economic Development Council annual meeting where Downtown Brighton played a large roll in nearly all videos showcased. He also reminded all the Special Biennial Election Meeting will be held on November 11, 2019 starting at 8:00 p.m.

New Business

9. Approval of Board and Authority Appointees as Recommended by the Mayor

Mayor Muzzin recommended James Grzelak to the Board of Review, Chuck Flood and Renee Pettengill to the Traffic Safety Advisory Board, and Bill Albert to the Downtown Development Authority.

Motion by Mayor Pro Tem Pipoly, seconded by Councilmember Emaus to approve of Board and Authority Appointees as recommended by the Mayor. **The motion carried without objection.**

15. Consider Approval of Police Department Squad Room Work Stations and Records Room File Cabinets in the Amount of \$20,942.74

Chief Bradford introduced the agenda item, noting that the police department building was built in 1997 and expanded in 2006. It was always the intention of the Police Department to have a records room but due to size constraints, much of City Hall storage is held at the police department with police records at DPW. Through joint efforts, the management team was able to consolidate files and free up necessary space. The funds to purchase the requested furniture and cabinets, if approved, will come from the general fund balance within the police budget.

Councilmember Emaus asked if the workstations and file cabinets were a budgeted expense, Chief Bradford stated it was not budgeted for fiscal year 2019/2020. He was pleasantly surprised that City Hall documents were able to be moved so quickly and funds are available for these much needed work stations and file cabinets. In addition to the request is a budget amendment listed within the City Manager report with figures.

Motion by Councilmember Emaus, seconded by Councilmember Pettengill to approve a budget amendment of \$17,942.74 and the purchase of Police Department squad room workstations and records room file cabinets in the amount of \$20,942.74. **The motion carried without objection.**

16. Award of Bid for Storm Catch Basin and Manhole Cleaning to Dependable Sewer Cleaners in an Amount Not to Exceed \$40,000

Director Goch introduced the agenda item, expressing that while the DPW could do the work, their time is best served with statutory DPW tasks. The amount of time it would take would be cost prohibitive with the current

limitations on the ageing vector truck that is in need of replacement. The bid company's references were checked favorably and the work will likely begin in the spring.

Council and staff discussed the details involved with manhole cleaning. It was stated that the company chosen to do the cleaning will report back any issues they find during the cleaning which is scheduled to start in the spring. The manhole cleaning should be done every four years. Utilizing a company to do the cleaning will set a gauge on how much time it may take DPW employees to carry out the work in house with the proper equipment.

Motion to award bid for storm catch basin and manhole cleaning in an amount not to exceed \$40,000 to Dependable Sewer Cleaners. **The motion carried without objection.**

17. Conduct First Reading of Proposed Amendment to Chapter 98-3.14, "Downtown Business District"

City Council conducted the first reading of proposed amendment to Chapter 98-3.14, Downtown Business District.

Motion by Councilmember Gardner, seconded by Councilmember Emaus to set the public hearing date for the proposed amendment for December 5, 2019. **The motion carried without objection.**

18. Conduct First Reading of Proposed Amendment to Chapter 2, Article V, "Taxation" Repealing Division 4, "Low Income Housing Tax Exemption No.3"

City Council conducted the first reading of proposed amendment to Chapter 2, Article V, Taxation. Mr. Caruso explained that this amendment resets the ordinance to what it was originally.

Motion by Councilmember Emaus, seconded by Councilmember Tobbe to set the public hearing date for the proposed amendment for December 5, 2019. **The motion carried without objection.**

18a. Discussion of Rickett Road Project and Consider Possible Staff Direction

Director Goch began discussions about Rickett Road explaining that the largest and most crucial portion of the reconstruction, the utilities, have been completed and the city contractor is currently working on paving. Due to the downpour at the end of October and the forecasted snow/cold weather the contractor is closing their plant for the winter on November 15, 2019. Currently the base layer and a portion of the leveling course have been completed. Mr. Goch recommends completing the leveling course but would need formal action by Council as finishing this layer will not be warranted due to cold weather. Director Goch asked for direction from Council on next steps due to weather. Council, Attorney Burns, and staff discussed details associated with completing the leveling course.

Motion by Mayor Pro Tem Pipoly, seconded by Councilmember Emaus to approve the completion of the leveling course and authorize City Manager to sign the contract amendment after legal review for the Rickett Road project. **The motion carried without objection.**

Other Business

19. Call to the Public

Mayor Muzzin opened the Call to the Public at 8:24 p.m. Hearing and seeing no comment, Mayor Muzzin closed the Call to the Public at 8:24 p.m.

20. Adjournment

Motion by Councilmember Emaus, seconded by Councilmember Gardner to adjourn the meeting at 8:24 p.m. **The motion carried without objection.**

Tara Brown, City Clerk

James Muzzin, Mayor



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MINUTES OF THE SPECIAL BIENNIAL ELECTION MEETING OF THE BRIGHTON CITY COUNCIL HELD ON NOVEMBER 11, 2019

Call to Order

Mayor Muzzin called the **Special Election Meeting** to order at 8:00 p.m.

Pledge of Allegiance

The Pledge of Allegiance was recited by those present.

ROLL CALL

Present were Mayor Muzzin, Mayor Pro Tem Pipoly, Councilmembers: Bohn, Emaus, Gardner, Pettengill, and Tobbe. City Manager Nate Geinzer, City Clerk Tara Brown, Assistant to the DPS Director Patty Thomas, Deputy Chief Craig Flood, and Attorney Paul Burns. There were seven persons in the audience.

STATE OF THE CITY

Mayor Muzzin gave the State of the City address, see attached.

Mayor Pro Tem Pipoly thanked Mayor Muzzin for his hard work, dedication, and sacrifice throughout his term as Mayor.

CALL TO THE PUBLIC

Mayor Muzzin opened the Call to the Public at 8:15 p.m. Hearing and seeing no comment, Mayor Muzzin closed the Call to the Public at 8:15 p.m.

ADJOURNMENT

Motion by Councilmember Emaus, seconded by Councilmember Pettengill to adjourn the special election meeting at 8:15 p.m. **The motion carried without objection.**

Biennial Meeting

Call to Order

City Manager Nate Geinzer called the Biennial Meeting to order at 8:16 p.m.

ROLL CALL

Present were Councilmembers/Councilmembers Elect: Bohn, Emaus, Gardner, Muzzin, Pettengill, Pipoly, and Tobbe. City Manager Nate Geinzer, City Clerk Tara Brown, Assistant to the DPS Director Patty Thomas, Deputy Chief Craig Flood, and Attorney Paul Burns. There were seven persons in the audience.

Oaths of Office

City Clerk Tara Brown administered the Oath of Office to the newly elected Councilmembers: James Bohn, Susan Gardner, James Muzzin, and Shawn Pipoly.

Nomination for Mayor

Manager Geinzer asked for nominations for Mayor. Councilmember Emaus nominated Shawn Pipoly for Mayor.

There being no further nominations, ballots were distributed, voted, and read aloud.

The result was a unanimous vote for Shawn Pipoly for Mayor. Councilmember Pipoly was declared Mayor. City Clerk Tara Brown administered the Oath of Office to Mayor Pipoly.

Mayor Pipoly thanked Council for the opportunity to serve as Mayor.

Nomination for Mayor Pro-Tem

Mayor Pipoly assumed the Chair and asked for nominations for Mayor Pro Tem. Councilmember Emaus nominated Susan Gardner for Mayor Pro Tem.

There being no further nominations, ballots were distributed, voted, and read aloud.

The result was a unanimous vote for Susan Gardner for Mayor Pro Tem. Councilmember Gardner was declared Mayor Pro Tem. City Clerk Tara Brown administered the Oath of Office to Mayor Pro Tem Gardner.

Mayor Pro Tem Gardner thanked Council for the opportunity to serve as Mayor Pro Tem.

Call to the Public

Mayor Pipoly opened the Call to the Public at 8:24 p.m.

Susan Bakhaus asked that Councilmembers appointed to Boards and Commissions rotate every two years as it was done in the past to allow Councilmember exposure to various Boards and Commissions.

Mayor Pipoly closed the Call to the Public at 8:25 p.m.

Adjournment

Motion by Councilmember Tobbe, seconded by Councilmember Pettengill to adjourn the meeting at 8:25 p.m. **The motion carried without objection.**

Tara Brown, City Clerk

Shawn Pipoly, Mayor

Good evening fellow City Councilmembers, residents, business and property owners, and City Staff. It has been a distinct honor to serve as your Mayor for the last eight years and as a City Councilman for the past 16 years. Over those 16 years, I have seen highs and I have seen lows, and everything in between. In more recent history, we weathered an economic recession that left us with three very difficult fiscal realities that needed to be faced: Failing Streets and Related Infrastructure, Underfunded Capital Equipment and Facilities, and Growing Pension and Retiree Health Care Liabilities. I am proud to say that your City Council has been resolute in its commitments to tackle these challenging circumstances head on.

As a team, let me repeat that, a TEAM, of City Councilmembers, City Staff, and the community at large, we have made significant progress in addressing all three of these realities. Sure, there is more work to do, but the foundation has been firmly laid and will continue to be built upon with each budget year as our team remains resolute in continuing our forward progression.

I would like to take a moment to highlight some of the key pieces of the foundation that has been built.

#1 – Failing Streets and Related Infrastructure

It was the Community whose input helped shape a winning ballot proposal that will generate approximately \$1.15 million in needed revenues to support increased investment in our failing streets infrastructure, for that I thank you! Following your vote of confidence, City Council reaffirmed its commitment to target these new revenues to local/neighborhood streets, which we remain committed to and we are steadfast in being accountable to these commitments. Staff has built out, and will continue to refine, the reporting tools that are available to keep the community informed. Whether you prefer to use the City's website, e-newsletter, print newsletter, or personal interaction, the information will be available.

Being responsible for approximately 30 miles of public streets, where the majority are in poor condition, the new \$1.15 million streets millage will not meet all of the City's street infrastructure needs on its own. City Council has been working with the City Manager to implement a series of recommendations made by the City Council's Fiscal Realities Task Force to generate an additional \$1 million in revenues that could be directed towards streets. The Task Force's recommendations focused in the areas of new revenues through economic development and fees as well as reductions in organizational costs. I am pleased to report, that we are well on our way to reaching this goal within the next two - three budget cycles.

#2 – Underfunded Capital Equipment and Facilities

Our community expects a high level of service. They also have entrusted us to maintain the City's taxpayer funded assets. Whether streets, plow trucks, police cars, or City buildings, it does not serve the best interest of the community to fall behind on capital maintenance and replacements. Unfortunately, following the recession, revenues did not keep pace with expenditures and investment needs – our equipment fleet and facilities suffered. This problem nearly manifested itself as a crisis in December of 2017 when three of the City's four plow trucks were out of service right before the first big snow storm

of the year. Over the last two years, the City has made a significant investment in improving, and also optimizing, its equipment fleet. In other words, being smart about equipment purchases and looking to equipment that serves multiple needs. These strategic investments and fleet optimization efforts will help reduce the City's historically high maintenance costs, which totaled over \$300,000 across both public works and utilities budgets over the last couple of years. It is a simple fact that maintaining equipment well beyond its useful life costs our taxpayers more and can create very real operational and safety concerns for our staff.

To help mitigate the financial and operational impacts of purely reactionary capital replacement practices, City Council approved the creation of the Capital Reserve Fund beginning with the 2019/2020 Budget. The goal of the Capital Reserve Fund is to proactively plan and save for future equipment and facility maintenance and replacement needs. If we know that the optimal life of a plow truck is roughly 12 years, then let's work towards saving for the next replacement today. This is a goal that is just smart budgeting. The Capital Reserve Fund and City Council's recent commitment to set aside the equivalent of one mill in property tax revenue (approximately \$400,000) and funding 10% of annual depreciation (approximately \$40,000) is a big step forward for our community. These strategies help ensure that we have the equipment and facilities to meet the community's expectation for quality public services and public spaces and that those services can be delivered by our great staff as safely and efficiently as possible.

Speaking of great staff, these last two years have been a challenge for them as we on Council worked to address Fiscal Reality #3 – Growing Pension and Retiree Health Care Liabilities.

With a total combined unfunded pension and retiree health care liability of over \$24 million and growing, the City was on an unsustainable and parlous path. There was no avoiding tough conversations and no way to address this challenge without affecting the people we rely on day after day to deliver quality and essential community services. It was important to City Council to address this challenge in a balanced of a manner as possible. With modifications to the benefit structures of our non-union, public services, and clerical employees, and tentative agreements with our two police unions, I can say that together, we have put the City in a much better position to manage these growing costs, while maintaining our ability to attract and retain high-quality professional staff. For this, I want to truly express my appreciation to our City professionals for their participation in solving tough challenges. I have seen our employees provide numerous concessions since the 2008 recession and I know it has been exhausting for all of us, but I am hopeful that those days are soon behind us.

Addressing our fiscal realities head on was and continues to be the right thing to do and frankly one of the accomplishments I am most proud of, but it is not the only accomplishments that I am proud of. I would like to take a few more minutes to highlight a few others.

Thinking and planning for the long-term and setting goals helps make for good policy and budget decisions. In 2018, the City adopted a new Comprehensive Master Plan. This plan not only provides valuable recommendations within the areas of land use, the downtown, complete streets and parks and recreation, but it helps position the City for future grant opportunities. Over the coming year we will be

working to further prioritize the plan's recommendations so that we can continue to move the community forward.

One such goal where the City has seen success is with "Ensure Quality and Variety of Housing." Currently the City has four active housing projects representing a potential for 350 new housing units. These new housing projects represent both owner occupied and rental products, single-family and multi-family, and various price points. These investments, should they all progress through completion, help support the Task Force's economic development recommendations. These development projects also highlight the strong interest in investing in our community, which has shown to be bolstered by the strength of our Downtown, which has been validated in every conversation with current and potential developers.

In the Department of Public Services, beyond replacing obsolete equipment, City Council became aware of numerous other challenges facing a department that has numerous visible and invisible responsibilities. From "emergency" sanitary sewer collapses, leading to a sinkhole in one case, to learning more about the many state and federal mandates that were not being adequately addressed, it was hard to hear the extent of the need. However, today I feel confident in our ability to work collaboratively with City staff to ensure we can address these needs and strengthen our ability to meet service expectations and our responsibilities to other agencies. We are fortunate to work with professionals who recognized these challenges and began plotting a course for improvement.

Lastly, and more broadly, I have been proud to watch City staff's commitment to customer service and community engagement evolve. From working towards more facilitative community development and permitting services, to working with our cemetery patrons to create as positive and easy experience during a difficult circumstance, to addressing utility billing issues, we have a staff that believes in the value of good customer service and is always looking for ways to improve services and organizational culture.

But beyond access to good customer service, a community needs to have the opportunity to be engaged. Great effort has been made to improve access to information. Yes, a new more user friendly website is available, however, more effort has been made to go to the people with information. We returned to publishing a biannual print-newsletter and created the bi-weekly e-newsletter. And, as I understand, staff is working towards a weekly e-newsletter.

However, engagement goes beyond access to information, it's access to people. It has been a true pleasure to see our professionals interacting and embracing the community. At open houses, a volunteer day, or phone call, our staff is willing to interact and help talk through individual questions, comments, and concerns. I can say two engagement opportunities I have enjoyed seeing evolve is our coffee-with-a-cop and especially our Police Youth Academy. These opportunities give our community and our youth the chance to learn about, yes some of the challenges of being a police officer, but also about the positive aspects of serving a community like the City of Brighton. In the Youth Academy's case, it also provides a chance to teach important life skills that can help build strong future leaders and civic-minded individuals. We are fortunate enough to have a group of officers willing to bring these

engagement strategies forward as ideas, who build and embrace these opportunities, and who are willing to continue new traditions as a team of civic-minded professionals.

In closing, the accomplishments over the last two years have been many – too many to highlight them all. However, it is the culmination of all of these accomplishments that contribute to the current State of our City.

As I transition...

And as my final act as Mayor, I am proud to pronounce that as a result of the hard work and tough choices by me and my fellow councilmembers, our dedicated and professional city staff, and our community, the State of our City is undeniably strong! As a TEAM, we can only get stronger.



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL November 21, 2019

SUBJECT: AWARD OF BID FOR BUILDING GENERATOR MAINTENANCE TO PM TECH FOR A CONTRACT PERIOD OF THREE YEARS, WITH TWO OPTIONAL ONE-YEAR EXTENSIONS

ADMINISTRATIVE SUMMARY

- The City of Brighton has six buildings / locations that have permanent building generators that ensure continued operation and essential services when we experience a power outage. In the past, there were three different contractors that would perform bi-annual preventative maintenance and any necessary repairs to these generators. In the Department of Public Service’s continued efforts to streamline our contractual services and generate possible cost savings and/or service improvements, an Invitation to Bid was published for maintenance on the generators at all six locations.
- The RFP was published on the Michigan Intergovernmental Trade Network (MITN) website on October 22, 2019 using the bidding documents previously approved by the City Attorney and City Council. A mandatory pre-bid meeting was held on Friday, November 1, 2019 with seven contractors in attendance.
- Sealed bids were opened on November 12 and four bids were received. See bid results below.

Building Generator Maintenance - #ITB-COBDPS-19-02										
Bid Analysis										
BIDDER	Annual PM Costs						Standard Hourly Wage	Emergency / Holiday Wage	Parts Mark Up	Annual PM Total
	Challis Road Water Plant	Summit St Water Tower	WWTP	Third St Lift Station	PD	DPW				
Alta Equipment	\$5,005	\$1,260	\$5,470	\$2,815	\$1,800	\$1,755	\$145	\$209	15%	\$18,105
PM Tech	\$975	\$375	\$1,093	\$662	\$422	\$503	\$95	\$125	20%	\$4,030
Ancona Controls	\$1,225	\$250	\$1,225	\$950	\$275	\$275	\$109	\$159	20%	\$4,200
Wolverine	\$1,950	\$420	\$1,950	\$1,020	\$560	\$560	\$130	\$195	20%	\$6,460

- All three references provided by PM Tech were checked and all responses were favorable.



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL November 21, 2019

- Funding is available in both the DPW and Utilities budgets to continue these routine maintenance services.

RECOMMENDATION

Award of the Building Generator Maintenance Bid to PM Tech for a contract period of three years, with two optional one-year extensions.

Prepared by: Patty Thomas, Asst. to the DPS Director

Reviewed by: Marcel Goch, DPS Director

Approved by: Nate Geinzer, City Manager



CITY OF BRIGHTON

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

NOVEMBER 21, 2019

SUBJECT: CONSIDER REALLOCATION OF MERS ASSETS BETWEEN LINKED DIVISIONS

ADMINISTRATIVE SUMMARY

- For new general non-union employees hired after July 1, 2014 a new MERS division for general non-union employees was created in MERS. This new division (#13) is linked to the old division (#1).
- For new DPW union employees hired after July 1, 1995 a new MERS division for DPW union employees was created in MERS. This new division (#12) is linked to the old division (#10).
- When a group is closed and a new group is created MERS offers two billing options. The first is to pay a flat amount to be applied to the closed division and a percent of payroll to be applied to the new division. This becomes difficult to budget and the City opts for billing option two, which is to pay a blended rate for both divisions.
- We discovered that even though we are making payments to cover both the open and closed divisions, all payments are allocated to the new division. This isn't a big picture issue because when looking at the funded status of the pension plan it is evaluated as a whole.
- The annual actuary report does have a table (See the attached Table 6) that breaks out the funded status by division. Because all payments are being applied to the new general non-union and DPW union divisions 12 and 13, it appears that those divisions are over 100% funded, while the old linked divisions are significantly lower. The second page that shows Table 6 (continued) shows that when combined, the linked divisions are not over 100% funded.
- The attached resolution is a reallocation of assets between the linked divisions so that they both individually would reflect the percent funded when they are combined. MERS requires this resolution be passed by council before they make the reallocation.

RECOMMENDATION

It is staff's recommendation that council approve the attached resolution from MERS to reallocate the assets between the linked divisions.

ACTION/MOTION

Motion to approve the attached Resolution #19-20 Requesting Reallocation of Assets

Prepared by: Gretchen M. Gomolka, Finance Director

Approved by: Nate Geinzer, City Manager

RESOLUTION REQUESTING REALLOCATION OF ASSETS

WHEREAS, City of Brighton has been a participating municipality in the Municipal Employees' Retirement System of Michigan ("MERS"); and

WHEREAS, pursuant to Municipal Employees' Retirement Board requirements, since December 31, 1994, asset accounting had been separate for each division, instead of aggregate for the entire municipality; and

WHEREAS, over time, significant disparities have arisen in the City's MERS plan as a result of allocating the fair market value of plan assets on a divisional basis instead of on an aggregate basis, which disparities City of Brighton's wishes to eliminate; and

WHEREAS, in order to address the anticipated increase in unfunded liability for pensions to be provided participants in the defined benefit plan that is likely to occur as a result of diminished contributions to that plan, the City's wishes to reallocate certain divisional market assets between these divisions;

NOW THEREFORE BE IT RESOLVED, that the governing body of City of Brighton, a participating municipality as defined in the Municipal Employees' Retirement Act as recodified by Act No. 427 of the Public Acts of 1984, as amended, and as the employer, hereby requests MERS to reallocate the total market value of assets as of December 1, 2018 as follows:

Division Number	Division Name	Decrease in Employer Reserve Assets	Increase in Employer Reserve Assets
47040101	General		\$32,313
47040110	DPW Local 214		\$136,318
47040112	DPW Local 214 New Hires	\$136,318	
47040113	Gnrl NonUnion Admin aft 7/1/14	\$32,313	

This will enable the actuary to prepare the 2019 actuarial valuation with the transferred assets; and

CERTIFICATION

I hereby certify that the above was adopted by the governing body of City of Brighton at its meeting held on _____, 2019.

Authorized signature: _____

Title: _____

**Table 6: Actuarial Accrued Liabilities and Valuation Assets
as of December 31, 2018**

Division	Actuarial Accrued Liability					Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
	Active Employees	Vested Former Employees	Retirees and Beneficiaries	Pending Refunds	Total			
01 - General	\$ 1,440,779	\$ 276,033	\$ 7,597,409	\$ 0	\$ 9,314,221	\$ 4,617,909	49.6%	\$ 4,696,312
02 - Police/Fire	5,093,691	4,876	3,739,430	1,244	8,839,241	5,279,567	59.7%	3,559,674
10 - DPW Local214	1,100,424	0	2,311,960	0	3,412,384	2,233,381	65.4%	1,179,003
11 - Clercl Union	314,843	10,191	526,402	6,912	858,348	722,771	84.2%	135,577
12 - D.P.W. Local 214 New Hires	963,474	0	102,254	0	1,065,728	1,202,046	112.8%	(136,318)
13 - Gnrl NonUnion Admin aft 7/1/14	906,019	11,084	0	10,433	927,536	959,849	103.5%	(32,313)
20 - Police Chief	528,738	0	0	0	528,738	402,302	76.1%	126,436
Total	\$ 10,347,968	\$ 302,184	\$ 14,277,455	\$ 18,589	\$ 24,946,196	\$ 15,417,825	61.8%	\$ 9,528,371

The following results show the combined accrued liabilities and assets for each set of linked divisions. These results are already shown in the table on the prior page(s).

Table 6 (continued)

Division	Actuarial Accrued Liability					Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
	Active Employees	Vested Former Employees	Retirees and Beneficiaries	Pending Refunds	Total			
Linked Divisions 12, 10	\$ 2,063,898	\$ 0	\$ 2,414,214	\$ 0	\$ 4,478,112	\$ 3,435,427	76.7%	\$ 1,042,685
Linked Divisions 13, 01	2,346,798	287,117	7,597,409	10,433	10,241,757	5,577,758	54.5%	4,663,999

Please see the Comments on Asset Smoothing in the Executive Summary of this report.



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL NOVEMBER 21, 2019

**SUBJECT: CONDUCT A PUBLIC HEARING AND CONSIDER APPROVAL OF ORDINANCE NO. 589,
TEXT AMENDMENTS TO THE CITY OF BRIGHTON CODE OF ORDINANCES.
CHAPTER 90, UTILITIES, SEC 90-177, SPECIFIC RATES AND CHARGES.**

ADMINISTRATIVE SUMMARY

In the past few years' the demand for growth within the City has increased, and developers are focusing on Brighton for development opportunities. Unfortunately, along with these opportunities is the increase in construction costs. Through numerous review meetings with potential developers, staff is hearing the same statement regarding the cost and payment of connection fees for water and sewer (REU's). In an effort to assist with the costs of development, staff believes amending the ordinance language regarding the installment payment plan for REU's owed, from twelve quarterly statements to twenty quarterly statements, would help potential developments become reality.

City Council conducted a First Reading of the proposed amendment at their regular meeting held on October 3, 2019.

This proposed amendment has been reviewed and approved by the City Attorney and the Finance Director.

RECOMMENDATION

Staff recommends that City Council conduct a public hearing, to field public comments regarding the proposed ordinance amendment, and to consider approval of Ordinance 589.

Prepared by: Michael Caruso, Community Development Manager

Approved by: Nate Geinzer, City Manager

Attachments: 1. Ordinance No. 589

CITY OF BRIGHTON
ORDINANCE NO. 589

AN ORDINANCE OF THE CITY OF BRIGHTON, MICHIGAN; AMENDING CHAPTER 90, "UTILITIES"; BY AMENDING ARTICLE IV-A, SECTION 90-177 OF THE CODE.

THE CITY OF BRIGHTON, LIVINGSTON COUNTY, HEREBY ORDAINS:

- I. That the current Article IV-A, Section 90-177 (c)(3), of Chapter 90 of the Code of Ordinance, is hereby amended to read as follows:

ARTICLE IV-A. WATER SEWER RATES AND CHARGES

Section 90-177. Specific Rates and Charges

(c)(3) Installment Payments

In those cases when a new commercial, industrial, office, or multi-residential rental development is determined to require three or more residential equivalent units the owner may elect to pay one-third of such connection charges (with the exception of those charges imposed to recoup the cost of infrastructure built pursuant to a special assessment district, or otherwise financed by private landowners, to whom the city is returning any portion of such charges) prior to the issuance of a building permit and the remaining two-thirds of the connection charges in 20 quarterly installments on the city's utility billing system. The unpaid balance shall be a lien on the property and upon failure of the owner to pay the same may be added to the next tax roll of the city and collected in the same manner in all respects as provided by law for the collection of taxes.

TARA BROWN, City Clerk

SHAWN PIPOLY, Mayor

First Reading: _____

Brief Publication: _____

Second Reading: _____

Public Hearing: _____

Adoption: _____

Full Publication: _____



CITY OF BRIGHTON

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

NOVEMBER 21, 2019

SUBJECT: CONSIDER BUDGET AMENDMENT TO FUND 401(A) RETIREMENT PLANS FOR EMPLOYEES CONVERTING OUT OF THE MERS PENSION

ADMINISTRATIVE SUMMARY

- As a part of the recent employee negotiations employees were offered the opportunity to convert their MERS pensions into a defined contribution 401(A) account with Nationwide
- As a part of this conversion MERS will reimburse the employee contributions paid into the pension system by those converting employees to be deposited into their new 401(A) account.
- MERS will not allow us to pull out employer contributions from the system, so these funds will remain there.
- Based on City Council feedback, we determined to make a one-time deposit into any newly converted 401(A) plans based upon each individual's MERS eligible wages multiplied by the newly established 401(A) contribution rates.
- We provided these calculations to all non-vested employees to aid them in making the decision on whether or not to convert.
- Four employees have made the decision to convert effective on January 1, 2020. MERS requires all elections to convert be filed by December 1, 2019.
- We know the actual calculations for eligible wages through October 2019 and have made estimates for November and December. These estimates show that the City will contribute approximately \$55,000 in total for all four employees. Because the calculations are based on estimates, we are asking for an up to \$60,000 budget amendment to use general fund fund balance.
- Because we are leaving this \$60,000 in MERS and making the 401(A) payments out of the general fund, we are essentially making an additional contribution to MERS this year. This action removes four individuals from the City's long-term pension liability.

RECOMMENDATION

It is staff's recommendation that council approve a budget amendment to fund the employer portion of the 401(A) plans for employees converting to MERS in an amount up to \$60,000.

ACTION/MOTION

Motion to approve a General Fund budget amendment to use up to \$60,000 of fund balance for the one-time conversions from MERS to a Nationwide 401(A) for four employees.

Prepared by: Gretchen M. Gomolka, Finance Director

Reviewed by: Michelle Miller, Human Resources Manager

Approved by: Nate Geinzer, City Manager