



Brighton City Council Meeting

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

June 15, 2023 – 6:30 p.m.

AGENDA

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Consider approval of the agenda
5. Consider approval of consent agenda items

Consent Agenda Items

- a. Approval of Minutes: regular meeting of June 1, 2023
- b. Approval of resolution #2023-17, a Social District License Application for WD Champ's LLC, D/B/A Champs Pub located at 140 E. Grand River
- c. Approval of year end budget amendments, Resolution #2023-18, Final Year End Budget Amendments for the year ending June 30, 2023
- d. Approval to reappoint members of the Brighton Arts and Culture Commission

Correspondence

6. Call to the public
7. Staff updates
8. Updates from Councilmember liaisons to various boards and commissions

Discussion

9. City Council Elections

New Business

10. Consider awarding the proposal from Peerless Midwest, Inc. to perform an evaluation and rehabilitation on High Service Pump #5 at the Challis Water Plant for an amount not to exceed \$37,900
11. Consider approval of Resolution #2023-19 for a jurisdictional transfer of a portion of Challis Road from the Board of Commissioners of the Livingston County Road Commission to the City of Brighton for a portion of Challis Road
12. Consider approval of the purchase of Rockwell Automation/Allen Bradley CompactLogix Controllers, Ethernet Communication Modules, and Input/Output Cards from McNaughton McKay in the amount of \$98,881.99
13. Consider approval of a three-year contract for a police liaison officer, between the City of Brighton and Brighton Area Schools
14. Consider approval to authorize the assignment of CSX agreement numbers CSX617306 and CSX736848 to the City of Brighton Downtown Development Authority contingent upon its approval of the revised agreements
15. Consider entering into closed session to consult with its attorney regarding trial or settlement strategy in connection with pending litigation, being City of Brighton v James Filipowski and Kathy Filipowski, Livingston County Circuit Court Case No. 23-31773-CZ, because an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body pursuant to MCL 15.268(1)(e) of the Open Meetings Act

16. Consider entering into closed session for strategy session connected with the negotiation of a collective bargaining agreement pursuant to MCL 15.268 (c) of the Open Meetings Act

Other Business

17. Call to the public

18. Adjournment



Brighton City Council Meeting

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MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON JUNE 1, 2023

1. Call to order

Mayor Pro Tem Bohn called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll call

Present were Mayor Pro Tem Bohn, Councilmembers: Emaus, Gardner, Gipson, and Pettengill.

Staff Present: City Manager Gretchen Gomolka, City Clerk Tara Brown, DPS Director Marcel Goch, Community Development Manager Mike Caruso, Human Resources Manager Michelle Miller, Executive Assistant to Community Development Kelly Haataja, Chief Brent Pirochta, and Attorney Sarah Gabis. There were approximately five people in the audience.

Motion by Councilmember Gardner, seconded by Councilmember Emaus to excuse Mayor Tobbe for personal reasons. **The motion carried, 6-0.**

4. Consider approval of the agenda

Motion by Councilmember Emaus, seconded by Councilmember Gipson to approve the agenda as presented. **The motion carried, 6-0.**

5. Consider approval of consent agenda items

Motion by Councilmember Albert, seconded by Councilmember Gardner to approve the consent agenda as presented. **The motion carried by roll call vote, 6-0.**

Consent Agenda Items

- a. **Approval of Minutes: regular meeting of May 18, 2023**
- b. **Approval of resolution #2023-16, of a Social District License Application for Full Circle Brews, LLC, located at 709 W. Grand River**

Correspondence

6. Call to the public

Mayor Pro Tem Bohn opened the call to the public at 6:35 p.m.

Neil Roberts spoke regarding ongoing water pressure issues in Pine Creek. He noted that he would like city officials and staff to work with the homeowner's association to place a lift station to help with water pressure.

Hearing and seeing no further comment, the call to the public was closed at 6:36 p.m.

7. Staff updates

Clerk Brown noted that she will be at the Brighton Farmers Market on Saturday, June 3, 2023, with giveaways and provide city information.

Chief Pirochta noted that Officer Roberts has started solo patrol and is doing a great job.

Director Goch provided updates on various ongoing projects and addressed the concerns voiced during call to the public. The downtown streetscape project is moving along with several contractors in to upgrade electric and gas. Visitors to downtown will notice that the contractor has begun laying concrete in sections. The northwest neighborhood project contractors and staff completed their walk through of the project to evaluate punch list items

for evaluation/repair before final sign off of the project. The Summit water tower is back up and running. The water restriction should be lifted shortly. Also, staff and the events committee met to review and refine the 4th of July parade route.

Councilmember Pettengill inquired about the speed hump located along millpond lane and when it will be installed. Director Goch stated the speed hump will be installed by the weekend.

Manager Gomolka stated that Brass + Oak is currently conducting their ribbon cutting and for all to visit the shops opening. Along with several clothing and gift options, refreshments and appetizers from Whisk and Ivy are on site for patrons to enjoy.

8. Updates from Councilmember liaisons to various boards and commissions

Councilmember Emaus with Brighton Veteran Memorial and the American Legion VFW hosted the Memorial Day parade. Councilmember Emaus thanked staff, officials, the Brighton Area Fire Authority, Police Department and all who helped plan the event and to those who attended. The Downtown Development Authority will meet later in the month.

Councilmember Gardner stated the Livingston County Planners Luncheon Series gave a presentation on moratoriums by Kyle O'Meara.

Councilmember Pettengill will be hosting the annual Imagination Station Kickoff this coming Saturday, June 3, 2023, beginning at 9:00 a.m. to help spread mulch, make repairs, and mix and mingle with the community. All tools and equipment will be provided.

Councilmember Gipson thanked Councilmember Emaus for such a great Memorial Day parade event, and Mayor Tobbe for such a great speech during the parade festivities, and finally thanked all who helped plan out the 4th of July parade route.

Discussion

9. Wastewater Treatment Plant

Representatives from Tetra Tech provided an overview of the City of Brighton wastewater treatment plant needs with forecasts for several years out. While city staff has done a remarkable job keeping the plant operational, the plant is over thirty years old and is in need of upgrades.

New Business

10. Consider approval of site plan 23-04, Fifth-Third Building, Main Street, as recommended with the conditions as stated by the Planning Commission

Motion by Councilmember Emaus, seconded by Councilmember Gardner to approve of site plan 23-04, Fifth-Third Building, Main Street. **The motion carried, 6-0.**

11. Conduct a first reading and set a public hearing for proposed ordinance 602 amendments and reorganization of Chapter 66 – Signs, of the City of Brighton Code of Ordinances

Motion by Councilmember Gipson, seconded by Councilmember Emaus to set a public hearing for proposed ordinance 602 amendments and reorganization of Chapter 66 – Signs, of the City of Brighton Code of Ordinances for July 20, 2023. **The motion carried, 6-0.**

12. Consider entering into closed session to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, being Rohrkemper v 1023 Holdings, LLC et al, because an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body pursuant to MCL 15.268(1)(e) of the Open Meetings Act

Motion by Councilmember Gardner, seconded by Councilmember Albert to enter into closed session to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, being

Rohrkemper v 1023 Holdings, LLC et al, because an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body pursuant to MCL 15.268(1)(e) of the Open Meetings Act at 8:17 p.m. **The motion carried by roll call vote, 6-0.**

Motion by Councilmember Gipson, seconded by Councilmember Pettengill to come out of closed session at 8:41 p.m. **The motion carried, 6-0.**

13. Consider entering into closed session to consider the purchase or lease of real property pursuant to MCL 15.268 (1)(h) of the Open Meetings Act

Motion by Councilmember Emaus, seconded by Councilmember Gipson to enter into closed session to consider the purchase or lease of real property pursuant to MCL 15.268 (1)(h) of the Open Meetings Act at 8:42 p.m. **The motion carried by roll call vote, 6-0.**

Motion by Councilmember Emaus, seconded by Councilmember Gipson to come out of closed session at 9:52 p.m. **The motion carried, 6-0.**

Motion by Councilmember Gipson, seconded by Councilmember Pettengill to instruct the City Attorney, City Manager, and staff to proceed as discussed in closed session. **The motion carried, 6-0.**

Other Business

14. Call to the public

Mayor Pro Tem Bohn opened the call to the public at 9:53 p.m. Hearing and seeing no comment the call to the public was closed.

15. Adjournment

Motion by Councilmember Emaus, seconded by Councilmember Gipson to adjourn the meeting at 9:53 p.m. **The motion carried (6-0).**

Tara Brown, City Clerk



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL JUNE 15, 2023

SUBJECT: CONSIDER APPROVAL OF RESOLUTION FOR SOCIAL DISTRICT LICENSE APPLICATION

ADMINISTRATIVE SUMMARY

The attached resolution is for approval of a Social District License for WD Champ's LLC, D/B/A Champs Pub located at 140 E. Grand River.

This entity has completed the application process and received educational compliance from the Brighton City Police Department.

RECOMMENDATION

Staff recommendation is for City Council adoption of Resolution 2023-17 by roll call vote.

Prepared by: Kelly Haataja, Executive Assistant to Community Development
Reviewed by: Michael Caruso, Community Development Manager
Approved by: Gretchen Gomolka, City Manager

Attachments: 1. Resolution 2023-17
 2. Application
 3. Education Compliance



Resolution #2023-17

Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ Brighton City _____ council/board
(regular or special) (name of city, township, or village)

called to order by _____ on June 15, 2023 at _____ p.m.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____ WD Champ's, LLC D/B/A Champs Pub _____
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____ Brighton City _____
council/board at a _____ meeting held on June 15, 2023 _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Tara Brown

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

RECEIVED

MAY 22 2023

CITY OF BRIGHTON

PSD23-00



City of Brighton APPROVED By: WM Date: 5/22/23

CITY OF BRIGHTON SOCIAL DISTRICT LICENSE APPLICATION

200 N. First Street - Brighton, MI 48116 - commdev@brightoncity.org - 810.225.9255

99-000-054

New Application Submittal - Fee Due \$50 Annual Renewal - Fee Due \$50

APPLICANT

Name: Winfried Nahm Phone: 248 670 1074

Business Name: WB Champs

Address: 140 E Grand River

Email: Julie.Champspub@gmail.com

PROPOSED DAYS/HOURS FOR ALCOHOL SALES TO BE CONSUMED IN THE COMMON AREA:

Monday thru Sunday noon - 10pm

HAVE YOU HAD A LICENSE OR PERMIT REQUIRED BY THE CITY OF BRIGHTON OR ANY OTHER STATE OR MUNICIPAL AUTHORITY REVOKED, SUSPENDED, OR DENIED IN THE LAST THREE YEARS? IF YES, PLEASE PROVIDE DETAILS:

no

HOLD HARMLESS ACKNOWLEDGEMENT

To the fullest extent permitted by law, WB Champs, agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Brighton, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Brighton, against all claims, demands, suits or loss, including all costs connected therewith, and for any damages, which may be asserted, claimed, or recovered against or from the City of Brighton, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Brighton, by reason of personal injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this application.

Printed Name: Winfried Nahm Date: 5/19/23

Signature: [Handwritten Signature]



CHAMP'S
PUB
Est. 1981



STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

Department of Licensing
and Regulatory Affairs

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

THIS LICENSE SUPERSEDES ANY AND ALL OTHER LICENSES ISSUED PRIOR TO MAY 17, 2023
FILE NUMBER:

BUSINESS ID: 0277670
WD CHAMP'S, LLC
D/B/A CHAMPS PUB

140 E GRAND RIVER AVE,
BRIGHTON, MI 48116-1510

LIVINGSTON COUNTY
L-273
BRIGHTON CITY

LICENSE # L-000454560
LICENSE: Class C

ACT:
N/A

L-000454561 Specially Designated Merchant

MCL 436.1533(5)a
(NONTRANSFERABLE)

TOTAL BARS: 1
DIRECT-CONNECTIONS: 0
PASSENGRS:

ROOMS:

OUTDOOR SERVICE AREA:

PERMIT
Dance, Sunday Sales (AM), Sunday Sales (PM): Class C- Spirits & Mixed Spirit Drink,
Entertainment

IN WITNESS WHEREOF,
this License has been duly signed
and sealed by both the Michigan
Liquor Control Commission and the
Licensee(s).

LIQUOR CONTROL COMMISSION

Pat Agard

David P. ...

...

See Gargulac

Edna Tom

LICENSEE(S) SIGNATURE(S)

[Signature]

2023

2024

LICENSE EFFECTIVE MAY 1, 2023 - EXPIRES APRIL 30, 2024



Brighton City Police

**Deputy Chief of Police
Craig C Flood**

810-844-5134

floodc@brightoncitypolice.org

Memo

To: Community Development

From: Deputy Chief Flood

Date: 6/9/2023

Re: Champs Pub

On June 1st, 2023, Kelly Haataja and I presented Social District Education to Champs Pub. The meeting was held at Champs Pub.

I provided the approved Social District Education Packet, read through the packet with them and answered any questions as they had.

Champs Pub has met the Social District education requirement as prescribed by Resolution 2021-015.

In attendance was:

Dave Viola
Julie Happala



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JUNE 15, 2023

SUBJECT: CONSIDER APPROVAL OF FINAL BUDGET AMENDMENTS FOR FISCAL YEAR ENDING JUNE 30, 2023, RESOLUTION #2023-18

ADMINISTRATIVE SUMMARY

- In compliance with statutory budgeting and accounting requirements, City Council must amend the 2022-2023 budget prior to June 30, 2023 such that actual expenditures do not exceed budgeted amounts.
- The 2022-2023 Year End Budget Amendments are attached. These amendments result from changes in revenues and expenditures throughout the budget year.
- The projected Fund Balance for General Fund is based on **budgeted** financial outcomes at year-end. Final numbers for the year ending June 30, 2023 will not be available until after the audit is completed.

The projected Fund Balance for the General Fund is computed as follows:

Unassigned and Assigned for
Capital Fund Balance at 6/30/22 per the audit \$2,992,316

Budgeted Results of Operations for FY 2022-2023

Revenues per original budget	10,020,861
Expenditures per original budget	<u>10,637,559</u>
Original Budgeted use of Fund Balance	(616,698)
Amendments made throughout the year	(26,725)
Recommended Year End Budget Amendments	<u>633,000</u>
Projected use of Fund Balance	<u>(10,423)</u>

Budgeted Unassigned Fund Balance at 6/30/23 \$2,981,893

RECOMMENDATION

Approve Resolution 2023-18, Final Year End Budget Amendments for the year ending June 30, 2023 as presented.

Prepared by: Elizabeth Gaines, Finance Director

Attachments: 1. Resolution 2023-18
2. FY 2022-23 Year end Budget Amendments

RESOLUTION 2023-18

TO AMMEND THE 2022-23 YEAR END BUDGET APPROPRIATIONS

WHEREAS, the Brighton City Council adopted the original Fiscal Year 2022-23 budget; and

WHEREAS, statutory budgeting and accounting requirements require that the budget be amended prior to year-end for changes to revenues and expenditures that were unknown at time of original adoption; and

WHEREAS, the City Manager has recommended certain amendments to the City's Funds:

NOW, THEREFORE, BE IT RESOLVED by the Brighton City Council as follows:

1. The Brighton City Council amends the FY 2022-23 Budget appropriation levels pursuant to the recommendations of the City Manager, as provided in the attached sheets, which are made a part of this Resolution.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED

Dated: _____

CERTIFICATION

I, Tara Brown, City Clerk of the City of Brighton, do hereby certify that the foregoing is true and correct copy of a Resolution adopted by the City Council of the City of Brighton at a regular meeting held on June 15, 2023.

Tara Brown, City Clerk

City of Brighton
2022-2023 Year End Budget Amendments

GENERAL FUND

<u>Revenue</u>	Amount Inc/(Dec)	Description	Account Number
Property Taxes	90,000.00	Higher than anticipated revenue	101-010-0000-000-40200
Property Tax admin fee	18,000.00	Higher than anticipated revenue	101-010-0000-000-44700
Interest Income	170,000.00	Earned more interest than anticipated	101-010-0000-000-67000
Civic Event reimbursement	14,000.00	1/3rd of 50% of City costs; reimbursement higher than anticipated	101-010-0000-000-68602
Building Permit Fees	250,000.00	Higher than anticipated permit activity (DTN)	101-010-0000-600-47700
Planning/Zoning Filing Fee	<u>10,000.00</u>	Higher than anticipated site plan review fees	101-010-0000-600-62700
Total Revenue	552,000.00		
Expenditures			
City Manager			
Contractual Services	19,000.00	Increased costs for Ann Arbor Spark Agreement	101-172-0000-170-83100
Communications/Engagement			
Salaries and benefits	(30,000.00)	Savings from extended vacancy of Assistant to City Manager position	101-173-0000-170-xxxxx
Legal Services			
Legal Fees	(100,000.00)	Savings from legal fees not needed	101-210-0000-170-80100
Retiree Healthcare			
Retiree Healthcare	30,000.00	Higher than budgeted premium increases	101-869-0000-300-71600 and 71602
Total Expenditures	<u>(81,000.00)</u>		
Net Change to Budgeted General Fund Balance	<u><u>633,000.00</u></u>		



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JUNE 15, 2023

SUBJECT: CONSIDER APPROVAL OF APPOINTMENTS TO THE BRIGHTON ARTS AND CULTURAL COMMISSION

ADMINISTRATIVE SUMMARY

- The Brighton Arts and Cultural Commission consists of five members including a council member liaison. The city has received two applications, both from the incumbents whose terms are expiring on July 1st.
- The vacancy was posted using the new guidelines established during the most recent City Council retreat
- Applications and resumes are attached.

Prepared by: Michelle Miller, Human Resources Manager

Approved by: Gretchen Gomolka, City Manager

Attachments: Applications
Resumes



APPLICATION FOR APPOINTMENT CITY BOARD OR COMMISSION

Applicant:

Name: Mara Ikens Email: maraikens17@yahoo.com

Address: 125 N. Fourth Street, Brighton 48116 Phone: 810-772-6553

Attached Resume Yes: No: Registered Voter in the City of Brighton Yes: No:

In debt to the City of Brighton Yes: No:

Board/Commission: Please check all that you would be willing to serve (see attached descriptions):

- | | |
|--|--|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Election Commission |
| <input checked="" type="checkbox"/> Brighton Arts & Culture Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Downtown Development Authority | <input type="checkbox"/> Zoning Board of Appeals |

Years as City Resident: 6 years

Identify any potential conflicts (relatives that work for the City, financial agreements with City, etc.):

None

Why would you like to be on the Board(s)/Commission(s) you have selected (attach pages, if needed)?

To be able to be hands on with the City of Brighton's beautification and the art and culture community.

Experiences that are relevant to request: Owner of Art Ventures in downtown Brighton.
Life time of being taught to appreciate all aspects of art.

I hereby certify that I do not have any outstanding debts with the City of Brighton and all the statements made in this application are true, complete, and correct, to the best of my knowledge and belief and are made in good faith.

Signature: Date: 6/1/23

Please only submit this page.

For Office Use Only	
Received By: _____	Date: _____

Mara Megan Ikens

125 N 4th St., Brighton, MI 48116
artventuresframing@gmail.com | cell: 810-772-6553

Experience

ArtVentures Inc. and American Awards & Engraving | Brighton, MI October 2018 - Present
Owner and Director of Operations

- Accurately communicate ideas and designs with customers to enhance their highly-valued pieces
- Calculate material and labor requirements and costs per project
- Coordinate with suppliers to ensure delivery of materials within the scope of each project
- Create promotional materials to be circulated through various social media, print and online ads

Great Harvest Bread Company | Brighton, MI August 2010 - October 2018
Customer Service Associate

- Ensure high customer satisfaction while fulfilling complex catering and gift basket orders
- Maintain inventory, manage vendor deliveries, and professional looking merchandise displays
- Prepare deli items and gourmet coffee drinks
- Audit shift closing procedures to ensure proper communication with overnight bakers, organization, and cleanliness
- Expose product line to new customers by selling various products at regional farmer's markets

Mason Family Dentistry | Mason, MI May 2017 - August 2018
Dental Assistant

- Assist in advanced procedures such as crowns, implants, root canals, and bridges
- Operate x-ray machines and develop x-rays including panoramic, bitewing, periapical, and full mouth images
- Arrange instrument trays according to router sheets specific to the needs of the procedure

Care Free Dental | Lansing, MI May 2016 - May 2017
Dental Assistant

- Provide chair side assistance in dental procedures including fillings, extractions, exams, dentures and partials
- Provide instrumentation by sterilizing and delivering instruments to treatment area
- Ensure proper patient billing including processing insurance claims and prior authorizations
- Utilize EagleSoft dental software to check in patients, schedule future visits, and order supplies

Art in Bloom Floral Studio | Brighton, MI March 2015 - May 2016
Customer Service Representative

Accommodate customers with in-depth product knowledge to ensure timely, quality service

- Ensured health and cleanliness of flowers and foliage before storage and use.
- Created customer orders and input them into POS system for proper documentation

Brighton Bar and Grill | Brighton, MI November 2014 - February 2015
Host and Expeditor

- Service and assist guests with all food and environment related needs
- Greet, seat, and accommodate guests to ensure an exceptional dining experience.
- Ensure quality and proper presentation of food in a timely manner.
- Prepare and assemble orders quickly and accurately to avoid waste.

Certifications

Basic Life Support for Healthcare Providers | American Red Cross
Dental Radiography | Michigan Dental Association
Yoga Teacher certification RYS 200 | Bent Yoga Studio

February 2017
September 2016
August 2015

References

Tracey Flanigan
Owner of Art in Bloom Floral Studio and direct supervisor for one year
(810) 844-3326

Lori Kelly
Owner of Great Harvest and direct supervisor for three years
(810) 240-7823

Christina Maria Kafkakis
Former Employer and long time Customer of Great Harvest
Owner of Christina Maria Photo and Design
(810) 522-8244
christinamariapd@gmail.com

Jenifer Berger
Long time customer of Great Harvest
Owner of Snapshots DVD Slideshow and part time office manger at Anytime Fitness in Novi, MI
(586) 484-9406
jen.berger@comcast.net



APPLICATION FOR APPOINTMENT CITY BOARD OR COMMISSION

Applicant:

Name: Jeri Kay Thomas Email: jerikay@2dandelionsbookshop.com

Address: 320 Brighton Lake Road, Brighton, MI 48116 Phone: 810-908-4372

Attached Resume Yes: No: Registered Voter in the City of Brighton Yes: No:

In debt to the City of Brighton Yes: No:

Board/Commission: Please check all that you would be willing to serve (see attached descriptions):

Board of Review

Election Commission

Brighton Arts & Culture Commission

Planning Commission

Downtown Development Authority

Zoning Board of Appeals

Years as City Resident: 33

Identify any potential conflicts (relatives that work for the City, financial agreements with City, etc.):

None

Why would you like to be on the Board(s)/Commission(s) you have selected (attach pages, if needed)?

Experiences that are relevant to request: _____

I hereby certify that I do not have any outstanding debts with the City of Brighton and all the statements made in this application are true, complete, and correct, to the best of my knowledge and belief and are made in good faith.

Signature: _____ Date: _____

Please only submit this page.

For Office Use Only

Received By: _____ Date: _____

Question 1: Why interested?

I would like to continue to be a member of the City of Brighton's Art and Culture Commission to help bring unique and engaging experiences to our city. It is such an exciting time in our city with the Main Street Scape project providing necessary updates to that space for our residents and visitors. BACC provides an opportunity for me to collaborate with other residents who are passionate about building community through the arts and designing experiences and programming that are accessible to all. The BACC honors the history of Brighton while embracing the growth and changes that each year brings.

Building Community by Encouraging Appreciation and Engagement of Arts Culture Through a Wide Variety of Cultural and Art Experiences

Question 2: Skill Set

Being a long-time city resident and retired Brighton Area Schools teacher, I have a strong connection with our community and school system.

Even before owning a business on Main Street, I have been a 'shop local' supporter and had built relationships with many downtown merchants. Having a retail space, 2 Dandelions Bookshop, for the past 3 ½ years has allowed me to connect and collaborate with other businesses. Building relationships through trust and respect allows us to really work together and move forward making decisions that are meaningful for all stakeholders.

My teaching philosophy has deep roots in having a growth mindset and the willingness to say yes. Creating an environment that is welcoming and encouraging naturally leads to collaboration and creativity. Asking important questions and listening allows for problem solving and progress.

Jeri Kay Thomas
320 Brighton Lake Road
Brighton, MI 48116
810-522-5310

Education:

Albion College—Bachelor of Arts Degree May 1987
Wayne State University—Master of Arts in Teaching December 1997
Wayne State University—Early Childhood Endorsement July 2005

Employment:

Albion Public Schools—Elementary Teacher 1994-1999
Brighton Area Schools—Early Childhood Teacher 2005-2022
2 Dandelions Bookshop—Owner 2019-present

Professional Memberships:

Past Memberships:

- National Association for the Education of the Young Child

Current Memberships:

- American Booksellers Association
- Great Lakes Independent Booksellers Association
- Sleeping Bear Publishers Own Voices Own Stories Advisory Board
- Brighton Area Chamber of Commerce
- Brighton Arts and Culture Committee

Professional Collaborations:

- Brighton Area Schools: ordering, author events, philanthropy, outreach
- Howell Public Schools: ordering, author events, philanthropy
- LACASA: ordering, outreach
- Great Start Livingston: outreach
- Brighton Kiwanis Club: philanthropy
- Downtown Merchants: author and merchant events

Personal and Professional Skill Set:

- Growth mindset
- Creative and Collaborative
- Community minded
- Event Planning
- Book knowledge
- Early childhood expert
- Strong work ethic



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

June 15, 2023

SUBJECT: CONSIDER AWARDING THE PROPOSAL FROM PEERLESS MIDWEST INC. TO PERFORM AN EVALUATION AND REHABILITATION ON HIGH SERVICE PUMP #5 AT THE CHALLIS ROAD WATER PLANT FOR AN AMOUNT NOT TO EXCEED \$37,900.

BACKGROUND

- Currently at the Challis Road Water Plant, there are three high service pumps used to pump water through the distribution system. These pumps help maintain positive pressure in the system and provide the water required to meet the daily demand of our customers. While annual maintenance and inspections have been performed, a gradual decrease in pumping efficiency has occurred over the years. High Service Pump #5 is generating a 15 percent decrease in pumping efficiency as originally designed. Decreased efficiency in pumping rates increases energy consumption, which in turn increases water production costs. This is the second of three high-service pumps that Staff will be requesting to rebuild in the CIP over the next few years.

ADMINISTRATIVE SUMMARY

- An Invitation to Bid (ITB)) was published on the Michigan Intergovernmental Trade Network (MITN) website on Monday, May 8, 2023, using the bidding documents previously approved by the City Attorney. Sealed bids were opened on Wednesday, May 31, 2023. See below:

Vendor	Pump Rebuild Cost	Pump Replacement Cost	Motor Replacement Cost	Total Replacement Cost
Peerless Midwest Inc.	\$18,300.00	\$23,500.00	\$11,750.00	\$32,950.00 (If both pump and motor need to be replaced.)
Northern Pump and Well	\$19,977.45	\$24,247.45	\$11,160.00	\$35,407.45 (If both pump and motor need to be replaced.)

- Peerless Midwest is a trusted company with a great reputation for quality and customer service. They serve numerous communities and water districts throughout Michigan and Indiana. Peerless Midwest built and installed the Challis Water Plant high service pumps and has maintained them for many years. Staff feel comfortable in recommending them to complete the overhaul of High Service Pump #5.

Scope of Work

- Remove and replace motor and pump assembly.
- Perform amperage and voltage test on motor to determine if motor needs to be replaced or rebuilt.
- Completely disassemble and inspect the pump to identify which components need to be repaired or replaced.
- Perform the necessary repairs and replacements to conform to or exceed original manufactures specification.
- Paint surfaces to conform to or exceed original manufacture’s specifications, reassemble pump, and prepare for installation.
- Reinstall pump and perform a pump flow test.

- Test the amperage and volts of the motor. Provide a warranty on material workmanship for a minimum of one year.
- The goal of this project is to have the pump rebuilt, which is common in the industry, however, until Peerless Midwest disassembles the pump, they cannot determine the extent of work required. The replacement of the pump and motor were added to the scope of work and ITB, as a provision, in case the pump is beyond repair. Peerless Midwest is required to explain, in detail, why the pump cannot be refurbished and must receive City approval prior to replacing the pump and/or motor after disassembling it.

BUDGET INFORMATION

- City Council approved \$50,000 in the 2022-23 Utilities Fund Budget for the rebuilding of high service and well pumps at the Challis Water Plant. As is customary for DPS projects we are asking for a 15 percent contingency to cover any unforeseen issues that may develop, bringing the total to \$37,892.50. There are sufficient funds budgeted to complete the rebuild as proposed by Peerless Midwest.

RECOMMENDATION

Award the proposal from Peerless Midwest, Inc. to perform an evaluation and rehabilitation on High Service Pump #5 at the Challis Water Plant for an amount not to exceed \$37,900.

Prepared by: Josh Bradley, Water Plant and Regulatory Compliance Superintendent

Reviewed by: Marcel Goch, DPS Director

Elizabeth Gaines, Finance Director

- Within Budget
- Budget Amendment Necessary and In Proper Form
- Other _____

Reviewed &

Approved by: Gretchen Gomolka, City Manager



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

June 15, 2023

SUBJECT: **CONSIDER APPROVAL OF RESOLUTION #2023-19 FOR A JURISDICTIONAL TRANSFER FROM THE BOARD OF COMMISSIONERS OF THE LIVINGSTON COUNTY ROAD COMMISSION TO THE CITY OF A BRIGHTON FOR A PORTION OF CHALLIS ROAD.**

BACKGROUND

- The City of Brighton's city limits extends west on Challis Road to just past Brighton Interior Drive (See attached map), adjacent to the Township of Genoa.
- The private property along this portion of Challis Road was previously annexed by the City of Brighton from the Township of Genoa; however, the roadway remained under the jurisdiction of the Livingston County Road Commission.
- The municipal water, wastewater and storm utilities located along this portion of Challis Road are owned and maintained by the City of Brighton.

ADMINISTRATIVE SUMMARY

- The City of Brighton requested to have the jurisdiction of the portion of Challis Road located within the City limits transferred to the City.
- The Livingston County Board of County Road Commissioners approved their Resolution #2305-046 on May 11, 2023, transferring this portion of Challis Road to the City.
- In 2018, the Livingston County Road Commission performed a complete rebuild of this portion of Challis Road so if approved, the City of Brighton will be receiving a newly built road.
- Having the City own and maintain this portion of Challis Road would ensure our control over access to the University of Michigan Brighton Center for Specialty Care and City's Water Treatment Plant. We would not need to wait for the County Road Commission to clear it of snow, ice, fallen trees, etc. and would be added to our road system maintenance program.

BUDGET INFORMATION

- When the jurisdiction transfer is complete, the City will receive approximately \$15,500 annually in additional Act 51 money from the State for this portion of Challis Road, which will help to fund any maintenance and repairs that are needed. Additionally, because of the federal and state classification of this road, it is eligible for different types of funding than other major city streets.

RECOMMENDATION

Approve Resolution #2023-19 for a jurisdictional transfer of a portion of Challis Road from the Board of Commissioners of the County of Livingston to the City of Brighton for a portion of Challis Road

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

Reviewed by: Marcel Goch, DPS Director

Reviewed &

Approved by: Gretchen Gomolka, City Manager

Attachments: City of Brighton 2020 Aerial Imagery Map
Resolution #2023-19
Road Commission Approved Resolution



Challis Road Transfer Location

Karl Greimel Drive

**CITY OF BRIGHTON
RESOLUTION NO. 2023-19**

A RESOLUTION FOR THE ACCEPTANCE AND APPROVAL OF A JURISDICTIONAL TRANSFER FROM THE BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON TO THE CITY OF BRIGHTON FOR A PORTION OF CHALLIS ROAD

Minutes of a regular meeting of the City Council of the City of Brighton, Livingston County, Michigan, held in the City Council Chambers at 200 N. First Street, in said City, on Thursday, June 15, 2023, at 6:30 pm.

PRESENT: COUNCIL MEMBERS: [Names]

ABSENT: COUNCIL MEMBERS: [Names]

The following preamble and resolution were offered by Council Member [Name] and supported by Council Member [Name].

WHEREAS, the City of Brighton has requested the transfer of the portion of Challis Road from its current certification limit located east of Karl Greimel Drive to the westerly city limits of the City of Brighton located at the railroad tracks, west of Brighton interior Drive, consisting of 0.78 of a mile, and;

WHEREAS, having the maintenance of this roadway be controlled by the City of Brighton will allow the City to ensure access to the University of Michigan Brighton Center for Specialty Care and the City's Challis Road Water Treatment Plant, and;

WHEREAS, the entire portion to be transferred is contained within or along the jurisdictional boundaries of the City of Brighton, and;

WHEREAS, The Board of County Road Commissioners of the County of Livingston approved their Resolution #2305-046 on May 11, 2023 to relinquish jurisdiction of said portion of Challis Road to the City of Brighton.

NOW THEREFORE BE IT RESOLVED THAT, the City of Brighton hereby ACCEPTS AND APPROVES the jurisdictional transfer of the portion of Challis Road from its current certification limit located east of Karl Greimel Drive to the westerly city limits of the City of Brighton located at the railroad tracks, west of Brighton interior Drive, consisting of 0.8 of a mile.

PRESENT: COUNCIL MEMBERS: [Names]

NAYS: COUNCIL MEMBERS: [Names]

ABSENT: COUNCIL MEMBERS: [Names]

RESOLUTION DECLARED ADOPTED.

[name]
[title]

CERTIFICATION

The forgoing resolution was certified at a regular meeting of the City Council of the City of Brighton held on June 15, 2023.

Tara Brown, City Clerk

RESOLUTION OF THE

NUMBER:

2305-046

BOARD OF COUNTY ROAD
COMMISSIONERS OF THE
COUNTY OF LIVINGSTON

DATE:

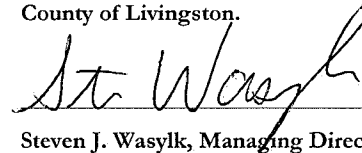
May 11, 2023

Resolution Relinquishing Jurisdiction of a Portion of Challis Road to the City of Brighton

- WHEREAS,** the City of Brighton has requested that the Board of County Road Commissioners of the County of Livingston transfer jurisdiction of a portion of Challis Road to ensure consistent city services to its residents and businesses, and
- WHEREAS,** staff has verified that the requested section of roadway is contained within or along the jurisdictional boundaries of the City of Brighton, and
- WHEREAS,** staff has reviewed this request and has determined that approval would be in the best interest of the citizens of Livingston County, now therefore be it
- RESOLVED,** that the Board of County Road Commissioners of the County of Livingston hereby relinquishes jurisdiction of the portion of Challis Road from its current certification limit located east of Karl Greimel Drive to the westerly City Limits of Brighton located at the railroad tracks west of Brighton Interior Drive, consisting of 0.78 of a mile, to the City of Brighton, and be it further
- RESOLVED,** that the Managing Director is hereby authorized and directed to take the necessary actions to effectuate this transfer with the City of Brighton and the Michigan Department of Transportation.

- MOVED:** Commissioner Funk
- SUPPORTED:** Commissioner Spicher
- AYES:** Commissioners Crane, Funk, Spicher
- NAYS:** None

I hereby certify this to be a true copy of a resolution made and adopted by the Board of County Road Commissioners of the County of Livingston.



Steven J. Wasylk, Managing Director



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

June 15, 2023

SUBJECT: CONSIDER APPROVAL TO PURCHASE ROCKWELL AUTOMATION/ALLEN BRADLEY COMPACTLOGIX PROGRAMMABLE LOGIC CONTROLLERS, ETHERNET COMMUNICATION MODULES, AND INPUT/OUTPUT CARDS FROM MCNAUGHTON-MCKAY ELECTRIC COMPANY IN THE AMOUNT OF \$98,881.99

BACKGROUND

The City's Supervisory Control and Data Acquisition System (SCADA) that was installed in 2005 monitors sewer lift stations throughout the city and has suffered increased failures over the last few years. Knowing that improvements were necessary, Staff budgeted, and council approved \$300,000 in the 2022/2023 budget to move forward with a rehabilitation project. A key component of the project is to upgrade the remote telemetry portion of the SCADA system to improve the communication system's overall reliability. This will ensure that information from the sanitary sewer lift stations is reliably transmitted to the Wastewater Treatment Plant (WWTP) informing operators of their status 24 hours a day and sending alarms as necessary.

ADMINISTRATIVE SUMMARY

There are twelve sanitary lift stations located throughout the city that collect flow from the sewer system and transport it to the WWTP. Each station has electronic components that are used to communicate the status of the stations back to WWTP and send alarms when the stations are not operating properly.

The hardware portion of our remote telemetry system is a Rockwell Automation/Allen Bradley CompactLogix product. In 2005 when the system was installed the Programmable Logic Controllers (PLC's) were state-of-the-art, but due to their age the outdated programming and obsolete serial port connections have become difficult to maintain and repair. If this work is completed, the connections will be upgraded from serial port to ethernet and the PLC controllers will be new and fully upgradeable.

Allen Bradley components are highly respected and known for long term reliability. It is staff's recommendation to purchase the same brand of Remote Telemetry System that we have currently. This will eliminate the need to replace many other components in each telemetry panel and save significant costs.

Once all components have been received, staff will work with Tetra Tech to install the equipment in each station and at the WWTP. While staff believes most of the work can be done in house, if the need to use an electrician is necessary, work will be performed on an as needed basis by Cyr Electric, who currently performs maintenance at the WWTP and lift stations.

McNaughton-McKay Electric Company is a local metro Detroit area company and is the sole supplier of Rockwell Automation/Allen Bradley equipment in this area of Michigan. They have provided us with the attached quote for \$87,584.69. Due to supply chain issues, some of the components needed are not expected to arrive until January 2024, making the purchase of these items sooner rather than later crucial to avoid further issues.

BUDGET INFORMATION

There is currently \$300,000 budgeted for the replacement of the Programmable Logic Controllers at the WWTP and lift stations. On March 16, 2023, City Council approved a proposal from Tetra Tech for \$81,900 for the design and implementation of the telemetry upgrades leaving over \$200,000 available for equipment. As staff moves forward with the project, additional equipment needs will be brought to Council for approval.

RECOMMENDATION

Approve the purchase of Rockwell Automation/Allen Bradley CompactLogix Controllers, Ethernet Communication Modules, and Input/Output Cards from McNaughton McKay in the amount of \$98,881.99.

Prepared by: Corey Brooks, Deputy DPS Director

Reviewed by: Marcel Goch, DPS Director

Elizabeth Gaines, Finance Director

- Within Budget
- Budget Amendment Necessary and In Proper Form
- Other _____

Reviewed &

Approved by: Gretchen Gomolka, City Manager

Attachments: McNaughton-McKay Electric Company Quote



McNAUGHTON-McKAY
ELECTRIC COMPANY

QUOTE

1357 E LINCOLN AVE

MADISON HEIGHTS, MI 48071-4134
(248) 399-7500

Entered Date	Customer PO #	Customer #	Order #
5/31/23	RFQ	27178	23530302-00
Placed By	Sales Rep In	Sales Rep Out	
COREY	WILLIAMS, ALEXANDER K	MADISON HEIGHTS HOUSE ACCOUNT	
Taken By	Requested Ship Date	Printed Date and Time	
1AW5	6/1/23	6/6/23 3:57 PM	

Bill To	Ship To
CREDIT CARD NON TAXABLE - MICHIGAN MADISON HEIGHTS, MI 48071	CITY OF BRIGHTON 6570 HAMBURG RD BRIGHTON, MI 48116-9165

**WE ARE PLEASED TO PROVIDE THE FOLLOWING QUOTE FOR YOUR REVIEW
QUOTES ARE VALID FOR 30 DAYS WITH THE EXCEPTION OF COMMODITIES OR WHERE OTHERWISE NOTED**

Instructions	Reference
Ship Point MADISON HEIGHTS BRANCH	Ship Via UPS GROUND
	Terms IMMEDIATE

Notes

Line	Product and Description	Quote Qty	Net Avail	Estimated Ship Date	Unit Price	Price UM	Net Amount (\$)
1	ALBR1769L33ER A-B 1769-L33ER COMPACTLOGIX 2 MB MEM CT https://www.mc-mc.com/Product/allen-bradley-1769-l33er?equote=true	13.00	0.00	12/1/23	4,156.07	E	54,028.91
2	ALBR1769IA16 A-B 1769IA16 120V 16PT INPUT MODULE https://www.mc-mc.com/Product/allen-bradley-1769-ia16?equote=true	4.00	4.00	6/1/23	417.56	E	1,670.24
3	ALBR1769OW8I A-B 1769OW8I 8 PT AC/DC INDIV ISOL https://www.mc-mc.com/Product/allen-bradley-1769-ow8i?equote=true	4.00	4.00	6/1/23	430.96	E	1,723.84
4	ALBR1769IF8 A-B 1769IF8 8CHANNEL ANLG IPT MOD https://www.mc-mc.com/Product/allen-bradley-1769-if8?equote=true	4.00	0.00	9/29/23	1,147.99	E	4,591.96
5	ALBR1769OF2 A-B 1769OF2 2CHANNEL ANALOG CURRENT https://www.mc-mc.com/Product/allen-bradley-1769-of2?equote=true	2.00	2.00	6/1/23	719.48	E	1,438.96
6	ALBR1769OF8C A-B 1769-OF8C ANALOG OUTPUT MODULE https://www.mc-mc.com/Product/allen-bradley-1769-of8c?equote=true	2.00	0.00	9/15/23	2,142.60	E	4,285.20
7	ALBR1769IF4 A-B 1769-IF4 4-CHANNEL ANALOG CURRENT https://www.mc-mc.com/Product/allen-bradley-1769-if4?equote=true	2.00	0.00	11/3/23	715.82	E	1,431.64
8	ALBR1769PA4 A-B 1769PA4 120/240V INPT PWR SPLY https://www.mc-mc.com/Product/allen-bradley-1769-pa4?equote=true	4.00	0.00	9/8/23	659.83	E	2,639.32

THE ESTIMATED SHIP DATE IS ONLY ACCURATE FOR IMMEDIATE ORDERS AND IS BASED ON AVAILABILITY AT THE TIME OF ORDER.

The sale of products and services by Seller is subject to Seller's general terms and conditions of sale ("Seller's Terms") as attached to this document or as otherwise posted on Seller's website. Seller objects to and rejects any terms or conditions that may appear on or are referenced in Customer's purchase order or other documents that are in addition to or otherwise inconsistent with Seller's Terms. Customer's receipt or acceptance of delivery of any ordered item above will constitute its acceptance of Seller's Terms.



McNAUGHTON-McKAY
ELECTRIC COMPANY

QUOTE

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MADISON HEIGHTS, MI 48071-4134
(248) 399-7500

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Bill To	Ship To
CREDIT CARD NON TAXABLE - MICHIGAN MADISON HEIGHTS, MI 48071	CITY OF BRIGHTON 6570 HAMBURG RD BRIGHTON, MI 48116-9165

Line	Product and Description	Quote Qty	Net Avail	Estimated Ship Date	Unit Price	Price UM	Net Amount (\$)
9	ALBR1756L81E A-B 1756-L81E CONTROLLOGIX 3MB CONTROL https://www.mc-mc.com/Product/allen-bradley-1756-l81e?equote=true	1.00	0.00	11/10/23	7,855.30	E	7,855.30
10	ALBR1756EN2T A-B 1756EN2T ETHERNET/IP MODULE https://www.mc-mc.com/Product/allen-bradley-1756-en2t?equote=true	2.00	0.00	1/12/24	3,959.66	E	7,919.32
11	ALBR1783CMS10P A-B 1783-CMS10P STRATIX 5200 10 PORT SWITCH	2.00	0.00	12/22/23	2,393.08	E	4,786.16
12	ALBR1606XLE120E A-B 1606XLE120E 120W XLE PWR SPLY https://www.mc-mc.com/Product/allen-bradley-1606-xle120e?equote=true	2.00	2.00	6/1/23	348.55	E	697.10
13	ALBR1783SFP1GSX A-B 1783-SFP1GSX 1000SX MULTIMODE FIBER TRANSCVR https://www.mc-mc.com/Product/allen-bradley-1783-sfp1gsx?equote=true	3.00	0.00	8/18/23	550.12	E	1,650.36
14	ALBR1769L33ER A-B 1769-L33ER COMPACTLOGIX 2 MB MEM CT https://www.mc-mc.com/Product/allen-bradley-1769-l33er?equote=true	1.00	0.00	11/24/23	4,163.68	E	4,163.68
14	Lines Total	Total Qty Quoted	46.00			Subtotal	98,881.99
						Taxes	0.00
						Total	98,881.99

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City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

DATE: JUNE 15, 2023

SUBJECT: POLICE LIAISON OFFICER CONTRACT BETWEEN THE CITY OF BRIGHTON AND BRIGHTON AREA SCHOOLS.

ADMINISTRATIVE SUMMARY

- The City of Brighton and its Police Department have a contract, whereas the Police Department provides a Police Liaison Officer to the Brighton Area Schools.
- This three-year contract is expiring in June of 2023 with the current school year.
- A new contract was proposed to and approved by Brighton Area Schools Superintendent, Dr. Outlaw.
- This new contract is a three-year contract running from September 2023 through June 2026 and includes an inflationary increase of 3% per year as follows:
 - 23/24: \$87,000
 - 24/25: \$90,000
 - 25/26: \$93,000

RECOMMENDATION

Staff recommends approval of a three-year contract with Brighton Area Schools to provide Police Liaison Officer services for the 2023/24, 2024/25, and 2025/26 school years at a rate of \$87,000, \$90,000, and \$93,000, respectively.

Prepared by: Brent Pirochta, Chief of Police

Reviewed by: Gretchen Gomolka, City Manager
Sarah Gabis, City Attorney

City Attorney (Required for all agreements, ordinances, etc.)

Acceptable Form and Ready to Execute

Other _____

Reviewed &

Approved by: Gretchen Gomolka, City Manager

**Police Liaison Officer Agreement
Between
Brighton Area Schools
And
City of Brighton Police Department**

This agreement shall define the roles and responsibilities of each party as to the position of Police Liaison Officer for the Brighton Area Schools (herein after referred to as the District).

The term of the agreement shall be in effect from September 2023 through June 2026 in accordance with the District's school year calendar.

As pertaining to this agreement, the mission of the City of Brighton Police Department (herein after referred to as the Police Department) and the District will be to suppress by enforcement of the law any and all illegal activities that endanger students and staff and to improve relationships between students, staff, community and police. We will be committed to providing a safe and orderly learning environment by utilizing the resources of each, through educational programming, staff development, and parental/community educational development.

The general duties of the Police Liaison Officer will be to be on site before, after and during the entire school day. The Police Liaison Officer will be available for students and staff, and the community during school related events or activities during the school day. The Police Liaison Officer will work with students as a police officer as well as a mentor. The District will support the Police Liaison Officer by providing him/her with support and assistance in program/policy development.

The desired results will be that the Police Liaison Officer's presence and actions will reduce disciplinary referrals, criminal acts, and promote stronger relationships between students, teachers, community and the police. The Police Liaison Officer will be expected to be a valuable resource for the students, teachers and administration.

Police Department Responsibilities:

1. The Police Department will assign a fully sworn officer to the position of Police Liaison Officer.
2. It is expressly agreed that the relationship between the District and Police Department shall be that of independent contracting parties. The Police Department shall determine the methods and manner for performing the services under this Agreement within the overall policies and budgets established by the District, and the policies of the Brighton Police Department, as each may be amended from time to time, and the law. The Police Liaison Officer shall at no time represent to others to be an employee or agent of the District. This Agreement is not to be construed as creating or establishing a partnership or joint venture of any kind between the parties.
3. The Police Liaison Officer, as a sworn police officer for the City of Brighton Police Department will have the authority to enforce all applicable laws. The Police Liaison Officer will have the responsibility to conduct all criminal investigations which pertain to his site or as assigned by his Police Department supervisor. The Police Liaison Officer will forward the results of any investigations to the proper resources as per the Police Departmental procedures. i.e. prosecutor review, diversionary program, and local court.

4. The Police Liaison Officer will be assigned full-time to the District and otherwise to school related duties in accordance the School District's annual calendar. The officer's total work hours will be in compliance with existing labor agreements; however, in general, the officer will be assigned to the Brighton High School from 7:00 a.m. to 3:00 p.m. during the school year.
5. The officer will provide notice to the school administration regarding deviation from that schedule, including court appearances, vacation, training, etc.
6. The Police Liaison Officer will wear an official uniform.
7. The Police Liaison Officer will maintain files, in conformity with confidentiality requirements of the Police Department, containing information on those students contacted and dealt with in the course of his/her daily duties.
8. The Police Department recognizes and supports the duties and responsibilities for the Police Liaison Officer. Both parties agree with the **attached memorandum** detailing the Police Liaison Officer's typical functions, duties, and activities.
9. The Police Liaison Officer will schedule his/her vacation during the non student day periods throughout the school year as agreed to by the District if such vacation is taken during the contracted school year.
10. The Police Department shall acquire, if required by law, worker's compensation insurance for its employees and agents and shall defend, indemnify and hold harmless the District from and against any and all claims (including any interest, penalties, costs of collection and reasonable attorney fees incurred) for worker's compensation claims brought by or on account of Contractor or any of its owners, employees or agents.
11. The Police Department shall be wholly responsible for paying all of Police Liaison Officer's taxes, including federal, state and local taxes, all FICA, FUTA, worker's compensation, unemployment and Single Business taxes to the extent any or all of the foregoing are applicable.
12. Reimbursement(s) will be made to the Police Department by the District as outlined below.
 - a. The Police Department will provide an invoice to the District based on a full school year in the amounts as broken down below.
 - i. 23/24 School year: \$87,000.00
 - ii. 24/25 School year: \$90,000.00
 - iii. 25/26 School year: \$93,000.00
 - b. A payment plan will be adopted between the respective business/finance departments at the District and Police Department.

District Responsibilities:

1. The District will provide a secure office with computer equipment for the Police Liaison Officer to be linked up as necessary in order to perform their duties.
2. The District will allow and encourage the Police Liaison Officer to schedule educational presentations and programs during school hours.

3. The District will assist and work in conjunction with the Police Liaison Officer to develop and implement educational programming. Examples of these can include but are not limited to; Alcohol Awareness, SADD, Peer Mediation, Anti-Violence Programs, and Racial Diversity Training.
4. The District will provide a terminal site whereby the Police Liaison Officer will be linked to the Police Department and also connected into the school network.
5. The District and the Police Department will share all non-confidential statistical information obtained during the course of the school year.
6. The District will pay for Police Liaison Officer Services in the amounts as outlined above for the 2023/2026 school years. A payment plan will be adopted between the respective business/finance departments at the District and Police Department.
7. The officer will be allowed to take vacations as requested during periods when students are not attending school (including, but not limited to Labor Day, holiday breaks, etc.) with the knowledge and consent of the Brighton High School Principal and in accordance with the City of Brighton Police Department policy/practice. In addition, if the Police Liaison Officer would like to take additional hours/days off when students are in attendance, the Brighton High School Principal shall be given reasonable notice. Such make-up hours could be performed by the officer at other school activities occurring outside the normal school day (i.e. football games, basketball games, etc.) provided the same does not trigger any overtime compensation. Training related to the officer's school liaison function or required for the officer to maintain his police certification, and therefore his ability to carry out his police duties at the school, shall not require such adjustment.

This agreement terminates at the end of the 2025/26 school year as more specifically noted herein.

City of Brighton

By: _____

Its: _____

Date: _____

Brighton Area Schools

By: _____

Its: _____

Date: _____

BRIGHTON POLICE DEPARTMENT POLICE LIAISON OFFICER

TO: Matthew Outlaw, Superintendent of Brighton Area Schools
FROM: Brent Pirochta, Chief of Police
DATE: September 7, 2022
SUBJECT: Police Liaison Officer Function, Duties, and Activities

GENERAL SUMMARY

Police presence on school property is for the protection of life and property, and to establish positive relations between the youth of the community, the Police Department, and the school system. It is the primary function of the Police Liaison Officer (also known as School Resource Officer) to serve as a liaison between the Brighton Area Schools and the City of Brighton Police Department to address crime prevention and provide police services involving students and school related activities.

TYPICAL/ESSENTIAL JOB FUNCTION – including, but are not limited to, the following:

- Committed to protecting the safety of students, school staff, and the public on school property
- Take proactive steps to discourage unlawful acts on school property
- Investigate and enforce criminal laws through application of both formal and informal measures
- Respond to disruptive situations that impact the safety of persons on school property
- Coordinate with school staff to develop and maintain school safety and police service initiatives with the intention of providing a safe and secure environment
- Conduct instructional and public service programs in the schools and with community groups
- Coordinate police department services at school events and extracurricular activities
- Facilitate communication and understanding between the police, school officials, and youth
- Counsel and mentor students with a goal of reducing and preventing delinquent behavior
- Maintaining contacts with parents or guardians of students exhibiting antisocial behavior patterns and offering assistance to address the contributing causes.
- Assist with coordination of homeland security and emergency planning issues at the school
- Investigate cases involving students occurring off-campus when directed by a police supervisor
- Serve as liaison with other government agencies for matters involving students, including other police departments, juvenile courts, and social agencies
- Other duties as assigned by the Chief of Police or his designee

MINIMAL QUALIFICATIONS/SELECTION & ASSIGNMENT

- The City of Brighton Police Department, acting in accordance with departmental policies and existing labor agreements, will select a police officer of the highest quality from the ranks of the police department. The Police Liaison Officer will be a fully licensed police officer employed by the Brighton Police Department.

- The Liaison Officer will be assigned full-time to the school related duties during the School District's annual calendar. The officer's total work hours will be in compliance with existing labor agreements; however, in general, the officer will be assigned at the high school from 7:00 am to 3:00 pm daily during the school year. The officer will provide notice to the school administration regarding deviation from that schedule, including court appearances, vacation, training, etc.
- The Liaison Officer will not perform hall monitor functions or participate in general school disciplinary matters unrelated to criminal violations or safety concerns.
- During the summer break, the Liaison Officer will be assigned to duties directed by and totally funded by the City of Brighton Police Department.



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

DATE: JUNE 15, 2023

SUBJECT: CSX LAND LEASE ASSIGNMENT TO THE CITY OF BRIGHTON DOWNTOWN DEVELOPMENT AUTHORITY

ADMINISTRATIVE SUMMARY

- The City of Brighton currently has two agreements with CSX for the parking lots on the west and east side of the tracks. (Agreement numbers CSX617306 and CSX736848).
- The City of Brighton Downtown Development Authority (DDA) pays for the rental of these properties.
- We are renewing and revising these agreements and part of that is getting the new lease agreements in the name of the DDA rather than the City.
- Attorney Gabis has reviewed the new agreements and drafted the following section on the assignment and they are now with the DDA's attorney and will be brought to the DDA for approval at its next meeting.

ASSIGNMENT

This Assignment of Land Lease and Supplemental Agreement (the "Assignment") is made effective as of the date of the last party to sign below (the "Effective Date"), by and between the City of Brighton (the "Assignor"), the City of Brighton Downtown Development Authority (the "Assignee"), and CSX Transportation, Inc., (the "Lessor"). If executed on the same date or on a date after as the Supplemental Agreement, it shall be deemed to be executed after the execution of the Supplemental Agreement.

BACKGROUND

A. Assignor, as lessee, and Lessor, entered into that certain Land Lease Agreement dated April 15, 2015 (the "Lease"), and a Supplemental Agreement dated _____, 2023 ("Supplemental Agreement") (together the Lease and the Supplemental Agreement shall be referred to as the "Agreement") for the purpose of the construction, location and maintenance of a paved parking lot for public use at the Premises more particularly described in Exhibit A to the Land Lease and Supplemental Agreement.

B. Section 19 of the Land Lease describes the limits on transfer, sublease or assignment, and permits the Lessee to assign the rights and privileges granted to Lessee under the Land Lease to a subsidiary, parent, or common controlled affiliate.

C. Assignee is established as a Downtown Development Authority by the Assignor pursuant to MCL 125.4202.

E. Assignor desires to assign all of its rights, title and interest in the Agreement to Assignee.

F. Assignee wishes to accept such an assignment of the Agreement from Assignor.

G. Lessor wishes to consent to the Assignment.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto mutually covenant and agree as follows:

- 1. Assignor does hereby assign to Assignee all the Assignor's rights, title and interest in the Agreement.***
- 2. Assignee does hereby accept all Assignor's rights, title and interest in the Agreement.***
- 3. Assignee hereby agrees to assume all rights and duties of Assignor in the Agreement and agrees to comply with all such terms and conditions of the Agreement.***
- 4. Assignor agrees to, and does hereby, indemnify and hold Assignee harmless from any and all claims relating to or arising out of the Agreement occurring prior to the Effective Date. Assignee agrees to, and does hereby, indemnify and hold Assignor harmless from any and all claims relating to or arising out of the Agreement occurring from and after the Effective Date.***
- 5. Lessor hereby consents to the Assignment.***
- 6. This Assignment shall be governed by the laws of the State of Michigan.***
- 7. This Assignment shall be binding upon the parties hereto, their successors and assigns.***
- 8. Assignee's Notice Address is:***

City of Brighton Downtown Development Authority

Attn: Chairperson

City of Brighton

200 N. First Street

Brighton, MI 48116
- 9. This Assignment may be executed in two or more counterparts, which when so executed shall constitute one and the same agreement or direction. The delivery of copies of this Assignment and their respective signature pages by PDF, DocuSign or any other electronic transmission, or facsimile transmission shall constitute effective execution and delivery as to the parties and may be used in lieu of originals for all purposes.***

RECOMMENDATION

Staff recommends a motion to authorize the assignment of CSX agreement numbers CSX617306 and CSX736848 to the City of Brighton Downtown Development Authority contingent upon its approval of the revised agreements.

Prepared by: Gretchen Gomolka, City Manager

Reviewed by: Sarah Gabis, City Attorney