



Brighton City Council Retreat

City of Brighton Police Department Conference Room • 440 S 3rd Street • Brighton, Michigan 48116
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MINUTES OF THE CITY COUNCIL RETREAT HELD ON FEBRUARY 24, 2024

1. Call to Order

Mayor Tobbe called the meeting to order at 9:00 a.m.

2. Pledge of Allegiance

3. Roll Call

Present were Mayor Tobbe, Mayor Pro Tem Bohn, Councilmembers: Albert, Gardner, Pettengill, and Schmenk. Councilmember Gipson was absent.

Staff Present: City Manager Gretchen Gomolka, City Clerk Tara Brown, DPS Director Marcel Goch, Superintendent Brad Shrader, Chief Brent Pirochta, Management Assistants Joe Gaikema and Samantha Gardiner, and Attorney Sarah Gabis.

Motion by Mayor Pro Tem Bohn, seconded by Councilmember Gardner to excuse Councilmember Gipson for personal reasons. **The motion carried, 6-0.**

4. Consider Approval of the Agenda

Motion by Councilmember Albert, seconded by Mayor Pro Tem Bohn to approve the agenda as presented. **The motion carried, 6-0.**

5. Call to the Public

Mayor Tobbe opened the call to the public at 9:03 a.m.

Susan Bakhaus spoke regarding a door being closed.

Hearing and seeing no further comment, the call to the public was closed at 9:04 a.m.

6. Boards and Commissions

Mayor Tobbe asked that the posting for the vacancy on the Planning Commission be reposted for applications.

7. Discussion: Open Meetings Act/Parliamentary Procedure

Attorney Gabis presented City Council with a detailed overview of the Open Meetings Act and how it applies to meetings with examples and scenarios.

Clerk Brown briefly relayed that Robert's Rules is an additional layer of clarity that City Council can lean on when clarification is needed.

Mayor Tobbe asked that Robert's Rules in Brief be supplied to all City Councilmembers and that a supplemental quick reference sheet be at the dais for all to use when clarification during a public meeting is required.

Motion by Councilmember Gardner, seconded by Councilmember Albert to require all new boards and commission chairs and members attend training and receive an orientation packet. **The motion carried, 6-0.**

8. Discussion: Branding

Clerk Brown introduced the branding topic by noting that the branding topic has been on the to-do list for several years. She stressed the importance of cohesive brand management to include graphic standards and use guidelines for a standardized look for all citywide wayfinding and logo uses.

Management assistants, Joe Gaikema and Samantha Gardiner opened discussions of branding with an overview of the purpose, structure, management of logo, among several other components to brand management and logo usage. City Council and staff collaborated in joint interactive exercises to determine next steps. City Council determined that this topic should come back to City Council with more ideas and a timeline.

9. Discussion: Charter Revision

Attorney Gabis provided an overview of the difference between Charter Amendment and Charter Revision processes along with the steps for each and how to determine what is best for the City of Brighton. City Council asked that staff work with Attorney Gabis to determine what next steps should be taken as it pertains to current state law and staff needs.

10. Discussion: Sidewalk Gap

City Manager Gomolka presented City Council with options for next steps for filling the sidewalk gaps in the city based on cost and usage by residents and visitors. Overall City Council prioritized a to-do list.

11. Call to the Public

Mayor Tobbe opened the call to the public at 2:53 p.m.

Susan Bakhaus spoke regarding closed sessions and charter revisions.

Hearing and seeing no further comment, the call to the public was closed at 2:57 p.m.

12. Adjournment

Motion by Councilmember Gardner, seconded by Councilmember Pettengill to adjourn the meeting at 2:58 p.m. **The motion carried (6-0).**