



# Brighton City Council Meeting

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

July 23, 2024 – 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 July 9, 2024](#)
- b. [Approval of the 2024 LACASA Glow Gathering civic event application](#)

### Correspondence

6. Call to the public
7. Staff updates
8. Updates from Councilmember liaisons to various boards and commissions
9. Mayoral Proclamation: Eagle Scout Benjamin Ketchel-Buschell
10. Mayoral Proclamation: Eagle Scout Dorian Pettengill

### New Business

11. [Consider approval of appointments to various boards and commissions, Planning Commission](#)
12. [Consider approval of the Destination Stars Hollow: A Gilmore Celebration civic event application](#)
13. [Consider approval to award the contract for the 2024 roof replacements to RGS Construction, LLC in an amount not to exceed \\$53,983](#)
14. [Consider approval to purchase a John Deere Gator utility vehicle in an amount not to exceed \\$28,940.97](#)
15. [Conduct a first reading and set a public hearing of August 27, 2024, for proposed Ordinance 607: Amendments to the City of Brighton Code of Ordinances](#)

### Other Business

16. Call to the public
17. Adjournment



# Brighton City Council Meeting

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## MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON JULY 9, 2024

### 1. Call to order

Mayor Tobbe called the meeting to order at 6:30 p.m.

### 2. Pledge of Allegiance

### 3. Roll call

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

Staff Present: City Manager Gretchen Gomolka, City Clerk Tara Brown, Community Development Manager Mike Caruso, and Chief Brent Pirochta

### 4. Consider approval of the agenda

**Motion** by Councilmember Gardner, seconded by Councilmember Pettengill to approve the agenda as presented. **The motion carried, 7-0.**

### 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, 7-0.**

#### Consent Agenda Items

##### a. Approval of minutes: regular meeting of June 25, 2024

#### Correspondence

### 6. Call to the public

Mayor Tobbe opened the call to the public at 6:33 p.m.

Jon Emaus thanked the City Council, Downtown Development Authority, and the DPW and staff for their hard work on the Downtown Streetscape. He stated that the downtown area is now both gorgeous and safe, noting that he has observed many more people downtown.

Hearing and seeing no further comment, the call to the public was closed at 6:35 p.m.

### 7. Staff updates

Community Development Manager Caruso stated that election signs are not allowed in the right of way. Signs in the right of way will be removed.

Chief Pirochta thanked the residents and visitors for a wonderful 4<sup>th</sup> of July Parade. The turnout was amazing and there were no issues.

City Manager Gomolka stated the AxMiTax initiative, an effort to eliminate property tax, failed to gain enough signatures to appear on the ballot.

### 8. Updates from Councilmember liaisons to various boards and commissions

Councilmember Pettengill noted the BACC will issue a call to artist for the enhancement of the St. Paul pocket park retaining wall for a painted mural. Chairs and a table were added to Hyne Alley with lights lining the length of the

walkway overhead.

Councilmember Gipson thanked Jon Emaus for his important role on the Downtown Streetscape Project while he was on both the City Council and on the Downtown Development Authority.

Councilmember Albert noted that United States flags now line Main Street. Councilmember Albert thanked the Kiwanis Club for supporting and purchasing the flags as well as crafting the brackets also made by one of the Kiwanis Club members.

Councilmember Pettengill thanked Running Lab for their donation of \$2,500 from the Main Street Mile to the Brighton Arts and Culture Commission.

Councilmember Gardner asked when the firepit will be operational. Manager Gomolka stated that the metal mesh safety cover is currently being worked on and should be installed soon.

Mayor Tobbe noted SEMCOG staff will be hosting an open house for economic development grant listening sessions. More information to come on those grant opportunities in the near future. Mayor Tobbe thanked several stakeholders in the community for all their collaborative work to make the 4<sup>th</sup> of July Parade so successful.

### Discussion

#### **9. Branding presentation**

Management Assistants Samantha Gardiner and Joe Gaikema presented two concepts in which City Council, if they choose, can move forward with for logo design and branding.

#### **10. Ordinance 607: Amendments to the City of Brighton Code of Ordinances**

Clerk Brown introduced the ordinance amendments to standardize various ordinance language for boards and commissions as a preface to renewing the Officers Compensation Committee.

### New Business

#### **11. Consider amending the civic event application for A Taste of Brighton**

**Motion** by Councilmember Gardner, seconded by Councilmember Schmenk to approve an amendment to the civic event application for A Taste of Brighton that was approved at the April 2, 2024 City Council meeting to include use of the Mill Pond, an asset generally not open for public swimming, for a hydrofoil wakeboard demonstration to take place during the A Taste of Brighton event occurring on Friday July 12<sup>th</sup> and Saturday July 13<sup>th</sup>, 2024, such approval contingent upon the execution of a waiver signed by participants in a form approved by the City Attorney. **The motion carried, 7-0.**

### Other Business

#### **12. Call to the public**

Mayor Tobbe opened the call to the public at 7:29 p.m.

Jon Emaus asked that if rebranding is something City Council wants to move forward with, the current logo could be incorporated into existing designs and noted that any logo design should be trademarked through the United States Patent and Trademark Office.

Hearing and seeing no further comment, the call to the public was closed at 7:31 p.m.

#### **13. Adjournment**

**Motion** by Councilmember Pettengill, seconded by Councilmember Gardner to adjourn the meeting at 7:31 p.m. **The motion carried, 7-0.**

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Tara Brown, City Clerk



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

July 23, 2024

**SUBJECT: CONSIDER APPROVAL OF THE 2024 LACASA GLOW GATHERING CIVIC EVENT APPLICATION**

### **ADMINISTRATIVE SUMMARY**

LACASA submitted their application for the 2024 Glow Gathering event to be held on Tuesday, October 1, 2024, from 5:30 pm to 9:00 pm.

This event occurs in the AMP area and around the Millpond. There is no road closure required and no assistance needed by City Staff. The anticipated attendance is approximately 100 people. This is a small event and has occurred annually for many years.

The Civic Event Committee, which includes representatives from the Brighton Area Fire Authority and Brighton City Police, reviewed the application and have no concerns.

### **BUDGET INFORMATION**

There are no costs incurred by the City of Brighton for this event.

### **RECOMMENDATION**

Approve the 2024 LACASA Glow Gathering Civic Event Application.

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

Reviewed &

Approved by: Tara Brown, City Clerk



# City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JULY 23, 2024

**SUBJECT: CONSIDER APPROVAL OF APPOINTMENT TO THE PLANNING COMMISSION**

## **ADMINISTRATIVE SUMMARY**

The Planning Commission consists of nine members. Current Chairman Matt Smith's term expires on August 1, 2024, and therefore the position was posted for applicants. The city has received one application to fill this vacancy.

- Matt Smith, seeking reappointment to the Planning Commission

Prepared by: Joe Gaikema, Management Assistant

Reviewed

& Approved by: Tara Brown, City Clerk



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JULY 23, 2024

**SUBJECT:        CONSIDER APPROVAL OF THE DESTINATION STARS HOLLOW: A GILMORE CELEBRATION CIVIC EVENT**

### **ADMINISTRATIVE SUMMARY**

An AMP rental application was submitted and approved for this event to be held from 9 am to 7 pm on Saturday, September 21, 2024.

After that time, the organizer began advertising the event and the response on social media has been overwhelming. There are 2,000 people who have responded as “Going” and 30,000 who are “Interested”. Due to this information, the city determined that the applicant should seek approval for a Civic Event. There will be many people downtown shopping and dining than what was anticipated to be gathered at the AMP.

The Civic Event process will allow City Council and staff to more closely monitor and control the aspects of the event. We suggest that one or two patrol officers be dedicated to the event and the DPW will assist with providing extra trash cans and perform one trash collection during the event. We will also be requiring the applicant to provide additional restroom facilities due to the anticipated participants.

The Civic Event Committee, which includes representatives from the Brighton Area Fire Authority and Brighton City Police, reviewed the application and has no concerns.

The event is a celebration of a television show, Gilmore Girls. The stores and restaurants on Main Street will be taking on the identity of those of the show and participants will dress as their favorite character.

The AMP will still be used as it is where participants will register and show-themed activities will be held, such as a knit-a-thon, a look-a-like contest, and others.

### **BUDGET INFORMATION**

The applicant is required to pay 50 percent of the cost of the city’s assistance with the event.

### **RECOMMENDATION**

Approve the Destination Stars Hollow: A Gilmore Celebration Civic Event.

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

Approved by:    Marcel Goch, DPS Director

Reviewed &

Approved by:    Tara Brown, City Clerk



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JULY 23, 2024

**SUBJECT: CONSIDER AWARDING THE CONTRACT FOR 2024 ROOF REPLACEMENTS TO RGS CONSTRUCTION, LLC IN AN AMOUNT NOT TO EXCEED \$53,983**

### BACKGROUND

- The roof of the cemetery building is original to its construction, which was done in 2006. The roof is 18 years old and nearing its useful life.
- The Challis Road Water Plant office building was built in 1989 and the garage and wellhouses were built in the mid 1990's. They are 25 and 20 years old, respectively and at the end of their useful life.

### ADMINISTRATIVE SUMMARY

- Replacing the roof on the cemetery building at this time will help to avoid further deterioration and maintenance costs. It will also decrease the amount of sheathing replacement required when the roof is replaced.
- No major repairs have been required for the water plant roofs; however, the shingles are starting to fail and Water Staff have performed some maintenance to secure loose and missing shingles. Replacing the roofs on all the buildings at this time will help to avoid further deterioration and high maintenance costs. It will also decrease the amount of sheathing replacement required when the roofs are replaced.
- An Invitation to Bid (ITB) was published on the Michigan Intergovernmental Trade Network (MITN) website on June 17, 2024 using the bidding documents previously approved by the City Attorney.
- The bid request included the removal and replacement of the existing shingles and the replacement of any damaged sheathing.
- A pre-bid meeting was held for all locations on Wednesday, June 26 where six interested contractors attended.
- Sealed bids were opened on Wednesday, July 10, 2024 and five bids were received. See bid results below.

2024 Roof Replacements - #ITB-DPW-24-02						
Bidder	Water Plant Building	Water Plant Outbuildings	Water Plant Garage	Fairview Cemetery	Total	Total + Contingency
<b>RGS Construction LLC; Detroit, MI</b>	<b>\$18,480</b>	<b>\$4,950</b>	<b>\$9,625</b>	<b>\$8,470</b>	<b>\$41,525</b>	<b>\$53,983</b>
Citi Roofing; Waterford, MI	\$19,840	\$4,110	\$10,650	\$9,750	\$44,350	\$57,655
Michigan General Contractors; Troy, MI	\$20,500	\$3,000	\$12,100	\$11,000	\$46,600	\$60,580
Great Lakes Roofing; Troy, MI	\$20,425	\$18,000	\$10,800	\$9,900	\$59,125	\$76,863
Structure Tec Restoration; Perry, MI	\$27,700	\$7,503	\$15,468	\$11,545	\$62,216	\$80,880

The sheathing replacement costs as follows:

Bidder	Sheathing (per sq ft)
Michigan General Contractors; Troy, MI	\$1.50
RGS Construction LLC; Detroit, MI	\$1.57
Citi Roofing; Waterford, MI	\$1.95
Great Lakes Roofing; Troy, MI	\$2.50
Structure Tec Restoration; Perry, MI	\$46.28

- While RGS Construction LLC was the low bidder for all but one of the locations, they were the low bidder overall by \$2,800. They were the second to lowest bidder (by \$.07 per square foot) for the sheathing replacement.
- All three references provided by RGS Construction, LLC were checked and all responses were favorable.

#### **BUDGET INFORMATION**

- City Council approved \$25,000 for the Fairview Cemetery Roof Replacement and \$50,000 for the Challis Road Water Plant Building & Garage Roof Replacement in the Fiscal Year 2024/2025 CIP Budget. There are sufficient funds to complete the work but with the possibility of damaged sheathing, staff is asking for the customary 15 percent contingency to be increased to 30 percent. While we have no indication of damaged sheathing, the increased percentage should be sufficient to cover a large number of repairs, if found, and eliminate the need to return to City Council with an additional funds request. The budgeted funds will cover the increased percentage request.

#### **RECOMMENDATION**

Award the Contract for 2024 Roof Replacements to RGS Construction, LLC in an amount not to exceed \$53,983.

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

Reviewed by: Marcel Goch, DPS Director  
Josh Bradley, Water and Regulatory Compliance Superintendent  
Brad Shrader, DPW Superintendent

Elizabeth Gaines, Finance Director

- Within Budget
- Budget Amendment Necessary and In Proper Form
- Other \_\_\_\_\_

Reviewed &

Approved by: Tara Brown, City Clerk



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JULY 23, 2024

**SUBJECT: CONSIDER APPROVAL OF PURCHASING A JOHN DEERE GATOR UTILITY VEHICLE FOR THE AMOUNT OF \$28,940.97**

### **BACKGROUND**

- The DPW has a fleet of utility vehicles that are used in areas and for projects where a full-size pickup truck cannot go or is not needed. They are used for trash runs at the AMP, around the Millpond, and along the Tridge and to bring tools, equipment and supplies for grounds and building maintenance downtown.

### **ADMINISTRATIVE SUMMARY**

- The standard useful life of these vehicles is five years. At that point we start to see an increase in maintenance and repair items. It is best to remove the old equipment from the fleet and replace it with a new vehicle.
- If this purchase is approved by City Council, staff will replace the current 2017 825I utility vehicle, which is the oldest one in our fleet.
- Staff received a quote of \$28,940.97 for a 2025 John Deere utility vehicle, which is the same model that we currently have. Other brands and models were researched for this replacement, but the John Deere was found to be the best choice for the department's needs.
- The pricing is part of the Sourcewell Grounds Maintenance Bid 031121-DAC (PG NB CG 70).

### **BUDGET INFORMATION**

- City Council approved \$35,000 for the purchase of the Side-by-Side Utility Vehicle Replacement in the 2024-2025 CIP Budget. When the new vehicle is received, staff will auction the old equipment and return the funds to the General Fund. We estimate it will sell for \$2,500 - \$5,000. This would bring the net total cost of this equipment to approximately \$25,000.

### **RECOMMENDATION**

Approve the Purchase of a John Deere Gator Utility Vehicle in an amount not to exceed \$28,940.97

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

Reviewed by: Marcel Goch, DPS Director  
Brad Shrader, DPW Superintendent

Elizabeth Gaines, Finance Director

- Within Budget
- Budget Amendment Necessary and In Proper Form
- Other \_\_\_\_\_

Reviewed &

Approved by: Tara Brown, City Clerk

Attachment: Quote

**Customer:**

**Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.**

**A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.**

Vendor: Deere & Company

- 2000 John Deere Run  
Cary, NC 27513
  
- Signature on all LOIs and POs with a signature line
- Contract name or number; or JD Quote ID
- Sold to street address
- Ship to street address (no PO box)
- Bill to contact name and phone number
- Bill to address
- Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)
- Membership number if required by the contract

**For any questions, please contact:****White David**

Hutson, Inc.  
20801 Pontiac Trail  
South Lyon, MI 48178  
Tel: 248-437-2091  
Fax: 248-437-2140  
Email: [dwhite@hutsoninc.com](mailto:dwhite@hutsoninc.com)

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580  
 UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
 20801 Pontiac Trail  
 South Lyon, MI 48178  
 248-437-2091  
 contactus@hutsoninc.com

### Quote Summary

**Prepared For:**  
 CITY OF BRIGHTON DEPT OF PUBLIC WORKS  
 420 S 3RD ST  
 BRIGHTON, MI 48116  
 Business: 810-231-9250

**Delivering Dealer:**  
**Hutson, Inc.**  
 White David  
 20801 Pontiac Trail  
 South Lyon, MI 48178  
 Phone: 248-437-2091  
 dwhite@hutsoninc.com

**Quote ID:** 31289647  
**Created On:** 08 July 2024  
**Last Modified On:** 08 July 2024  
**Expiration Date:** 16 August 2024

Equipment Summary	Suggested List	Selling Price	Qty	=	Extended
JOHN DEERE GATOR™ XUV 845M HVAC (Model Year 2025)	\$ 33,652.28	\$ 28,940.97	1	=	\$ 28,940.97
<b>Contract:</b> Sourcewell Grounds Maintenance 031121-DAC (PG NB CG 70)					
<b>Price Effective Date:</b> July 7, 2024					
<b>Equipment Total</b>					<b>\$ 28,940.97</b>

\* Includes Fees and Non-contract items

Quote Summary	
Equipment Total	\$ 28,940.97
Trade In	
<b>SubTotal</b>	<b>\$ 28,940.97</b>
Est. Service Agreement Tax	\$ 0.00
<b>Total</b>	<b>\$ 28,940.97</b>
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 28,940.97</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

# Selling Equipment

Quote Id: 31289647      Customer Name: CITY OF BRIGHTON DEPT OF PUBLIC WORKS

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
20801 Pontiac Trail  
South Lyon, MI 48178  
248-437-2091  
contactus@hutsoninc.com

## JOHN DEERE GATOR™ XUV 845M HVAC (Model Year 2025)

<b>Hours:</b>	<b>Suggested List *</b>
<b>Stock Number:</b>	\$ 33,652.28
<b>Contract:</b> Sourcewell Grounds Maintenance 031121-DAC (PG NB CG 70)	<b>Selling Price *</b>
	\$ 28,940.97
<b>Price Effective Date:</b> July 7, 2024	

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
8812M	GATOR™ XUV 845M HVAC (Model Year 2025)	1	\$ 29,749.00	14.00	\$ 4,164.86	\$ 25,584.14	\$ 25,584.14
<b>Standard Options - Per Unit</b>							
001F	US 49 State	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
182A	Less AutoTrac™/ GreenStar™ Harness	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
183B	Less JDLink™ Hardware	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
0505	Build To Order	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
1060	27" Predator Heavy-Duty all-terrain radial tires on 14" Yellow Steel Wheels	1	\$ 187.00	14.00	\$ 26.18	\$ 160.82	\$ 160.82
2350	Park Position in Transmission	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
2500	Green and Yellow	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
4022	Full Door with Side Mirrors	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
4062	HVAC Cab	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
5006	Front Brush Guard	1	\$ 456.00	14.00	\$ 63.84	\$ 392.16	\$ 392.16
5110	Premium Comfort and Convenience Package	1	\$ 1,560.00	14.00	\$ 218.40	\$ 1,341.60	\$ 1,341.60
<b>Standard Options Total</b>			<b>\$ 2,203.00</b>		<b>\$ 308.42</b>	<b>\$ 1,894.58</b>	<b>\$ 1,894.58</b>
<b>Technology Options/Non-Contract/Open Market</b>							
1880	Less Receiver	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
1900	Less Display	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Technology Options Total</b>			<b>\$ 0.00</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Dealer Attachments/Non-Contract/Open Market</b>							
BM26477	Rearview mirror	1	\$ 251.46	14.00	\$ 35.20	\$ 216.26	\$ 216.26
BUC10245	Rear-panel glass protector	1	\$ 271.79	14.00	\$ 38.05	\$ 233.74	\$ 233.74

# Selling Equipment

**Quote Id:** 31289647      **Customer Name:** CITY OF BRIGHTON DEPT OF PUBLIC WORKS

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580  
 UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
 20801 Pontiac Trail  
 South Lyon, MI 48178  
 248-437-2091  
 contactus@hutsoninc.com

BM26739	Rear cab attachment harness	1	\$ 93.09	14.00	\$ 13.03	\$ 80.06	\$ 80.06
BM26216	LED work lights (2 lights)	1	\$ 475.09	14.00	\$ 66.51	\$ 408.58	\$ 408.58
BM26215	LED driving lights (2 lights)	1	\$ 475.09	14.00	\$ 66.51	\$ 408.58	\$ 408.58
BM22773	Kit, tail light protectors	1	\$ 133.76	14.00	\$ 18.73	\$ 115.03	\$ 115.03
<b>Dealer Attachments Total</b>			<b>\$ 1,700.28</b>		<b>\$ 238.03</b>	<b>\$ 1,462.25</b>	<b>\$ 1,462.25</b>
<b>Value Added Services Total</b>			<b>\$ 0.00</b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Selling Price</b>			<b>\$ 33,652.28</b>		<b>\$ 4,711.31</b>	<b>\$ 28,940.97</b>	<b>\$ 28,940.97</b>

Payment is due within 30 days of arrival.



# City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JULY 23, 2024

**SUBJECT:** CONDUCT A FIRST READING AND SET A PUBLIC HEARING OF AUGUST 27, 2024, FOR PROPOSED ORDINANCE 607: TO AMEND THE CITY OF BRIGHTON CODE OF ORDINANCES

## **ADMINISTRATIVE SUMMARY**

The Officers Compensation Committee is crucial for ensuring a fair, transparent, and strategic approach to managing executive compensation within our organization, for council, boards, and commissions. This committee can ensure that compensation packages are aligned with both market standards and our organizational goals.

Therefore, an amendment is necessary to align various ordinances with consistent language to ensure clarity, coherence, and uniformity across all City of Brighton Code of Ordinances as a first step.

Items underlined in the attached draft ordinance amendments are additions to the existing language.

## **RECOMMENDATION**

Conduct a first reading and set a public hearing of August 27, 2024, for proposed Ordinance 607: Amendments to the City of Brighton Code of Ordinances

Prepared by: Tara Brown, City Clerk

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

Acceptable Form and Ready to Execute

Other \_\_\_\_\_

Attachments: Draft ordinance amendments

**CITY OF BRIGHTON**  
**AMENDMENT TO CODE: BOARDS AND COMMISSIONS**  
**ORDINANCE NO. 607**

**DATE**

The City of Brighton City Council ordains and adopts the following amendments to Chapter 2, Article III, Division 1, § 2-163; Chapter 2, Article III, Division 2, § 2-184; Chapter 2, Article III, Division 3, §§ 2-205 and 2-221; and Chapter 2, Article III, Division 3, § 2-244 [new language underlined, deleted language ~~stricken~~]:

**THE CITY OF BRIGHTON ORDAINS:**

**Chapter 2 “Administration”, Article III “Boards and Commissions”, Division 1 “Generally”, § 2-163 “Compensation”** is amended to read as follows:

**§ 2-163 Compensation.**

Unless otherwise provided, all members of boards, committees and commissions shall serve without compensation as members thereof. If compensation is expressly provided for by ordinance or resolution of the city council, compensation shall be determined by the Officers Compensation Commission.

**Chapter 2 “Administration”, Article III “Boards and Commissions”, Division 2 “Planning Commission”, § 2-184 “Compensation”** is amended to read as follows:

**§ 2-184 Compensation.**

The Officers Compensation Commission shall determine the compensation for the members of the planning commission. ~~Members of a planning commission may be compensated for their services as provided by the city council.~~ A planning commission may adopt bylaws relative to ~~compensation and~~ actual and necessary expenses incurred by ~~of~~ its members and employees for travel when engaged in the performance of activities authorized by the legislative body, including, but not limited to, attendance at conferences, workshops, educational and training programs, and meetings.

**Chapter 2 “Administration”, Article III “Boards and Commissions”, Division 3 “Board of Appeals”, § 2-205 “Compensation”** is amended to read as follows:

**§ 2-205 Compensation.**

The Officers Compensation Commission shall determine the compensation for the members of the zoning board of appeals. ~~A member of the zoning board of appeals may be paid a reasonable per diem and reimbursed for expenses actually incurred in the discharge of his or her duties.~~

**Chapter 2 “Administration”, Article III “Boards and Commissions”, Division 3, § 2-221 “Construction Board of Appeals”** is amended to read as follows:

**§ 2-221 Compensation.**

The Officers Compensation Commission shall determine the compensation for the members of the construction board of appeals. Compensation of members of the construction board of appeals shall be determined by resolution of the city council.

**Chapter 2 “Administration”, Article III “Boards and Commissions”, Division 3 “Officers Compensation Commission”, § 2-244 “Duties”** is amended to read as follows:

**§ 2-244 Duties.**

The Officers Compensation Commission shall determine the salaries compensation of elected officials (or those appointed to fill a vacancy in an elected office) for the city which determination shall be the salaries compensation unless the City Council, by resolution adopted by two-thirds of the members elected to and serving on the council, shall reject them. The determinations of the Officers Compensation Commission shall be effective 30 days following their filing with the city clerk unless rejected by the City Council. In case of rejection, the existing salary compensation shall prevail. Any expense allowance or reimbursement paid to elected officials in addition to salary compensation shall be for expenses incurred in the course of city business and accounted for to the city. If provided by ordinance, the Officers Compensation Commission shall also make a recommendation regarding the compensation of appointed officials who hold positions on city boards, commissions, and committees and who are not full-time or part-time employees of the City, which shall be the compensation of such officials upon resolution of approval by the City Council. Unless otherwise provided by statute, the Officers Compensation Commission may recommend compensation for officials appointed to city boards, commissions, and committees on a per diem or salary basis. The Officers Compensation Commission shall make its determination and recommendations in accordance with and within the time periods provided for by law.

YEAS: Council Member(s) \_\_\_\_\_  
NAYS: Council Member(s) \_\_\_\_\_  
ABSTAIN: Council Member(s) \_\_\_\_\_  
ABSENT: Council Member(s) \_\_\_\_\_

CERTIFICATION

As the City Clerk of the City of Brighton, Livingston County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the City of Brighton Council at a regular meeting held on \_\_\_\_\_, 2024.

Date: \_\_\_\_\_, 2024

City Clerk \_\_\_\_\_

Tara Brown

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Adoption: \_\_\_\_\_

Publication: \_\_\_\_\_

Effective Date: \_\_\_\_\_