Brighton City Council Meeting

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

Regular Meeting
March 2, 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 February 16, 2023
b. Acceptance of the quarterly finance and investment reports
c. Approval of the annual poverty exemption resolution #2023-02

Correspondence

6. Call to the public
7. Staff updates
8. Attorney update – sign ordinance
9. Updates from Councilmember liaisons to various boards and commissions

New Business

10. Consider approval to award a three-year contact for waterway treatment to Aqua-Weed Control in an amount not to exceed $8,518 per year

11. Consider approval of 19 civic event applications and permit the City Manager to approve small, pop-up events per review and recommendation by the Civic Event Committee for the 2023 season

12. Consider Entering into Closed Session to Receive a Written Attorney-Client Privileged Communication Pursuant to section 8(1)(h) of the Open Meetings Act, MCL 15.268(1)(h)

Other Business

13. Call to the public
14. Adjournment

Brighton City Council Meeting

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MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL
HELD ON FEBRUARY 16, 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: Albert, Emaus, Gardner, Gipson, and Pettengill. Mayor Tobbe was absent.

Staff Present: City Manager Gretchen Gomolka, City Clerk Tara Brown, Community Development Manager Mike Caruso, Human Resources Manager Miller, Attorney Sarah Gabis, and Chief Brent Pirochta. There were approximately forty-five people in the audience.

Motion by Councilmember Gardner, seconded by Councilmember Gipson 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 Pettengill to approve the amended agenda, removing item 14 to be discussed at a later date. **The motion carried, 6-0.**

5. Consider approval of consent agenda items

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

<u>Consent Agenda Items</u>

a. **Approval of Minutes: special retreat meeting of January 21 and 22, 2023**
b. **Approval of Minutes: regular meeting of February 2, 2023**

<u>Correspondence</u>

6. Call to the public

Mayor Pro Tem Bohn opened the call to the public at 6:33 p.m. Hearing and seeing no comment, the call to the public was closed.

7. Staff updates

Manager Gomolka provided a DPW update on behalf of Director Goch. The Main Street Watermain Project is on schedule. The contractors hit an unmarked water line but were able to make the repairs quickly. Reports that the city contractor has been parking in lots other than the designated staging lot were inaccurate.

8. Officer of the Year

Officer Drake Brusseau was presented the award by Chief Pirochta

9. Swear in of Sergeant Sliwa

10. Updates from Councilmember liaisons to various boards and commissions

Councilmember Emaus noted the Downtown Development Authority met for a special meeting and approved the proposal sent back to the Downtown Development Authority from City Council for the Downtown Streetscape Project. Giffles Webster will be coming back with an adjusted timeline for the Streetscape project.

Councilmember Gardner stated the Brighton Arts and Culture Commission canceled the February meeting due to a lack of quorum. The next meeting is scheduled for March 13, 2023.

Councilmember Pettengill stated the March 9, 2023, Zoning Board of Appeals meeting has been canceled.

Councilmember Gipson spoke regarding a recent meeting of the Civic Events committee and asked that all preparations be discussed as soon as possible given the timeline of the Streetscape Project.

Councilmember Emaus and Councilmember Gipson discussed a grand reopening event to showcase and introduce the Downtown Streeetscape project.

Mayor Pro Tem Bohn advised that the Planning Commission met on Monday, February 13, 2023, to discuss the proposed Capital Improvement Plan.

Public Hearing

11. Conduct a public hearing and consider approval of rezoning #22-01, proposed rezoning of 8251 and 8265 Cross Street from C1 – Community Shopping Center, to C2 – General Business

Community Development Manager Caruso provided a background and overview of the proposed rezoning sites.

The public hearing was opened at 6:56 p.m.

Marty Smith spoke regarding the traffic study accompanying the rezoning documents and concerns over the review of the financial capacity of the developer for completing the proposed project. Representatives from Fleiss and VandenBrink and the developer were present to field questions or concerns.

Hearing no further comment, the public hearing was closed at 7:01 p.m.

Motion by Councilmember Emaus, seconded by Councilmember Gipson to approve the rezoning of 8251 and 8265 Cross Street from C1 – Community Shopping Center, to C2 – General Business. **The motion carried by roll call vote, 6-0.**

12. Conduct a public hearing for proposed Ordinance 601: Amendment to the Downtown Development Plan and Tax Increment Financing of the Downtown Development Authority

Community Development Manager Caruso provided a brief overview of the reason for the ordinance to allow tax capture and change of designation under the tax increment financing of the Downtown Development Authority district.

The public hearing was opened at 7:08 p.m. Hearing and seeing no comment, the public hearing was closed.

Motion by Councilmember Gardner, seconded by Councilmember Albert to approved ordinance 601: Amendment to the Downtown Development Plan and Tax Increment Financing of the Downtown Development Authority. **The motion carried by roll call vote, 6-0.**

Discussion Items

13. Consider finalization and approval of revised City Vision and Goals

Manager Gomolka presented the revised City Vision and Goals as discussed at the City Council retreat adding text placed outside of the circular design were take aways from the retreat.

City Council discussed in detail the meaning of the vision. It was discussed that a possible alternative to capture core values. Manager Gomolka noted that the core values could form a mission statement, which was not crafted at the City Council retreat and that it can be discussed at a later date if City Council wishes.

Motion by Councilmember Emaus, seconded by Councilmember Pettengill to approve the revised City Vision and

Goals as presented. **The motion carried, 6-0.**

~~**14. Consider draft of Brighton Area Fire Authority Fire Station Lease Agreement**~~ removed

New Business

15. Consider approval of site plan #22-11 Auto Wash to be located at 8680 West Grand River

Community Development Manager Caruso provided an overview of the look and site plan for the proposed car wash, highlighting the traffic study and images of the building. Representatives from Fleiss and VandenBrink and the developer fielded several questions on parking, queue, and traffic as it pertains to the potential new business.

Motion by Councilmember Emaus, seconded by Councilmember Gipson to approve of site plan #22-11 Auto Wash to be located at 8680 West Grand River. **The motion carried, 6-0.**

16. Consider approval of a contract to revise and upgrade the City's website

Motion by Councilmember Albert, seconded by Councilmember Gipson to approve of a contract to revise and upgrade the City's website and to authorize the City Manager to execute the necessary agreement. **The motion carried, 6-0.**

Other Business

17. Call to the public

Mayor Pro Tem Bohn opened the call to the public at 8:15 p.m.

Martin Smith complemented City Council on the well-run and respectable meeting.

Hearing and seeing no further comment, the call to the public was closed at 8:18 p.m.

18. Adjournment

Motion by Councilmember Emaus, seconded by Councilmember Gipson to adjourn the meeting at 8:18 p.m. **The motion carried (6-0).**

____
Tara Brown, City Clerk

City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
MARCH 2, 2023

SUBJECT: QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2022

ADMINISTRATIVE SUMMARY

- This report is for the second quarter of the fiscal year, we are halfway through the year and things are trending favorably for property taxes, permit fees, interest earnings as well as a few others.
- We will continue to monitor the budget and make City Council aware of any significant budget variances if they should arrive prior to next quarters report.

Prepared by: Elizabeth Gaines, Finance Director

Reviewed &
Approved by: Gretchen Gomolka, City Manager

FINANCIAL REPORT FOR CITY OF BRIGHTON - GENERAL FUND
PERIOD ENDING 12/31/2022

Legend
Favorable compared to Budget
Materially In line with Budget
Monitoring
Unfavorable compared Budget

	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022	OVER/ (UNDER) BUDGET	NOTES
REVENUE					
PROPERTY TAXES	7,108,061.00	7,108,061.00	7,202,386.82	94,325.82	Our tax collections have exceeded the budgeted amount. We will not be made whole on delinquent real property tax until May of 2023, additionally we are not made whole by the County on delinquent personal property tax. The City will continue collection on delinquent personal property tax over the next several years.
TAX PENALTIES, INTEREST & FEES	267,800.00	267,800.00	256,339.96	(11,460.04)	We have just started to collect the tax admin fee on the winter tax bills. We are trending in line with budget.
LICENSES & PERMITS	364,450.00	364,450.00	404,224.21	39,774.21	We started receiving Cable Franchise Fees and appear to be in line with budget for that line item. We recevied the building permit fee from DTN for Vista at Uptown and are now over the budgeted amount.
STATE SHARED REVENUE	950,000.00	950,000.00	434,210.20	(515,789.80)	This account includes the PPT reimbursement, which we receive in two payments. We received the first payment in October, based on this payment we will likely be over budget in that line item. Traditional State Shared revenue is paid bi-monthly. We have received 2 payments and based on the these payments we could be favorable at year end but it is too soon to tell.
INVESTMENT EARNINGS	13,000.00	13,000.00	81,443.02	68,443.02	Due to the rising interest rates we will have a favorable year as we have already exceeded the budget.
RENTS & ROYALTIES	72,850.00	72,850.00	825.00	(72,025.00)	The majority of this line item represents charges to Major and Local streets for employees working on street projects and gets booked at year end.
OTHER REVENUE	50,500.00	50,500.00	51,079.84	579.84	Includes reimbursement for civic events, dividend payment from our purchasing card and reimbursements to the City for retiree health savings account pre-funding.
OTHER FINANCING SOURCES	290,000.00	290,000.00	0.00	(290,000.00)	This represents appropriation from DDA, Capital Reserve Fund and Utility Funds. Transfers will be done throughout the year.
SERVICE CHARGES	785,200.00	785,200.00	368,554.78	(416,645.22)	This is primarily refuse collection user fees, and revenue is inline with the prior year and current budget through December.
FINES & FORFEITS	25,500.00	25,500.00	17,870.72	(7,629.28)	Primarily police related fines which come in sporadically throughout the year.
LOCAL UNIT CONTRIBUTION	92,000.00	92,000.00	41,402.47	(50,597.53)	This account is for the liaison officer payments. We appear to be in line with budget.
STATE GRANTS	1,500.00	1,500.00	3,378.79	1,878.79	This is primarily the Recycling grant and the Act 302 payments which are received in October and May.
TOTAL REVENUES	**10,020,861.00**	**10,020,861.00**	**8,861,715.81**	(1,159,145.19)	

Favorable compared to Budget
Materially In line with Budget
Monitoring
Unfavorable compared Budget

	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022	OVER/ (UNDER) BUDGET	NOTES
EXPENDITURES					
CITY COUNCIL	38,900.00	38,900.00	16,362.77	(22,537.23)	Primary expense is Per Diems, which are paid at the end of the year.
CITY MANAGER	260,092.00	260,092.00	104,790.62	(155,301.38)	Includes City Manager, a portion of the Assistant to the City Manager position (currently vacant), contractual services for SPARK employee as well as an allocated portion of the budgeted additional payment to MERS.
COMMUNICATIONS	51,835.00	51,835.00	3,490.41	(48,344.59)	This budget includes a portion of the Assistant to the City Manager position (currently vacant) as well as community promotions expenses. Due to the extended vacancy, this account will likely be favorable at year end.
LEGAL SERVICES	294,353.00	294,353.00	78,231.92	(216,121.08)	General and Labor attorney retainers and other expenses.
CITY CLERK	219,718.00	219,718.00	90,328.47	(129,389.53)	Election costs and per diems, general operating expense as well as an allocated portion of the budgeted additional payment to MERS.
HUMAN RESOURCES	190,015.00	190,015.00	81,020.61	(108,994.39)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
FINANCE	851,139.00	851,139.00	356,489.24	(494,649.76)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
INFORMATION SYSTEMS	235,401.00	235,401.00	92,835.92	(142,565.08)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
POLICE	3,565,665.60	3,566,531.60	1,674,805.25	(1,891,726.35)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
PUBLIC WORKS	2,651,774.00	2,677,633.35	1,320,380.90	(1,357,252.45)	General operations covering all city buildings and public spaces.
COMMUNITY DEVELOPMENT	521,658.00	521,658.00	211,342.56	(310,315.44)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
POST EMPLOYMENT BENEFITS	446,333.00	446,333.00	239,892.72	(206,440.28)	Healthcare for retirees.
TRANSFERS-OUT AGENCIES	161,200.00	161,200.00	1,371.97	(159,828.03)	425 Agreement payment to Genoa Township based on the Taxable Value for the parcels in the agreement, appropriation to SPARK, and the Historical Society. Will be paid closer to year end
TRANSFERS-OUT OTHER FUNDS	1,149,475.00	1,149,475.00	381,400.97	(768,074.03)	Appropriations to other funds are made as expenditures in those funds as they occur.
TOTAL EXPENDITURES	**10,637,558.60**	**10,664,283.95**	**4,652,744.33**	**(6,011,539.62)**	
NET OF REVENUES & EXPENDITURES	(616,697.60)	(643,422.95)	4,208,971.48		It is too early in the year to make final projections. Overall revenues and expenditures are materially inline with the budget. Note the budgeted use of fund balance is primarily due to an additional $584,500 payment into MERS.

City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
MARCH 2, 2023

SUBJECT: **QUARTERLY INVESTMENT REPORT FOR THE PERIOD ENDING DECEMBER 31, 2022**

ADMINISTRATIVE SUMMARY

- The City's total investment/bank balance has increased by $4,762,341 or 13.8% over last quarter to $39,223,546.
- This increase is mainly due to the receipt of large, mainly refundable, developer bonds.
- The City's average rate of return on investments had a nice increase from 1.78% to 2.68% over the last quarter. This low rate of return and modest growth follows national trends in interest rates. This past quarter saw continued federal funds rate increases, which resulted in our modest increase.
- The City's earnings remain somewhat lower than the benchmark 3-month Treasury Bill Rate and the Fed Funds Rate. This is due to the increase in the benchmark rates happening later in the quarter coupled with the city protecting bond funds in low interest, higher insurance coverage bank accounts. The City continues to properly diversify funds in order to obtain the most FDIC insurance coverage as possible. We achieve this through lower interest-bearing investments that spread our money across several different banks. This relieves the burden of the City tracking 40 or more different financial institutions in order to obtain FDIC insurance coverage.
- The City's deposits/investments with Flagstar Bank, The State Bank, Independent Bank, and Michigan Class total 51.6%, 4.0%, 33.2%, and 7.6%, respectively, of the City's overall portfolio. The high ratio of deposits held in Flagstar and Independent Bank is due to the receipt of tax revenue that had yet to be invested in other institutions and funds that are held in a fully insured sweep account.
- We continue to work within the primary objectives of the City's Investment Policy, which, in priority are: safety, liquidity, and return on investment.

Prepared by: Elizabeth Gaines, Finance Director

Reviewed &
Approved by: Gretchen Gomolka, City Manager

MEMOMRANDUM

To: City Council
From: Laura Hoshaw, Treasurer
Subject: Quarterly Investment Report
Date: February 7, 2023

We are earning interest rates ranging from 0% to 4.26% on our money market, savings, and checking accounts held at various financial institutions. We have two accounts that are earning 0% interest at Old National Bank. One is a small balance account, which allows our Police officers no fee money orders for out of county court warrants. The other is a tax account that gives our citizens another location to pay their property taxes. These funds are liquid in nature and are available to use on demand. Municipalities are required to use Michigan banks for investment purposes.

U.S. existing home sales plunged to a 12-year low in December, but declining mortgage rates raised cautious optimism that the embattled housing market could be close to finding a floor. The median house price increased at the slowest pace since early in the COVID-19 pandemic as sellers in some parts of the country resorted to offering discounts. Existing home sales are somewhat lagging as the decline in mortgage rates could help bolster housing activity in the months ahead. Existing home sales fell 1.5% to an adjusted rate of 4.02 million units in December, the lowest level since November 2010 which marks the 11th straight monthly decline in sales making it the longest stretch since 1999.

The U.S. economy maintained a strong pace of growth in the fourth quarter as consumers boosted spending on goods, but momentum appears to have slowed considerably towards the end of the year, with higher interest rates eroding demand. The last quarter of 2022 could mark the last quarter of solid growth before the lagged effects of the Federal Reserve's fastest monetary policy tightening cycle since the 1980's kick in. Most economists expect a recession by the second half of the year, though mild compared to previous downturns. Retail sales have weakened sharply over the last two months and manufacturing looks to have joined the housing market in recession. While the labor market remains strong, business sentiment continues to sour which could eventually hurt hiring.

The Committee decided to raise the target range for the federal funds rate range to 4 ¼% to 4 ½% and anticipates that ongoing increases in the target range will be appropriate in order to attain a stance of monetary policy that is sufficiently restrictive to return inflation to 2% over time. The latest rate hike was the seventh time it was raised in 2022. While the Fed's rate hikes are expected to continue, many analysts anticipate they will be smaller than the recent bout of three quarter point hikes and will start to taper off as inflation starts to cool.

CITY OF BRIGHTON
QUARTERLY INVESTMENT REPORT
AS OF DECEMBER 30, 2022

Investment Accounts	Account Balance	Maturity Date	Current % Interest Rate	Average R.O.R.
OLD NATIONAL BANK-Checking	40,783	Immediate	0.00%	0.00%
OLD NATIONAL BANK-Juvenile	10,252	Immediate	0.00%	0.00%
Total Old National Bank	51,036			
BANK OF ANN ARBOR	289,937	Immediate	0.70%	0.01%
Total Bank of Ann Arbor	289,937			
FIRST NATIONAL BANK OF AMERICA	241,546	Immediate	0.25%	0.00%
Total First National Bank of America	241,546			
HORIZON BANK-MM	257,841	Immediate	1.11%	0.01%
Total Horizon Bank	257,841			
FLAGSTAR BANK-Refundable Deposit	3,085,871	Immediate	3.30%	0.26%
FLAGSTAR BANK-Combined Savings	2,191,290	Immediate	3.30%	0.18%
FLAGSTAR BANK-Flexible Spending	11,560	Immediate	0.85%	0.00%
FLAGSTAR BANK-A/P Checking	14,962,455	Immediate	2.50%	0.95%
Total Flagstar Bank	20,251,176			
FIRST MERCHANTS BANK MM	271,272	Immediate	0.18%	0.00%
Total First Merchants Bank	271,272			
CHIEF FINANCIAL CREDIT UNION-Platinum Sav	265,896	Immediate	0.75%	0.01%
Total Chief Financial Credit Union	265,896			
THE STATE BANK-Savings Account	1,574,875	Immediate	1.00%	0.04%
Total The State Bank	1,574,875			
INDEPENDENT BANK UTILITY LB-Checking/Sweep	13,023,215	Immediate	2.70%	0.90%
Total Independent Bank	13,023,215			
MICHIGAN CLASS	2,996,752	Immediate	4.26%	0.33%
Total Michigan Class	2,996,752			
TOTAL	39,223,546			2.68%
Three Month Treasury Bill Rate*				4.36%
Average Fed Funds Rate**				4.09%
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate				-1.68%
City's Avg. R.O.R. over/(under) the Avg. Fed Funds Rate				-1.41%

City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
MARCH 2, 2023

SUBJECT: ANNUAL POVERTY EXEMPTION RESOLUTION

BACKGROUND

- The State Tax Commission conducts and annual 14-point Audit of Minimum Assessing Requirements (AMAR) of municipal assessing departments. A requirement of the AMAR standards is that annually the City Council approves an update to the poverty exemption federal dollar thresholds.
- The attached Policy Guidelines and Poverty Exemption Application have been updated with the 2022 Federal income thresholds.

RECOMMENDATION

Approval of Poverty Exemption Resolution #2023-02

Prepared by: Elizabeth Gaines, Finance Director

Approved by: Gretchen Gomolka, City Manager

Attachments:
1. Poverty exemption application
2. Resolution #2023-02

RESOLUTION FOR POVERTY EXEMPTION

RESOLUTION 2023-02

WHEREAS, the adoption of policy guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Brighton, Livingston County adopts the following guidelines for the Board of Review to implement. The guidelines shall include, but not be limited to, the specific income and asset levels of the claimant and **all persons residing in the household**.

To be eligible a person shall do all the following on an annual basis:

1) Applicants must be an owner of and occupy as a principal residence the property for which an exemption is being requested. Per MCL 211.7u … a poverty exemption may not be granted to property owned by a corporation.

2) The applicants for this exemption shall file an application after January 1 but before the day prior to the last day of the Board of Review in December.

3) Applicants must produce a valid driver's license or other acceptable method of identification.

4) Applicants must conform to the income guidelines which are established by the Federal Register of the United State Department of Health and Human Services.

5) This application must be filled out carefully and completely. A copy of the immediately preceding year and/or current year Federal and State Income Tax Returns, with the Michigan Property Homestead Form (1040-CR), all W-2's, all 1099's and all bank statements from the prior year as well as the current month, must be submitted with this application for each person residing in or contributing to the homestead. If a person is not required to file a federal or state income tax return in the tax year in which the exemption is being claimed they must complete the affidavit from the State Tax Commission on page 13 of the application.

6) Applicants must provide information and documents pertaining to Federal non-cash benefit programs including but not limited to: Medicare, Medicaid, food stamps, school lunches, college or university scholarships, grants, fellowships, assistantships.

7) Applicants must provide any and all documentation supporting your income and expenses to support the information supplied on the application. This list is not inclusive and the Board of Review may request additional information or documentation. Applications submitted without completed forms or income tax returns will **NOT** be considered.

8) Applicants and owners must pass the asset level test adopted by the City of Brighton.

9) The following are the 2023 Federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

2023 Federal Poverty Guidelines Used in the Determination of Poverty Exemptions	
Size of Family Unit	**Federal Poverty Guidelines**
1 person	$13,590
2 persons	$18,310
3 persons	$23,030
4 persons	$27,750
5 persons	$32,470
6 persons	$37,190
7 persons	$41,910
8 persons	$46,630
For each additional person	$4,720

2023 City of Brighton Poverty Guidelines	
Federal Poverty Guidelines	**Board Action**
At or below	100% reduction in Taxable Value
Over	No hardship relief will be granted

NOW, THEREFORE, BE IT HERBY RESOLVED that the Assessor and Board of Review shall follow the above stated policy and Federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy, and Federal guidelines, and these reasons are communicated in writing to the claimant.

"Aye": ________________ Nay:_________________

The City Clerk declared the resolution _________________________.

________________________________ ______________________

Tara Brown, City Clerk Date

City of Brighton
Assessing

2023 Policy Guidelines for Applicants Requesting Poverty Exemptions as of December 31, 2022

MCL 211.7u provides for a property tax exemption, in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charges. Principal residence is defined in MCL 211.7dd as a principal residence or qualified agricultural property. MCL 211.7u ... states that this section does not apply to property of a corporation, even if a corporation or limited liability company meets the definition of a principal residence. Please note: Public Act 253 of 2020 was signed into law on December 23, 2020, which changes the mythology used to determine a reduction in the current taxable value limiting it to 25%, 50% or 100%. The City of Brighton has established the following procedures for the uniform determination and application of poverty exemptions to be administered by the City of Brighton Board of Review.

All applicants of homesteaded property must annually obtain and submit a complete and accurate Poverty Exemption Application. The application and all required documents, or statements, must be given to the City Assessor's Office. Once the application is complete and you have obtained the supporting documents, please call the office at (810) 225-8024 and make an appointment to come in and go over your application. This appointment should take, no longer than, 30 minutes. Handicapped or infirmed applicants may call the Assessor's Office to make necessary arrangements for a home visit. The application, with all requested documents, and interview must be completed by:

July 14, 2023	**for action by the July Board of Review or**
December 1, 2023	**for action by the December Board of Review**

Exemption Qualifications (must meet all to be considered)

1) Applicants and owners must be an owner of and occupy as a principal residence the property for which an exemption is being requested. Per MCL 211.7u … a poverty exemption may not be granted to property owned by a corporation.
2) The applicants and owners for this exemption shall file an application after January 1 but before the day prior to the last day of the Board of Review in December.
3) Applicants and owners must produce a valid driver's license or other acceptable method of identification.
4) Applicants must conform to the income guidelines which are established by the Federal Register of the United States Department of Health and Human Services.
5) This application must be filled out carefully and completely. A copy of the immediately preceding year and/or current year Federal and State Income Tax Returns, with the Michigan Property Homestead Form (1040-CR) , all W-2's, all 1099's and all bank statements from the prior year as well as the current month, must be submitted with this application for each person residing in or contributing to the homestead. If a person is not required to file a federal or state income tax return in the tax year in which the exemption is being claimed they must complete the affidavit from the State Tax Commission on page 13 of this application.

6) Applicants and owners must provide information and documents pertaining to Federal non-cash benefit programs including but not limited to: Medicare, Medicaid, food stamps, school lunches, college or university scholarships, grants, fellowships, assistantships.

7) Applicants must provide any and all documentation supporting your income and expenses to support the information supplied on the application. This list is not inclusive and the Board of Review may request additional information or documentation. Applications submitted without completed forms or income tax returns will **NOT** be considered.

8) Applicants and owners must pass the asset level test adopted by the City of Brighton.

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.

Petitioner's Name			Daytime Phone Number
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents
Property Address of Principal Residence	City	State	ZIP Code
☐ Check if applied for Homestead Property Tax Credit	Amount of Homestead Property Tax Credit		

PART 2: REAL ESTATE INFORMATION

List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.

Property Parcel Code Number		Name of Mortgage Company
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence
Property Description		

PART 3: ADDITIONAL PROPERTY INFORMATION

List information related to any other property owned by you or any member residing in the household.

☐ Check if you own, or are buying, other property. If checked, complete the information below.

Amount of Income Earned from other Property

1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

PART 4: EMPLOYMENT INFORMATION — List your current employment information.			
Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance

Garbage	Daycare	Car Expense (gas, repair, etc.)
Other (type and amount)	Other (type and amount)	Other (type and amount)
Other (type and amount)	Other (type and amount)	Other (type and amount)

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: **taxtrib@michigan.gov**

Michigan Department of Treasury
618 (Rev. 11-12)

Petition to Board of Review

L-4035

This form is issued under the authority of P.A. 206 of 1893, as amended. Filing is voluntary, however you may not appeal to the Michigan Tax Tribunal or the State Tax Commission unless you first protest to the Board of Review

TO BE COMPLETED BY OWNER OR OWNER'S AGENT **Petition #:**

Owner's Name (Please Print or Type)	Petitioner's Name (If Other than Owner. Please Print or Type)
ERNST, JEFFREY & RONALD L	
Township or City: **CITY OF BRIGHTON**	County: **LIVINGSTON**

The undersigned protests the assessed value and/or the tentative taxable value and/or the property classification and/or the qualified agricultural property exemption of the following described property:

Property Identified (Parcel code required. Property address & legal description optional) :

Parcel #: ____________ **Property Address:** ____________

Legal Description (optional):

Protested Item: ☐ Assessed Value ☐ Tentative Taxable Value ☐ Classification ☐ Qualifed Agricultural Property Exemption

1. PROTEST OF ASSESSMENT: (Complete this section for a protest of assessed value and/or tentative taxable value)

Assessed Amount	Owner's Estimated True Cash Value	Tentative Taxable Value	Year
35,100		19,601	2022

2. PROTEST OF CLASSIFICATION

(Complete this section for a request to change the classification. The Board of Review must make their decision regarding classification in accordance with section 211.34c of the Michigan Compiled Laws. The Board of Review shall not be influenced by the effect that a particular classification has on that property's status as a homeowner's principal residence or qualified agricultural property.)

Classification of property on this year's assessment roll:

Classification should be: (Please check one of the following)

☐ Agricultural ☐ Industrial ☐ Timber Cutover ☐ Utility (Personal Property Only)
☐ Commercial ☐ Residential ☐ Developmental

3. PROTEST OF EXEMPTION FOR QUALIFIED AGRICULTURAL PROPERTY

(If the assessor has denied or changed the percentage of the exemption from the 18 mills of local school operating tax for qualified agricultural property, the owner may appeal this action to the March Board of Review. THE BOARD OF REVIEW HAS NO AUTHORITY TO CONSIDER OR ACT UPON THE EXEMPTION FROM THE 18 SCHOOL OPERATING MILLS FOR HOMEOWNER'S PRINCIPAL RESIDENCE PROPERTIES.)

Percent qualified agricultural exemption granted by assessor: (Enter 0 if exemption is denied)	Percent qualified agricultural exemption requested by Owner: (Enter 100 if full exemption requested)

4. REASON FOR PROTEST

State reason(s) for protest of assessed value and/or the tentative taxable value and/or classification and/or qualified agricultural property exemption.

CERTIFICATION

Signature	Date
Address	Phone Number

www.michigan.gov/treasury

FOR BOARD OF REVIEW USE ONLY

INSTRUCTIONS: Incorporate a copy of this form and the assigned number in the Board of Review minutes.

Petition Number	Parcel Code

1. ASSESSED VALUE

Disposition by Board of Review. The Board of Review must state the reason for its action below.

☐ Denied ☐ Assessed Value Changed From: ________ To: ________

Record of Vote - Board or three member committee of board

Chairperson: ☐ YES ☐ NO ______ Initials Member: ☐ YES ☐ NO ______ Initials Member: ☐ YES ☐ NO ______ Initials

Reason for Board Action:

If you disagree with the decision of the Board of Review regarding tentative assessed value, you may appeal that decision by filing a petition with the Michigan Tax Tribunal at P.O.Box 30232, Lansing, Mi. 48909. Commercial Real, Industrial Real, Developmental Real, Commercial Personal, Industrial Personal and Utility Personal Property may be appealed by May 31. Agricultural Real, Residential Real, Timber - Cut Over Real, and Agricultural Personal Property may be appealed by July 31. The petition must be filed on a Michigan Tax Tribunal for or a form approved by the Michigan Tax Tribunal. Michigan Tax Tribunal forms are available at www.michigna.gov/taxtrib.

2. TENATIVE TAXABLE VALUE

Disposition by Board of Review. The Board of Review must state the reason for its action below.

☐ Denied ☐ Tenative Taxable Value Changed From: ________________ To:________________

Record of Vote - Board or three member committee of board.

Chairperson: ☐ YES ☐ NO ______ Initials Member: ☐ YES ☐ NO ______ Initials Member: ☐ YES ☐ NO ______ Initials

Reason for Board Action:

If you disagree with the decision of the Board of Review regarding tentative assessed value, you may appeal that decision by filing a petition with the Michigan Tax Tribunal at P.O.Box 30232, Lansing, Mi. 48909. Commercial Real, Industrial Real, Developmental Real, Commercial Personal, Industrial Personal and Utility Personal Property may be appealed by May 31. Agricultural Real, Residential Real, Timber - Cut Over Real, and Agricultural Personal Property may be appealed by July 31. The petition must be filed on a Michigan Tax Tribunal for or a form approved by the Michigan Tax Tribunal. Michigan Tax Tribunal forms are available at www.michigna.gov/taxtrib.

3. CLASSIFICATION

Disposition by Board of Reiew. The Board of Review must state the reason for its action below.

☐ Denied ☐ Classification Changed From: ________________ To:________________

Record of Vote - Board or three member committee of board.

Chairperson: ☐ YES ☐ NO ______ Initials Member: ☐ YES ☐ NO ______ Initials Member: ☐ YES ☐ NO ______ Initials

Reason for Board Action:

If you disagree with the decision of the Board of Review regarding classification, appeal is made by sending Form 2167 to the State Tax Commission, P.O. Box 30471, Lansing, Mi. 48909 by June 30.

4. QUALIFIED AGRICULTURAL PROPERTY EXEMPTION

Disposition by Board of Reiew. The Board of Review must state the reason for its action below.

☐ Exemption Request Denied ☐ Exemption percent modified from ________________% To:________________%

Record of Vote - Board or three member committee of board.

Chairperson: ☐ YES ☐ NO ______ Initials Member: ☐ YES ☐ NO ______ Initials Member: ☐ YES ☐ NO ______ Initials

Reason for Board Action:

If you disagree with the decision of the Board of Review regarding tentative taxable value, you must appeal that decision by filing a petition with the Michigan Tax Tribunal, P.O. Box 30232, Lansing, Mi. 48909 by July 31. The petition must be filed on a Michigan Tax Tribunal form or a form approved by the Michigan Tax Tribunal. Michigan Tax Tribunal forms are available at www.michigan.gov/taxtrib.

5. Adjournment

Date of Final adjournment of Board of Review	
Board of Review Secretary Signature	Date

City of Brighton
Assessing

LETTER OF AUTHORIZATION
July or December Board of Review

I, ____, on ____________________,
Name of Petitioner Date
as owner/taxpayer/representative of 4718-_____________, located in the City of Brighton,
Parcel Number
do hereby appoint and authorize the City of Brighton Assessing Department to act on my behalf at the Board of Review by submitting the attached information as filed by me for the year (s) identified below:

Year (s): _________
Current Year

Owner/taxpayer/representative's Name (Printed): ______________________________________

____ ________________________
Owner/taxpayer/representative's Signature Date

City of Brighton use only (do not write below this line)

Date Affidavit filed with the City: _______________________________________

PRE Affidavit Included or on File: ________ Yes ________ No

Supporting documents provided? ________ Yes________ No

Documents provided ____
(Personal Property Statement, Small Business Property Tax Exemption, Etc.)

Year and Board of Review submitted to by the City Assessor:

________ Year ________ July ________ December

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City of Brighton

Petition #: ____________________

Parcel #: ______________________

ONLY COMPLETE THIS PAGE IF YOU ARE **NOT REQUIRED** TO FILE A FEDERAL OR STATE INCOME TAX RETURN

Michigan Department of Treasury
4988 (05-12)

Poverty Exemption Affidavit
This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, ____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: ____

____

____ ______________________

Signature of Person Making Affidavit Date

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City of Brighton

GUIDELINES FOR POVERTY EXEMPTION REVIEW

I. **General Overview**

The Board of Review of the City of Brighton recognizes the need to have available a procedure by which residents in need of assistance under MCL 211.7u can make an application for property tax relief. The Board further recognizes that pursuant to statue and case law, they must adopt procedures and guidelines, approved by City Council, to used as standards when considering appeals made based on financial hardship. The Board of Review understand that these guidelines must be adhered to when reviewing poverty appeals. The board of Review may reject any form submitted that is inaccurate or not fully completed by the time of the Board's consideration. All information in the application is subject to verification by the Board of Review or Assessors

II. **Basic Filing Requirements**

In order to be considered for exemption under MCL 211.7u each applicant must:

A. Own and occupy the property as a principal residence, as defined by law, for which the request is being made. This may include vacant, contiguous property as long as it is considered part of the principal residence.

B. Complete and submit an Application for Poverty Exemption on a form designated and supplied by the City of Brighton Assessors Office.

C. Submit income verification as required. This must include current Federal and State Income tax Returns, State Homestead Property Tax Credit Forms, bank statements, or any additional information requested by

III. **Applicants must conform to the income guidelines which are established by the Federal Register of the United States Department of Health and Human Services.**

Once an Application for Tax Exemption is completed and returned to the Assessor's Office, it will be reviewed by the Assessing Staff. This staff will complete and attach a Hardship Worksheet to each appeal. The worksheet will summarize the application and provide the Board of Review with specific information, income of the applicant, and estimated tax amount for the property, and a estimated net property tax liability to the homeowner.

After the above referenced information is compiled, the entire packet will be submitted to the Board of Review to be considered for tax relief in a work session. The Board of Review, in making their decision, may contact the applicant for any additional information they deem necessary. The Board of Review shall also reject any application where the information contained in it appears fraudulent, misleading or incomplete.

IV. **Income Guidelines**

The Board of Review may review applications without the applicant being present, however, the applicant may attend the meeting if they wish to answer any questions the Board may have. The applicant may be asked to answer questions regarding their financial affairs, health, status of the people living in the home, etc. by the Board at the Board of Review meeting, which is open to and may be attended by the public. Under the Freedom of Information Act, all records submitted to the Board of Review are public record potentially subject to disclosure to the public.

According to the U.S. Census Bureau, **"INCOME"** includes, but is not limited to: money, wages, salaries before deductions, regular contributions from persons not living in the residence, net receipts from non-farm or farm self-employment (receipts from a person's own business, professional enterprise, or partnership, after business expense deductions), regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments, public assistance, supplemental security income (SSI), alimony, child support, military family allotments, private and governmental retirement and disability pensions, regular insurance, annuity payments, college or university scholarships, grants, fellowships, assistantships, dividends, interest, and net income from rentals, royalties, estates, trusts, gambling or lottery winnings. Inocme from the homestead property tax credit **is not** considered income for poverty exemptions purposes.

The income guidelines used by the Board of Review have been established in accordance with P.A. 390 of 1994 and P.A. 253 of 2020. In determining qualifications for tax exemption, the Board of Review shall consider every variable on the application, including total household income, the nature or duration of income stream, the quality and accuracy of the information submitted and any other such evidence as it feels appropriate in making their decision. In general however these guidelines shall be used by the Board of Review in making its decisions. The income amounts below relate directly to the Federal Poverty Guidelines and are adjusted accordingly each year.

2023 Federal Poverty	
Size of Family Unit	Federal Poverty Guidelines
1 Person	$12,590
2 Persons	$18,310
3 Persons	$23,030
4 Persons	$27,750
5 Persons	$32,470
6 Persons	$37,190
7 Persons	$41,910
8 Persons	$46,630
For each additional person	$4,720
2022 City of Brighton Poverty Guidelines	
Federal Poverty Guidelines	Board Action
At or below	100% reduction in Taxable Value
Over	No hardship relief will be granted

IV. **Asset Guidelines**

As required by P.A. 390 of 1994 and P.A. 253 of 2020, all guidelines for poverty exemptions as established by the governing body of the local assessing unit SHALL also include an asset level test. The following assets shall be considered when applying an asset test to determine qualification for tax exemption:

"ASSETS" includes, but is not limited to: A second home, land, vehicles, recreational vehicles such as campers, motor-homes, boats, and ATV's. buildings other than the residence, jewelry, antiques, artwork, equipment, other personal property of value, bank accounts, stocks, money received from the sale of property, such as stocks, bonds, a house or car, withdrawals from bank deposits and borrowed money (including reverse mortgage's), gifts, loans, lump-sum inheritances and one-time insurance payments, food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches. The asset test **does** **not** include the value of the principal residence. or the homestead property tax credit (unless you have a reverse mortgage) as it is not to be considered income for poverty exemptions purposes. However, if you have a reversed mortgage that value is included in the asset test.

i. The City of Brighton's maximum cumulative value of assets allowed for a Poverty Exemption shall be $20,000. The purpose of an asset test is to determine the resources available: cash, cash value of life insurance policies, mutual funds, bonds, stocks, money market accounts, savings account's, checking accounts, cars, boats, real estate that is not the homestead (including rental properties and vacant properties), and all liquid assets.

All asset information, as requested in the Application for Property Tax Exemption must be completed in total. The Board of Review may request additional information and verification of assets if they determine it to be necessary and may reject an application if assets are not property identified.

VI. **Summary**

In conclusion, the Board of Review has been given exclusive statutory jurisdiction over the granting of property tax relief due to poverty. The board of Review for the City of Brighton takes this task seriously and attempts to provide relief to all deserving residents within the city. The Board of Review may deny any appeal, regardless of income, if the financial hardship appears to be self-created by the actions of the person or persons making the application.

Applicants and owners will be sent a written notice of the Board's final decision. An applicant may appeal the Board's decision to the Michigan Tax Tribunal. Appeals of the March Board of Review decisions must be filed with the Michigan Tax Tribunal by July 31, of the current year. Appeals of the July or December Board of Review decisions must be filed within 35 days of notification of the Board's decision. “Effective March 1, 2013, the Tribunal is no longer able to accept Small Claims letter appeals. Rather, you are required to file a petition to initiate a new Small Claims appeal. Petition forms are available on this website; http://www.michigan.gov/taxtrib,". For more information on how to appeal to the Michigan Tax Tribunal consult their website at, www.michigan.gov/taxtrib.

City of Brighton

POVERTY EXEMPTION WORKSHEET (City's worksheet)

TAX YEAR: 2023

PARCEL NUMBER:		
OWNER(S) NAME:		
PROPERTY ADDRESS:		
GROSS TAXABLE INCOME (for the household):		(Gross income shall be adjusted with a factor of 0.72. This allows for 28% of employment income to meet tax liability. At the discretion of the BOR, actual tax liability as reflected on the tax returns may be utilized.)
plus NON TAXABLE INCOME(for the household):		(Social Security, Unemployment Benefits, Welfare & other public assistance benefits, canceled debts, life insurance proceeds, tips, recoveries, survivor Benefits, etc.)
NET INCOME:		(Gross Income plus non taxable income)
less MEDICAL EXPENSES(for the household):		(Medical expenses are either 100% of actual expenses or 15% of adjusted income.)
TOTAL ADJUSTED NET INCOME:		(Total net income for household)

Applicants must conform to the income guidelines which are established by the Federal Register of the United States Department of Health and Human Services.

______________	-	100%	=	______________
Current years Taxable Vale		% reduction in Taxable Value		2021 Estimated Taxable Value

NOTE: THE MAXIMUM ASSETS ALLOWED FOR A POVERTY EXEMPTION SHALL BE $20,000. ASSETS EXEMPTED FROM CONSIDERATION ARE THE HOMESTEAD PROPERTY W/FURNISHINGS AND ONE MOTOR VEHICLE. MOTOR VEHICLE SHALL BE VALUED AT NO GREATER THAN $20,000. FOR MORE DETAIL PLEASE SEE PAGE 3 OF THIS APPLICATION. PUBLIC ACT 253 of 2020 WAS SIGNED INTO LAW ON DECEMBER 23, 2020, WHICH CHANGES THE METHOLOGY USED TO DETERMINE A REDUCTION IN THE CURRENT TAXABLE VALUE, LIMITING IT TO 25%, 50% or 100%.

Income	% Reduction in Taxable Value
$12,760 or less	100%

Approved: ______________

Denied: ______________

Reason for Denial: ______________________________

____

City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
MARCH 2, 2023

SUBJECT: **CONSIDER AWARDING A THREE-YEAR CONTRACT FOR WATERWAY TREATMENT TO AQUA-WEED CONTROL IN AN AMOUNT NOT TO EXCEED $8,518 PER YEAR**

BACKGROUND

- The City of Brighton contracts with a waterway management company to treat both the Mill Pond and Woodlake Pond for algae and weeds.

- The current three-year contract with PLM Lake and Land Management Corporation expired at the end of the 2022 season.

ADMINISTRATIVE SUMMARY

- An Invitation to Bid (ITB) was published on the Michigan Intergovernmental Trade Network (MITN) website on January 27, 2023 using the bidding documents previously approved by the City Attorney.

- Sealed bids were opened on February 15, 2023 and two bids were received. See bid results below.

Waterway Treatment #ITB-DPW-23-02	
VENDOR	**TOTAL ANNUAL COST**
Aqua-Weed Control	$8,518
PLM Lake Management	$11,500

- As you can see, Aqua-Weed Control was the low bidder with an annual cost of $8,518 to treat both waterways. This cost also includes five weed treatments around the aerators in the Mill Pond whereas PLM's quote included three treatments.

- Aqua-Weed Control was the City's waterway contractor prior to awarding the last contract to PLM Lake and Land Management. The City was very satisfied with the service they provided.

BUDGET INFORMATION

- There is sufficient funding for waterway treatment in the City's General Fund Budget. Entering into the contract with Aqua-Weed Control will result in an approximate $4,000 savings per year.

RECOMMENDATION

Award a three-year contract for waterway treatment to Aqua-Weed Control in an amount not to exceed $8,518 per year and authorize the City Manager to execute the contract.

Prepared by: Patty Thomas, Asst to the DPS Director

Reviewed by: Marcel Goch, DPS Director

Reviewed by: 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
MARCH 2, 2023

SUBJECT: CONSIDER THE APPROVAL OF 19 CIVIC EVENT APPLICATIONS AND TO PERMIT THE CITY MANAGER TO APPROVE SMALL, POP-UP EVENTS PER REVIEW AND RECOMMENDATION BY THE CIVIC EVENT COMMITTEE FOR THE 2023 SEASON

ADMINISTRATIVE SUMMARY

- As directed by City Council, Staff reached out to all previous civic event organizers and provided them with the estimated timeline of the Main Street Streetscape Construction Project, advised them that Staff is eager to work with them to facilitate their event this year because of the construction, and to encouraged them to contact us with any questions or concerns.

- Several organizers advised they will be holding their event outside of the City or not at all. The Millpond Concerts & Car Shows, B.A.M. Festival, and the Smokin' Jazz & BBQ Blues Festival will be held in different locations, and the Spring Ladies Night Out and A Taste of Brighton events are canceled this year.

- Additionally, after several reminders and offers from Staff to help plan their events this year, applications for the Bark in the Park and the Walk to End Alzheimer's events have not been received.

- We received 19 Civic Event Applications for the 2023 season. Please see the draft 2023 Civic Event List.

- The Civic Event Committee has reviewed the applications and is recommending that City Council approve this year's Civic Event Applications.

- Any outstanding items (such as insurance requirements, signatures needed, route maps, event details, etc.) that are required for each event will be obtained prior to the event date. This information will be reviewed by the Civic Event Committee for compliance with the Civic Event Policy.

- The Committee would like to point out the following information regarding certain events:
  - The Weekends on West Event will be permitted to be held as requested; however, the applicant will be made aware that the construction may require some dates to be canceled.
  - As was stated last year, low impact events that do not serve alcohol, such as Turn up the AMP! and Swing at the AMP, do not historically require police presence, as the music is the focus. However, due to the Social District Ordinance, police monitored these events last year and none generated emergency calls that would require them to have dedicated police presence. They will continue to be monitored.
  - While the Committee is recommending approval of the Ruck to Live Event, the Committee will be discussing the size and the length of time of the closure as well as removing certain aspects based on feedback from Staff, downtown merchants, and members of the public.
  - All parade events will be reviewed with the applicant as their event date nears to determine if alternate routes should be used or if they wish to cancel the event. Staff will advise City Council of all changes to event details and cancelations.

City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
MARCH 2, 2023

- The 2023 season is the second year of the Fee Implementation Schedule. Therefore, the cost to be paid by each permit holder is 2/3 of 50% of the City's total cost (33%). The Memorial Day, Fourth of July, and Veterans Day parades are not required to pay the civic event fee. All this year's applicants previously held Civic Events and paid their bills in a timely manner, so no deposit is required. They will need to pay the fee after the event is held.

- In addition to the Civic Event Applications we have received, and are recommending for approval, the Committee discussed the possibility of downtown merchants requesting small, pop up events this season due to their inability to hold larger events. We are recommending that applications for these types of events be submitted to the Committee for review with final approval being made by the City Manager. City Council will be made aware of events through the City Council liaison, Councilmember Paul Gipson.

RECOMMENDATION

Approve 19 Civic Event Applications and permit the City Manager to approve small, pop-up events per review and recommendation by the Civic Event Committee for the 2023 season.

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

Reviewed by: Marcel Goch, DPS Director
Craig Flood, Deputy Police Chief

Approved by: Gretchen Gomolka, City Manager

Attachments: Cost Estimates Spreadsheet
Draft 2023 Civic Event List

2023 CIVIC EVENT COST ESTIMATES *

EVENT NAME	EVENT DESCRIPTION	DPW SERVICES PROVIDED	DPW HOURS	DPW COSTS	POLICE SERVICES PROVIDED	POLICE OT HOURS	POLICE REG HOURS	POLICE COSTS	SUPPLIES & CONTRACTOR COSTS		TOTAL COST	2023 EVENT HOLDER COST (2/3 of 50%)
									TRASH BAGS	ELECTRICIAN		
Cinco De Mayo	Cinco De Mayo celebration on St. Paul / West Street, 11 hrs, 1 day, 300 people	Road Closure/Opening	12	$428.39	Foot Patrol and Alcohol Enforcement	21	0	$1,385.15	$0.00	$0.00	$1,813.54	$604.51
Weekends on West	Live music event on West Street	Road Closure/Opening	120	$6,464.43	None at this time	0	0	$0.00	$0.00	$0.00	$6,464.43	$2,154.81
Turn up the AMP	Live music events at the AMP 4 days, 3.5 x 4 14 Total hrs, 300 people	None	4	$142.80	Blocking parking spaces for band parking	0	0	$0.00	$0.00	$0.00	$142.80	$47.60
Ruck to Live	Event to raise awareness and provide resources for Veterans suicide	Road Closure/Opening, Trash Collection, Site Maintenance	42	$2,269.30	Traffic safety	24	0	$1,583.03	$119.88	$0.00	$3,972.21	$1,324.07
Holiday Glow & Christmas Market	Event that starts the holiday season and introduces Santa Claus	Road Closure/Opening, Trash Collection, Site Maintenance, Organizer Assistance	35	$1,891.09	Parking, traffic, temp. road closure,	12	1	$791.51	$119.88	$0.00	$2,802.48	$934.16
Ladies Night Out - Dec	Special downtown shopping and dining night for women 4 hrs, 1 day, 5,000 people	None	0	$0.00	Foot Patrol and Alcohol Enforcement, Traffic	10	0	$659.60	$0.00	$0.00	$659.60	$219.87
15 Events		TOTALS	213	$10,767.61		67	1	$4,419.29	$239.76	$0.00	$15,855.05	$5,285.02

2023 Civic Event List

Event Title	**Date**
Weekends on West	Fridays and Saturdays, May 5 – October 7; 7 pm – 10 pm
Cinco de Mayo	Friday, May 5, 11am-11pm
Farmers Market	Saturdays, May 6 through October 28; 8am to 1pm
Memorial Day Parade	Monday, May 29; 10am to 11am
Swing at the AMP!	Mondays, May 29 – September 4, 7pm-10pm
Turn Up The AMP!	Wednesdays, June 14, July 12, August 9 & September 13; 5:30pm-9pm
Fishing Derby for Kids	Saturday, June 17, 5am-1pm
Livingston County Concert Band	Tuesdays, June 6 & June 13, 6pm – 9pm
July 4 Events	Tuesday, July 4; 6am to 1:00pm
16th Annual Hungry Duck Run	6am to 9:30am
July 4 Parade	10:00am to 12:00 pm
Terrific Tuesdays Reading & Crafts	Tuesdays, July 11 through August 22; 10:30 am–11:30 am
BAFA 9/11 Memorial 5K Run/Walk	Saturday, September 9; 8am to 11am
Veterans Connected Ruck to Live	Saturday, September 23; 7am to 5pm
LACASA Glow Gathering Lighting Ceremony	Friday, September 29; 7pm-8pm
BHS Homecoming Parade	Friday, October 13; 6pm – 7pm
CROP Hunger Walk	Sunday, October 15; 2 pm – 4pm
Veterans Day Parade	Saturday, November 11; 11am–12:30pm
Holiday Glow with Christmas Market	Saturday, November 18; 1pm – 7pm
Ladies Night Out	Thursday, December 7, 5pm-9pm

* Click on the events that have a link for more details

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