



Brighton City Council Meeting

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

February 13, 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 January 23, 2024](#)
- b. [Acceptance of the quarterly investment report](#)
- c. [Acceptance of the quarterly financial report](#)
- d. [Approval to recognize Veterans Connected as a 501\(c\)\(3\), non-profit organization for the purpose of obtaining a Charitable Gaming License, Resolution #2024-04](#)
- e. [Approval to recognize Triple S Boosters as a 501\(c\)\(3\), non-profit organization for the purpose of obtaining a Charitable Gaming License, Resolution #2024-05](#)
- f. [Approval of the 2024 poverty exemption application, Resolution #2024-06](#)

Correspondence

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

New Business

9. Consider canceling and possible rescheduling the February 27, 2024, City Council meeting
10. [Consider approval of the Tetra Tech proposal for professional consultant services for the east stub streets improvement project in an amount not to exceed \\$237,900, including a budget amendment](#)
11. [Consider approval of the purchase of a Coldspring columbarium for \\$23,256 and setting of the columbarium by Fenton Monument in a cost not to exceed \\$6,250 including a \\$450 contingency](#)
12. [Consider approval of the purchase of two Ford Police Interceptor Explorers from Lunghamer Ford with up-fitting to be completed by Cruisers and W-4 Signs in an amount not to exceed \\$174,192, including all necessary budget amendments](#)
13. [Consider approval of the revised event policy and application](#)
14. Consider Entering into Closed Session to Receive a Written Attorney-Client Privileged Communication pursuant to section MCL 15.268(1)(h) of the Open Meetings Act
15. Consider entering into closed session to consider the purchase or lease of real property pursuant to MCL 15.268 (1)(d) of the Open Meetings Act

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 JANUARY 23, 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 Director Michael Caruso, DPS Director Marcel Goch, Chief Brent Pirochta, and Attorney Sarah Gabis.

Motion by Councilmember Pettengill, seconded by Councilmember Gipson to remove item 11 from the agenda to be placed on a future agenda. **The motion carried, 7-0.**

4. Consider approval of the agenda

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

5. Consider approval of consent agenda items

Motion by Councilmember Gardner, seconded by Councilmember Gipson to approve the consent agenda as amended with the corrected date for the January 9, 2024, meeting minutes. **The motion carried by roll call vote, 7-0.**

Consent Agenda Items

- a. **Approval of Minutes: regular meeting of January 23, 2024**
- b. **Approval of Resolution #2024-03, Social District License Application for Authentic Entertainment, LLC, aka Captains on Main, located at 423 W. Main Street**

Correspondence

6. Call to the public

Mayor Tobbe opened the call to the public at 6:34 p.m.

Mike Bignell thanked everyone for their dedication to making the City of Brighton such a delight.

Hearing and seeing no further comment, the call to the public was closed at 6:37 p.m.

7. Staff updates

Clerk Brown stated that all voters who asked for an absentee ballot for the upcoming Presidential Primary should have received it by now. If you have not received your ballot, please call the Clerk's Office.

Chief Pirochta stated that school will be closed for Brighton Area Schools on Wednesday, January 24, 2024, due to secondary road conditions.

Community Development Manager Caruso stated the former Big Boy restaurant will be demolished soon to make way for the MSUCU.

City Manager Gomolka noted that the city has partnered with OLHSA to ensure residents who qualify for the OLHSA water affordability program are able to utilize the services and relief. Residents in arrears may sign up by email or call 517-546-8500 to find out more information. Also, the city still has free radon kits available at the front counter

at city hall during normal business hours.

8. Updates from Councilmember liaisons to various boards and commissions

Councilmember Gipson stated the Downtown Development Authority met on January 16, 2024, to elect its new officers for the year. Tim Corrigan will serve as Chair, Scott Griffith will serve as Vice-Chair, and Steve Pilon will serve as Secretary. It was also noted that the DDA is looking into additional parking.

Councilmember Gardner attended the January 18, 2024, HRWC meeting. This group is made up of local government officials and historically has 35 members. The next meeting is April 18, 2024.

Mayor Pro Tem Bohn stated the Planning Commission reviewed and adopted the 2024 Capital Improvements Plan. And the Planning Commission elected its officers for the year. Matt Smith will serve as Chairperson, Dave Petrak will serve as Vice-Chair, and Chuck Hundley will serve as Secretary and liaison to the Zoning Board of Appeals.

Councilmember Pettengill was a guest at the Farmers Market Committee meeting prior to City Council. The Committee is working on gearing up for a great season.

Councilmember Schmenk noted that the Zoning Board of Appeals has not met but he wishes to give a shout out to Officer Bell and Seargent Meldrum for shoving a driveway to a resident in need.

9. Proclamation: Girl Scouts

Mayor Tobbe presented Girl Scouts Troop 40227 with a proclamation in recognition of achievement of the Bronze Award for their contribution and maintenance of the Imagination Station food pantry.

Discussion

10. EV charging

Management Assistant Gaikema provided a brief presentation on electric vehicle charging. City Council discussed locations, pricing, and necessity. A more in-depth look as well as representatives from the early charging company will be scheduled for a future meeting.

New Business

~~11. Appointment to various boards and commissions— Planning Commission (to be brought back for future discussion)~~

12. Approval to award the contract for the rehabilitation of the Pine Creek Lift Station to Comprehensive Contracting in an amount not to exceed \$496,305.50

Motion by Councilmember Gipson, seconded by Councilmember Schmenk to award the contract for the rehabilitation of the Pine Creek Lift Station to Comprehensive Contracting in an amount not to exceed \$496,305.50. **The motion carried, 7-0.**

Other Business

13. Call to the public

Mayor Tobbe opened the call to the public at 7:58 p.m.

Susan Bakhaus spoke regarding electric vehicle charging stations.

Caleb Jenkins spoke about his experience with electric vehicle charging stations.

Hearing and seeing no further comment, the call to the public was closed at 8:04 p.m.

14. Adjournment

Motion by Councilmember Gipson, seconded by Councilmember Gardner to adjourn the meeting at 8:04 p.m. **The**

City Council Regular Meeting

January 23, 2024

Page 3

motion carried (7-0).

Tara Brown, City Clerk



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 13, 2024

SUBJECT: QUARTERLY INVESTMENT REPORT FOR THE PERIOD ENDING DECEMBER 31, 2023


ADMINISTRATIVE SUMMARY

- The City's total investment/bank balance has decreased by \$2,989,361 or 8.8% over last quarter to \$30,841,171.
- This decrease is to be expected as we collect tax revenue in the first quarter, while expenditures tend to be constant throughout the year.
- The City's average rate of return on investments had a slight increase from 4.01% to 4.06% over the last quarter. This rate of return and growth follows national trends in interest rates.
- 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 city's need for liquidity and protecting 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 at 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 17.7%, 5.3%, 59.6%, and 12%, respectively, of the City's overall portfolio. The high ratio of deposits held in Flagstar and Independent Bank is because these are fully insured accounts earning moderate interest.
- 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 and approved by: Gretchen Gomolka, City Manager

MEMORANDUM

To: City Council
From: Laura Hoshaw, Treasurer 
Subject: Quarterly Investment Report
Date: February 2, 2024

We are earning interest rates ranging from 0% to 5.55% 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. We currently have six CDs ranging from \$250,000 to \$289,000. They range from 6 months to 18 months in length with interest rates from 3.80% to 5.40%. Municipalities are required to use Michigan banks for investment purposes.

Existing-home sales retreated in December, according to the National Association of Realtors. Among the four major U.S. regions, sales slipped in the Midwest and South, rose in the West and were unchanged in the Northeast. All four regions experienced year-over-year sales decreases. On an annual basis, existing home sales dropped to the lowest level since 1995, while the median price reached a record high of \$389,800 in 2023. Total existing home sales decreased 1.0% from November and 6.2% from last December. Mortgage rates are meaningfully lower compared to two months ago, and more inventory is expected to appear on the market in upcoming months.

The U.S. economy ended 2023 with a bang, as growth in gross domestic product in the fourth quarter came in at 3.3%, easily dashing expectations on strong consumer spending and exports. Economists had predicted a gain of 2% for the quarter following the third quarter's 4.9% increase, driven by strong consumer spending, rebuilding of inventories and a resilient labor market. Although 2023 outperformed, defying predictions of a recession even as the Federal Reserve raised interest rates to a level not seen in four decades, most economists are forecasting growth slowing this year. The economy continues to defy the expectations of economists who believe the consumer is tapped out and the Fed's hiking of borrowing costs will crimp consumption and investment. The strong fourth quarter number is likely to cast doubt on whether the Fed will begin cutting interest rates as early as the market thinks.

The Committee decided to maintain the target range for the federal funds rate at 5 ¼ % to 5 ½%. Recent indicators suggest that the growth of economic activity has slowed from its strong pace in the third quarter. Job gains have moderated since earlier in the year but remain strong, and the unemployment rate has remained low. Inflation has eased over the past year but remains elevated. The U.S. banking system is sound and resilient. Tighter financial and credit conditions for households and businesses are likely to weigh on economic activity, hiring, and inflation. The extent of these effects remains uncertain. The Committee remains highly attentive to inflation risks.

CITY OF BRIGHTON
 QUARTERLY INVESTMENT REPORT
 AS OF DECEMBER 31, 2023

Investment Accounts	Account Balance	Maturity Date	Current % Interest Rate	Average R.O.R.
OLD NATIONAL BANK-Checking	41,462	Immediate	0.00%	0.00%
OLD NATIONAL BANK-Juvenile	11,793	Immediate	0.00%	0.00%
Total Old National Bank	53,255			
BANK OF ANN ARBOR	49,612	Immediate	0.90%	0.00%
Total Bank of Ann Arbor	49,612			
FIRST NATIONAL BANK OF AMERICA	1,024	Immediate	0.25%	0.00%
Total First National Bank of America	1,024			
HORIZON BANK-MM	2,708	Immediate	1.26%	0.00%
Total Horizon Bank	2,708			
FLAGSTAR BANK-Refundable Deposit	771,699	Immediate	4.15%	0.10%
FLAGSTAR BANK-Combined Savings	2,278,107	Immediate	4.15%	0.31%
FLAGSTAR BANK-Flexible Spending	11,675	Immediate	1.05%	0.00%
FLAGSTAR BANK-A/P Checking	2,401,857	Immediate	3.80%	0.30%
Total Flagstar Bank	5,463,339			
CHIEF FINANCIAL CREDIT UNION-Platinum Sav	65	Immediate	0.05%	0.00%
Total Chief Financial Credit Union	65			
THE STATE BANK-Savings Account	1,621,626	Immediate	4.00%	0.21%
Total The State Bank	1,621,626			
INDEPENDENT BANK UTILITY LB CHECKING	18,374,600	Immediate	3.75%	2.23%
Total Independent Bank	18,374,600			
MICHIGAN CLASS	3,698,741	Immediate	5.55%	0.67%
Total Michigan Class	3,698,741			
CD-COMERICA BANK	255,342	03/25/24	4.75%	0.04%
CD-CIBC BANK	258,531	11/21/24	5.40%	0.05%
CD-HORIZON BANK	255,500	02/10/24	4.70%	0.04%
CD-FIRST NATIONAL BANK OF AMERICA	240,592	02/14/24	4.40%	0.03%
CD-BANK OF ANN ARBOR	289,000	02/21/24	3.80%	0.04%
CD-CHIEF FINANCIAL CREDIT UNION	277,236	08/13/24	5.00%	0.04%
Total Certificate of Deposits	1,576,202			
TOTAL	30,841,171			4.06%
Three Month Treasury Bill Rate*				5.44%
Average Fed Funds Rate**				5.33%
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate				-1.39%
City's Avg. R.O.R. over/(under) the Avg. Fed Funds Rate				-1.27%



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 13, 2024

SUBJECT: QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDING DECEMBER 31, 2023

ADMINISTRATIVE SUMMARY

- This report is for the second quarter of the fiscal year, we are halfway through the year but it is still too early in the year to make accurate projections. Budgeted items are trending in line with budget, with the exception of interest income, and property taxes, both of which are trending favorably.
- 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 12/31/2023

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

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	OVER/ (UNDER) AMENDED BUDGET	NOTES
REVENUE					
PROPERTY TAXES	7,389,607.00	7,389,607.00	7,720,162.61	330,555.61	Tax collections have exceeded the budgeted amount.
TAX PENALTIES, INTEREST & FEES	267,800.00	267,800.00	269,466.31	1,666.31	We exceeded the budgeted amount for tax administrative fee (1% fee on all taxes added to tax bills).
LICENSES & PERMITS	455,250.00	455,250.00	268,415.68	(186,834.32)	We received some Building permit fees, which will pick up in the spring. We received the first quarterly cable franchise fee.
STATE SHARED REVENUE	1,025,000.00	1,025,000.00	464,908.51	(560,091.49)	This includes the PPT reimbursement, which which we receive in October and May, and the State Shared revenue which we will receive by-monthly starting in October.
INVESTMENT EARNINGS	30,000.00	30,000.00	200,802.43	170,802.43	Due to high interest rates we have exceeded the budgeted amount.
RENTS & ROYALTIES	72,850.00	72,850.00	6,880.00	(65,970.00)	The majority of this line item represents charges to Major and Local streets for employees working on street projects, which will be recorded at year end. This line also includes building rental fees (AMP and community center), which has exceeded the budgeted amount.
OTHER REVENUE	65,500.00	65,500.00	55,264.45	(10,235.55)	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	265,000.00	265,000.00	95,000.00	(170,000.00)	This represents appropriation from DDA and Utility Funds.
SERVICE CHARGES	802,700.00	802,700.00	394,375.35	(408,324.65)	This is primarily refuse collection user fees.
FINES & FORFEITS	24,000.00	24,000.00	17,791.86	(6,208.14)	Primarily police related fines which come in sporadically throughout the year.
LOCAL UNIT CONTRIBUTION	92,000.00	92,000.00	45,242.72	(46,757.28)	This account is for the liaison officer payments.
STATE GRANTS	1,500.00	1,500.00	3,229.32	1,729.32	This is the Act 302 payments, which are received in October and May.
TOTAL REVENUES	10,491,207.00	10,491,207.00	9,541,539.24	(949,667.76)	

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

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	OVER/ (UNDER) AMENDED BUDGET	NOTES
EXPENDITURES					
CITY COUNCIL	31,497.00	31,497.00	7,756.79	(23,740.21)	Primary expense is Per Diems, which are paid at the end of the year.
CITY MANAGER	263,822.00	263,822.00	113,087.25	(150,734.75)	Includes City Manager, a portion of both Management Assistant positions, contractual services for SPARK employee (July-October only) as well as an allocated portion of the budgeted additional payment to MERS.
COMMUNICATIONS	36,479.00	36,479.00	6,187.50	(30,291.50)	This budget is limited to community promotions expenses.
LEGAL SERVICES	254,353.00	254,353.00	70,278.00	(184,075.00)	General and Labor attorney retainers and other expenses.
CITY CLERK	234,818.00	234,818.00	89,369.89	(145,448.11)	Election costs and per diems, a portion of both Management Assistants positions, general operating expenses as well as an allocated portion of the budgeted additional payment to MERS.
HUMAN RESOURCES	241,842.00	241,842.00	80,204.05	(161,637.95)	General operations, a portion of both Management Assistant positions, as well as an allocated portion of the budgeted additional payment to MERS.
FINANCE	825,622.00	825,622.00	361,569.17	(464,052.83)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
INFORMATION SYSTEMS	235,878.00	235,878.00	112,570.21	(123,307.79)	General operations to run IT, primarily software related expenses.
POLICE	3,678,190.00	3,678,190.00	1,509,032.78	(2,169,157.22)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
PUBLIC WORKS	2,710,450.00	2,730,523.90	1,323,397.16	(1,407,126.74)	General operations covering all city buildings and public spaces.
COMMUNITY DEVELOPMENT	519,761.00	519,761.00	234,554.43	(285,206.57)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
POST EMPLOYMENT BENEFITS	518,452.00	518,452.00	277,242.23	(241,209.77)	Healthcare for retirees.
TRANSFERS-OUT AGENCIES	161,200.00	161,200.00	138,514.02	(22,685.98)	425 Agreement payment to Genoa Township based on the Taxable Value for the parcels in the agreement, appropriation to SPARK, and the Historical Society.
TRANSFERS-OUT OTHER FUNDS	1,926,047.00	1,926,047.00	1,221,615.03	(704,431.97)	Appropriations to other funds are made as expenditures in those funds occur.
TOTAL EXPENDITURES	11,638,411.00	11,658,484.90	5,545,378.51	(6,113,106.39)	
NET OF REVENUES & EXPENDITURES	(1,147,204.00)	(1,167,277.90)	3,996,160.73		It is too early in the year to make projections. Overall revenues and expenditures are materially in line with the budget. Note the budgeted use of fund balance is primarily due to an additional \$571,786 (\$600,000 total including utilities fund portion) payment into MERS and budgeted \$680,000 transfer to DDA, if needed, for use of contingency for streetscape project.



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 13, 2024

SUBJECT: RECOGNIZE VETERANS CONNECTED AS A 501(C)(3) NON-PROFIT ORGANIZATION FOR THE PURPOSE OF OBTAINING A CHARITABLE GAMING LICENSE, RESOLUTION #2024-04

ADMINISTRATIVE SUMMARY

- On Wednesday January 31, 2024, Bryan Bradford of Veterans Connected contacted the city to request that City Council approve a resolution as required by the Michigan State Lottery's Charitable Gaming Division in order for his event, "Victory for Veterans Dinner" to hold a raffle. This event was to be held on February 10th; however our next City Council meeting was not until February 13th. Clerk Brown, contacted the State Lottery and they approved the event as long as the resolution would be presented to City Council at its next meeting.
- Attached is a copy of event information, IRS determination letter for Veterans Connected as well as their articles of incorporation.

RECOMMENDATION

- It is recommended that City Council approve the Local Governing Body Resolution for Charitable Gaming Licenses recognizing Veterans Connected as a 501(c)(3) operating in the City of Brighton.

Prepared by: Gretchen Gomolka, City Manager

Attachments:

1. Resolution 2024-4
2. IRS Determination Letter
3. Articles of Incorporation
4. Event Press Release



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
(Required by MCL.432.103(K)(ii))

At a Regular meeting of the Brighton City Council
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at 6:30 p.m. a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Veterans Connected of Brighton,
NAME OF ORGANIZATION CITY

county of Livingston, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the _____ at a Regular meeting held on February 13, 2024.
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Tara Brown, City Clerk

PRINTED NAME AND TITLE

200 N 1st Street, Brighton, MI 48116

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.
BSL-CG-1153(R6/09)



134 W Main St., Suite 300, Brighton, MI 48116

January 29, 2024

Dear Council Members,

Veterans Connected would like to hold a raffle event on February 10, 2024 at the Crystal Gardens Banquet Center. This event is in conjunction with our Victory for Veterans Dinner.

Enclosed is a letter from the IRS stating that Veterans Connected has been a 501 (c) 3 organization since February 14, 2020 (EIN 84-3084096) and our Articles of Incorporation. Also included is a Local Governing Body Resolution for Charitable Gaming Licenses from the State of Michigan. We respectfully ask that you fill this out so that our organization may apply for a raffle license.

Very respectfully,

A handwritten signature in black ink that reads "Andy Osborne".

Andy Osborne

Secretary/Treasurer

Veterans Connected

andy@veteransconnected.org

(810) 291-9231

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 14 2020

VETERANS CONNECTED
C/O BRYAN BRADFORD
134 WEST MAIN STREET SUITE 300
BRIGHTON, MI 48116-0000

Employer Identification Number:
84-3084096
DLN:
26053427005100
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a) (2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
September 10, 2019
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c) (3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c) (3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c) (3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

VETERANS CONNECTED

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

LARA Corporations
Online Filing System
Department of Licensing and Regulatory Affairs

Form Revision Date 07/2016

ARTICLES OF INCORPORATION
For use by DOMESTIC NONPROFIT CORPORATION

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:

VETERANS CONNECTED

ARTICLE II

The purpose or purposes for which the corporation is formed are:

Veterans helping Veterans and their families build a Community and Comradery to lift up our brothers and sisters. We provide events for Vets, their families, give back to by providing support, prayer and by letting them know they are not alone.

ARTICLE III

The Corporation is formed upon basis.

If formed on a stock basis, the total number of shares the corporation has authority to issue is

If formed on a nonstock basis, the description and value of its real property assets are (if none, insert "none"):
none

The description and value of its personal property assets are (if none, insert "none"):
none

The corporation is to be financed under the following general plan:

Corporation will be funded through fundraising and donations.

The Corporation is formed on a basis.

ARTICLE IV

The street address of the registered office of the corporation and the name of the resident agent at the registered office (P.O. Boxes are not acceptable):

1. Agent Name: BRYAN C BRADFORD
2. Street Address: 134 WEST MAIN STREET
Apt/Suite/Other: SUITE 300
City: BRIGHTON
State: MI Zip Code: 48116
3. Registered Office Mailing Address:
P.O. Box or Street Address: 134 WEST MAIN STREET
Apt/Suite/Other: SUITE 300
City: BRIGHTON
State: MI Zip Code: 48116

ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:

Name	Residence or Business Address
BRYAN C BRADFORD	7869 FULLER ROAD, BRIGHTON, MI 48116 USA
JAMES DAVIS	10279 GROVE DRIVE, WHITMORE LAKE, MI 48189 USA

Signed this 6th Day of September, 2019 by the incorporator(s).

Signature	Title	Title if "Other" was selected
Bryan C Bradford	Incorporator	
James Davis	Incorporator	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

Decline Accept

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the ARTICLES OF INCORPORATION

for

VETERANS CONNECTED

ID Number: 802361318

received by electronic transmission on September 06, 2019 , ***is hereby endorsed.***

Filed on September 10, 2019, ***by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 10th day of September, 2019.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

****Veterans Connected Presents the 2nd Annual "Victory for Veterans Dinner/Auction featuring 4 time Stanley Cup Champion, Darren McCarty and his Slapstick Comedy Tour" Charity Event**

Brighton, Michigan - Veterans Connected, a non-profit organization dedicated to supporting veterans and their families, is proud to announce the upcoming charity event, "Victory for Veterans Dinner/Auction," scheduled to take place on Saturday, February 10th, 2024 from 6pm to 10pm.

The "Victory for Veterans" event, now in its 2nd year, aims to raise awareness and support for Veteran suicide prevention and financial support to address the stressors that lead to suicide. Every 34 minutes, a veteran takes their own life, highlighting the urgency of addressing this critical issue. Suicide has become a national crisis for civilians and military, 42 Veterans die by suicide every day, nearly 100% increase since 2019's 22 a day.

Event Details:

- Saturday, February 10th, 2024
- 6:00 PM - 10:00 PM
- Crystal Gardens Banquet Center
5768 East Grand River Ave, Howell, MI 48843

During the event there will be numerous items to bid on and an autograph session with Darren McCarty. **Please bring your own memorabilia to have Darren autograph.**

Tickets for the event are \$100 per person or \$75 if you are a Veteran or active Military with a second ticketed guest at \$75 for Veterans. We have an option of purchasing a table for 10 at \$900 which is a \$10 discount per person. Dinner includes a choice of Prime Rib or Chicken as the main course.

There will be many silent auction items online as well as there will be in person items. To register for online auction only click on "Bidder Only" at the event link if unable to attend. Ticket holders will be registered as bidders for the online portion.

All proceeds from the event will go directly towards supporting Veterans Connected initiatives aimed at providing assistance, resources, and mental health support to veterans in need. With an unwavering commitment to making a positive impact, Veterans Connected is dedicated to ensuring that veterans and their families receive the care and assistance they deserve.

To register for the "Victory for Veterans Dinner/Auction" event please visit:

<https://veteransconnected24.cbo.io>

For media inquiries, please contact:

Bryan Bradford
Chairman / Founder
248-361-6392
bryan@veteransconnected.org

About Veterans Connected

Veterans Connected is a non-profit organization based in Brighton, Michigan, dedicated to supporting veterans and their families. With a focus on mental health awareness, education, and resources, Veterans Connected strives to provide a supportive community for veterans as they transition back into and through civilian life. Through events, programs, and initiatives, the organization aims to improve the well-being and quality of life of veterans while raising awareness about the challenges they face. Since their founding in September 2019 to present they have provided over \$600,000 in support to Veterans and their families across the Metro area.

Mission: We support Veterans and their families through spiritual support, tangible, meaningful assistance and a sense of community.

Follow Veterans Connected

- Website: [veteransconnected.org](<https://veteransconnected.org>)
- Facebook: [facebook.com/veteransconnected](<https://facebook.com/veteransconnected>)
- Instagram: [[instagram.com/veteransconnected](https://instagram.com/veterans_connected_mi)](https://instagram.com/veterans_connected_mi)



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 13, 2024

SUBJECT: RECOGNIZE TRIPLE S BOOSTERS A 501(C)(3) NON-PROFIT ORGANIZATION FOR THE PURPOSE OF OBTAINING A CHARITABLE GAMING LICENSE, RESOLUTION #2024-05

ADMINISTRATIVE SUMMARY

- Candy Freiberg of Charyl Stockwell Preparatory Academy's Triple S Boosters reached out to the City to request City Council approval of a resolution as required by the State of Michigan's Gaming Control Board. In the past the City Council had approved a similar resolution for the State Lottery's Gaming Commission, which allows for raffles. This resolution is required for a casino night, which is considered a Millionaire Party License and is governed by a different branch of the State.
- Attached is a copy of the resolution letter from Triple S Boosters and IRS determination letter.

RECOMMENDATION

- It is recommended that City Council approve the Local Governing Body Resolution for Charitable Gaming Licenses recognizing Triple S Boosters as a 501(c)(3) operating in the City of Brighton.

Prepared by: Gretchen Gomolka, City Manager

Attachments:

1. Resolution 2024-05
2. Letter from Triple S Boosters
3. Previous Charitable Gaming License
4. IRS Determination Letter
5. LARA Filing and Status Certificate



State of Michigan
Michigan Gaming Control Board
Millionaire Party Licensing
3062 W. Grand Blvd, Suite L-700
Detroit, MI 48202-6062
Phone: (313) 456-4940
Fax: (313) 456-3405
Email: Millionaireparty@michigan.gov
www.michigan.gov/mgcb

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(k)(ii))

At a REGULAR meeting of the CITY OF BRIGHTON
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on February 13, 2024
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from TRIPLE S BOOSTERS - EIN 27-2866259 of BRIGHTON,
NAME OF ORGANIZATION CITY

county of LIVINGSTON, asking that they be recognized as a nonprofit
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be

considered for _____
APPROVAL/DISAPPROVAL

<u>APPROVAL:</u>	Yeas: _____	<u>DISAPPROVAL:</u>	Yeas: _____
	Nays: _____		Nays: _____
	Absent: _____		Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted

by the CITY OF BRIGHTON at a REGULAR
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK
 Tara Brown, City Clerk

PRINTED NAME AND TITLE
 200 N. 1st Street, Brighton, MI 48116

ADDRESS

Organization Information: 1032 KARL GREIMEL RD, BRIGHTON, MI 48116
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP

CANDACE FREIBERG
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE

(810) 225-9940
PHONE NUMBER



February 1, 2024

Dear Brighton City Council Members,,

I am writing to you on behalf of Charyl Stockwell Preparatory Academy boosters organization Triple S Boosters to request your consideration and support for our request for MI Charitable Gaming License specific to a Millionaire Party License. This license would enable us to have a Millionaire Party (casino like party) for a charitable fundraiser.

The Brighton City Council previously passed a resolution for a Michigan Charitable Gaming License for Triple S Boosters on March 16, 2023 which allowed us to have raffles adhering to the MI Charitable Gaming Divisions regulations. (please see attached "March 16 2023 Resolution").

However, for a Millionaire Party License we need to have another resolution to present to the Michigan Gaming Control Board and they have requested a resolution specific to the Millionaire license (Please see attached "February 2024 Resolution Millionaire Party License")

I am also attaching our Letter of Determination from the Internal Revenue Service confirming our nonprofit status - EIN# 27-2866259; as well as confirmation that we had changed our name with the State of Michigan and the IRS to Triple S Boosters which now incorporates supporting all after school activities not just athletics.

If you have any questions please do not hesitate to contact me at (248) 425-6968 or via email at triplesboosters@csaschool.org.

With gratitude,

Candy Freiberg
President of the Board of Directors- Triple S Boosters

1032 Karl Greimel Drive, Brighton, MI 48116 (810) 632-2200 Fax (810) 632-2200





Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

Resolution #2023-03

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL.432.103(K)(ii))

At a Regular meeting of the City of Brighton
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Tobbe on March 16, 2023
DATE

at 6:30 p.m. a.m./p.m. the following resolution was offered:
TIME

Moved by Councilmember Gardner and supported by Councilmember Gipson

that the request from Triple S Boosters (formally S&S Athletic Boosters) of Brighton,
NAME OF ORGANIZATION CITY

county of Livingston, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for Approval.
APPROVAL/DISAPPROVAL

	APPROVAL	DISAPPROVAL
Yeas:	<u>5</u>	<u> </u>
Nays:	<u>0</u>	<u> </u>
Absent:	<u>2</u>	<u> </u>

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
 adopted by the City of Brighton at a Regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on March 16, 2023.
DATE

SIGNED: 
TOWNSHIP, CITY, OR VILLAGE CLERK

Tara Brown, City Clerk
PRINTED NAME AND TITLE

200 N. 1st Street, Brighton, MI 48116
ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

TRIPLE S BOOSTERS
1032 KARL GREIMEL DR
BRIGHTON, MI 48116

Date:
November 30, 2022
Employer ID number:
27-2866259
Form 990 required:
990, YES
Person to contact:
Name: Ms. McEntyre
ID number: 0194881

Dear Sir or Madam:

We're responding to your request dated September 07, 2022, about your tax-exempt status.

We issued you a determination letter in December 2011, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax-deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period.

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

DEC 22 2011

S&S ATHLETIC BOOSTERS
9758 E HIGHLAND RD
HOWELL, MI 48843-9098

Employer Identification Number:
27-2866259
DLN:
17053306331021
Contact Person:
ROGER W VANCE ID# 31173
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 28, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

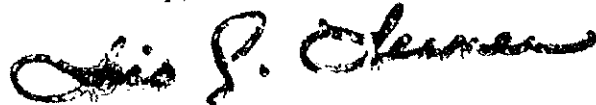
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

ID Number: 800924946
[Request certificate](#)
[Return to Results](#)
[New search](#)
Summary for: TRIPLE S BOOSTERS
The name of the DOMESTIC NONPROFIT CORPORATION: TRIPLE S BOOSTERS
The name was changed from: S&S ATHLETIC BOOSTERS on 08-16-2022
Entity type: DOMESTIC NONPROFIT CORPORATION

Identification Number: 800924946 **Old ID Number:** 70709W

Date of Incorporation in Michigan: 04/28/2010

Purpose: Other

Term: Perpetual

Most Recent Annual Report: 2022

Most Recent Annual Report with Officers & Directors: 2022

The name and address of the Resident Agent:

Resident Agent Name: JENNIFER ABNER

Street Address: 1032 KARL GREIMEL DRIVE

Apt/Suite/Other:

City: BRIGHTON

State: MI

Zip Code: 48116

Registered Office Mailing address:

P.O. Box or Street Address: 1032 KARL GREIMEL

Apt/Suite/Other:

City: BRIGHTON

State: MI

Zip Code: 48116

The Officers and Directors of the Corporation:

Title	Name	Address
PRESIDENT	JENNIFER ABNER	1032 KARL GREIMEL BRIGHTON, MI 48116 USA
TREASURER	SEAN FREIBERG	1032 KARL GREIMEL BRIGHTON, MI 48116 USA
SECRETARY	CHRIS LAPEER	1032 KARL GREIMEL BRIGHTON, MI 48116 USA
DIRECTOR	JENNIFER ABNER	1032 KARL GREIMEL BRIGHTON, MI 48116 USA
DIRECTOR	SEAN FREIBERG	1032 KARL GREIMEL BRIGHTON, MI 48116 USA
DIRECTOR	CHRIS LAPEER	1032 KARL GREIMEL BRIGHTON, MI 48116 USA
DIRECTOR	CANDY FREIBERG	1032 KARL GREIMEL BRIGHTON, MI 48116 USA

Act Formed Under: 162-1982 Nonprofit Corporation Act

Acts Subject To: 162-1982 Nonprofit Corporation Act

The corporation is formed on a Membership basis.

Written Consent

View filings for this business entity:

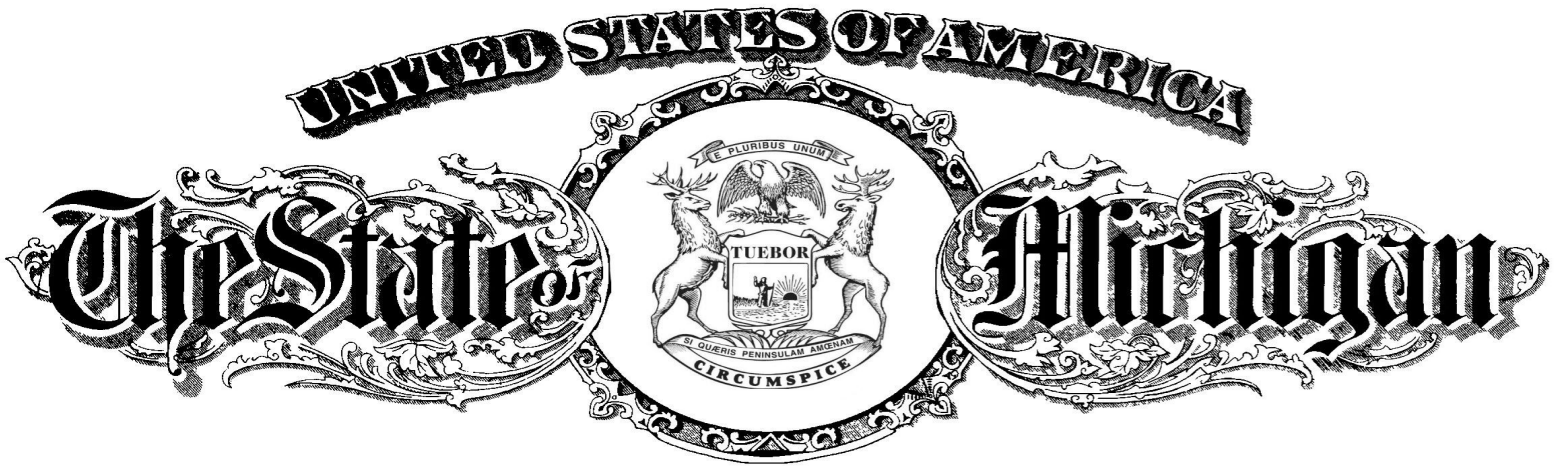
- ALL FILINGS
- ANNUAL REPORT/ANNUAL STATEMENTS
- ARTICLES OF INCORPORATION
- ARTICLES OF INCORPORATION
- RESTATED ARTICLES OF INCORPORATION
- RESTATED ARTICLES OF INCORPORATION

[View filings](#)

Comments or notes associated with this business entity:

[LARA FOIA Process](#) [Transparency](#) [Office of Regulatory Reinvention](#) [State Web Sites](#)

[Michigan.gov Home](#) [ADA](#) [Michigan News](#) [Policies](#)



Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

TRIPLE S BOOSTERS

was validly Incorporated on April 28 , 2010 as a Michigan nonprofit corporation, and said corporation is validly in existence under the laws of this state.

This certificate is issued pursuant to the provisions of 1982 PA 162 to attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to conduct affairs in Michigan and for no other purpose.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 23rd day of August , 2022.

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission

Certificate Number: 22081379202



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 13, 2024

SUBJECT: ANNUAL POVERTY EXEMPTION RESOLUTION

BACKGROUND

- The State Tax Commission conducts an 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 2024 Federal income thresholds.

RECOMMENDATION

Approval of Poverty Exemption Resolution #2024-06.

Prepared by: Elizabeth Gaines, Finance Director

Approved by: Gretchen Gomolka, City Manager

Attachments:

1. Poverty exemption application
2. Resolution #2024-06

**2024 Policy Guidelines for Applicants Requesting Poverty Exemptions
as of December 31, 2023**

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 12, 2024

for action by the July Board of Review or

December 6, 2024

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 exempton is being claimed they must complete the affidavit from the State Tax Commission on page 13 of this application.



City of Brighton

Assessing

- 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
<input type="checkbox"/> 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.				
<input type="checkbox"/> 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		
<p>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.</p>		
<p><input type="checkbox"/> 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.</p>		
PART 12: CERTIFICATION		
<p>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.</p>		
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

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) ERNEST JEFFREY & RONALD L	Petitioner's Name (If Other than Owner. Please Print or Type)
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 Qualified Agricultural Property Exemption

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

Assessed Amount 28,100	Owner's Estimated True Cash Value	Tentative Taxable Value 19,801	Year 2021
----------------------------------	-----------------------------------	--	---------------------

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



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

THIS PAGE INTENTIONALLY LEFT BLANK

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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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 statute 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 Office.

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 the

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. Income 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.

2024 Federal Poverty	
Size of Family Unit	Federal Poverty Guidelines
1 Person	\$16,038
2 Persons	\$21,692
3 Persons	\$27,346
4 Persons	\$33,000
5 Persons	\$38,654
6 Persons	\$44,308
7 Persons	\$49,962
8 Persons	\$55,616
For each additional person	\$5,654
2024 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 tesl.

- 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.

POVERTY EXEMPTION WORKSHEET (City's worksheet)

TAX YEAR: 2024

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:	\$0	(Gross Income plus non taxable income)
less MEDICAL EXPENSES(for the household):	\$0	(Medical expenses are either 100% of actual expenses or 15% of adjusted income.)
TOTAL ADJUSTED NET INCOME:	\$0	(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.

$$\begin{array}{ccccc}
 \underline{\hspace{2cm}} & - & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \text{Current years Taxable Vale} & & \text{\% reduction in Taxable Value} & & \text{2024 Estimated Taxable Value} \\
 & & & & \text{\$0}
 \end{array}$$

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 METHODOLOGY USED TO DETERMINE A REDUCTION IN THE CURRENT TAXABLE VALUE, LIMITING IT TO 25%, 50% or 100%.

Income	% Reduction in Taxable Value
\$16,038 or less	100%

Approved: _____
Denied: _____
Reason for Denial: _____

RESOLUTION FOR POVERTY EXEMPTION**RESOLUTION 2024 - 06**

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 2024 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.

2024 Federal Poverty	
Size of Family Unit	Federal Poverty Guidelines
1 Person	\$16,038
2 Persons	\$21,692
3 Persons	\$27,346
4 Persons	\$33,000
5 Persons	\$38,654
6 Persons	\$44,308
7 Persons	\$49,962
8 Persons	\$55,616
For each additional person	\$5,654

2024 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.

"Nye": _____

The City Clerk declared the resolution _____.

Tara Brown, City Clerk

Date



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

FEBRUARY 13, 2024

SUBJECT: CONSIDER APPROVAL OF THE TETRA TECH PROPOSAL FOR PROFESSIONAL CONSULTANT SERVICES FOR THE EAST STREETS IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED \$237,900.

BACKGROUND

- In early spring of 2022, the city solicited bids for the Grand River Phase 2 Reconstruction Project, which included five side streets. Due to unforeseen material and labor expenses, final pricing was much higher than anticipated. This resulted in the rebidding of only the Grand River Avenue portion of the project. At that time, the intent of staff was to use remaining bond funds, if available, for the side street reconstruction when the original bond fund projects were close to completion.

ADMINISTRATIVE SUMMARY

- While circumstances didn't allow for the reconstruction of the five side streets at the time, now that the bonded projects are completed, city staff evaluated the remaining bond funds. After receiving an updated Opinion of Probable Cost for reconstruction of the side streets, it was clear that reconstructing all five of the streets was not likely. With this information, staff asked Tetra Tech for a proposal to update the design and perform construction phase engineering for three streets instead of five: specifically, Liberty, Flint, and Beaver. Fortunately, much of the engineering for the side streets was finalized in 2022. We also asked for a proposal for consulting services for just two streets, Beaver and Liberty, in case the bid pricing for all three comes back higher than available funding. Included in their proposal are advertising and bidding services as well as materials testing. The proposal provides pricing corresponding to engineering services used. See below.

	Option A: Beaver, Liberty & Flint	Option B: Beaver & Liberty
Design Revisions	\$26,850	\$26,850
Advertising and Bidding	\$3,250	\$3,250
Construction and Field Observation	\$177,280	\$143,030
Materials Testing	\$30,250	\$23,000
Total	\$237,900	\$194,400

- The following services are some of the responsibilities that Tetra Tech will perform if the City accepts their proposal:
 - Meet with city staff to confirm final design
 - Update utility, traffic control and signing plans
 - Prepare new drawings for bid set
 - Place advertisements on the Michigan Infrastructure and Transportation Association website
 - Attend bid opening
 - Coordinate meeting of utility vendors
 - Organize and attend preconstruction meetings with city staff and contractors
 - Supply an on-site Resident Project Representative (RPR) for the duration of the project.
 - Be on-site to ensure contract specifications are being fulfilled and keep city staff informed of any issues or changes that may need to be addressed
 - Identify and discuss Work Change Directives with staff and prepare Change Order paperwork for its execution

- Review and approve pay applications from the contractor and supply recommendation to city staff for payment
 - Consult with owner and contractor for necessary clarification of contract documents
 - Determine if substantial completion has been met by performing final walk-through inspections
 - Prepare final as-built record drawings of the project for staff
- If approved this evening, Tetra Tech will move forward with the intent to have a bid recommendation for Council in mid to late April or early May. Staff would also start public notification of the project for the surrounding area.

BUDGET

- While the side street project was not budgeted in the current fiscal year, there are approximately \$2 Million dollars available in remaining bond funds. Staff are asking for a budget amendment of \$237,900 for consulting services related to the East Streets Improvement Project. Once the project has been bid, staff will bring a recommendation for a contractor to City Council for review and approval.

RECOMMENDATION

Approve the Tetra Tech Proposal for Professional Consultant Services for the East Streets Improvement Project in an amount not to exceed \$237,900, including all necessary budget amendments to use remaining bond funds.

Prepared by: Marcel Goch, DPS Director

Reviewed by: Elizabeth Gaines, Finance Director (Required for all financial related agenda items)

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

Reviewed &

Approved by: Gretchen Gomolka, City Manager

Attachment: Tetra Tech Proposal



January 26, 2024

Mr. Marcel Goch
City of Brighton
200 North First Street
Brighton, MI 48116

**Re: Proposal for Professional Consultant Services
East Streets Improvements Project
City of Brighton, Michigan**

Dear Mr. Goch:

Tetra Tech is pleased to provide our proposal for professional transportation construction engineering services associated with the above-referenced project.

UNDERSTANDING

We understand the City of Brighton is to rehabilitate three (3) local streets within the City of Brighton, located immediately east of Grand River Avenue (East Streets). Design engineering drawings and specifications were prepared in 2021/2022, originally including improvements of five (5) local East streets. Based on current engineering opinions of construction costs for the 2024 construction season, and the City of Brighton's capital planning efforts, a prioritization of street improvements were selected for recommended improvements.

The primary objective in rehabilitating the three recommended local streets relates directly to preparation for temporary vehicular bypass local traffic, associated with the Michigan Department of Transportation's (MDOT) I-96/West Grand River Avenue interchange construction. It is anticipated that significant traffic delays will be expected due to temporary lane closures, impacting Grand River traffic with construction anticipated in 2025. Tetra Tech proposes revising the 2021/2022 East Streets engineering bid documents to include the following three streets:

1. Beaver Street
2. Liberty Street
3. Flint Street

Dutcher Street and Spencer Street were originally included with the 2021/2022 design engineering bidding documents. These streets are to be removed for the 2024 East Streets project. Budgetary planning for these two (2) streets would be evaluated at an indeterminate future date.

This proposal also includes services associated with bidding, construction administration/engineering, and field observation services for the East Streets project. Construction for this project is anticipated to be substantially complete within the fall season 2024.

This project is expected to be funded through the City of Brighton. Tetra Tech's Engineering team will be consistent with the documentation in accordance with *MDOT Standard Construction Manual, Special Provisions and Pay Quantities* applicable AASHTO standards. Front end documentation will be prepared in accordance with City of Brighton Standards. Tetra Tech's team will assist in advertising and bidding of this project through the City of Brighton.

SCOPE OF SERVICES

Tetra Tech will update the project's engineer's opinions of project costs based on 2024 estimated costs for City's review as detailed within this proposal. Based on recent coordination meetings with City staff, the Scope of Services is identified as follows:

Design Engineering Revisions

Each of the three (3) proposed street improvements include new asphalt pavement and concrete curb and gutter. A significant portion of the curb/gutter work will be proposed as new construction. The remaining curb work will be replacement in kind, as indicated on the drawings.

Tetra Tech will prepare the following revisions and changes (as required) for this project:

1. Conduct an initial on-site meeting with city staff to confirm design intent for the project.
2. Incorporate the revised details for Flint Street improvements. Update quantities to reflect new changes along this road segment, East Street and Grand River Avenue. This will include right-of-way information and updated sidewalk geometrics in accordance with American Disabilities Act (ADA).
3. Confirm with city staff the current water main permit (P.A. Act 399, as issued January 26, 2022, Permit No. W 223003) can remain in effect due to water main work initiated in summer 2023, or EGLE grants an extension for the current permit, avoiding an expiration which typically occurs after two (2) years.
4. Prepare title blocks on drawings within the proposed bid set (approximately 50 sheets).
5. Update advertising and bid dates within bidding documents.
6. Delete road improvement sheets relating to Dutcher Street and Spencer Street, respectively.
7. Update schedule of values associated with the bidding documents for bidding.
8. Coordinate with City staff on bid date and issuance to prospective bidders.
9. Update public utility information that may be outdated due to recent construction.
10. Update traffic control plans.
11. Update signing plans.
12. Prepare front end documentation for advertisement, bid, and construction of the East Streets project.
13. Incorporate special provisions and other technical specifications to be referenced in the Table of Contents.
14. Reference each applicable drawing associated with Bid Schedules "A and B" for clarity.
15. Prepare two (2) Bid Schedules, A and B, respectively.
 - i. Bid Schedule A will consist of a schedule of pay items for Liberty Street and Beaver Street.
 - ii. Bid Schedule B will consist of a pay item schedule for Flint Street.

Bidding Phase

- Place advertisements for bids in the MITA system and distribute bidding documents to contractors and plan houses.
- Assist City in placing advertisement for bids in the Livingston County Daily Press and Argus.
- Address questions raised by bidders and author an addendum to the bidding documents.
- Attend the bid opening and write a letter of recommendation for awarding the contracts.

- Present the project bids and recommendation for proceeding to construction to the City Council for action.
- Assist City in executing the contracts and issuing a Notice to Proceed to the Contractor(s).

Construction Administration, Engineering, and Field Observation

The construction phase will include the demolition of the existing sidewalk and roadways and reconstruction of new curbed asphalt roadways, drive approaches and sidewalks for connectivity within the East Street neighborhood. Utility improvements include a stormwater drainage roadway improvements and replacement of the existing sanitary sewer and water main system within the road right-of-way.

Tetra Tech proposes the following scope of services to lead the construction phase services of the East Streets project:

- Act as Owner's representative during the construction of the improvements.
- Organize and attend a preconstruction meeting with the Contractor and Owner to discuss the project schedule, budget, and execution of the work.
- Conduct bi-weekly progress meetings (one meeting every two weeks) with Owner, contractor, and Tetra Tech team members to address questions or concerns of the city.
- Provide survey staking (subconsultant) of proposed sanitary sewer and street improvements inclusive of road centerline at 50-foot increments. Proposed grade stake identification details and cut sheets for the survey work will be provided for the contractor's use during construction.
- Field-locate structures in roadway prior to and post-paving for concrete collar coring.
- Visit the site at intervals appropriate to the various stages of construction to observe, as an experienced and qualified professional, the progress of the executed work of the contractor. The goal of such visits shall be to secure completion of the work in accordance with the Contract Documents and to keep Owner informed of the progress of the work. RPR services will be provided on a full-time basis. The duties and responsibilities of the RPR are included in the attachment to this proposal. Specifically, the proposal anticipates the following:
 - Eighteen (18) weeks of full-time (equivalent) RPR services (Option A – Beaver Street, Liberty Street & Flint Street)
 - Fifteen (15) weeks of full-time (equivalent) RPR services (Option B - Beaver Street & Liberty Street)
 - It is anticipated that RPR field services will work 5-days per week, 10-hour days.
- Retain a geotechnical materials testing agency (subconsultant) to perform trench backfill compaction testing, aggregate base compaction testing, concrete compression cylinder tests, and HMA (asphaltic materials) testing.
- Review or take other appropriate action with respect to shop drawings, samples, the results of tests and inspections, and other data which the Contractor is required to submit, for conformance with the design concept of the Project. Discuss with Owner submittals that are critical to the progress of the work for approval of recommendations and material used for the construction.
- Consult with Owner and Contractor for necessary interpretations and clarifications of the Contract Documents in association with prepare change orders, as required to act as initial interpreter of the project and assess acceptability of the work.
- Prepare applications for payment and recommend payments to Contractor.
- Coordinate and attend testing and walk-throughs with City staff to place in operation newly installed public utilities.
- Perform an on-site review to determine substantial completion in accordance with the Contract Documents with the objective that Tetra Tech Construction Engineer may issue a certificate of substantial completion.
- Upon notification from Contractor that the entire Work is complete, Engineer will make a final inspection with Owner and Contractor to determine if the work has been completed in accordance with the Contract Documents, so that upon review of Contractor application for final payment, Engineer may recommend, in writing, final payment to the Contractor and may give written notice to Owner and the Contractor that the work is acceptable.

- Prepare for Owner record drawings showing those changes made during the construction process, based on the marked-up prints, drawings, field documents, and other data furnished by Contractor and Engineer.
- Perform construction administration on behalf of the Owner to ensure construction contract is enforced to its full effect.
- Coordinate availability of field personnel for onsite meetings with Owner to address field questions that may arise due to unforeseen site conditions.
- Coordinate with Owner temporary utility shutdowns or advanced notifications of residences within the construction limits who may be impacted by the proposed improvements, as it may relate to parking, postal service, garbage collection, landscape services, pedestrian mobility access, and temporary permission for construction easements.

ASSUMPTIONS AND CLARIFICATIONS

Tetra Tech assumes the following:

- Manhole covers shall utilize reinforced concrete collars, in accordance with the city standards.
- Franchise utility coordination shall be the responsibility of the Contractor.
- It is assumed that all streets (Beaver, Liberty, and Flint) may be under construction simultaneously to minimize mobilization costs to prospective bidding contractors.
- No endangered species are anticipated as part of this project.
- No environmental hazards are known to exist within the proposed project limits.
- No sinkholes are anticipated on this project.
- Landscaping plantings, sculptures and other ornamental elements are not included as part of this project.
- Costs for subsurface utility investigations (pot holing) are not included in our scope of services.
- Specialty pavement finishes such as stamped concrete or other specialty items are not included with this Scope of Services.
- Franchise Utilities - Based on our field review and the presence of utility markers, utilities are located throughout east street corridor and will be a crucial component to the construction of this project. Contractor coordination with franchise utility companies, particularly near proposed sidewalks and ramps will be evaluated on a case-by-case basis for determining relocation, or preservation based on potential conflicts with proposed infrastructure improvements. Identifying conflicts and working with utility owners to determine solutions between contractor and franchise utility companies will involve proactive communications with Owner, contractor, our Tetra Tech staff, and franchise utility company to minimize potential impacts to the project schedule.
- Services not listed are not included.

ANTICIPATED PROJECT SCHEDULE

We propose the following key milestones for this project:

- Authorization to Proceed – February 2024
- Design Updates Complete – February 27, 2024
- Advertise for Bids, Drawings and Specifications – March 10, 2024
- Bid Opening – April 12, 2024
- Recommendation Letter for Contractor Award – April 19, 2024
- City Awards Construction Contract – May 1, 2024
- Estimated Construction Timeline – May 7, 2024, through August 2024

COMPENSATION

Compensation for these services will be based on Tetra Tech staff efforts, times their standard billing rate, plus reimbursable expenses. We propose the following not-to-exceed budgets for the above-mentioned scope of work for the above-referenced Tasks of the East Streets Project.

Task Description	Option A: Beaver Street, Liberty Street & Flint Street	Option B: Beaver Street & Liberty Street
Design Engineering Revisions	\$26,850	\$26,850
Advertising and Bidding	\$3,520	\$3,520
Construction Administration, Construction Engineering, and Field Observation Services	\$177,280	\$143,030
Materials Testing	<u>\$30,250</u>	<u>\$23,000</u>
Total	\$237,900	\$196,400

If you concur with this proposal, please sign in the space provided below and return an original signed copy of this proposal, indicating our authorization to proceed with Option A of this Proposal. Please note, upon determination of bids received from prospective contractors, it is our understanding the City reserves the right to Amend this signed authorization to replace Option A with Option B. A signed authorization permits our personnel to proceed according to the accompanying Standard Terms and Conditions. If you have any questions, please feel free to contact us at your earliest convenience.

Sincerely,



Steven J. Magnan, P.E.
 Senior Project Manager

Attachments

PROPOSAL ACCEPTED BY CITY OF BRIGHTON

BY: _____

TITLE: _____ DATE: _____



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

FEBRUARY 13, 2024

SUBJECT: CONSIDER APPROVAL OF THE PURCHASE OF A COLDSRING COLUMBARIUM AND SETTING OF THE COLUMBARIUM BY FENTON MONUMENT IN A COST NOT TO EXCEED \$29,506 INCLUDING A \$450 CONTINGENCY

BACKGROUND

Fairview Cemetery currently has two columbaria, originally purchased from Inch Memorial, situated on cement pads, with a third pad primed for the installation of another columbarium. Plans for this third columbarium have been in the works for two decades. Each columbarium can accommodate 48 cremations across two sides. Columbarium niches, are priced at \$900/\$1350 each depending on residency. Presently, only twelve spaces across the existing two columbaria remain available for purchase.

ADMINISTRATIVE SUMMARY

Upon early discussions with various monument companies, it was clear that the city's two existing columbaria were manufactured by Coldspring as a unique build. Meaning, the design is Coldspring's and cannot be duplicated by others. To maintain aesthetic continuity, acquiring a Coldspring columbarium became imperative. The Clerk's office initiated direct contact with Coldspring to secure the most competitive pricing and was able to get a cheaper price by going straight to the manufacturer instead of using a middleman.

BUDGET INFORMATION

A total budget of \$30,000 has been allocated for the columbarium project. This budget encompasses the cost of the columbarium itself, priced at \$23,256, along with shipping expenses. Additionally, the setting of the 11,500-pound columbarium incurs a fee of \$5,800. The setting company estimates a four-hour timeframe for the lifting and placement process, which involves meticulous shimming and sealing to prevent water and ice infiltration between the granite and concrete surfaces. A contingency of three hours, billed at \$150 per hour or \$450 in total, has been incorporated to address any potential delays, such as tardiness in the arrival of the shipping truck. Estimated production is 38-40 weeks, therefore, the budget will be carried over to 2024-25 to pay for this project if approved.

RECOMMENDATION

Staff recommends approval of the purchase of a Coldspring columbarium for \$23,256 and setting of the columbarium by Fenton Monument in a cost not to exceed \$6,250 including a \$450 contingency.

Prepared by: Tara Brown, City Clerk

Reviewed by: Elizabeth Gaines, Finance Director

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

Reviewed &

Approved by: Gretchen Gomolka, City Manager

Attachments:

1. Quote for columbarium
2. Quote for installation
3. Sketch of columbarium
4. Picture of existing columbarium



Name: City of Brighton

Date: 1/26/2024

Address: _____

Phone: 810-227-0463

Brighton, MI

Fax: _____

Attn: Tara Brown

Email: brownt@brightoncity.org

No of Pages: 1

Ref: 1028941

Project Name: 48N Columbarium

Project Location: Brighton, MI

PRELIMINARY BUDGET PRICING

- Per design 5252x
- One 48 niche rectangular unit will be 8 niches wide x 3 niches high with single depth niches loading 2 sides.
- Interior units are reinforced concrete with polystyrene liners.
- Niche fronts will be polished (narrow range) Carnelian granite and hung with bronze rosette hangers. Each granite front covers two openings.
- Niche trim will be polished (full range) Rockville White granite
- Niche fronts to be predrilled for bronze memorialization.
- Customer has existing foundation available.
- Coldspring will furnish lifting harness.
- Unit will be shipped preassembled to the site.
- Purchaser responsible for landscaping and memorialization.
- Coldspring 10/50 Worry-Free warranty is included
- Freight to Brighton, MI included.
- Your price excluding any applicable taxes - **\$23,256**
- This price is valid for 30 days.
- Estimated production is 38 - 40 weeks from receipt of approval drawings

Submitted By: Mark Mulder (14210) *Mark Mulder*

From: [Matthew Butts](#)
To: [Tara Brown](#)
Subject: Quote for Columbarium setting
Date: Saturday, January 27, 2024 1:01:27 PM

CAUTION: This email originated from outside the City of Brighton. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Tara,

The Columbarium is 11,500 pounds and 65' off the road.

Setting cost is \$5,800

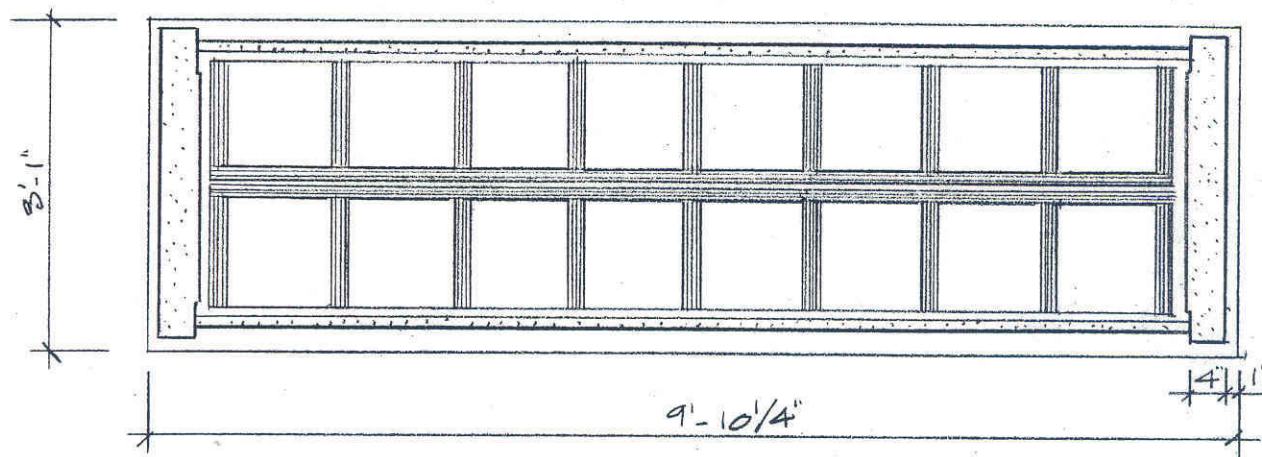
This covers the first 4 hours; it is an additional \$150 after that. Saying that it should not take us 4 hours. The only concern we would have is the truck arriving late with the Columbarium. Coldspring is always good about arriving timely.

We will shim and seal the bottom edge between Granite and Concrete to eliminate water and Ice infiltration under Columbarium.

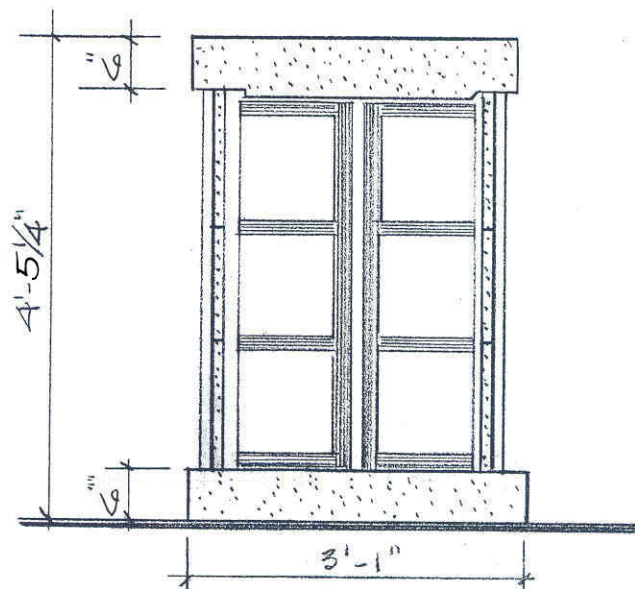
Please let us know if you are going to proceed and we will coordinate with Coldspring the delivery and setting. At that time we will follow up with an Invoice usually half down with payment on completion.

Thank you

Matthew Butts
Fenton Memorials
810-629-2858
810-845-9240



CABINET PLAN



SECTION



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City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 13, 2024

SUBJECT: REQUEST TO APPROVE THE PURCHASE OF TWO (2) FORD POLICE INTERCEPTOR EXPLORERS AND UP-FITTING

BACKGROUND

- The police department is seeking to purchase two (2) 2025 Ford Police Interceptor Utility (Explorer) patrol vehicles to replace patrol vehicles 78 (2018 Ford Utility) and 71 (2019 Ford Utility).
- Both vehicles will be purchased using the state did price via State of Michigan approved supplier, Lunghamer Ford, to include the 5-year extended warranty, with a zero (\$0) deductible.
- Vehicles will be *up-fitted* by Cruisers and W-4 Signs.
- Delivery of the vehicles and up-fitting will likely be completed in late 2024.

BUDGET

- Ford Motor Company's ordering window for model year 2025 opened in February of 2024. If cars are not ordered early there is a possibility, we will not be able to obtain vehicles until the next annual ordering window.
- The total cost for the purchase of both patrol vehicles is \$106,573.00, and the estimated upfitting is \$70,000 (see details below) for a total of \$176,573.
- While we anticipate taking possession of the vehicles during the upcoming fiscal year, there is a slight possibility that they could come in before June 30th. Therefore, instead of budgeting for these in 2024/2025 we are requesting a budget amendment for the current year. If they do come in after June 30th, we will carry the budget into the next fiscal year.
- There is sufficient fund balance in the fund to cover the budget amendment for the current year.

Below are the current estimates for up-fitting. These prices are generally good for 30 to 60 days and could change in the future when we receive the vehicles.

- Up-fitting of both patrol cars is \$46,117.00
- Purchase of 2-In Car A/V L3 units is \$14,272.00
- Two Dell Rugged Laptops and Docks is \$5,800.00
- W4 Signs police graphics on the cars is \$1,430.00
- Contingency for fluctuation in price \$2,381

RECOMMENDATION

Approve the purchase of two Ford Police Interceptor Explorers from Lunghamer Ford for \$106,573, with the up-fitting to be completed by Cruisers and W-4 Signs in an amount not to exceed \$70,000, including all necessary budget amendments to the 2023/24 budget using fund balance of the police capital millage fund.

Prepared by: Brent Pirochta, Chief of Police

Reviewed by: Gretchen Gomolka, City Manager

Reviewed by: Elizabeth Gains, Finance Director (Required for all financial related agenda items)

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

Approved by: Gretchen Gomolka, City Manager



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 13, 2024

SUBJECT: **CONSIDER APPROVAL OF THE REVISED EVENT POLICY & APPLICATION**

BACKGROUND

In the fall of 2019, City Council approved the current Civic Event Policy & Application. The most significant change at that time was the implementation of a tiered fee schedule. Event organizers were required to pay 1/3 of 50 percent of the City's cost to assist with a civic event in 2020, then 2/3 of 50 percent of the cost in 2021, and 50 percent of the cost in 2022.

Due to the COVID-19 Pandemic in 2020, City Council suspended these fees and the fee schedule began in 2021. In 2023, the final tier was implemented.

During Council's review of the Civic Event Applications last year, there was a discussion regarding the policy, specifically the sections titled "Civic Event Evaluation Criteria" and "The criteria and priority of event approval." This prompted the Civic Event Committee to review the policy and make changes to clarify this language.

Additionally, the completion of the Main Street Streetscape Program required some changes be made to ensure the significant investment made downtown is maintained.

ADMINISTRATIVE SUMMARY

Councilmember Paul Gipson, Council liaison for the Civic Event Committee until November 2023, worked with Patty Thomas to revise the application. That draft was sent to the Committee and additional changes were made. The most significant changes that should be pointed out are as follows:

- We have defined four different types of events that can be held downtown, which are civic, public purpose, special and private. The policy lists these definitions as:
 - **Civic Event:** A Civic Event is an Event run by the City, (including City boards, commissions, City staff, and/or affiliated departments) or other governmental entity.
 - **Public Purpose Event:** A Public Purpose Event run by a non-City or governmental entity and meets all of the following requirements:
 - contributes to the health, safety, morals, general welfare, security, prosperity, and contentment of the city and its residents;
 - takes place within the city limits of Brighton;
 - is open to the public;
 - is completely free of charge for event participants;
 - generates no revenue of any kind for the event host; and
 - complies with the city's Title VI non-discrimination policy.Public Purpose Events pay 50 percent of the fees imposed as defined below.
 - **Special Event:** All other Events are Special Events. Special events are subject to 100% of the fees as defined below.
 - **Private Event:** Private Events are only allowed to be held at the AMP and subject to the AMP Policy and Rental Fee fees.

- The “Event Approval Factors” and “scheduling priority of event approval” have been changed and the parameters for each are listed.
- In an effort to maintain the condition of the new Main Street, the following items have been added to the Policy:
 - A map outlining the locations where items (tents, vendors, stages, bands, vehicles, etc.) can be placed on Main Street has been developed.
 - Event restrictions and requirements for vendors who have outdoor cooking, such as spill protection, containment measures, a refundable security deposit, inspection and approval from the Brighton Area Fire Authority, etc. have been included.
 - No stickers, paint, or chalk is to be used on the roadway, sidewalk, Tridge, etc.
 - The electricity on the decorative light poles is not to be used during events.
- Because the tiered fee scheduled is complete it has been removed from the Policy.
- The comprehensive liability insurance minimum has been increased to \$2 million. The additional insurance for events involving alcohol remains at \$1 million.
- When City Council approved the policy and application in 2019, it was clearly stated that specific parades are exempt from the fee schedule. The revised policy lists those exempt parades.

In November of 2023, City Council changed the Event liaison from Councilmember Gipson to Councilmember Pettengill. Ms. Pettengill attended the Event Committee meeting where the revised policy was discussed and additional changes were made.

The Event Committee is confident that the changes and additions that have been made to this Policy and Application are positive ones that will benefit the City, Staff, businesses, event holders, residents, and attendees.

BUDGET INFORMATION

Changing the Event Policy and Application has no effect on the budget.

RECOMMENDATION

It is staff’s recommendation that City Council approve the revised Event Policy & Application.

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

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

Reviewed by: City Attorney
 Acceptable Form and Ready to Execute
 Other _____

Reviewed &
Approved by: Gretchen Gomolka, City Manager

Attachments: Event Policy & Application



Purpose

The purpose of the Event Policy & Application is to promote uniform procedures to regulate and permit event activity at locations under the jurisdiction of the City of Brighton. The Event Application is a starting point for any business, group, or individual who wishes to hold an event, parade, assemblage, festival, or similar activity within City owned or controlled public spaces.

Implementation

City staff will assist the applicant with the process. Events are approved or denied by City Council.

Application Procedure

Eligibility Requirements: The organizer must be 21 years of age or older and officially designated as the spokesperson of the sponsoring business, group, and/or organization.

An Event Application (attached) must be submitted between 8 a.m. and 4 p.m., Monday through Friday. Applicants only need to submit the Application. The Policy should be kept for reference. Submitted applications are to be received at least forty-five (45) days before the actual date of the event. The City asks that those interested begin the process as early as possible in order for the proper approvals and deadlines to be met.

Event Applications may be submitted in person at any City office or via e-mail to Patty Thomas at thomasp@brightoncity.org. If necessary, organizers will meet with the Event Committee to determine the scope of the event and what City resources and/or services may be necessary to accommodate the Event. Once a request is approved, written approval will be issued to the group representative.

Any person, business or organization who is proposing to host an event that has not been held previously in the City of Brighton will need to meet with the Event Committee prior to application submission to determine how the event will be categorized.

Definitions:

Event: Events are either Civic, Public Purpose, Special or Private. All Events must be generally open to the public and are subject to safety inspections before and during the Event by the City of Brighton (hereinafter "City"), the Brighton Area Fire Authority (BAFA), and the City Police Department.

Civic Event: A Civic Event is an Event run by the City, (including City boards, commissions, City staff, and/or affiliated departments) or other governmental entity.



City of Brighton

EVENT POLICY & APPLICATION

Public Purpose Event: A Public Purpose Event run by a non-City or governmental entity and meets all of the following requirements:

- 1) contributes to the health, safety, morals, general welfare, security, prosperity, and contentment of the City and its residents;
- 2) takes place within the City limits of Brighton;
- 3) is open to the public;
- 4) is completely free of charge for event participants;
- 5) generates no revenue of any kind for the event host; and
- 6) complies with the City's Title VI non-discrimination policy.

Public Purpose Events are subject to 50% of the fees imposed as defined below.

Special Event: All other Events are Special Events. Special events are subject to 100% of the fees as defined below.

Private Event: Private Events are only permitted to be held at the AMP and subject to the AMP Rental Fee and Application.

Organizer: The applicant or representative of any business, group, or organization that seeks a permit to conduct an Event.

Event Approval Factors:

Approval Factors for consideration when approving any Event are the following:

1. Benefit/impact to City businesses and/or residents*;
2. Security and public safety;
3. Traffic impact; and
4. Demand on City resources.

*** Depending on the type of activity, applicants may be required to notify their approximate neighbors of their application, its planned activity, and the date of the City Council meeting where the event will be reviewed and voted on.**

The scheduling priority of event approval will be considered under the following parameters:

1. Events sponsored by the City of Brighton and/or a recognized affiliate agency
2. Other public (governmental) agencies and their affiliates
3. Public Purpose Events that support a range of community services and where the activity is a benefit to the general community and the City of Brighton
4. Special Events



Restrictions, Requirements, & Limitations:

Determination of Assistance/Services: The City will determine what assistance/services are needed for any Event.

Event Control: Once an Event is approved, the City will direct and control all aspects of the Event. Control over an activity will be exercised with a focus on emphasizing municipal community involvement and ensuring quality control in the best interest of the City, City businesses, and City residents. As the managing agency, the City will work with the Event Organizer, City businesses and/or City residents to ensure permitted activities will pose a minimal disruption to what otherwise would be normal conditions. The City will work closely with the organizer to determine the most suitable location to manage the event, its scope, and its content.

Mandatory Compliance: Organizers (including his/her respective groups, organizations, agents, employees, and/or representatives) shall abide by all rules, regulations, laws, and general ordinances as established by the City, which includes respective local, county, and state agencies, as related to the sale of any item, food, or beverage product. Regulations that may pertain to the sale of items and the serving of food will be distributed to the group organizer.

Event Signs: All signs shall conform to the City's sign ordinance and the description contained in the Event Application (number of signs, type of signs, locations of signs, display date, etc.) or as modified by City Council in its approval motion. All signs are required to be removed immediately upon completion of the Event. **NOTE: Per City Ordinance, no Right-of-Way Signs are permitted unless they are contained within the event location on the day(s) of the event.**

Vehicles, Parking, and Clearance: Depending on the activity, vehicles will be restricted to designated parking areas with the exception of set-up and breakdown of the Event. Organizers will be required to provide all necessary personnel to properly direct traffic to designated parking areas. All Events shall provide a minimum of 20 feet of straight line, uninterrupted clearance on any roadway and shall not reduce any sidewalk clearance to less than 6 feet.

Alcohol Sales: At no time will it be permissible for any person or group to sell alcoholic beverages on public property without the expressed approval of the City and the Michigan Liquor Control Commission (MLCC).

If beer or alcohol sales are part of an Event, the alcohol sale and consumption area shall be delineated with a four-foot snow fence (or its equivalent) as approved by the City. All alcohol sold within that area must be consumed inside that area and is not able to be taken outside that area, except in compliance with the City's Social District rules and regulations, and any special event license issued by the MLCC.

The City's Social District allows the consumption of alcohol within the district's borders. (see Map on Page 21).

Event Guide Map: All Events must comply with the attached Event Guide Map, which includes designated use areas. (see map on Page 22)

Additional Event Restrictions: Additional restrictions may be imposed that address the health, safety and welfare of the City's residents. Such restrictions include, but are not limited to, the following:

1. Event time, location, and duration; and
2. Whether road closures are permitted and, if so, the duration of same.

Additional Event Requirements include, but are not limited to, the following:

1. Vendors shall provide ground surface protection to capture spillage and effluent in and around the mobile food preparation vehicle where preparing or serving food outside of the vehicle where preparation or serving of food takes place. This may include the use of rubber stall mats, roofing paper, or contractor grade floor protection paper. Protection shall be secured to ground surface utilizing gaffers tape (ONLY), to prevent trip hazard. Duct or similar tapes shall not be used. Surface protection shall be maintained and clean throughout the duration of the event to prevent and to limit potential damage or staining of concrete; and
2. Vendors preparing and serving food will provide a refundable deposit of \$250 per vendor payable to the City of Brighton; and
3. Vendors preparing and serving food must fill out and submit the BAFA Tent and Mobile Food Preparation Application attached; and
4. The event organizer shall fill out and submit the BAFA Tent and Mobile Food Preparation Application for all tents that exceed 20 feet by 20 feet and are to be utilized during the event (see application beginning on Page 23); and
5. Events may be required to provide additional bathroom facilities; and
6. The event Organizer may be required to pay for additional cleaning and janitorial fees depending on the type of event planned,, and/or event (or similar event) history.

Additional Event Limitations include, but are not limited to, the following:

1. No stickers, painting, and/or chalk shall be placed on any City property, including roadways, sidewalks, the AMP, the Tridge, etc.;
2. All material to be used for delineating vendor spaces on sidewalks, roadways and parking lots shall be reviewed and approved by City Staff; and
3. The use of any decorative light poles, including at the AMP, for electricity is prohibited.

Additional Safety Considerations include, but are not limited to, the following:

1. All events shall ensure a minimum of 20 feet of straight line, uninterrupted clearance on any roadway;

2. All events shall ensure a minimum sidewalk clearance of 6 feet;
3. Event organizer may be required to provide EMS (Ambulance) continuous presence at the event;
4. Gas-powered generators, including trailer-mounted units, are prohibited;
5. Open flame cooking is prohibited; and
6. Any type of heating sources are only permitted with prior approval from BAFA.

Property Damage: Organizers will be billed by the City for any damage to City property. Damage is billed at 100 percent repair or replacement cash value, whichever is greater.

Violations: Violations of any term or condition of the issued permit or any law, ordinance, rule or regulation by the organizer (including his/her agents, employees, and/or representatives) shall constitute grounds for revocation of the permit and if warranted, additional penalties will be imposed as applicable by State Statute, City Ordinance, or this Event Policy.

Fees

The following fees will be assessed for all approved Event Permits:

Personnel Assistance Fee: The organizer shall pay the true hourly rate of all City personnel costs (straight time, overtime, and double time) incurred in assisting the event holder on the day or days of the event. This includes, but is not limited to, road closures, trash maintenance, event security, set up and tear down assistance, etc. The hourly rate is the hourly cost for any employee working on an event as established by the City Administration. Please note that these rates are reviewed and can be adjusted annually.

Vehicle, Equipment, and Supplies Charges: The organizer shall pay the direct cost for all vehicles, equipment, and supplies used or provided by the City for each event. All City-owned vehicles and equipment fees will be per the State of Michigan Schedule C Equipment Rates.

Electrical Contractor Fees: Organizers shall reimburse the City for all contracted electrician costs when the City's Main Street electrical system is used for an event.

Cleaning / Janitorial: The organizer may be required to pay fees for any additional facility or property cleaning as a result of the event.

Replacement Costs: Missing or damaged equipment/supplies will be billed at 100 percent replacement or repair costs.

Waste Collection Services: Organizers will be responsible to supply sufficient waste collection services for the event. All fees associated with waste collection services shall be the responsibility of the organizer. Including, but not limited to paid or volunteer trash collection personnel, trash and recycling containers, trash bags, Dumpster service, etc.

Event Organizers who have previously hosted the same event in a prior year AND paid their bill by the stated due date will be extended the courtesy of paying all City Fees after their event is completed and billed for the current year. No deposit will be required.

For new events, event holders or events that are repeated annually and did NOT pay their bill by the stated due date, are required to pay a deposit equal to 75 percent of the estimated Total Event Holder Cost. Deposit Fees required under this paragraph must be paid not less than 30 days prior to the scheduled event.

All events that have an outstanding balance for a previous event WILL NOT receive approval for another event until their previous bill is paid in full and they have submitted a 75 percent deposit on the new event.

Civic Events and Public Purpose Events are subject to a 50% reduction in the above described fees.

Fee Exempt Events:

The following events are exempt from Fees:

- Memorial Day Parade
- 4th of July Parade
- Parades where the organizer is a K-12 public school district or private school subject to the requirements of the Michigan Revised School Code.
- Veterans Parade

Comprehensive Liability Insurance

A Certificate of Insurance naming the City of Brighton as additionally insured and certificate holder in an amount not less than \$2,000,000 combined single limit for bodily injury and property damage, is required for all events.

Insurance for Events Involving Alcohol

Events that include the sale or distribution of alcohol must have a Special Event Liquor Liability policy in an amount not less than \$1,000,000, naming the City of Brighton as additionally insured and certificate holder. This policy is in addition to the Comprehensive Liability Insurance.

Indemnification

By signing the Civic Event application, the applicant and any other persons, business, organizations, or firms on whose behalf the application is made represents and agrees that by filing a permit application that they will jointly and severally indemnify and hold the City of Brighton, its agents, officials (elected or appointed), and employees, harmless against liability including court costs and attorney's fees for any and all claims for damage to property or injury to or death of



City of Brighton

EVENT POLICY & APPLICATION

persons arising out of or resulting from the issuance of the permit or the conduct of the assembly or any of its participants. A copy of Disclaimers must be maintained on the location of the event and posted in a conspicuous place for the length of the same.

Contact Information

To assist with the answering of specific questions and provide application assistance please contact the Department of Public Works at 810.225.8309 or via e-mail to thomasp@brightoncity.org.

The Event Application must be filled out completely, with all required information (signatures, maps, etc.) included in order to be considered for review.

Send your completed application to:

City of Brighton
Attn: Patty Thomas
200 N. First Street
Brighton, MI 48116

or

thomasp@brightoncity.org



City of Brighton

EVENT POLICY & APPLICATION

Application Date: _____

Name of Business or Organization: _____

Name of Applicant: _____

Cell Phone #: _____

Email address: _____

Name of Event Day Contact: _____

Cell Phone #: _____

Email address: _____

Event Title: _____

Event Location: _____

Type of Event (Civic Event, Public Purpose Event, Special Event):

Event Days/Times (Please stipulate the following information for each date of event)

Date	Day of Week	Beginning Time	Ending Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Set up Time/Date Tear down Time / Day Rain Date (if applicable)

Note: Tear down time will be strictly enforced. It is the applicant's responsibility to ensure the teardown of all materials with their on-site vendors, sponsors, etc. is complete by the teardown time given above.



City of Brighton

EVENT POLICY & APPLICATION

The City of Brighton may be able to help promote your Civic or Public Purpose Event, through our website and social media channels. If you wish to have the City help, please provide all information (photos, graphics, text, etc.) to the City's Communication team at communications@brightoncity.org.

Organization/Applicant Information

Applications for events in the City of Brighton shall NOT be approved for applicants in default to the City. Therefore, each Application for events shall be routed to the Finance Department for a determination of any defaults to the City. In the event a default to the City exists, the Application shall be disapproved by the Finance Department with the nature of the default described as the reason of the disapproval.

Tax Identification Number: _____

Is this organization a non-profit? Y N

If yes, attach a copy of the organizations Sales Tax Exempt Certificate.

Does your group presently have Liability Insurance? Y N

General Liability Insurance is required naming the City of Brighton as additionally insured and certificate holder. If food is being served, product liability must be included. Limits of liability should be no less than \$2,000,000 combined single limit for bodily injury and property damage.

Events that include the sale or distribution of alcohol must have a special event liquor liability policy in an amount not less than \$1,000,000 naming the City of Brighton as additionally insured and certificate holder. This policy is in addition to the comprehensive liability insurance.

Please Provide a Detailed Description of the Proposed Event (attach additional pages if necessary):



City of Brighton

EVENT POLICY & APPLICATION

Is this event expected to occur annually?

Y

N

If yes, you can reserve a date for next year via this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule, if applicable (e.g., third weekend in July):

OR

Next year's specific date(s):

Date

Day of Week

Proceeds from the event will be used for (revenue for private company, organization or community group donation, etc.):

Do you plan to utilize vendors and/or exhibitors for sales of any kind?

Y

N

What is the fee charged to each vendor/exhibitor? _____

What is the expected attendance for this event? _____

Number of volunteers _____

Number of staff members: _____



City of Brighton

EVENT POLICY & APPLICATION

How will volunteers and staff members be identified? _____

How will this event benefit the businesses, residents and/or improve the quality of life in the City of Brighton?

In addition to personnel, what other City services are you requesting to use? (electrical, water, restroom facilities, trash cans, etc.).

NOTE: Electrical services located on the black decorative poles along Main Street and at the AMP are not to be used for events. Electrical boxes are provided for use by event organizers and their vendors and participants. See Page 20 for detailed information on amperage and locations.

Do you plan to utilize the City's AMP? Y N

If yes, please see the "The AMP Rental Policy and Application" and fill out and return the application.

When a Civic Event or Public Purpose Event utilizes the AMP, the rental fee is waived; however, the \$500 refundable security deposit is required.

Do you plan to utilize private parking facilities located outside of the City limits? Y N



City of Brighton

EVENT POLICY & APPLICATION

If yes, please specify where the off-site parking will be located and the plan for transportation from the parking area to the event location?

Signage

Signage Requested (please detail sign locations and types and provide sign renderings).

NOTE: No Right-of-Way Signs are permitted unless they are contained within the event location on the day(s) of the event.

Number of signs _____

Detailed locations of signs: _____

Main Street Banner

If you would like to request to have a banner placed across Main Street to promote your event, please review the attached Main Street Banner Policy & fill out and return the Application.

Road Closure

Are you requesting a street closure for your event? Y N

If yes, please detail the street(s) you would like closed and the location of the closure(s) on the attached map (see Map on Page 22).



City of Brighton

EVENT POLICY & APPLICATION

Do you want to sell and/or serve alcohol? Y N

Alcohol

At no time will it be permissible for any person or group to sell alcoholic beverages on public property without the expressed approval of the City and/or the Michigan Liquor Control Commission (MLCC).

If beer or alcohol sales are part of an event, the alcohol sale and consumption area shall be delineated with a four-foot snow fence (or its equivalent) as approved by the City. All alcohol sold within that area must be consumed inside that area and is not able to be taken outside that area, except in compliance with the City's Social District rules and regulations, and any special event license issued by the MLCC.

The City's Social District allows the consumption of alcohol within the district's borders. (see Map on Page 21).

Please provide a brief description of the type of alcohol to sold/served during your event:

Who will be the alcohol license holder?

On the attached map, detail the locations where alcohol will be sold/served during your event.

Describe in detail your alcohol management plan:



City of Brighton

EVENT POLICY & APPLICATION

If alcohol sales or service is approved by the City Council as part of this event, the applicant must also receive approval from the Liquor Control Commission and event insurance must include an additional indemnification for alcohol (see Comprehensive Liability Insurance section).

Security

If the event requires overnight setup or storage of goods, equipment, etc., security is the responsibility of the event applicant.

If your event requires overnight security, please provide the following details of your security plan:

Please list on site representative names and contact information:

Security Company Name: _____ Phone Number: _____

On Site Personnel Name: _____ Phone Number: _____

On Site Personnel Name: _____ Phone Number: _____

Please provide a list of all equipment (e.g. stage, tents, vehicles, etc.) that you will use for the event or will be brought onto City property, streets or park areas. Please note, all equipment items are subject to approval. The event organizer shall fill out and submit the BAFA Tent and Mobile Food Preparation Application for all tents that exceed 20' x 20' and are to be utilized during the event.

Parade, Run or Walk

Answer the following section if the proposed event is a parade or run/walk event.

Starting Point

Ending Point

Provide a detailed route map using the attached map or provide your own

Anticipated Number of Entries: _____

Traffic Control Plan:

Will you be providing volunteers at all road crossings & intersections? Y N

Will volunteers be wearing shirts identifying them? Y N

Will Volunteers be wearing reflective safety vests? Y N

Will there be an admission fee? Y N

If yes, how much will you charge? \$ _____



City of Brighton

EVENT POLICY & APPLICATION

Owner(s) Affidavit

I, _____, have authorized _____ as
(Company/Organization Owner) (Event Applicant)

my representative for the purpose of obtaining an event permit(s) from the City of Brighton

for my organization located at

(Company/Organization Address)

Company/Organization Owner's Signature

Date



City of Brighton

EVENT POLICY & APPLICATION

Indemnification Agreement

The _____ agrees to defend, indemnify, and hold harmless
(Company/Organization)

the City of Brighton, Michigan, from any claim, demand, suit, loss, cost of expense, or any
damage that may be asserted, claimed or recovered against or from the

_____ and/or the City of Brighton, Michigan, by reason of
(Company/Organization)

any damage to property, personal injury or bodily injury, including death, sustained by any
person whomsoever and which damage, injury or death arises out of or is incident to or in any
way connected with the event , and regardless of which claim, demand, damage, loss, cost of
expense is caused in whole or in part by the negligence of the City of Brighton, Michigan, or by
third parties, or by the agents, servants, employees or factors of any of them.

Signature _____ Date _____

Witness _____ Date _____



City of Brighton

EVENT POLICY & APPLICATION

Policy Acknowledgement and Acceptance

I, _____ acknowledge that I have read and
(Event Applicant)

understand in its entirety the City of Brighton Event Policy and Application and agree to abide by all regulations, limitations, etc. as outlined in both documents. I also acknowledge that all of the information that I have provided on the Application is true and accurate.

Event Applicant Signature

Date



City of Brighton

EVENT POLICY & APPLICATION

Checklist

Have you remembered to fill out and/or submit the following with your application:

- _____ All applicable sections of the Application have been completed.
- _____ A detailed map showing the locations of all aspects of the event has been submitted.
- _____ A current insurance certificate with the parameters stated in the Policy has been submitted.
- _____ A sales tax exempt certificate has been submitted (if applicable).
- _____ The BAFA Tent and Event Application has been submitted (if applicable).
- _____ The AMP Application has been submitted (if applicable).
- _____ Your event allows for 20 feet of straight line, interrupted clearance on any roadway
- _____ Your event ensures a minimum sidewalk clearance of six feet.

Downtown Electrical

- A. In front of The Vitamin Company (421 W. Main Street)
 - a. 1 each 50 AMP service

- B. In front of Forest and Fillies (420 W. Main Street)
 - a. 1 each 50 AMP service

- C. A large silver panel box by the large pine tree just east of the Brighton Coffeehouse and Theater (306 W. Main Street)
 - a. 2 each 30 AMP services
 - b. 21 each 20 AMP services

- D. A large silver panel box next to Wenworth Real Estate (305 W. Main)
 - a. 3 each 50 AMP services
 - b. 4 each 30 AMP services
 - c. 8 each 20 AMP services

- E. In front of Jezebels Saloon (205 W. Main Street)
 - a. 1 each 50 AMP service

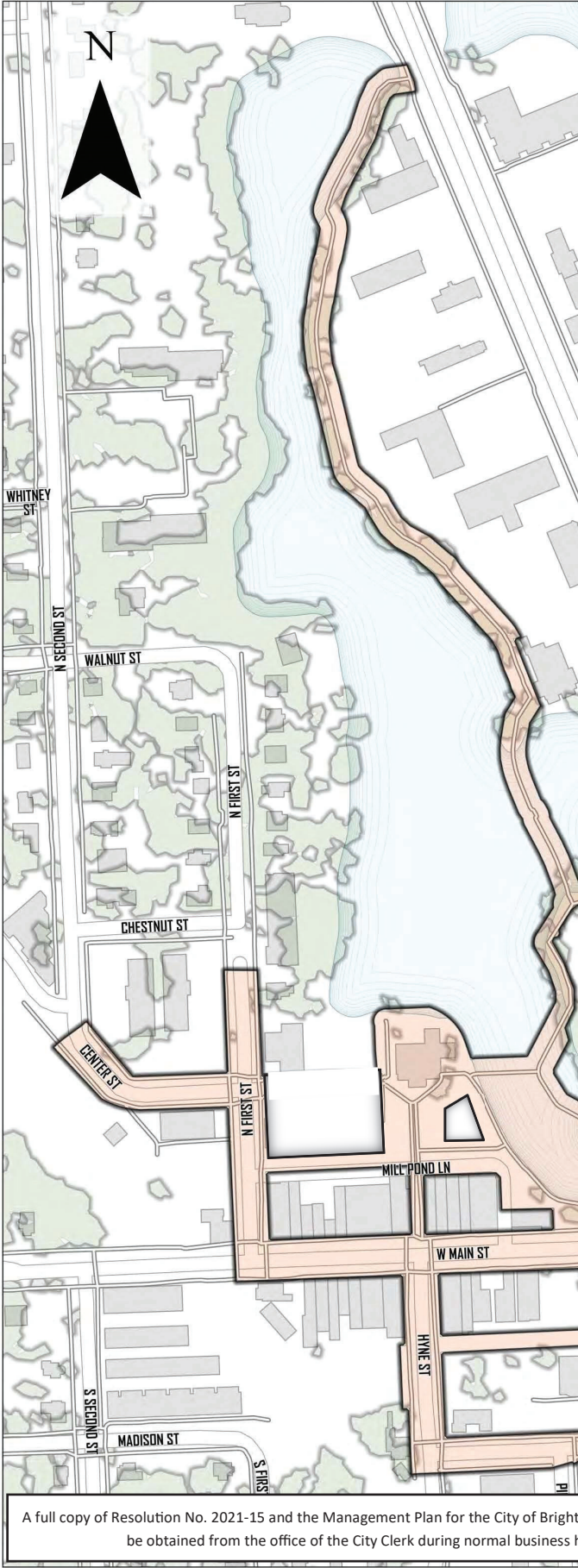
- F. Approximately 50 feet west of the COBACH Building (202 W. Main Street)
 - a. 1 each 50 AMP service

- G. In front of the brick wall, just east of The Pound! (139 W. Main Street)
 - a. 1 each 50 AMP service

- H. In front of Sidecar Slider Bar (120 W. Main Street)
 - a. 1 each 50 AMP service

There are various 20 AMP outlets along Main Street between N. First Street and Grand River. They are in gray boxes on the curbs and in the landscape planters.

NOTE: Electrical services located on the black decorative poles along Main Street and at the AMP are not to be used for events. Electrical boxes are provided for use by event organizers and their vendors and participants.



City of Brighton

Social District Boundaries & Rules

- Times of Operation are Monday to Sunday, 12pm to 10pm.
- Alcoholic beverages, except those purchased from a qualified licensee and consumed from an approved container, are prohibited within the Social District.
- Alcoholic beverages purchased from a qualified licensee and in approved containers may only be carried and consumed in the Commons Area.
- No person may enter the premises of any other commercial establishment while in possession of an alcoholic beverage, except the premises of the qualified licensee from where it was purchased.
- Possession of alcohol within streets and parking lots is prohibited. Street crossing is permitted only within crosswalks at intersections.
- Possession of alcohol upon railroad tracks is prohibited.

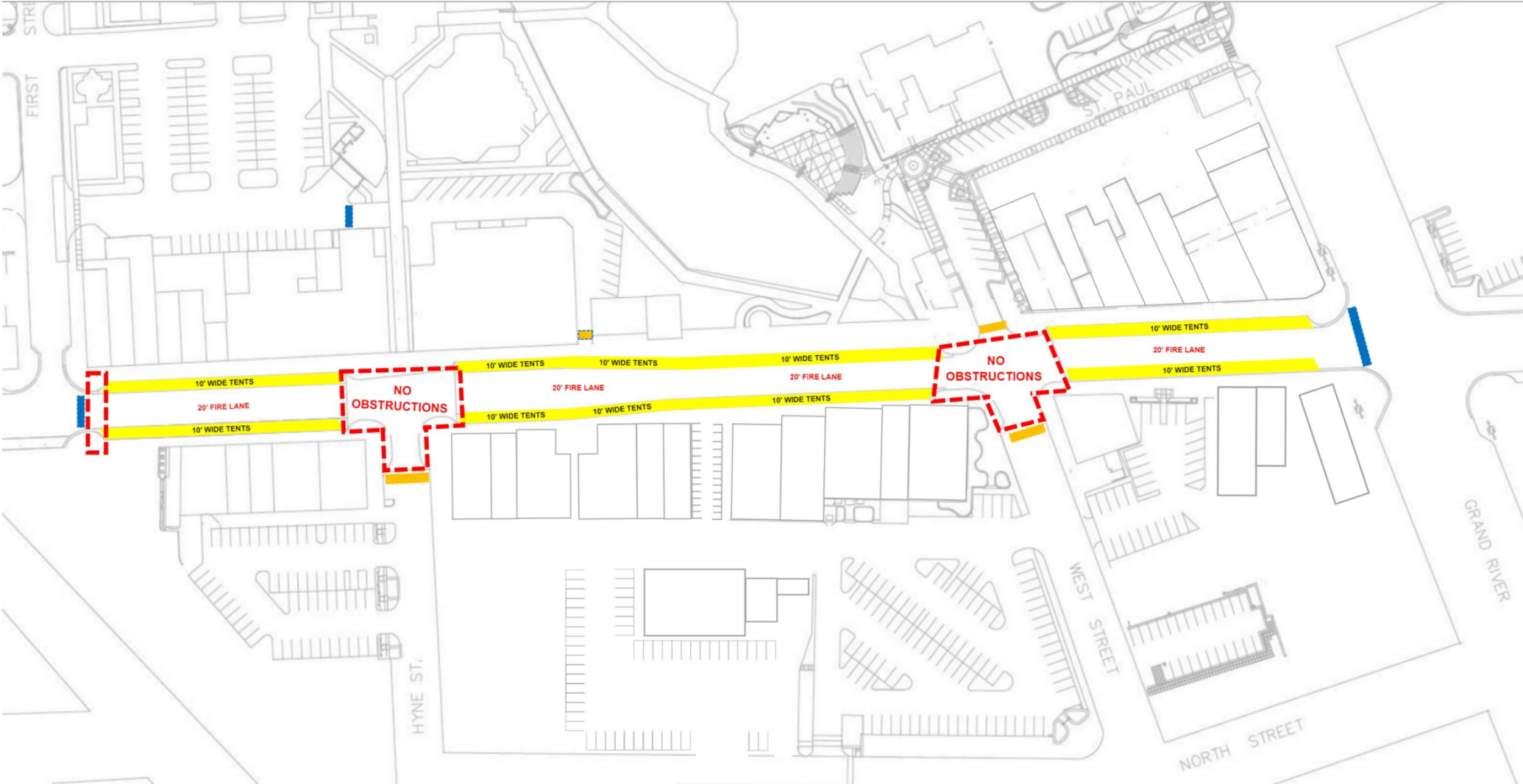
Brightoncity.org/socialdistrict

A full copy of Resolution No. 2021-15 and the Management Plan for the City of Brighton Social District may be obtained from the office of the City Clerk during normal business hours.

— Sidewalks and Crosswalks
 Common Area of the Social District



City of Brighton Event Guide Map





City of Brighton

AMP Rental Policy & Application

Section 1. Application

All persons or groups requesting to use the AMP shall completely fill out and submit a Rental Application.

Section 2. The Premises (See Appendix A for Details)

The AMP consists of:

A. The stage

1. The covered stage is 39 feet, 10 inches wide x 11 feet, 4 inches deep
2. The overall stage size is 39 feet, 10 inches wide x 19 feet
3. The side stage area is 7 feet x 14 feet on each side

B. The 2,500 square foot dance floor, which can also be used for seating. The seating capacity is 120 to 150 chairs.

C. Tiered seating area – seating capacity is 115.

D. Electricity

1. Stage area has 12 120V receptacles distributed evenly
2. Stage area has a 240V, 30A NEMA L14-30 power receptacle for sound board connection
3. Stage area has 3 microphone jack locations
4. Stage area has 2 each 300 watt speakers for general sound distribution
5. Stage has general lighting, with controls

E. Equipment

1. Two (2) wireless microphones
2. Two (2) wired microphones
3. Four (4) microphone stands

Section 3. Uses

A. As a public venue supporting civic/special events and activities that are generally open to the public.

B. Rented for private functions with attendance typically governed by private invitation. Examples of a private function include weddings, graduations, and family gatherings.

C. Rented by non-profit organizations for events that may be private or for public enjoyment. Non-profit public events are smaller in nature than a civic/special event.

D. The AMP may not be rented for more attendees than what is stated as the capacity in Section 2.

E. Renters should be aware that noise generated by their event could have an impact on the surrounding neighborhoods. Sponsors must be considerate of the neighbors and be aware of the City's Noise Ordinance (Chapter 42 – Environment, Article III – Nuisances, Division 2 – Noise)



City of Brighton

AMP Rental Policy & Application

Section 4. Scheduling.

- A. The City may prioritize events at the AMP in this order:
 - 1. City sponsored events, including previously approved annual events.
 - 2. City co-sponsored events.
 - 3. Community events open to the public.
 - 4. Private events (weddings, graduations, family gatherings), not open to the public.

- B. Rentals shall be for any time period ranging from ½ hour up to 4 hours maximum. If a rental is requested to last longer than 4 hours, then the applicant shall pay for 2 time periods (i.e.; 8 hours total).

- C. In deciding whether to approve the application, the City shall consider:
 - 1. Whether the proposed event is likely to conflict with or detract from any other previously scheduled event taking place in the City on or about the time of the proposed event;
 - 2. Whether the proposed event will hinder or detract from the traditional use of the park;
 - 3. Whether, for an event open to the public, the hosting organization has the experience, organizational structure, tax status and insurances to administer a public event.

- D. Reoccurring civic/special events, such as the Kiwanis Summer Concert Series, A Taste of Brighton, Fine Art & Acoustic Music Festival, Smokin' Jazz & BBQ Blues Festival, etc. will be given first priority when scheduling the AMP. After community events have been scheduled according to the priorities listed in this Policy, other event requests will be received and considered on a first come-first served basis.

- E. The City Manager may use his or her discretion when two applicants submit a request for the same date. In the case of private events, the applicant who first provides the Security Deposit will be given priority.

- F. Reservations may be suspended or revoked at will by the City Manager. It is to be understood that the rental granted is revocable at the will of the City and that users acquire no rights in the city property and expressly waive any right to claim damages or compensation in case their reservation is revoked. The decision to revoke or suspend a reservation, or failure to do so, shall in no way be construed as to limit the right of the City to issue a municipal civil infraction violation.

- G. Private Event permits governed by this Policy may be issued for not more than one day and only in the identified AMP areas stated in Section 2. An applicant may appeal the time and location parameters in this section to the City Council.



City of Brighton

AMP Rental Policy & Application

Section 5. Rental Requirements

A. Applicants must be at least 21 years of age

B. Rental Fees.

The rental Fee is due at the time of reservation. If the lessee wishes to cancel their reservation, a refund of the full fee will be given if it is within 24 hours of the reservation start time. There will be no refund for events canceled less than 24 hours prior to the event. The Refundable Security Deposit of \$500 is due the day prior to the reservation day. If the reservation day is on a Sunday or a holiday, it is due no later than the last business day before the reservation day.

Applicant	Rental Fee (4 Hours Maximum)	Refundable Security Deposit *
City of Brighton / DDA	\$0	\$0
City of Brighton Resident/Business	\$150	\$500
Non-City of Brighton Resident/Business	\$300	\$500
Non-Profit Organizations	\$75	\$500

* City staff will inspect the premises and equipment after each rental and fill out the “Site & Equipment Refund Checklist” to determine if all, or part, of the security deposit is to be returned.

C. Additional Fees.

The City reserves the right to charge an additional fee if the property is not returned in the same condition in which it was reserved. The lessee will be billed for any damages and/or cleanup required by City personnel when in excess of the security deposit.

D. Property Condition.

1. The reservation applicant is responsible for properly removing and disposing of all trash, debris, and refuse from the AMP area during the reserved time period.
2. Adhesives, nails screws, tape, or tacks to fasten materials are not permitted on the stage, signs, walls, trees, railings or AMP structure. All signage and decorations may be tied to the structure, and be removed at the end of the leased period.
3. Fires are not permitted.
4. Throwing rice, birdseed, confetti, silly-string or balloons is prohibited. (Bubbles are allowed.)
5. Fencing is not allowed.

E. Provisions.

1. The City of Brighton does not provide chairs, tables, podiums, electrical cords, etc.
2. Lessees may contract with a rental service for tents, tables, chairs, sound equipment.
3. Tent rentals must comply with local and regional fire safety standards.
4. Applicants shall contact the Brighton Area Fire Authority to determine if a tent permit is needed.



City of Brighton

AMP Rental Policy & Application

5. All rental equipment must be removed at the end of the rental period.
6. The City does not provide dedicated (isolated) parking for private events.
7. No open flame cooking or other fires are permitted.
8. A fire extinguisher is located in the back stage area and is accessible to all leases.
9. Gas-powered generators are not permitted.
10. The volume of any music or other amplified sound shall comply with Section 42-71 of the City of Brighton's Code of Ordinance. Violation of this ordinance will allow the sound to be reduced by the City of Brighton Police Department.

F. Insurances and Liability

1. The City may require the type of use and the desires of the City's insurance carrier shall determine proof of insurance listing the City as an additional insured party, details and amounts.
2. All Applicants shall sign the Release and Waiver of Liability Agreement, which is part of the application form.
3. The applicant shall abide by all applicable laws and City Ordinances.

Section 6. Exclusivity for Private Events

- A. The Amphitheater is a public venue located in a public park. As such, it is difficult to enforce total private use of the area around the AMP. The stage, dance floor, and concrete tiered seating may be reserved and approved for private functions, but all applicants must consider that their event is taking place on public property, and areas immediate adjacent to the AMP may be occupied by others.
- B. Private Event applicants for the AMP may request to use the AMP premises only (See Section 2 above for definition of Premises). All other areas of the park will remain open to the public.

Section 7. Alcohol

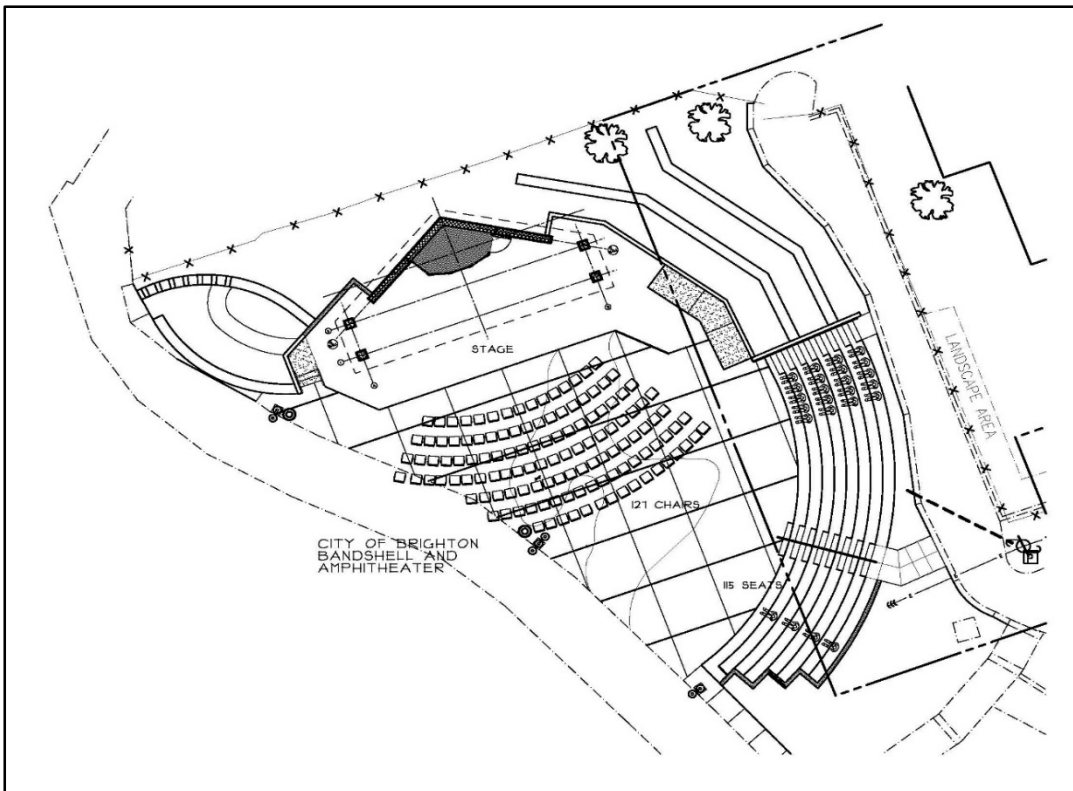
- A. State law prohibits the possession or consumption of alcohol in a public park. Alcohol is prohibited on the Premises (See Section 2 above for definition of Premises).



City of Brighton

AMP Rental Policy & Application

Appendix A





City of Brighton

AMP Rental Policy & Application

Millpond AMP Rental Application

For reservation inquiry, please complete, sign, and mail this form to the address below, along with your check made payable to the "City of Brighton". Make sure to save a copy for your records.

City of Brighton

Attention: Patty Thomas

420 S. Third Street

Brighton, MI 48116

Full Name: _____

Address: _____

Phone Number: _____

Email: _____

Date(s) and times) requested for reservation:

Date	Day of Week	Beginning Time	Ending Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



City of Brighton

AMP Rental Policy & Application

EventDescription:

ExpectedAttendance: _____

Will there be music: Y N If yes, what type: _____

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY

Reservation Received Date: _____ Received by: _____

Date St. Paul's Church Notified: _____

Date Fee Paid: _____ Date Deposit Received: _____

Approved: Y N



City of Brighton

AMP Rental Policy & Application

RELEASE AND WAIVER OF LIABILITY

Release of Liability: In consideration of being permitted to conduct a special event upon City owned property (the "Event"), the undersigned, _____, hereby releases and holds harmless the City of Brighton, and its elected and appointed officials, representatives, officers, employees, consultants, volunteers or other agents (hereinafter collectively referred to as "City") from and against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the Event.

Indemnification: The undersigned agrees that if any personal injury, including bodily injury and death and/or property damage, occurs while conducting the Event, and if such damage or injury results in a claim, demand, suit, or loss against the City, the undersigned will reimburse the City for any and all costs associated with said claim, demand, suit or loss related to said damages and injuries.

Other: The undersigned expressly agrees that this Release and Waiver of Liability is intended to be as broad and inclusive as permitted by the laws of the State of Michigan, and that this Release and Waiver shall be governed by and interpreted in accordance with the laws of the State of Michigan. The undersigned agrees that in the event any clause or provision of the Release and Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release and Waiver, which shall continue to be enforceable.

I have read this Release and Waiver of Liability, fully understand its terms, understand that I substantial rights are affected by signing it, and sign it freely and voluntarily without any inducement.

Applicant Name (Print) _____

Applicant Signature: _____ Date: _____

E-Mail _____ Phone #: _____



AMP Sound System Operational Guide

Do not adjust any knobs or switches except those outlined below!

1. Plug any microphones or other audio sources into jacks BEFORE turning system on.
2. Check that input volume controls on JBL mixer are turned down.
3. Turn system on by pressing white button below the label that says “SYSTEM ON/OFF”. This button and label are located on the left side center of the equipment in the rack.
4. The wireless microphones turn on by a switch located near center of microphone. Press and hold switch for 3 seconds to turn microphone off. Pressing the switch for a shorter interval will mute the output but keep microphone powered on. Pressing the switch again will un-mute the output.
5. There is an interface device (Rapco/Horizon LTIBLOX) to connect laptop/iPod/phone into the system. Turn the volume on the interface down when plugging into laptop/iPod/phone.
6. Turn up microphone volume controls on the JBL mixer – typically about half way up. Too high a level and feedback (squealing) will occur. Microphones should not be in front of speakers, unless pointed away from speaker.

Shutting System Down

1. When done with the sound system, turn off power using the white button labeled “SYSTEM ON/OFF.” Do this BEFORE unplugging anything from the jacks.
2. Turn down microphone levels on mixer.
3. Store microphones and cables inside metal cabinet.



City of Brighton

Amphitheater Rental Policy & Application

SITE & EQUIPMENT REFUND CHECKLIST

Two (2) Wireless Microphones: Y N Condition: _____

Two (2) Wired Microphones: Y N Condition: _____

Four (4) Microphone Stands: Y N Condition: _____

Four (4) AA Batteries: Y N

Trash & Debris Removed: Y N

Condition of Audio System: _____

Overall Condition of Site: _____

All Decorations Removed: Y N

FOR OFFICE USE ONLY

Deposit Available for Refund: Y N Approved by: _____

Date Deposit Refunded: _____ Cash / Check # _____

Amount of Refund: \$ _____



City of Brighton

MAIN STREET BANNER POLICY & APPLICATION

PURPOSE

The purpose of the Main St. Banner Policy & Application is to ensure proper utilization of the publicly owned banner location. The City of Brighton monitors and makes decisions regarding the banner calendar. The policy and application process are necessary to evaluate which events are most closely tied to the goals of the City.

PROCESS

City staff will assist the applicant with the process.

Eligibility Requirements

The applicant or representative of any organization or group that seeks to place a banner on Main Street, officially designated as the spokesperson of the sponsoring business, group, or organization shall submit A *Main Street Banner Application*.

Application Procedure

A *Main Street Banner Application* must be submitted at least sixty (60) days before the requested date of installation. We ask that applications be submitted at the beginning of the calendar year if possible.

Main Street Banner Applications shall be submitted to the DPW at 420 S. Third Street or via email to Patty Thomas at thomasp@brightoncity.org. A City Official will contact the applicant to confirm that the request was received and determine if the dates are available. Once a request is approved, notification of approval will be issued to the applicant.

Main Street Banner Criteria

Approval by the City Manager or their designee will be considered as follows:

- Events and messages hosted or sponsored by the City of Brighton
- Events that occur in Downtown Brighton with a City Council approved Civic Event application

All other banner applications are subject to approval by City Council. The City of Brighton will only allow banners at the City-owned banner location that promote or celebrate the City and other municipal or government endeavors, the City's goals and initiatives or its civic institutions.

Main Street Banner Calendar

All banner requests are subject to banner calendar availability. The Main Street Banner Calendar is finalized by City Staff in March for the upcoming banner season. The calendar may be revised without



City of Brighton

MAIN STREET BANNER POLICY & APPLICATION

notice throughout the calendar year at the discretion of City Staff.

Additional Main Street Banner Information

All costs associated with Main Street Banners, including design, manufacturing, repairs, etc. shall be the responsibility of the applicant.

All banners shall be constructed as follows:

- 18 oz., 40 feet long by 40 inches wide.
- Two banners with printing on one side of each and stitched together with nylon webbing.
- Metal grommets installed every two (2) feet
- Contain wind splits

The City Manager or their designee shall review and approve all text and graphics of the banner prior to it being erected. It is suggested that this approval be received from the City prior to printing of the banner. If a banner is delivered without prior approval and is then rejected by the City, all costs associated with making any required changes shall be bore by the applicant.

It is the responsibility of the applicant to ensure that the banner is complete and delivered to the DPW at least three (3) days prior to the installation date scheduled per the approved Main Street Banner Application.

General Liability Insurance is required naming the City of Brighton as additionally insured. Limits of liability should be no less than \$1,000,000 combined single limit for bodily injury and property damage. Certificate of insurance must be obtained and presented to the City within 30 days of approval, and at least 14 days prior to the date the banner would be placed.

NOTE: Applicant understands that due to forecasted inclement weather, high winds, etc., the banner may be removed during the approved dates to ensure the integrity of the banner and the display structure as well as the safety of vehicles, pedestrians, buildings, etc. Every effort will be made to display the banner on the dates approved.



City of Brighton

MAIN STREET BANNER POLICY & APPLICATION

**** APPLICATIONS MUST BE FILLED OUT COMPLETELY BEFORE THEY WILL BE CONSIDERED FOR REVIEW ****

OFFICE USE ONLY
Date _____
Received By _____

Banner Application

Application Date: _____

Name of Business or Organization: _____

Name of Applicant: _____

Cell Phone #: _____

Email address: _____

Event Title (if applicable): _____

Event Location (if applicable): _____

Event Days/Times (Please stipulate the following information for each date of event)

Date	Day of Week	Beginning Time	Ending Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BANNER INSTALLTION DATE REQUEST

* NOTE: Banners are generally displayed for two weeks prior to the event date, depending on availability.



City of Brighton

MAIN STREET BANNER POLICY & APPLICATION

BANNER UP DATE

BANNER DOWN DATE

EVENT DATE (if applicable)

ORGANIZATION / APPLICANT INFORMATION

Applications for Main Street Banners shall NOT be approved for applicants who are in default to the City. Therefore, each Application for Main Street Banners shall be routed to the Finance Department for a determination of any defaults to the City. In the event a default to the City exists, the Application shall not be approved by the Finance Department, with the nature of the default described as the reason of the disapproval.

TAX IDENTIFICATION NUMBER: _____

BRIEF DESCRIPTION OF ORGANIZATION'S PURPOSE AND/OR FUNCTION:

IS THE ORGANIZATION NON-PROFIT?

YES

NO

If yes, attach a copy of the organizations Sales Tax Exempt Certificate.

PLEASE GIVE A DESCRIPTION OF THE PROPOSED EVENT OR THE REASON FOR THE BANNER. (Attach additional pages if necessary)



City of Brighton

MAIN STREET BANNER POLICY & APPLICATION

FOR OFFICE USE ONLY

Approved YES NO*

* REASON FOR DENIAL _____

Approved by: _____ Dates Approved: _____

Liability Insurance Certificate Received YES NO