



Brighton City Council Meeting

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

May 7, 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 April 23, 2024](#)
- b. [Acceptance of the quarterly finance reports for the period ending March 31, 2024](#)
- c. [Acceptance of the quarterly investment reports for the period ending March 31, 2024](#)

Correspondence

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

Public Hearing

9. [Conduct a public hearing and consider adoption of the Fiscal Year 2024/2025 Budget, Resolution #2024-10](#)

New Business

10. [Consider approval to set the levy and authorize the collection of taxes, penalties, and fees for Fiscal Year 2024/2025, Resolution #2024-11](#)
11. [Consider approval of the proposed Fiscal Year 2024/2025 fee schedule, resolution #2024-12](#)
12. [Consider appointments to various boards and committees, Planning Commission](#)
13. [Consider approval of the purchase and installation of two Xylem AC Series 2000 pumps and motors for the Northstar Booster Station from Kennedy Industries in an amount not to exceed \\$40,400](#)
14. [Consider approval of TCO 186 to place “No Parking This Side of Street” signs and yellow curb on the north side of Washington Street from Hyne Street to 4th Street](#)
15. [Consider approval of TCO 187 to create two Handicap Parking spaces on west St. Paul Street](#)
16. Consider entering into closed session to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, being City of Brighton v Filipowski 23-31773-CZ, because an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body pursuant to MCL 15.268(1)(e) of the Open Meetings Act
17. Consider possible action resulting from closed session

Other Business

18. Call to the public

19. Adjournment



Brighton City Council Meeting

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MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON APRIL 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, Human Resources Manager Michelle Miller, DPS Director Marcel Goch, Assistant to the Community Development Manager Kelly Haataja, DPS Superintendent Brad Shrader, Chief Brent Pirochta, and Attorney Sarah Gabis.

4. Consider approval of the agenda

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

5. Consider approval of consent agenda items

Motion by Councilmember Albert, seconded by Councilmember Pettengill to approve the consent agenda item as presented. **The motion carried, 6-1. Councilmember Gardner abstained.**

Consent Agenda Items

- a. **Approval of minutes: regular meeting of April 2, 2024**
- b. **Approval of minutes: special budget workshop of April 9, 2024**
- c. **Approval of minutes: special budget workshop of April 10, 2024**

Correspondence

6. Call to the public

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

Tom McCallion, applicant for the Planning Commission, introduced himself to City Council.

Michelle Roy thanked the City of Brighton for the fantastic earth day event and a big thank you to Councilmember Paul Gipson who represented the city.

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

7. Staff updates

Human Resources Manager Miller presented City Council with the Brighton Arts and Culture Commission approved text for the Decision Pending sculpture plaque. Ms. Miller also discussed the look and specific plans for mounting the plaque.

Chief Pirochta stated that Brighton High School students have begun their water wars which is a student lead game. Students throughout the Brighton school district will be armed with water guns trying to eliminate other teams. This game has been mentioned on different social media throughout the district and all water guns are high visibility.

DPS Director Goch spoke regarding several projects throughout the city. The East Streets project bid opening came in

under bid, Streetscape line painting will be completed, the sidewalk gap project is moving along, and backflow prevention inspections are being conducted.

City Manger Gomolka admired the plentiful wildlife at the Millpond, noting the newly hatched swans and geese. However, Ms. Gomolka asked that visitors remember to enjoy the wildlife from afar and please do not feed the wildlife as it interrupts their natural migration and could pose adverse impacts to their health.

8. Updates from Councilmember liaisons to various boards and commissions

Councilmember Gipson stated the Downtown Development Authority met to discuss their financials and look brainstormed ideas for new initiatives in the Downtown area.

Councilmember Albert and the Brighton Veterans Memorial Committee met on April 17, 2024. He stated that the City of Brighton has a representative from City Council on the committee because the veteran's memorial is on city property.

Councilmember Pettengill stated the 11th Annual Spring Kickoff at the Imagination Station will be on May 4, 2024 beginning at 9:00 a.m. Volunteers will be laying seventy yards of mulch, spring cleaning, trimming shrubs, pulling weeds, cleaning tables, and more. There will be jobs for all ages and skillsets.

9. Mayoral Proclamation: Eagle Scout Ian Cox

Motion by Councilmember Pettengill, seconded by Councilmember Gipson to table the Mayoral Proclamation for Eagle Scout Ian Cox. **The motion carried, 7-0.**

Discussion

10. Sidewalk café ordinance

Community Development Manager Caruso stated he has been approached by several restaurant owners along Main Street who wish to have sidewalk cafes without the barrier gating. Mr. Caruso discussed the concerns, current ordinance, and MLCC regulations and will relay information back to City Council at a later date.

11. Discuss leasing arrangement with Brighton Area Fire Authority

City Manager Gomolka relayed that the Brighton Area Fire Authority and the City of Brighton are working through a potential agreement regarding the current lease that will come back to City Council for approval.

New Business

12. Consider awarding the contract for the St. Paul pocket park concrete repair and coating to Better 2 Enterprises in an amount not to exceed \$20,223

Motion by Councilmember Gardner, seconded by Councilmember Pettengill to award the contract for the St. Paul pocket park concrete repair and coating to Better 2 Enterprises in an amount not to exceed \$20,223 and approve the related budget amendments to the capital fund and capital reserve fund. **The motion carried, 7-0.**

13. Consider approval of site plan 24-01, warehouse/maintenance facility proposed at 129 Summit Street

Motion by Councilmember Albert, seconded by Councilmember Schmenk to approve of site plan 24-01, warehouse/maintenance facility proposed at 129 Summit Street subject to the conditions outlined by the Planning Commission. **The motion carried, 7-0.**

14. Consider awarding the contract for bituminous chip seal & fog seal to Highway Maintenance and Construction in an amount not to exceed \$222,223

Motion by Mayor Pro Tem Bohn, seconded by Councilmember Schmenk to award the contract for bituminous chip seal and fog seal to Highway Maintenance and Construction in an amount not to exceed \$222,223. **The motion**

carried, 7-0.

15. 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

Motion by Councilmember Gardner, seconded by Councilmember Albert to enter into closed session at 7:29 p.m. to receive a written attorney-client privileged communication pursuant to MCL 15.268(1)(h) of the Open Meetings Act.

The motion carried by roll call vote, 7-0.

Motion by Mayor Pro Tem Bohn, seconded by Councilmember Gipson to come out of closed session at 9:10 p.m.

The motion carried, 7-0.

Other Business

16. Call to the public

Mayor Tobbe opened the call to the public at 9:11 p.m.

Susan Bakhaus spoke regarding the Brighton Area Fire Authority.

Hearing and seeing no further comment, the call to the public was closed at 9:14 p.m.

17. Adjournment

Motion by Councilmember Gipson, seconded by Councilmember Gardner to adjourn the meeting at 9:14 p.m. **The motion carried, 7-0.**

Tara Brown, City Clerk



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

May 7, 2024

SUBJECT: QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2024

ADMINISTRATIVE SUMMARY

- This report is for the third quarter of the fiscal year, we are 75% through the year but already at 99% of annual budgeted revenue and will exceed the budget for the year. Expenditures are trending in line with budget.
- 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 3/31/2024

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

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 3/31/2024	OVER/ (UNDER) AMENDED BUDGET	NOTES
REVENUE					
PROPERTY TAXES	7,389,607.00	7,389,607.00	7,732,788.20	343,181.20	Tax collections have exceeded the budgeted amount.
TAX PENALTIES, INTEREST & FEES	267,800.00	267,800.00	297,912.00	30,112.00	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	497,918.44	42,668.44	We received the building permit fee for MSU Federal Credit union and the new building at 265 W. Main Street that will have Fifth Third Bank putting building permit fees over the budgeted amount. We received two quarterly cable franchise fee payments.
STATE SHARED REVENUE	1,025,000.00	1,025,000.00	609,152.51	(415,847.49)	This includes the PPT reimbursement, which we receive in October and May, and the State Shared revenue which we will receive by-monthly starting in October. We will most likely come in over the budgeted amount.
INVESTMENT EARNINGS	30,000.00	30,000.00	314,412.68	284,412.68	Due to high interest rates we have far exceeded the budgeted amount.
RENTS & ROYALTIES	72,850.00	72,850.00	9,190.00	(63,660.00)	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	77,922.42	12,422.42	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	99,503.46	(165,496.54)	This represents appropriation from DDA and Utility Funds.
SERVICE CHARGES	802,700.00	802,700.00	663,492.11	(139,207.89)	This is primarily refuse collection user fees.
FINES & FORFEITS	24,000.00	24,000.00	24,375.16	375.16	Primarily police related fines which come in sporadically throughout the year.
LOCAL UNIT CONTRIBUTION	92,000.00	92,000.00	71,545.49	(20,454.51)	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	10,401,441.79	(89,765.21)	

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

	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 3/31/2024	OVER/ (UNDER) AMENDED BUDGET	NOTES
EXPENDITURES					
CITY COUNCIL	31,497.00	31,497.00	8,863.28	(22,633.72)	Primary expense is Per Diems, which are paid at the end of the year.
CITY MANAGER	263,822.00	263,822.00	202,504.73	(61,317.27)	Includes City Manager, a portion of both Assistant to the City Manager 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	10,144.97	(26,334.03)	This budget is limited to community promotions expenses.
LEGAL SERVICES	254,353.00	254,353.00	115,035.70	(139,317.30)	General and Labor attorney retainers and other expenses.
CITY CLERK	234,818.00	234,818.00	158,164.32	(76,653.68)	Election costs and per diems, a portion of both Assistant to the City Manager 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	154,069.74	(87,772.26)	General operations, a portion of both Assistant to the City Manager positions, as well as an allocated portion of the budgeted additional payment to MERS.
FINANCE	825,622.00	825,622.00	613,636.68	(211,985.32)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
INFORMATION SYSTEMS	235,878.00	235,878.00	144,151.07	(91,726.93)	General operations to run IT, primarily software related expenses.
POLICE	3,678,190.00	3,678,190.00	2,666,008.58	(1,012,181.42)	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	2,097,999.79	(632,524.11)	General operations covering all city buildings and public spaces.
COMMUNITY DEVELOPMENT	519,761.00	519,761.00	349,934.01	(169,826.99)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
POST EMPLOYMENT BENEFITS	518,452.00	518,452.00	439,395.15	(79,056.85)	Healthcare for retirees.
TRANSFERS-OUT AGENCIES	161,200.00	161,200.00	138,812.62	(22,387.38)	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	1,246,010.22	(680,036.78)	Appropriations to other funds are made as expenditures in those funds occur.
TOTAL EXPENDITURES	11,638,411.00	11,658,484.90	8,344,730.86	(3,313,754.04)	
NET OF REVENUES & EXPENDITURES	(1,147,204.00)	(1,167,277.90)	2,056,710.93		We are within 1% of the total budgeted revenues for the year and will come in well overbudget at year end. Overall expenditures are materially inline 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, which was an as needed transfer for use of contingency for streetscape project, which was not needed and will not be transferred.



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL MAY 7, 2024

SUBJECT: QUARTERLY INVESTMENT REPORT FOR THE PERIOD ENDING MARCH 31, 2024

ADMINISTRATIVE SUMMARY

- The City's total investment/bank balance has decreased by \$4,872,339 or 15.8% over last quarter to \$25,968,832.
- 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 4.06% to 4.17% 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 29.4%, 6.3%, 35.4%, and 14.4%, 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: April 26, 2024

We are earning interest rates ranging from 0% to 5.41% 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 \$251,180 to \$299,982. They range from 6 months to 18 months in length with interest rates from 5% to 5.40%. We also added two CDARS (Certificate of Deposit Account Registry Service) at CIBC Bank. CDARS allows investments in CDs held by many different FDIC insured banking institutions so it can achieve full FDIC coverage for the total sum. One account is for \$1,006,131 at 4.85% for 1 year and the other is for \$1,005,370 for 2 years. Municipalities are required to use Michigan banks for investment purposes.

Home sales based on contract signings unexpectedly jumped in March despite elevated mortgage rates. In addition to elevated mortgage rates, housing affordability is also being hampered by rising home prices and a persistent lack of homes on the market. Despite the March gain, pending home sales are still in a narrow range over the last 12 months without a measurable breakout. Meaningful gains will only occur with declining mortgage rates and rising inventory.

U.S. economic growth slowed in the first three months of the year after more than a year and a half of rapid expansion. A welcome cool off that raises questions about how the rest of the year might shake out. The U.S. economy grew by 1.6% in the first three months of the year, a sharp slowdown from the previous quarter's growth rate of 3.4%. The deceleration reflects swings in business inventory and trade, as well as weakening household and government spending. In the most recent quarter, Americans bought more foreign made goods while selling fewer U.S. made items overseas, both of which dragged down economic growth. Markets were decidedly downbeat on the potential of a lower economic growth and higher inflation, commonly referred to as "stagnation."

The Committee decided to maintain the target range for the federal funds rate at 5 ¼ % to 5 ½%. Recent indicators suggest that economic activity has been expanding at a solid pace. Job gains have remained strong, and the unemployment rate has remained low. Inflation has eased over the past year but remains elevated. The Committee does not expect it will be appropriate to reduce the target range until it has gained greater confidence that inflation is moving sustainably towards 2%.

CITY OF BRIGHTON
 QUARTERLY INVESTMENT REPORT
 AS OF MARCH 31, 2024

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	11,905	Immediate	0.00%	0.00%
Total Old National Bank	53,367			
BANK OF ANN ARBOR	58,518	Immediate	0.90%	0.00%
Total Bank of Ann Arbor	58,518			
FIRST NATIONAL BANK OF AMERICA	1,024	Immediate	0.25%	0.00%
Total First National Bank of America	1,024			
HORIZON BANK-MM	2,716	Immediate	1.26%	0.00%
Total Horizon Bank	2,716			
FLAGSTAR BANK-Refundable Deposit	779,691	Immediate	4.22%	0.13%
FLAGSTAR BANK-Combined Savings	215,611	Immediate	4.22%	0.04%
FLAGSTAR BANK-Flexible Spending	11,677	Immediate	1.05%	0.00%
FLAGSTAR BANK-A/P Checking	6,629,436	Immediate	3.80%	0.97%
Total Flagstar Bank	7,636,415			
CHIEF FINANCIAL CREDIT UNION-Platinum Sav	65	Immediate	0.05%	0.00%
Total Chief Financial Credit Union	65			
THE STATE BANK-Savings Account	1,637,877	Immediate	4.00%	0.25%
Total The State Bank	1,637,877			
INDEPENDENT BANK UTILITY LB CHECKING	9,197,612	Immediate	3.75%	1.33%
Total Independent Bank	9,197,612			
MICHIGAN CLASS	3,749,359	Immediate	5.41%	0.78%
Total Michigan Class	3,749,359			
CD-COMERICA BANK	262,552	02/25/25	5.05%	0.05%
CD-CIBC BANK	258,531	11/21/24	5.40%	0.05%
CDARS-CIBC	1,006,131	02/13/25	4.85%	0.19%
CDARS-CIBC	1,005,370	02/12/26	4.25%	0.16%
CD-HORIZON BANK	267,509	08/07/24	5.18%	0.05%
CD-FIRST NATIONAL BANK OF AMERICA	251,180	02/14/25	5.15%	0.05%
CD-BANK OF ANN ARBOR	299,982	11/21/24	5.10%	0.06%
CD-CHIEF FINANCIAL CREDIT UNION	280,622	08/13/24	5.00%	0.05%
Total Certificate of Deposits	3,631,878		5.00%	
TOTAL	25,968,832			4.17%
Three Month Treasury Bill Rate*				5.47%
Average Fed Funds Rate**				5.33%
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate				-1.30%
City's Avg. R.O.R. over/(under) the Avg. Fed Funds Rate				-1.16%



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

MAY 7, 2024

SUBJECT: PUBLIC HEARING AND CONSIDERATION OF ADOPTING THE FY 2024-25 BUDGET

ADMINISTRATIVE SUMMARY

- The City Manager's Proposed FY 2024-25 Budget was presented to the City Council on Tuesday, April 2, 2024.
- The City Council held Budget Work Sessions on Tuesday April 9, 2024, and Wednesday, April 10, 2024.
- The budget provides for a tax levy and utility fees, which comprise the majority of City's revenue used to support the expenditures/expenses. The City Council will consider the millage rates and the fee schedule in separate resolutions.
- The annual budget provides the authority to appropriate the funds for the operations of the City of Brighton from July 1, 2024, through June 30, 2025.

RECOMMENDATION

It is the recommendation of staff that the City Council approve the attached resolution, including Exhibit A, to adopt the City's Budget for FY 2024-25.

Prepared by: Elizabeth Gaines, Finance Director

Reviewed by: Gretchen Gomolka, City Manager

Attached: Exhibit A
Resolution

RESOLUTION #2024-10

ADOPTING THE FY 2024-25 BUDGET

WHEREAS, the City of Brighton Municipal Charter requires that an annual budget be approved by the City Council; and

WHEREAS, said Charter requires the appropriation of funds for the upcoming Fiscal Year; and

WHEREAS, the Manager's recommended budget for Fiscal Year 2024-25 was submitted to the City Council of Brighton and a copy thereof placed on the City's website for public review on April 2, 2024; and

WHEREAS, on May 7, 2024, the City Council of Brighton held a public hearing on the proposed budget for Fiscal Year 2024-25; and

WHEREAS, estimated revenues and fund balances are sufficient to provide for proposed expenditures and year end reserves required for the 2024-25 Fiscal Year; and

NOW, THEREFORE, pursuant to Chapter 8, Section 4 of the City of Brighton Charter, BE IT RESOLVED, that the City Council of Brighton hereby approves the Fiscal Year 2024-25 budget, as presented by the Manager, reviewed, and amended by Council, and implemented through the following policies and specifications as the official budget for the City of Brighton for the Fiscal Year beginning July 1, 2024.

I. ADOPTION BY FUND AND DEPARTMENT WITHIN THE GENERAL FUND

The Budget is hereby adopted and appropriated by fund, and department for the General Fund, as provided on Exhibit A with council amendments.

II. APPROPRIATIONS/TRANSFERS

Appropriations made during Fiscal Year 2024-25 pursuant to said budget shall be considered the maximum authorization to incur expenditures and not a mandate to spend, subject to the following conditions:

- i. Additional appropriations may be made by the City Council from the unappropriated fund balance account of the General Fund for approved reallocations, providing that such appropriations do not cause the unassigned fund balance to be less than 15% of the total General Fund budgeted operating expenditures.
- ii. Transfers may be made by the City Manager from departmental reserves or surplus of the General Fund to any department of the General Fund in amounts not to exceed five percent of the original total budget for the department receiving the transfer, provided that such transfers shall not exceed the total amount of operating reserves or surplus available at the time of transfer, and providing that such transfers do not cause the unassigned fund balance to be less than 15% of the total General Fund budgeted operating expenditures.
- iii. Transfers may be made by the City Manager from departmental reserves or surplus of the General Fund to any other Fund of the City in amounts not to exceed ten percent of the original total budget for all such transfers, providing that the limitations of Section (ii) are not exceeded.
- iv. Appropriations in excess of the limitations of Sections (i - iii) above may be authorized by the City Council but only if new revenues are available to fund such expenditures.

III. LIMIT ON OBLIGATIONS AND PAYMENTS

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation, and sufficient funds are or will be available to fund such expenditures.

IV. CONFORMITY WITH PREVIOUS ACTIONS

The City Council rescinds any prior actions not in conformity with the above stated policies and specifications.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED

Dated: _____

CERTIFICATION

I, Tara Brown, City Clerk of the City of Brighton, do hereby certify that the foregoing is true and correct copy of a Resolution adopted by the City Council of the City of Brighton at a regular meeting held on May 7, 2024.

Tara Brown, City Clerk

EXHIBIT A**Budget 2024-25****REVENUES - ALL FUNDS**

<u>Source</u>	<u>Budget</u>
Property Taxes, Penalties, Interest & Fees	\$ 11,280,386
Licenses & Permits	467,550
Federal & State Grants	19,750
State Shared Revenue	1,730,000
Fines & Forfeitures	94,600
Local Unit Contribution	97,500
Service Charges	6,961,100
Investment Earnings	135,770
Rents & Royalties	111,988
Other Revenue	496,300
Other Financing Sources :Bond Proceeds	-
Other Financing Sources : Transfers In	3,502,206
TOTAL REVENUES	\$ 24,897,150

EXPENDITURES BY FUND

<u>Fund</u>	<u>Department</u>	<u>Appropriation</u>
	City Council	\$ 37,485
	City Manager	299,410
	Communications	37,600
	Legal Services	245,299
	City Clerk	292,644
	Human Resources	257,920
	Finance	858,663
	Information Systems	262,785
	Police	3,821,864
	Public Works	2,878,425
	Community Development	594,708
	Post Employment Benefits	554,996
	Transfers to Other Agencies	161,200
	Transfers to Other Fund	1,638,645
General Fund		11,941,644

EXHIBIT A**Budget 2024-25****Continued**

Major Streets	914,492
Local Streets	1,088,821
Street Millage Fund	720,800
Arts & Cultural Commission	26,250
Imagination Station Maintenance	6,250
State Forfeiture Funds	-
Federal Forfeiture Funds	13,700
Street Non-voted Debt	303,763
Capital Improvement	904,434
Capital Reserve	786,952
2021 Bond Construction Fund	-
Law Enforcement/Public Safety	294,280
Brownfield Redevelopment Authority	10,286
Downtown Development Authority	2,057,656
2021 Utility Bond Construction Fund	-
Utilities	8,542,527
TOTAL EXPENDITURES	<u>27,611,855</u>
Less: Depreciation & Amortization	(2,795,000)
TOTAL EXPENDITURES: Less Depreciation	<u><u>\$ 24,816,855</u></u>
Net Increase to Fund Balance/Net Position	<u><u>80,295</u></u>



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

MAY 7, 2024

SUBJECT: CONSIDER ESTABLISHING THE LEVY AND AUTHORIZING THE COLLECTION OF TAXES, PENALTIES AND FEES FOR FY 2024-25

ADMINISTRATIVE SUMMARY

- The Council's proposed FY 2024-25 budget reflects:
 - City operating millage of 14.7189 mills
 - Law Enforcement/Public Safety millage of 0.4981 mills
 - Street millage of 2.4109 mills
 - Economic Development millage of 0.0811 mills
- There will be a Headlee rollback factor of .9963 for FY 2024-2025. This factor is multiplied by the maximum allowable levy for 2023/2024 to determine the new maximum allowable levy for 2024/2025.
- The 2024-25 budget reflects a decrease of 0.0063 mills in the Economic Development millage to be levied. The maximum allowable for this levy is \$50,000 in revenue annually, which equates the 0.0811 for the recommended budget.
- The attached resolution, if adopted, would establish a total City millage of 17.7090 for FY 2024-2025, which is an increase over FY 2023-24 of 0.0607 mills. This increase is due to the increase in the voter approved police millage partially offset by reductions due to the Headlee Amendment.

RECOMMENDATION

It is the recommendation of staff that the City Council consider the attached resolution to set the millage rate and authorize the collection of taxes, penalties, and fees for FY 2024-25.

Prepared by: Elizabeth Gaines, Finance Director

Reviewed by: Gretchen Gomolka, City Manager

Attached: Resolution #2024-11

RESOLUTION #2024-11

**ESTABLISHING THE LEVY AND AUTHORIZING THE COLLECTION OF TAXES,
PENALTIES AND FEES FOR FISCAL YEAR 2024-2025**

WHEREAS, the City Council adopted the fiscal year 2024-2025 budget, which includes a proposed tax millage rate to support the budget, at their May 7, 2024, meeting: and

WHEREAS, the Charter Tax Rate Limitation of 20 mills has been reduced to 17.6279 mills (14.7189 operating plus 0.4981 public safety override, plus 2.4109 streets override) for 2024 by the cumulative effect of the "Headlee Amendment" roll back and voted override; and

WHEREAS, the City Charter requires the establishment of a required millage for the levy of taxes; and

WHEREAS, the General Property Tax laws of the State of Michigan authorize the imposition of penalties and administration fees on current taxes; and

WHEREAS, the Council annually officially establishes the millage by resolution:

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

1. The operating tax rate for FY 2024-2025 is levied at 14.7189 mills.
2. The Law Enforcement/Public Safety Override millage tax rate for FY 2024-2025 is levied at 0.4981 mills.
3. The Streets Override millage tax rate for FY 2024-2025 is levied at 2.4109 mills.
4. The Economic Development millage tax rate for FY 2024-2025 is levied at 0.0811 mills.
5. A 2024 Summer Tax Late Penalty Charge is established and will be collected on behalf of all the taxing units as follows:
August 16, 2024 - August 31, 2024: 2%
September 1, 2024 - September 30, 2024: 4%
October 1, 2024 - February 28, 2025, an additional .50% per month up to 6%
6. A 2024 Summer and Winter Tax Administration Fee of 1% is established and will be collected on behalf of the City of Brighton.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

This Resolution was ____ this ____ day of May 2024.

I, Tara Brown, City Clerk for the City of Brighton, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council at the Regular meeting held on May 07, 2024.

Tara Brown, City Clerk



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

MAY 7, 2024

SUBJECT: CONSIDER ADOPTING THE PROPOSED FY 2024-25 FEE SCHEDULE

ADMINISTRATIVE SUMMARY

- The City's fees and charges are reviewed at least annually and amended where warranted. The attached Resolution is staff's recommendation for adopting the attached proposed FY 2024-25 Fee Schedule.
- The proposed FY 2024-25 Fee Schedule includes a column that shows the prior year fees in yellow highlight if they are different from the proposed FY 2024-25 fees. In order to provide clarity, upon adoption, the prior year numbers and highlights will be removed, and the final fee schedule will be produced. Staff will be at the meeting to address any questions related to the proposed changes.
- Included in the highlighted changes on the attached fee schedule are the following Utility Fees.

Utility Fees – (as reflected in the FY 2024-25 Proposed Budget):

Utility User Charges (bi-monthly):

Water:	City	Genoa Pine Creek	Genoa Dillion	Genoa N.Star1	Genoa N.Star2	Brighton Township	Hamburg Township
Commodity (1,000 Gal.) -	\$7.06	\$7.06	\$7.78	\$8.13	\$7.78	\$7.78	\$7.06

Wastewater:	City	Genoa	MDOT	Hamburg
Commodity (1,000 Gal.) -	\$8.31	\$8.31	\$8.31	\$7.49
Administrative (per meter/service)	\$9.86**	\$14.79*	\$14.79*	\$14.79*

Debt Service (per meter size/service)	City	Genoa	MDOT
.75"	\$23.42**	\$9.29***	
1.00"	\$43.41**	\$17.53***	\$65.11*
1.50"	\$86.81**		
2.00"	\$137.88**		
3.00"	\$273.20**		
4.00"	\$426.40**		
6.00"	\$852.80**		

* Rates reflect quarterly billing

** Rates reflect bi-monthly billing

*** Rates reflect bi-monthly billing and are for only the Genoa Pine Creek customers. Pine Creek customers only pay

debt service on debt issued in 2021 or thereafter.

Un-metered Charge	
Residential -	\$115.12
Governmental -	\$379.04
Commercial/Industrial -	\$712.48

The Average Combined Sewer and Water User Fees at 8 thousand gallons per billing cycle would increase by 7.4% (approximately \$11 every two months).

RECOMMENDATION

It is the recommendation of staff that the City Council consider the attached resolution to set the fees and charges for FY 2024-25.

Prepared by: Elizabeth Gaines, Finance Director

Reviewed by: Gretchen M. Gomolka, City Manager

Attached: Proposed Fee Schedule
Resolution #2024-12



CITY OF BRIGHTON
FEE SCHEDULE
FY 2024/25

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**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

FY 23/24 FEES IF CHANGED

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES
CITY HALL - COMMON FEES		
Licenses and Permits		
Adult Entertainment Business		
	Operating application fee	\$300.00
	Operating license fee	\$400.00
	Artist Application Fee	\$25.00
Auctions		
	Bond Required	\$2,000.00
	Annual license to operate	\$25.00
	*Per day private auction	\$5.00
	*Per day public auction house	\$25.00
	<i>* This amount payable until a total of \$300.00 is reached; thereafter, daily fee of \$2.00 for the balance of the calendar year.</i>	
Carnivals		
	Application fee to operate	\$150.00
	License to operate	\$300.00
Collection Containers		
	Registration fee	\$50.00
	Annual permit fee	\$100/container
Liquor License Application Fee		
	Application for On-Premise Liquor License, new or transfer (Class C, Tavern, etc.)	\$500.00
	Application for Off-Premise Liquor License, new or transfer (SDD, SDM, etc.)	\$300.00
	Application to amend or change existing license (additional licensee/stock holder, etc.)	\$200.00
	Application to add special permit to license (dance, entertainment, etc.)	\$100.00
	Application for Farmer's Market Alcohol Permit	\$150.00
	<i>Application for combined licenses (i.e. - Class C/SDM) to be charged only on the On-Premise fee</i>	
Redevelopment Liquor License		
	Submittal Fee (Process up through City Council Action) - non-refundable	\$250.00
	Processing Fee (Process after City Council Action) - non-refundable	\$750.00
	24 hour Liquor License Fee	\$40.00

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

FY 23/24 FEES IF CHANGED

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES
Licenses and Permits (continued)		
Mechanical or Electronic Amusement Devices		
	Application fee to operate	\$100.00
	Annual license fee per machine	\$20.00
Pawn Shop Fee		
		\$250.00
Peddlers/Solicitors		
	Bond Required	\$1,000.00
	Investigation fee	\$40.00/person
	Annual permit fee	\$60.00
Sandwich Board Permit Fee (DBD District)		
		\$50.00
Sidewalk Café Permit with Alcohol Sales		
	Tri-annual application fee	\$200.00
	Annual inspection fee	\$100.00
Sidewalk Café Permit without Alcohol Sales		
	Tri-annual application fee	\$150.00
	Annual inspection fee	\$50.00
Sidewalk Occupancy Permit		
	Annual Fee (Retail Sales)	\$50.00
	Annual Permit (Furnishings and Décor)	\$100.00
Social District Permit		
		\$50.00
Street Closure Fee		
		\$300.00
Trailer - Permit to Park Fee		
		\$100.00
Notary Fee		
	Resident	\$0.00
	Non-Resident	\$0.00

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**



DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES
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FY 23/24 FEES IF CHANGED

Photocopy Fees - All Departments * **

Assessment Card		\$2.00/page
Assessment Tax Roll		\$1.00/page
Deed		\$1.00/page
11 x 17		\$1.50/page
Legal size		\$1.00/page
Letter size		\$1.00/page
Larger than 11 x 17		\$5.00/page

* Taxpayers/Utility customers who request a copy of their **current bills** will have the photocopy fee waived.

** Fees are the same whether documents are picked up, mailed, emailed, or faxed.

Public Documents *

Assessment Map		\$1.00/page
City Annual Audit		\$10.00
City Budget		\$15.00
City Charter		\$5.00
City Code		\$45.00
Executive Plan		\$5.00
Land Development Design Manual		\$25.00
Master Plan		\$25.00
Master Utility Plan		\$25.00
Photo Reproduction Fee		\$1.00
Planimetric Map		\$5.00
Sign Ordinance w/map		\$25.00
Utility System Map		\$5.00
Voter History Paper/Labels		\$1.00/page
Voter Registration Labels		\$80.00
Voter Registration on Roll/Electronic Media		\$20.00
Voter Registration Roll/Paper		\$55.00
Zoning Map (11 x 17)		\$8.00
Zoning Ordinance w/map		\$25.00

* Charges for public documents may be waived by the City Manager to promote educational, charitable or community welfare interests.

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

FY 23/24 FEES IF CHANGED

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES
DEPARTMENT FEES		
City Clerk's Department		
Document Fees		
	See "Public Documents" for specific documents and fees related to City Clerk's Office.	
Photocopy Fees		
	See "Photocopy Fees - All Departments" for specific fees related to City Clerk's Office.	
Freedom of Information Act (FOIA) Requests		
	See Freedom of Information Act Procedures and Guidelines at www.brightoncity.org/Reference Desk or go to City Hall, 200 N. First Street, Brighton, MI 48116 for details on fees charged for providing a public record.	
CEMETERIES		
Sale of Graves		
	Regular Grave - Resident/Non-Resident	\$900.00/\$1,350.00
	Children's Grave - Resident/Non-Resident	\$600.00/\$800.00
	Cremains Grave - Resident/Non-Resident	\$450.00/\$750.00
	Indigents - Resident/Non-Resident	Free/Non-Resident Fee
	Transfer Fee - Resident	\$50.00/grave
	Grave Buy Back	30% of purchase price up to \$300 per grave
	Columbarium Fee - Resident/Non-Resident	\$900.00/\$1,350.00
Interments (Opening, Closing, Restoration)		
Regular Grave		
	Monday - Friday	\$750.00
	Saturday	\$1,200.00
	Sunday & Holiday	\$1,800.00
Children's Grave (up to 4 feet)		
	Monday - Friday	\$600.00
	Saturday	\$750.00
	Sunday & Holiday	\$825.00
Cremains Grave		
	Monday - Friday	\$450.00
	Saturday	\$525.00
	Sunday & Holiday	\$600.00
Columbarium Niche		
	Monday - Friday	\$150.00
	Saturday	\$200.00
	Sunday & Holiday	\$250.00
	Indigents	Free

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

FY 23/24 FEES IF CHANGED

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES
City Clerk's Department (continued)		
Additional Fees		
	Monday - Friday - Burial after 2:00pm	add'l \$450
	Winter Surcharge (as determined by weather conditions)	add'l \$375
Disinterment		
Regular Graves		
	Monday-Friday	\$1,500.00
	Saturday	\$2,400.00
Children's Graves		
	Monday-Friday	\$1,200.00
	Saturday	\$1,500.00
Cremains		
	Monday-Friday	\$900.00
	Saturday	\$1,050.00
FOUNDATION AND INSTALLATION CHARGES		
<i>A two inch foundation border is required for all monuments, elevated markers, and bronze markers (except government).</i>		
<i>Example: A 36" x 12" marker or monument will need a 40' x 16' foundation. The cost would be \$153.</i>		
<i>Foundations are installed a minimum of 90 days after interment.</i>		
Foundation Sizes		
	24x12	\$123.00
	28x16	\$125.00
	36x16	\$150.00
	40x16	\$153.00
	42x16	\$156.00
	42x18	\$160.00
	48x22	\$173.00
	52x18	\$169.00
	58x18	\$177.00
	60x16	\$181.00
	66x18	\$183.00
	72x18	\$190.00
	80x20	\$198.00
	98x16	\$210.00

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

FY 23/24 FEES IF CHANGED

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES
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City Clerk's Department (continued)

CUSTOM MADE FOUNDATIONS 0.40/inch

All custom foundations (those not found on the list above) shall be charged by the monument base size at \$0.40 per square inch.

Example: A 36" x 14" marker or monument will need a 40" x 18" foundation. 40 x 18 = 720 square inches. 720 x \$.40 = \$288

FLUSH SET MARKER INSTALLATIONS *

16X8	\$75.00
24X12	\$85.00
36X12	\$95.00
42X12	\$110.00
48X12	\$110.00
54X12	\$115.00
Vases	\$75.00
Cremains and Columbarium Plaques	\$65.00
Government Marker Installations	\$100.00
Setting of ornamental vases and urns	\$50.00

** Note: Sizes other than those listed above are priced on request. Charges include direct costs to City plus administrative fee. Foundation orders must be received 15 business days before Memorial Day.*

Veterans Section of Brighton Hills Cemetery

The Veterans section is reserved for eligible Livingston County veterans and their spouses

Sale of Veterans Graves

Regular Grave	\$450.00
Columbarium	\$900.00

Veterans Interments

City Resident	Free
Livingston County Resident - not in City of Brighton	See Interment fees above

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**



DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES
Community Development - Building Department		
Document Fees		
	See "Public Documents" for specific documents and fees related to the Building Department.	
Photocopy Fees		
	See "Photocopy Fees - All Departments" for specific fees related to the Building Department.	
Addressing Fee		
	For issuing each New Property Address in the City. Includes metes and bounds addresses as well as individual lots and parcels.	\$25.00
Admin Fee		\$50.00
Awning Permit Fee		\$60/ 1st awning + \$15 each add'l + Admin Fee + Refundable Bond
Certificate of Occupancy (C of O) Fees		
	Commercial/Industrial Certificate of Occupancy	10% of permit costs min. \$150.00 - max. \$1,000.00
	Residential Certificate of Occupancy	\$100.00 each
	Temporary Certificate of Occupancy-Commercial/Industrial	\$200.00
	Temporary Certificate of Occupancy-Residential	\$100.00
Commercial Building Permit Fee		Based on est. building cost + Admin Fee + Refundable Bond
Commercial Plan Review Fee (1 hour minimum)		\$100.00/hour
		\$300.00 for 100 spaces or less, plus additional \$50 per every 100 spaces, plus refundable bond
Commercial Parking Lot Paving Permit		refundable bond
Contractors Registration Fee		\$20.00/year
Construction Trailer Permit Fee		\$200 + Admin Fee + \$200 Refundable Bond
Demolition Permit Fee		
	Commercial/Industrial	\$1,000 + Admin Fee + Refundable Bond (see bond schedule below)
	Residential	\$600 + Admin Fee + Refundable Bond (see bond schedule below)
	Accessory Structure	\$400 + Admin Fee + Refundable Bond (see bond schedule below)
House Moving Permit Fee		\$75.00+(\$5.00/\$1000.00 Est Cost) + Admin Fee + Refundable Bond

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

FY 23/24 FEES IF CHANGED

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES
Community Development - Building Department (continued)		
Refundable Performance Bonds*		
	Construction cost up to \$1,000	\$100.00
	Construction cost more than \$1,000 up to \$5,000	\$200.00
	Construction cost more than \$5,000 up to \$15,000	\$300.00
	Construction cost more than \$15,000 up to \$20,000	\$400.00
	Construction cost more than \$20,000 up to \$100,000	\$1,500.00
	Construction more than \$100,000 - Residential	\$2,500.00
	Construction more than \$100,000 - Commercial	2.5% of construction cost
Residential Permit Fees		
	Admin Fee	\$50.00
	Inspection Fees	\$50.00/ per inspection
	Plan Review Fees - New Construction (minium 1 hour)	\$50/hour
	Plan Review Fees - Other Than New Construction (minimum 1 hour)	\$50/hour
	Refundable Performance Bond	See above
	Re-inspection Fee	\$50.00
	Deck - Fee per square footage	.25/Sq.Ft. (\$100 min. charge)
	Driveway, Patio, Porch, Sidewalk - Fee per square footage	.25/Sq.Ft. (\$100 min. charge)
	Garage, Home Additions, Interior Renovations - Fee per square footage	.40/Sq.Ft. (\$100 min. charge)
	Permit Extension Fee	\$50.00
	Re-occupancy Permit Fee	\$75.00
	Sign Review Fee	\$40.00
	Sign Permit Fee	\$60.00/sign face + \$30.00 each additional face + Admin Fee + Refundable Bond
	Temporary Sign Permit Fee	\$60.00
	Work Without a Permit	
	Commercial	\$400.00
	Residential	\$200.00

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**



DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES
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FY 23/24 FEES IF CHANGED

Community Development - Code Enforcement

Document Fees

See "Public Documents" for specific documents and fees related to Code Enforcement.

Photocopy Fees

See "Photocopy Fees - All Departments" for specific fees related to Code Enforcement.

Code Violation:

Violations shall be subject to penalties established in the City Code of Ordinance.

Code Enforcement Inspection fee	\$70.00
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Recovery Fee for Signs removed from City Right of Way	\$25.00/sign
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Vacant/Abandoned Structure

Registration Fee	\$115.00
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Monthly Administrative Fee	\$135.00
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Exterior Inspection Fee	\$70.00
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Interior Inspection Fee	\$115.00
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Late Fee	\$35.00
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After ten days, five percent (5%) non-compounding late fee will be assessed daily

Weed Cutting/Debris Removal *

* Total cost of invoice plus code enforcement inspection fee

Community Development - Planning and Zoning

Document Fees

See "Public Documents" for specific documents and fees related to Planning and Zoning.

Photocopy Fees

See "Photocopy Fees - All Departments" for specific fees related to Planning and Zoning.

The following fees represent amount to be paid by applicant at time of application for approval. In the case of rezoning, special land use permit, amendment to approved site plan, administrative site plan and public right of way vacation applications, possible engineering fees will be billed directly to the applicant as they are incurred.

Construction Board of Appeals	\$200.00
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Industrial Facilities Tax Exemption (IFT)	
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Step 1: Establish district	\$500.00
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Step 2: Process application	\$1,000.00
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Planned Unit Development	Cost of rezoning and site plan review fees
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Public Right of Way Vacation	\$1,200 + possible consulting fees
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Rezoning	\$1,500 + possible consulting fees
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**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**



DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES	FY 23/24 FEES IF CHANGED
Community Development - Planning and Zoning (continued)			
Site Plan Review			
	Administrative Review	\$400 + consulting fees	
	Amendment to Approved Plan	\$675 + any consulting fees	
	Commercial Property Change of Use Application	\$675 + possible consulting fees	
	Commercial Property - Exterior Building Renovations Application	\$675 + possible consulting fees	
	Conceptual Site Plan Review	\$300 + any consulting fees	
	Site Plan Extension	\$500.00	
	Site Plan Submittal*	\$3,800.00	
	<i>* Includes written comments of review, one planning commission meeting and one city council meeting</i>		
Plat Review			
	Tentative approval of preliminary plat	\$5.00 per-lot \$300 minimum	
	Final approval of preliminary plat	\$3.50 per lot-\$300 minimum	
Final Plat Approval			
	Plat review	\$15.00 per lot-\$350 minimum	
Site Condominium Review			
	Site visit	\$300.00	
	Preliminary Plan Review	\$9.00 per unit-\$450 minimum	
	Final Plan Review	\$5.00 per unit-\$300 minimum	
Special Meetings			
	Planning Commission Meeting	\$700.00	
	Zoning Board of Appeals Meeting	\$600.00	
Special Land Use Permit		1200.00 + possible consulting fees	
Temporary Land Use			
	Temporary Sales/Event Activity	\$50.00	
	Seasonal Sales/Event Activity	\$250.00	
Zoning Verification Request		\$150.00	
ZBA Variances		\$725.00	

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

DEPARTMENT / SERVICE

FEE DESCRIPTION

FY 2024/25 FEES

FY 23/24 FEES IF CHANGED

Community Development - Rental Inspection

Document Fees

International Property Maintenance Code	\$20.00
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Residential Rental Registration Fees

Building/Single Family Unit

First unit	\$30.00
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Each additional unit	\$10.00
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Unregisterd units or false information given on registration form	See Ordinance Section 18-90
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Late Fee per unit*	\$50.00
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** A late fee will be assessed per unit if not registered within the allotted time according to Section 18-86 of the ordinance.*

Residential Rental Registration Inspection Fees

Single Family (single family, condos, duplex with owner occupied unit)	\$100/unit
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Multiple-family buildings up to 4 units	\$90/unit
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Multiple-family buildings over 4 units	\$80/unit
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Exterior property Inspection	\$60 + \$20/additional structures
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Missed inspection appointment fee for inspections scheduled by owner or agent	inspection fee as outlined above
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Past Due Compliance fee	\$60.00
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Re-inspection Fee - first	\$60.00
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Re-inspection Fee - second and beyond	\$100.00
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Inspection requested by tenant (request must be in writing)	\$80.00
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Late Fee*	
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Within 10 days	\$100.00
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After 10 days	\$100 + 5% daily charge
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** Per Ordinance Section 18-98.*

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

FY 23/24 FEES IF CHANGED

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES
Finance Department - Administration, Treasury, Assessing		
Document Fees		
	See "Public Documents" for specific documents and fees related to the Finance Department.	
Photocopy Fees		
	See "Photocopy Fees - All Departments" for specific fees related to the Finance Department.	
Returned Check Fee (NSF, etc.)		\$25.00
Dog License *		
	<i>* Dog License renewal is to take place the month of vaccination expiration. A \$20 Late fee applies to all renewals the month following vaccination expiration.</i>	
		<u>Per Dog</u>
	1 year neutered	\$10.00
	1 year neutered w/ late fee	\$30.00
	1 year non-neutered	\$25.00
	1 year non-neutered w/ late fee	\$45.00
	3 year neutered	\$25.00
	3 year neutered w/ late fee	\$45.00
	3 year non-neutered	\$60.00
	3 year non-neutered w/late fee	\$80.00
	Replacement license	\$5.00
	Service Dogs	Free
Duplicate Tax/Special Assessment/Utility Bill *		\$3.00/account
	<i>* Taxpayers/Utility customers who request a copy of their current bills will have the photocopy fees waived. Tax Escrow Agents who are registered with the City as a designated agent for the payment of taxes receive one free listing of requested parcels per tax season. \$3.00 fee per parcel applies for additional requests.</i>	
Tax Search Fee - Per Property Per Tax Year		\$3.00
Property Splits/Merger - fee per parcel		\$250.00
Property Transfer Affidavit Form Late Filing Fee*		\$5.00/day up to \$200
	<i>*Daily fee starts after a 45 day grace period. Fees apply for each separate "Failure to File".</i>	

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**



DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES
Mayor / City Council		
Document Fees		
	See "Public Documents" for specific documents and fees related to Mayor/City Council.	
Photocopy Fees		
	See "Photocopy Fees - All Departments" for specific fees related to Mayor/City Council.	
Mayoral Marriage		
	Resident	\$50.00
	Non Resident	\$100.00
Rental of City Council Chambers		\$50.00/hour
Special Council Meeting		\$365.50
Police Department		
Background Check Fee per Fire Authority Request		\$10.00
Copy of Police Reports Authorized for Distribution		\$10.00
Court Ordered Preliminary Breathe Test		\$15.00
False Alarm Fines		1st Instance per year - \$0, when notify PD of correction of problem \$50.00/each thereafter
Fingerprinting (2 cards only)		\$35.00
Impounded Vehicle Fee		\$50.00
Juvenile Offender Diversion Program Admin Fee		Max \$150 per Offense
Local Criminal History Record Check		\$25.00
Parking Permits		\$35.00/each
Reimbursement/Restitution Drunken Driving Arrests-Routine Case*		\$150.00
<i>* In cases where actual costs exceed \$150, such as accident or other unusual circumstance requiring numerous officers or other resources, amount will be calculated based on actual costs.</i>		
Sex Offender Registration		\$50.00
Special Duty, Regular Officer		Current billable hourly rate of Officers, as calculated annually, call for current rates
Special Duty, Reserve Officer		Current billable hourly rate of Officers, as calculated annually, call for current rates
Special Duty, Command Officer		Current billable hourly rate of Officers, as calculated annually, call for current rates
Video/Audio Recording Duplication Fee per tape/disk		\$50.00

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

DEPARTMENT / SERVICE

FEE DESCRIPTION

FY 2024/25 FEES

FY 23/24 FEES IF CHANGED

Police Department (continued)

PARKING FINES:

Nature of Offense	Paid within 72 hours / Paid after 72 hours but within 30 days
Abandoned vehicle (plus towing and storage charges)	\$20/\$40
All night parking (between 3 am and 6 am)	\$5/\$10
Angle Parking violation	\$10/\$20
Between a sidewalk and curb	\$10/\$20
Bicycle parking violations	\$10/\$20
Bus, taxicab stand violations	\$10/\$20
Disabled vehicle, failure to move	\$20/\$40
Failure to set brakes	\$10/\$20
Headed against traffic or left wheels to edge of roadway	\$20/\$40
In alley	\$10/\$20
Keys in vehicle or motor running	\$20/\$40
Load zone violation	\$10/\$20
Non-metered area, not parked within space	\$10/\$20
Obstructing traffic	\$20/\$40
Overtime parking, exceeding posted limit	\$5/\$10
Parked on grade, wheels not turned to curb	\$10/\$20
Parking too far from curb	\$10/\$20
Parking for Prohibited Purpose:	
Working/repairing vehicle	\$10/\$20
Displaying advertising	\$10/\$20
Selling merchandise	\$10/\$20
Storage over 48 hours	\$10/\$20
Prohibited Zone:	
In prohibited zone	\$10/\$20
In tow away zone	\$10/\$20
In fire lane	\$10/\$20

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

FY 23/24 FEES IF CHANGED

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES
Police Department (continued)		
PARKING FINES (continued):		Paid within 72 hours / Paid after 72 hours but within 30 days
	Nature of Offense	
	Prohibiting Parking (Signs Unnecessary):	
	On sidewalk	\$20/\$40
	In front of drive	\$10/\$20
	Within intersection	\$20/\$40
	Within 15 feet of hydrant	\$10/\$20
	On crosswalk	\$20/\$40
	Within 20 feet of crosswalk or 15 feet of corner lot lines	\$10/\$20
	Within 30 feet of street side traffic sign or signals	\$10/\$20
	Within 50 feet of R x R crossing	\$10/\$20
	Within 20 feet of fire station entrance	\$10/\$20
	Double parking	\$10/\$20
	On bridge or viaduct or within tunnel	\$20/\$40
	Blocking emergency exit	\$10/\$20
	Taxicab, parking other than cab stand	\$10/\$20
	Unauthorized parking in handicap space	\$50/\$100

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**



DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES	FY 23/24 FEES IF CHANGED
Department of Public Works			
DPW Labor-Regular time		\$42/hour	
DPW Labor-Saturdays		\$63/hour	
DPW Labor-Sundays & Holidays		\$84/hour	
Millpond Amphitheater Rental (4 hour block)			
	Refundable Deposit	\$500.00	
	City Resident / Business	\$150.00	
	Non-City Resident / Business	\$300.00	
	Non-Profit Organizations	\$75.00	
Sculpture Garden Rental			
		\$20/hour	
Utility Right of Way Permits			
	Residential*	\$50.00	
	Commercial*	\$125.00	
	Annual Blanket Utility Right of Way Work Permit**	\$3,000.00	
<i>* A performance bond may be required as detailed below</i>			
 <i>** Payable once a year and the fee may replace or be used for an unlimited number of permit fees in a given year for any work performed in the ROW. An annual right-of-way work permittee must submit a monthly application form to the city manager and public works director describing nature and location of all planned right-of-way work for the following month for approval prior to date work begins.</i>			
Performance Bond Amounts:			
	Disruption, boring, removal, etc. asphalt or concrete street	\$1,500.00	
	Disruption or removal of curb	\$500.00	
	Disruption or removal of sidewalk	\$300.00	
	Disruption of greenbelt	TBD by DPS Director (\$100.00)	

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES	FY 23/24 FEES IF CHANGED
Refuse Collection & Disposal			
Residential Refuse User Fee		\$20.67/month plus any recycling surcharges by Waste Management	\$18.48/month

The following are in reference to refuse and reflect the details of the rubbish hauling and disposal contract with Waste Management:

Weekly Refuse Volume Limitations

Weekly refuse volumes for all customers will be limited to what can fit in one trash cart and one recycle cart.
Three (3) 30 gallon plastic bags or one (1) curb cart.

Special Pickups

Residents are allowed to put out one (1) extra item on their regular collection date during the first full week of each month. Scheduling is not required. Households wishing to dispose of more than one item per service day will be required to schedule collection and is subject to fees, payable at the time of the request
Special pick-up items include Freon-free appliances, furniture and miscellaneous trash. Small items must be in containers or bundled as to be easily handled by the contractor.
Any one item must not exceed what 2 persons can safely and reasonably lift.
Total volume cannot exceed two (2) cubic yards. This is an area 3'x3'x6'. It is equivalent to approximately 3 washers/dryers, 2 couches, 20 bags of leaves or grass.

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES	FY 23/24 FEES IF CHANGED
Utilities (Water and Sewer)			
Utility User Fees (bi-monthly)			
Water			
(Commodity per 1,000 Gallons):			
City		\$7.06	\$6.48
Genoa Pine Creek, Hamburg Township		\$7.06	\$6.48
Genoa Dillon, Genoa Northstar 2, Brighton Township		\$7.78	\$7.14
Genoa Northstar 1		\$8.13	\$7.46
PILOT (Payment in Lieu of Taxes)		\$16.66	
Bulk Water - (8*Commodity Rate)*4 (4,000 gallon minimum)+ (2*Commodity Rate) for every 1,000 or fraction thereof used over 4,000.*	\$225.92 minimum + \$14.12 for each add't 1,000 gallons		
<p><i>* Ex: (8*\$7.06)*4 = \$225.92 minimum charge + (2*\$7.06) for every 1,000 gallons used over 4,000</i></p>			
<p>Note: If a contractor is performing work for the City and requires bulk water for the contracted work, then the contractor will pay the (8*Commodity Rate) for the first 4,000 gallons only once, regardless of how many times bulk water is provided for the given project. Thereafter, the (2*Commodity Rate) for every 1,000 gallons or fraction thereof used over 4,000 will apply.</p>			

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2024/25 FEES	FY 23/24 FEES IF CHANGED
Utilities (Water and Sewer) (continued)			
Wastewater:			
(Commodity per 1,000 Gallons):			
	City	\$8.31	\$7.55
	Genoa, MDOT	\$8.31	\$7.55
	Hamburg	\$7.49	\$7.13
Administrative (per meter size/service)			
	City - Rates reflect Bi-monthly Billing	\$9.86	\$9.81
	Genoa, Hamburg, MDOT - Rates reflect Quarterly Billing	\$14.79	\$14.72
Debt Service (per meter size/service)			
	City - Rates reflect Bi-monthly Billing		
	.75"	\$23.42	
	1.00"	\$43.41	
	1.50"	\$86.81	
	2.00"	\$137.88	
	3.00"	\$273.20	
	4.00"	\$426.40	
	6.00 "	\$852.80	
	Genoa Pine Creek - Rates reflect Bi-monthly Billing		
	.75"	\$9.29	
	1.00"	\$17.53	
	MDOT - Rates reflect Quarterly Billing		
	1.00"	\$65.11	
Un-metered Charge - Includes Debt Service and Admin Fee in the rates			
	Residential	\$115.12	\$107.00
	Governmental	\$379.04	\$318.27
	Commercial/Industrial	\$712.48	\$605.42
Penalties - 10% of <u>all</u> charges due on the 21st day after billing			

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

FY 23/24 FEES IF CHANGED

Utilities (Water and Sewer) (continued)

Utility Connection Fee Schedule

The following equivalent user factors will be used to assess connection fees. For purposes of this table, an equivalent user is defined as that quantity of water and wastewater discharged from an ordinary single-family dwelling. In computing charges for commercial, industrial or multiple residences, the number of units shall be determined from the following equivalent user factors. Where square footage is used in the calculation of equivalent users, it shall mean the entire square footage inside the building.

All City users (inside or outside the City) connecting to City owned or privately owned **Water** mains furnished water by the City of Brighton water supply system shall pay a connection fee based on the rate of **\$2,802 per unit.**

All City users (inside or outside the City) connecting to City owned or privately owned **Sewers** served by the City of Brighton sewage disposal system shall pay a connection fee based on the rate of **\$7,198 per unit.**

Usage	Units	Unit Factor
Auto Dealers (new and/or used)	1.00	per premise + \$0.15 per stall
Auto Repair/Collision - Body Shops	1.00	per shop + \$0.50 per 1,000 SF
Banks	0.25	per employee station
Barber Shops	1.00	per shop + \$0.10 per chair
Bars	2.00	per 1,000 SF
Beauty Shops	1.00	per shop + \$0.15 per booth
Bed and Breakfast Establishments	1.00	per building + \$0.20 per guest
Boarding Houses	1.00	per building + \$0.20 per bedroom
Boarding Schools	0.27	per bed
Bowling Alleys (w/out bar or lunch)	0.16	per alley
Bowling Alleys (bar and/or lunch)	0.60	per alley
Car Wash (production line no recycle)	10.00	per single production line
Car Wash (production line with recycle)	5.00	per single production line
Car Wash (self service)	1.25	per stall
Child Care Service	1.00	per premise + \$0.05 per person
Churches	0.25	per 1,000 SF (minimum 1.0 unit)

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

FY 23/24 FEES IF CHANGED

Utilities (Water and Sewer) (continued)

Utility Connection Fee Schedule (continued)

Usage	Units	Unit Factor
Cleaners (pick up only)	1.00	per shop
Cleaners (pressing facilities)	1.00	per shop plus 0.50 per press
Clinics	1.00	per premise plus \$0.50 per exam room
Convalescent Homes	1.00	per premise + \$0.50 per bedroom
Convents	1.00	per premise + \$0.20 per bedroom
Country Clubs and Athletic Clubs	1.50	per 1,000 SF
Doctor's Office	1.00	per premise + 0.5 per exam room
Drug Stores	0.25	per 1,000 SF (minimum 1.0 unit)
Factories (exclusive of industrial waste)	0.50	per 1,000 SF
Fire Stations	0.20	per stationed firefighter per 24 hours
Fire Stations (Volunteer)	1.00	per premise
Florist	1.10	per 1,000 SF
Fraternal Organizations (members only)	1.00	per hall
Fraternal Organizations (members)	2.00	per hall + bar, restaurant, etc.
Funeral Homes	1.50	per 1,000 SF + residence
Garden Center (Nursery)	1.10	per 1,000 SF
Government Offices	0.40	per 1,000 SF
Grocery Stores and Markets	1.10	per 1,000 SF
Hospitals	1.09	per bed
Hotels/Motels (private baths)	0.35	per bedroom
Industrial Buildings	0.50	per 1,000 SF
Landscaping Undeveloped Land	1.00	per 7,920 SF
Laundry	0.35	per washer
Library	0.5275	per 1,000 SF
Lumber Yard	0.05	per 2,000 SF
Mobile Homes	1.00	per pad

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

FY 23/24 FEES IF CHANGED

Utilities (Water and Sewer) (continued)

Utility Connection Fee Schedule (continued)

Usage	Units	Unit Factor
Multiple Family Residences		
One bedroom Unit (changing "apartment" to "unit")	0.50	per unit
Two bedroom Unit (changing "apartment" to "unit")	0.70	per unit
Three bedroom Unit (changing "apartment" to "unit")	1.00	per unit
Duplex	1.00	per dwelling unit
Office Building	0.40	per 1,000 SF
Pet Shops	1.10	per 1,000 SF
Pool Halls	0.10	per table
Post Office	1.00	per 1,000 SF
Printing Shops	0.50	per 1,000 SF
Public Institutions other than hospitals	0.75	per 1,000 SF
Research and Testing Laboratories	0.75	per 1,000 SF
Restaurants (dinner and/or drink)	3.50	per 1,000 SF
Restaurants (fast food)	7.00	per restaurant
Restaurants (meals w/service & dishes)	2.50	per 1,000 SF
Restaurants (take out)	1.50	per 1,000 SF
Retail Stores	0.30	per 2,000 SF
Rooming Houses (no meals)	0.25	per room
Schools (w/out showers or pools)	1.00	per classroom
Schools (w/showers and/or pool)	1.50	per classroom
Senior Citizen Apartments	0.34	per apartment
Service Stations	1.00	per premise + \$0.15 per nozzle
Service Stations w/auto repair	0.15	per stall
Service Stations w/mini-mart	0.50	1,000 SF building area
Skating Rinks	0.40	per 1,000 SF
Snack Bars (drive-in)	2.50	per 1,000 SF
Swimming Pools	3.00	per 1,000 SF
Single Family Residence	1.00	per residence

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

FY 23/24 FEES IF CHANGED

Utilities (Water and Sewer) (continued)

Utility Connection Fee Schedule (continued)

Usage	Units	Unit Factor
Single Family Residence w/home occupation	1.50	per residence
Sports Centers	1.00	per 1,000 SF
Stores (other than specifically listed)	0.25	per 1,000 SF
Tennis Clubs	0.15	per 1,000 SF
Tennis or Handball Indoor Club	0.50	per court
Theaters (drive-ins)	0.03	per car space
Theaters (inside w/air condition)	1.00	plus \$0.01 per seat
Tourist Courts (individual bath units)	0.27	per cubicle
Trailer Parks (central bath house)	0.40	per trailer
Trailer Park (individual bath)	1.00	per trailer
Veterinary Facility	2.00	per veterinarian
Veterinarian Facility with Kennel	1.50	per facility + \$0.5 per 5 kennels
Warehouses and Storage	0.10	per 1,000 SF

Where buildings size and number of employees are both known, the equivalent water factors shall be based on the highest projected flow factor. Classifications not specifically listed shall be assigned values as determined by the City, but no facility shall be assigned less than one unit. Where multiple businesses exist at one location (shopping centers, hotels with restaurant or bar facilities, etc.), the various businesses will be combined equivalents.

In cases of expansion or change of existing water/sewer uses, connection fees shall be levied in accordance with the current connection fee schedule based upon the difference in the current and expanded or changed use, but no facility shall be assigned less than one unit.

In cases where an application for water and/or sewer service has been made for property which is contiguous to an existing water and/or sewer special assessment district with water and/or sewer, service will be granted only after the following fees have been paid:

(a) an up-front lump-sum capital charge equivalent to the pro-rata of what would have been the property's assessment costs if the property were in the district, for the remaining term of the assessment. The capital charge will be placed in the debt service fund for future debt service payments on the special assessment. The properties in the SAD will have their remaining assessments reduced by their pro-rata share of the capital charge; and

(b) all connection fees.

Connection charges not listed, such as a 24-hour operation and other unusual conditions, shall be determined by the City Manager based on an estimated typical consumptions, which most nearly approximates a use listed above.

**CITY OF BRIGHTON FEE SCHEDULE
FY 24/25**

**FY 23/24 FEES IF
CHANGED**

WATER METER EQUIPMENT	3/4" or 5/8"	1"	1 1/2"	2"	3"	4"	3/4" or 5/8"	1"	1 1/2"	2"	3"	4"
Water Meters**	\$220.00	\$300.00	\$1,200.00	\$1,500.00	\$2,000.00	\$3,500.00		\$1,300.00	\$1,575.00			\$3,900.00
Horn	\$150.00	\$245.00	\$100.00	\$100.00	\$435.00	\$600.00			\$110.00		\$486.00	\$650.00
MXU	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
TOTAL	\$670.00	\$845.00	\$1,600.00	\$1,900.00	\$2,735.00	\$4,400.00	\$620.00	\$795.00	\$1,650.00	\$1,935.00	\$2,736.00	\$4,800.00

**Subject to changes in market pricing

Utility Tap Installation Charges:

Water and sewer taps shall be performed by the contractor, unless deemed necessary by the DPS Director.

Inspection

All utility taps and abandonments shall be inspected by City Staff \$100.00 per tap or conn.

RESOLUTION #2024-12

A RESOLUTION ADOPTING THE SCHEDULE OF FOR THE CITY OF BRIGHTON FOR FY 2024/2025

WHEREAS, pertinent sections of the Brighton Municipal Code require that the Brighton City Council periodically establish fees to be collected by the City staff for selected services, penalties and licenses; and

WHEREAS, City staff has reviewed the revenue needs of the City for Fiscal Year 2024/2025 and has proposed to the City Council a fee and charge schedule to meet those needs; and

WHEREAS, the Brighton City Council has reviewed the proposed fee schedule.

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

1. The Council accepts the recommendations of City staff as they relate to the proposed fee schedule.
2. The proposed fee schedule is adopted as presented.
3. City staff is directed to implement the fee schedule effective July 1, 2024.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

This Resolution was ____ this ____ day of May 2024.

I, Tara Brown, City Clerk for the City of Brighton, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council at the Regular meeting held on May 07, 2024.

Tara Brown, City Clerk



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
MAY 7, 2024

SUBJECT: CONSIDER APPOINTMENTS TO THE BRIGHTON CITY PLANNING COMMISSION

ADMINISTRATIVE SUMMARY

The Planning Commission for the City of Brighton consists of nine members. There are currently two vacancies, the first of which is to fulfill the term previously held by Councilmember Ken Schmenk that is set to expire in August of 2024. The second vacancy is for a full 3-year term as Commissioner Petrak's appointed term is set to expire on June 1st. The City has received five applications for consideration.

- Susan Bakhaus – Seeking first time appointment.
- Tom McCallion – Seeking first time appointment.
- Derrick Markel – Seeking first time appointment.
- William Zolner – Seeking first time appointment.
- David Petrak – Seeking reappointment.

Prepared by: Joe Gaikema, Management Assistant

Reviewed &

Approved by: Gretchen Gomolka, City Manager



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

May 7, 2024

SUBJECT: CONSIDER THE PURCHASE AND INSTALLATION OF TWO XYLEM AC SERIES 2000 PUMPS AND MOTORS AT NORTHSTAR BOOSTER STATION FROM KENNEDY INDUSTRIES IN AN AMOUNT NOT TO EXCEED \$40,400.

BACKGROUND

- The North Star Booster Station was constructed in 1996 for the purpose of pumping water into the Northstar Water Tower, which services Brighton and Genoa Townships. Currently, the pumps at this station are twenty-eight years old and thirteen years past their useful life expectancy. While there has been regular maintenance performed on these pumps, there is a limit to how much maintenance can be performed before pumps and motors need to be replaced.

ADMINISTRATIVE SUMMARY

- Kennedy Industries is the sole source provider for Xylem Allis Chalmers Series 2000 pumps and motors, which are currently being used at the Northstar booster station. Staff would like to purchase the same pumps and motors which would fit onto the existing base plates and piping. Furthermore, booster stations are engineered to operate between predetermined parameters, switching pumps or altering piping could cause unintended consequences, such as a decrease in pump performance or premature pump failure.
- Kennedy Industries will have to field technicians onsite to remove the old pump install the new pumps and motors and install the new ones. They will also start and verify the operation of each pump. These pumps are larger than our other booster pumps, which makes proper installation critical. Any variance between the pump and motor shaft could cause premature failure. Kennedy has all the equipment needed to properly install these pumps and motors within their design specifications. If there are any issues with the pumps or motors due to installation or manufacturer defect, Kennedy will be responsible for the repairs.
- The pumps come with a twelve-month warranty and the motors come with a thirty-six-month warranty.
- Kennedy Industries is highly regarded and trusted in both the water and wastewater industry throughout Michigan. The City of Brighton has used Kennedy Industries for numerous jobs through the years and have no concerns with their work.
- Kennedy Industries
 - Xylem AC pumps and motors - \$12,116.00 each
 - Installation cost per pump - \$5,450 each
 - Total for two pumps and installation - \$35,132.00
 - 15% Contingency – \$40,400.00

BUDGET INFORMATION

- \$60,000 was approved and available in the 2023/2024 Capital Improvement Budget for Northstar Booster Station Refurbishment.

RECOMMENDATION

Staff recommends council approve the purchase and installation of two Xylem AC Series 2000 pumps and motors at the Northstar Booster Station from Kennedy Industries in an amount not to exceed \$40,400.

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

Reviewed by: Marcel Goch, DPS Director

Elizabeth Gaines, Finance Director

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

Reviewed &

Approved by: Gretchen Gomolka, City Manager



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

May 7, 2024

SUBJECT: CONSIDER APPROVAL OF TCO 186 TO PLACE “NO PARKING THIS SIDE OF STREET” SIGNS AND YELLOW CURB ON THE NORTH SIDE OF WASHINGTON STREET FROM HYNE STREET TO 4TH STREET.

ADMINISTRATIVE SUMMARY

- With the opening of W. Main St. and the closure of parking lots, parking availability has significantly decreased on the south side of W. Main St.
- When cars are parked on both sides of Washington Street there is limited space for two-way traffic, and it makes it particularly difficult for emergency vehicles to navigate.
- Historically, during major civic events police have been installing no parking signs on the north side of Washington Street in order to keep sufficient space for safe travel and emergency vehicles.
- Given the increased business in the Downtown area and the overflow of parking into residential areas, it's imperative to address this parking issue promptly and permanently.
- Brighton Area Fire Authority Chief Michael O’Brian has been consulted and he fully supports the placement of "No Parking this Side of Street" signs along with yellow curb markings.
- If approved, staff will communicate with the affected residents on Washington Street to let them know about the new TCO.

BUDGET

- All signs will be made by DPS staff, and the yellow curb will be painted by DPS staff.

RECOMMENDATION

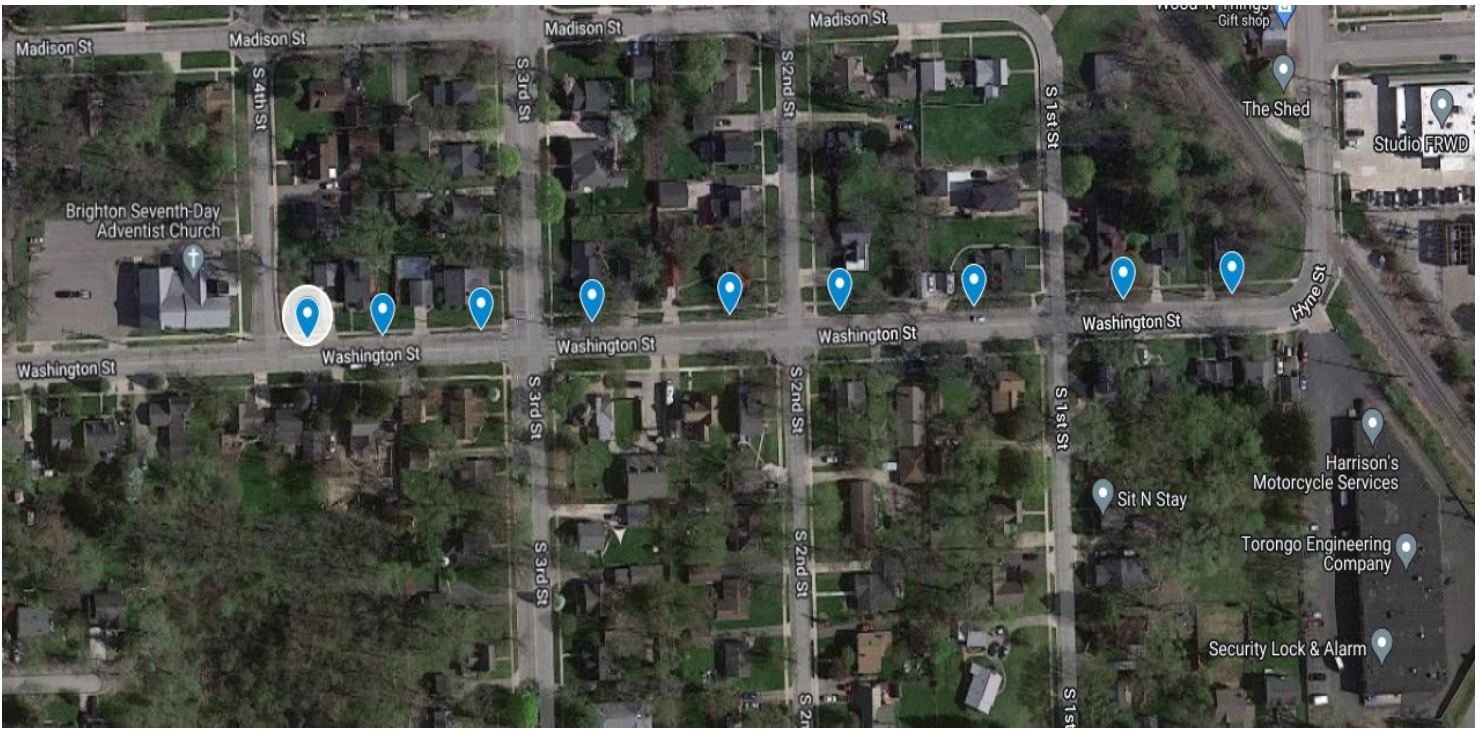
Staff recommends council approve TCO 186 to place “no parking this side of street” signs and yellow curb on the north side of Washington Street from Hyne Street to 4th Street.

Prepared by: Brent Pirochta, Chief of Police

Reviewed by: Marcel Goch, DPS Director

Reviewed &

Approved by: Gretchen Gomolka, City Manager



The blue pin markers are the suggested locations for the “No Parking This Side of Street” signs. The same stretch of Washington St would include a yellow painted curb.

TEMP. T.C.O. FILED _____
CONTROLS INSTALLED _____
APPROVED BY COUNCIL _____
RESCINDED _____

CITY OF BRIGHTON
TRAFFIC CONTROL ORDER NO. 186

In accordance with the Brighton City Code, as amended, and Ordinance #348, Section 86-26 though 86-28, we have made an investigation of traffic conditions on:

The north side of Washington St. from Hyne St to Fourth St.

and as a result of said investigation do hereby direct that:

DPS place "No Parking This Side of Street" signs and paint the curb yellow on the north side of Washington St from Hyne St to Fourth St.

This order shall not expire until rescinded by the City Council. If this is a temporary traffic control order that has been placed by the Traffic Engineer, this order shall expire 90 days from the date of filing with the City Clerk.

Traffic Engineer (City Manager)

Date of Filing with City Clerk
(if temporary)

Received for filing (date) by

Tara Brown, City Clerk

Approved by the City Council on: _____

I hereby certify that the foregoing is a true copy prepared from the record on file in my office, as attested to by the Seal of the City Clerk of the City of Brighton, embossed hereto.

Signed _____
Tara Brown, City Clerk

Date: _____



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

DATE: May 7, 2024

SUBJECT: CONSIDER APPROVAL OF TCO 187 TO CREATE TWO HANDICAP PARKING SPACES ON WEST ST. PAUL STREET

BACKGROUND

- Prior to the downtown streetscape project, there were two handicap spaces along north West Street that were eliminated. With the reconstruction, the previous locations are unavailable and new locations need to be selected.

ADMINISTRATIVE SUMMARY

- After a review of the area, staff would like to make the first two parking spaces on the northwest corner of west St. Paul Street and north West Street handicap parking spaces.



- Both signs will be acquired/made and installed by the DPS staff.

RECOMMENDATION

Staff recommends approval of TCO 187 to create the two handicap parking spaces at the intersection of west St. Paul Street and north West Street.

Prepared by: Brent Pirochta, Chief of Police

Reviewed by: Gretchen Gomolka, City Manager
Marcel Goch, Department of Public Services Director

Reviewed &
Approved by: Gretchen Gomolka, City Manager

TEMP. T.C.O. FILED _____
CONTROLS INSTALLED _____
APPROVED BY COUNCIL _____
RESCINDED _____

CITY OF BRIGHTON

TRAFFIC CONTROL ORDER NO. 187

In accordance with the Brighton City Code, as amended, and Ordinance #348, Section 86-26 though 86-28, we have made an investigation of traffic conditions:
The need for replacement of handicap parking spaces that were eliminated on north West Street with the Downtown Streetscape project.

and as a result of said investigation do hereby direct that:

DPS staff make the first two parking spaces on the northwest corner of west St. Paul Street and north West Street handicap parking spaces.

This order shall not expire until rescinded by the City Council. If this is a temporary traffic control order that has been placed by the Traffic Engineer, this order shall expire 90 days from the date of filing with the City Clerk.

Traffic Engineer (City Manager)

Date of Filing with City Clerk
(if temporary)

Received for filing (date) by

Tara Brown, City Clerk

Approved by the City Council on: _____

I hereby certify that the foregoing is a true copy prepared from the record on file in my office, as attested to by the Seal of the City Clerk of the City of Brighton, embossed hereto.

Signed _____
Tara Brown, City Clerk

Date: _____