



Brighton City Council Meeting

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

May 13, 2025 – 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: budget work session of April 15, 2025
- b. Approval of minutes: budget work session of April 16, 2025
- c. Approval of minutes: regular meeting of April 22, 2025
- d. Acceptance of the quarterly financial report
- e. Acceptance of the quarterly investment report
- f. Approval of Cyr Electric LLC to install two variable frequency drives at the Northstar Booster Station in an amount not to exceed \$8,100
- g. Approval to purchase spare parts for the water and wastewater SCADA systems from McNaughton-McKay Electric Company in an amount not to exceed \$24,848
- h. Approval to amend Resolution #2025-01, Poverty Exemption
- i. Approval of Resolution #2025-11, A Resolution Approving the Sale of Alcoholic Liquor for Don Ramon LLC, DBA El Patron 675 W. Grand River Avenue
- j. Approval of the refurbishment of grit pump #2 by Kennedy Industries in an amount not to exceed \$16,950
- k. Approval of a Service Agreement with the Economic Development Council of Livingston County

Correspondence

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

Public Hearing and Budget Adoption

9. Conduct a public hearing and consider adoption Resolution #2024-10, Fiscal Year 2025/2026 Budget
10. Consider approval of Resolution #2025-12, Fiscal Year 2025-26 Fee Schedule
11. Consider approval of Resolution #2025-13 to Establish the Levy and Authorize the Collection of Taxes, Penalties, and Fees for Fiscal Year 2025-2026

New Business

12. Consider approval of amendments to the 2025 A Taste of Brighton civic event application to allow a boat regatta and fireworks display on the Millpond
13. Consider approval of the Brighton Arts and Culture recommendations for sculptures to be placed as presented
14. Discussion on logo designs and possible direction to Crimson for refinement

15. Discussion of potential road projects and consider approval of design and construction engineering services proposals from Hubbell, Roth & Clark, Inc. for Glenwyth, Robertson, Sisu Knoll, and Rita Ann for a cost not to exceed \$161,230, along with related budget amendments
16. Consider approval of Resolution #2025-14 to allow staff to apply for \$197,000 through the Michigan Department of Transportation Economic Development Fund Category B Program Grant for the mill and overlay of South Third Street between Main Street and Brighton Lake Road and commit to providing \$264,000 including \$197,000 in matching funds
17. Consider approval of the purchase of surveillance cameras and associated equipment for city water towers and booster stations from Essential Electric LLC in an amount not to exceed \$67,000
18. Consider approval of the installation of solar crosswalk signs by Severence Electric at the intersections of Main and Sixth Streets and Challis Road and Karl Greimel Drive at a cost not to exceed \$42,985, along with related budget amendments

Other Business

20. Call to the public
21. Adjournment



City Council Special Meeting

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MINUTES OF THE BUDGET WORK SESSION OF THE BRIGHTON CITY COUNCIL HELD ON APRIL 15, 2025

1. Call to Order

Mayor Tobbe called the budget work session to order at 6:30 p.m.

2. Roll Call

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

Staff Present: City Manager Gretchen Gomolka, Finance Director Liz Gaines, City Clerk Tara Brown, Community Development Manager Michael Caruso, and Deputy Chief Craig Flood.

3. Pledge of Allegiance

Mayor Tobbe led those in attendance in the Pledge of Allegiance

4. Consider approval of the agenda

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

5. Call to the Public

Mayor Tobbe opened the call to the public at 6:32 p.m. Hearing and seeing no comment, the call to the public was closed.

6. Budget Discussion

City Council and staff discussed the General Fund, specifically revenue vs. expenditures, and financial big picture view; as well as departmental budgets such as City Council, Administrative Services, Finance, Information Technology, Community Development, miscellaneous transfers out and post-employment benefits, Brownfield Redevelopment Authority, Brighton Arts and Culture Commission, Imagination Station, Downtown Development Authority, and debt roll off.

City Council asked for a grant scorecard or status report to be made available for review, metrics on My Brighton MI app to be reported back, and an MTT legal update.

7. Call to the Public

Mayor Tobbe opened the call to the public at 8:28 p.m. Hearing and seeing no comment, the call to the public was closed.

8. Adjournment

Motion by Councilmember Pettengill, seconded by Councilmember Albert, to adjourn the meeting at 8:30 p.m. **The motion carried, 7-0.**

Tara Brown, City Clerk



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MINUTES OF THE BUDGET WORK SESSION OF THE BRIGHTON CITY COUNCIL HELD ON APRIL 16, 2025

1. Call to Order

Mayor Tobbe called the budget work session to order at 6:31 p.m.

2. Roll Call

Present were Mayor Tobbe, Mayor Pro Tem Bohn, Councilmembers: Albert, Gardner, Gipson (arrived at 7:03 p.m.), Pettengill, and Schmenk.

Staff Present: City Manager Gretchen Gomolka, Finance Director Liz Gaines, City Clerk Tara Brown, Community Development Manager Michael Caruso, DPW Director Marcel Goch, Superintendent Brad Shrader, Detective Mike Artznz, DPS Deputy Director Corey Brooks, Administrative Assistant Lorraine Ritchie, Chief Brent Pirochta, and Deputy Chief Craig Flood.

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

3. Pledge of Allegiance

Mayor Tobbe led those in attendance in the Pledge of Allegiance

4. Consider approval of the agenda

Motion by Councilmember Schmenk, seconded by Councilmember Gardner, to approve the agenda as presented. **The motion carried, 6-0.**

5. Call to the Public

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

Susan Walters-Bakhaus spoke regarding the St. Paul Pocket Park and the Robertson Brothers Donation.

Hearing and seeing no further comment, the call to the public was closed at 6:34 p.m.

6. Budget Discussion

City Council and staff discussed the Public Service, Utilities, and Police budgets.

7. Call to the Public

Mayor Tobbe opened the call to the public at 9:09 p.m.

Susan Walters-Bakhaus spoke regarding the water and wastewater utility rates for township users' that are charged by the City of Brighton.

Hearing and seeing no comment, the call to the public was closed at 9:11 p.m.

8. Adjournment



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Motion by Councilmember Schmenk, seconded by Councilmember Pettengill, to adjourn the meeting at 9:12 p.m. **The motion carried, 7-0.**

Tara Brown, City Clerk

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Brighton City Council Meeting

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MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON APRIL 22, 2025

1. Call to order

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

2. Pledge of Allegiance

Mayor Tobbe led those in attendance in the Pledge of Allegiance

3. Roll call

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

Others Present: City Manager Gretchen Gomolka, City Clerk Tara Brown, Development Manager Mike Caruso, Human Resources Manager Michelle Miller, Deputy DPS Director Corey Brooks, Attorney Sarah Gabis, and Chief Brent Pirochta.

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

4. Consider approval of the agenda

Motion by Councilmember Gardner, seconded by Councilmember Schmenk, to approve the agenda as presented. **The motion carried, 6-0.**

5. Consider approval of consent agenda items

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

Consent Agenda Items

- a. **Approval of minutes: regular meeting of April 8, 2025**
- b. **Approval of the contract with City Services, Inc. for the installation of a bypass valve and tapping sleeve on the Hamburg Township force main in an amount not to exceed \$10,050**

Correspondence

6. Call to the public

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

Nancy Fredenburg, current President of the Brighton Area Historic Society, provided an update on historical society events and happenings.

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

7. Staff updates

Chief Pirochta stated that the senior student water wars began on April 22, 2025, at noon and will continue until teams are eliminated. Senior Water Wars is not sponsored by Brighton High School but many Brighton seniors participate. Please be mindful of this as you may see kids with squirt guns throughout town.

Human Resources Manager Miller reported that two positions are currently open, Zoning Officer and Deputy Finance Director.

DPW Director Goch noted that two trees fell in the Fairview Cemetery. The area will be blocked off and cleaned up before the weekend.

8. Quarterly employee milestones

Human Resources Manager Miller recognized DPW employee Shane Basch for his 30 years of service and Police Officer Drake Brusseau for his 5 years of service.

9. Updates from Councilmember liaisons to various boards and commissions

Councilmember Gardner noted that the Planning Commission recently approved Ordinance 608 Zoning Amendments and these amendments will be coming to City Council for final approval. The Planning Commission also reviewed a conceptual site plan for 144 units, 411 parking space development downtown in the current Fifth Third Bank area. This is only conceptual at this time.

Councilmember Albert met with the Brighton Veterans Memorial Committee and discussed the upcoming Memorial Day parade. The parade will end at The AMP where many Livingston County veterans killed in action will be honored.

Councilmember Schmenk stated the Zoning Board of Appeals met on April 10, 2025, and discussed a split on Brighton Lake Road and two variances.

Councilmember Pettengill noted that many exciting things are happening within the Brighton Arts and Culture Commission. Many new sculptures will be placed downtown and there will be movement with others to reorganize the sculpture tour. The Imagination Station kickoff is scheduled for May 17, 2025, beginning 9:00 a.m.

Discussion

10. Rebranding and logo presentation by Crimson

City Manager Gomolka provided background on the MML Ralph C. Wilson Foundation grant, including the guidance given to Crimson that shaped the development of a rebranding plan and logo designs.

Crimson CEO Chris Heaton and VP & Executive Creative Director Will Perry provided City Council with background development on archetypes and several logo designs with context as to their thought process.

City Council discussed the logos that were presented but will review them over the next two weeks to discuss refinement and direction

11. Potential upcoming road projects

Motion by Councilmember Gipson, seconded by Councilmember Pettengill to table item 11. **The motion carried, 6-0.**

New Business

12. Consider approval to use \$5,850 of the Robertson Brothers donation to improve the St. Paul Pocket Park

Motion by Councilmember Gipson, seconded by Councilmember Schmenk to approve the use of \$4,850 of the Robertson donation to improve the St. Paul Pocket Park as follows: a sponsorship of the new sculpture in the pocket park of \$1,000; landscape budget of \$2,500 for the improvement area between the retaining wall and the pocket park in collaboration with Landscape Design and Associates; ribbon cutting ceremony and grand opening scheduled for June 6, 2025 for \$350; and an additional \$1,000 to cover any plaque or any other portions of the motion exceeding the amount that has already been stated. **The motion carried, 6-0.**

Motion by Councilmember Gipson, seconded by Councilmember Schmenk to untable item 11. Potential upcoming road projects.

City Manager Gomolka and DPW Director Goch provided an overview of potential road projects within the city. City Council asked that engineering proposals for Glenwyth, Robertson, Sisu Knoll, and Rita Ann be brought back and that

opinions on probably costs be sought for Baywood, Peppergrove, and various courts within the area be brought back for more discussion to be ready if voters approve the continued millage in November.

13. Consider approval of the alterations to the Lindbom consent judgement

City Council and City Attorney Gabis discussed the various changes to the Lindbom consent judgement, noting the product will be for sale, and the developer has removed the pool and club house.

Motion by Councilmember Gipson, seconded by Councilmember Albert to approve of the alterations to the Lindbom consent judgement as presented by the City Attorney and authorize the City Mayor to execute the same pending City Attorney final review. **The motion carried by roll call vote, 6-0.**

Motion by Councilmember Gardner, seconded by Councilmember Schmenk to approve the amended planned unit development agreement and authorize the City Mayor to execute the same pending City Attorney final review. **The motion carried by roll call vote, 6-0.**

14. Consider Entering into Closed Session to Receive a Written Attorney-Client Privileged Communication pursuant to the Michigan Open Meetings Act, 1976, § 15.268(1)(h), Michigan Compiled Laws

Motion by Councilmember Pettengill, seconded by Councilmember Schmenk to enter into closed session at 9:14 p.m. to receive a written attorney-client privileged communication pursuant to the Michigan Open Meetings Act, 1976, § 15.268(1)(h), Michigan Compiled Laws. **The motion carried by roll call vote, 6-0.**

Motion by Councilmember Gardner, seconded by Councilmember Schmenk to come out of closed session at 10:16 p.m. **The motion carried, 6-0.**

Other Business

15. Call to the public

Mayor Tobbe opened the call to the public at 10:16 pm. Hearing and seeing no comment, the call to the public was closed.

16. Adjournment

Motion by Councilmember Schmenk, seconded by Councilmember Pettengill to adjourn the meeting at 10:16 p.m. **The motion carried, 6-0.**

Tara Brown



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

May 13, 2025

SUBJECT: QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2025

ADMINISTRATIVE SUMMARY

- We are ¾ of the way through the year, revenues are trending higher than budgeted while expenditures are materially in line with the budget.
- We should end the year favorably with minimal use of fund balance.
- 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 3/31/2025

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

	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 3/31/2025	OVER/ (UNDER) AMENDED BUDGET	NOTES
REVENUE					
PROPERTY TAXES	8,268,820.00	8,268,820.00	8,300,973.36	32,153.36	We have collected the majority of our taxes, more will trickle in throughout the year.
TAX PENALTIES, INTEREST & FEES	321,500.00	321,500.00	317,198.15	(4,301.85)	This is the tax administrative fee (1% fee on all taxes added to tax bills), we have collected on the summer and winter tax bills, we will receive a final payment when the County makes us whole on delinquent taxes.
LICENSES & PERMITS	453,750.00	453,750.00	276,219.90	(177,530.10)	We received some Building permit fees, which will pick up in the spring. We received 2 of 4 cable franchise fee payments.
STATE SHARED REVENUE	1,075,000.00	1,075,000.00	587,732.23	(487,267.77)	This includes the PPT reimbursement, which which we receive in October and May, and the State Shared revenue which we receive bi-monthly, on a two month lag.
INVESTMENT EARNINGS	30,000.00	30,000.00	345,936.72	315,936.72	Due to high interest rates we have exceeded the budgeted amount.
RENTS & ROYALTIES	75,350.00	75,350.00	10,665.00	(64,685.00)	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).
OTHER REVENUE	60,500.00	60,500.00	148,762.13	88,262.13	Includes reimbursement for civic events, dividend payment from our purchasing card and reimbursements to the City for retiree health savings account pre-funding. We also received a large unanticipated insurance recovery, which offsets the repair expense.
OTHER FINANCING SOURCES	270,523.09	270,523.09	99,949.62	(170,573.47)	This represents appropriation from DDA and Utility Funds. Which will be fully recorded by year end.
SERVICE CHARGES	871,700.00	871,700.00	711,736.78	(159,963.22)	This is primarily refuse collection user fees.
FINES & FORFEITS	24,000.00	24,000.00	31,752.09	7,752.09	Primarily police related fines which come in sporadically throughout the year.
LOCAL UNIT CONTRIBUTION	97,500.00	97,500.00	76,605.01	(20,894.99)	This account is for the liaison officer payments from Brighton Schools.
GRANTS	1,500.00	1,500.00	38,894.39	37,394.39	We received a \$10,000 grant to assist with election needs and two grants to assist with education for our police officers for \$8,500 and \$17,000. Neither grant was anticipated.
TOTAL REVENUES	11,550,143.09	11,550,143.09	10,946,425.38	(603,717.71)	

EXPENDITURES					
CITY COUNCIL	37,485.00	37,485.00	12,018.68	(25,466.32)	Primary expense is Per Diems, which are paid at the end of the year.
CITY MANAGER	299,410.00	299,410.00	216,871.48	(82,538.52)	Includes City Manager, a portion of both management assistant positions and an allocated portion of the budgeted additional payment to MERS.
COMMUNICATIONS	37,600.00	37,600.00	17,762.74	(19,837.26)	This budget is limited to community promotions expenses.
LEGAL SERVICES	245,299.00	245,299.00	67,587.92	(177,711.08)	General and Labor attorney retainers and other expenses.
CITY CLERK	292,644.00	292,644.00	202,064.92	(90,579.08)	Election costs and per diems, a portion of both management assistant positions, general operating expenses as well as an allocated portion of the budgeted additional payment to MERS.

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

	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 3/31/2025	OVER/ (UNDER) AMENDED BUDGET	NOTES
HUMAN RESOURCES	257,920.00	290,720.00	173,868.13	(116,851.87)	General operations, a portion of both management assistant positions, as well as an allocated portion of the budgeted additional payment to MERS.
FINANCE	858,663.00	858,663.00	649,969.29	(208,693.71)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
INFORMATION SYSTEMS	262,785.00	262,785.00	151,151.92	(111,633.08)	General operations to run IT, primarily software related expenses.
POLICE	3,821,864.00	3,838,994.70	2,878,530.29	(960,464.41)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
PUBLIC WORKS	2,878,425.00	2,967,317.43	2,272,290.49	(695,026.94)	General operations covering all city buildings and public spaces.
COMMUNITY DEVELOPMENT	594,708.00	594,708.00	407,378.09	(187,329.91)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
POST EMPLOYMENT BENEFITS	554,995.00	554,995.00	446,517.82	(108,477.18)	Healthcare for retirees.
TRANSFERS-OUT AGENCIES	161,200.00	166,200.00	149,723.45	(16,476.55)	425 Agreement payment to Genoa Township based on the Taxable Value for the parcels in the agreement, as well as an appropriation to Economic Development Council and the Historical Society.
TRANSFERS-OUT OTHER FUNDS	1,638,644.58	1,830,022.20	1,830,018.86	(3.34)	Appropriations to other funds are made as expenditures in those funds occur. The difference between the original budget and the amended budget is primarily due to an increase to the capital reserve.
TOTAL EXPENDITURES	11,941,642.58	12,276,843.33	9,475,754.08	(2,801,089.25)	

Revenues are trending higher than budgeted while expenditures are materially inline with the budget. We should end the year favorably with minimal use of fund balance. Note the budgeted use of fund balance is primarily due to an additional \$572,399 (\$600,000 total including utilities fund portion) payment into MERS. The difference between the original budget and the amended budget is primarily due to an increase to the capital reserve.

NET OF REVENUES & EXPENDITURES (391,499.49) (726,700.24) 1,470,671.30



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL MAY 13, 2025

SUBJECT: QUARTERLY INVESTMENT REPORT FOR THE PERIOD ENDING MARCH 31, 2025

ADMINISTRATIVE SUMMARY

- The City's total investment/bank balance has decreased by \$4,314,016 or 13.3% over last quarter to \$28,136,731.
- This decrease is to be expected as we collected tax revenue in the first quarter, while expenditures tend to be constant throughout the year.
- The City's average rate of return on investments increased from 3.38% to 3.58% over the last quarter. This increase is due to the investing of Independent Bank funds (3.05% ROR) in US Treasuries (average 4.19% ROR).
- 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 is now investing in US Treasuries to close the gap. 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, Independent Bank, Michigan Class, and Huntington Bank total 32%, 12.6%, 16%, and 21.4%, respectively, of the City's overall portfolio. The high ratio of deposits held in Flagstar and Huntington Bank is because Flagstar is fully insured earning moderate interest as well as satisfying our need for liquidity and Huntington Bank houses our US Treasury investments.
- 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 21, 2025

We are earning interest rates ranging from 0% to 4.42% 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 four CDs ranging from \$272,686 to \$311,467. They range from 6 months to 12 months in length with interest rates from 3.75% to 4.17%. We also have 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 \$1,049,017 at 4.25% that has 1 year remaining and the other is for \$1,005,293 at 4.10% that is for 2 years. We recently added an investment account at Huntington Bank. It currently has \$6,007,655 invested in U.S. backed Treasuries ranging from 1–3-year maturities with interest rates from 4.14% to 4.22%. Municipalities are required to use Michigan banks for investment purposes.

According to the Realtor.com March housing data, the U.S. housing market continued to loosen up in March, giving home buyers more options as inventory grew for the 17th month in a row. Sellers are gradually returning to the market, with new listings hitting their highest March level in three years-even as mortgage rates remain elevated. Prices are holding steady overall, but more sellers are trimming their asking prices, a sign that expectations are adjusting to meet what buyers can afford.

Job growth was stronger than expected in March, providing at least temporary reassurance that the labor market is stable. Nonfarm payrolls increased 228,000 for the month up from 117,000 in February and better than the Dow Jones estimate for 140,000. However, the unemployment rate moved up to 4.2%, higher than the 4.1% forecast as the force participation rate also increased. Though the numbers beat estimates, the report comes against a highly uncertain backdrop after President Trump's tariff announcement has intensified fears of a global trade war that could damage economic growth.

The Committee decided to maintain the target range for the federal funds rate at 4 1/4 to 4 1/2%. Recent indicators suggest that economic activity has continued to expand at a solid pace. The unemployment rate has stabilized at a low level in recent months, and labor conditions remain solid. Inflation remains somewhat elevated. The Committee seeks to achieve maximum employment and inflation at the rate of 2 percent over the long run. Uncertainty around the economic outlook has increased. The Committee is attentive to the risks of both sides of its dual mandate.

CITY OF BRIGHTON
 QUARTERLY INVESTMENT REPORT
 AS OF MARCH 31, 2025

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	14,194	Immediate	0.00%	0.00%
Total Old National Bank	55,656			
BANK OF ANN ARBOR	110,271	Immediate	1.21%	0.00%
Total Bank of Ann Arbor	110,271			
HORIZON BANK-MM	2,742	Immediate	0.55%	0.00%
Total Horizon Bank	2,742			
FLAGSTAR BANK-Refundable Deposit	809,800	Immediate	3.35%	0.10%
FLAGSTAR BANK-Combined Savings	1,229,636	Immediate	3.35%	0.15%
FLAGSTAR BANK-A/P Checking	6,960,158	Immediate	2.80%	0.69%
Total Flagstar Bank	8,999,595			
HUNTINGTON BANK-MM	11,026	Immediate	2.32%	0.00%
HUNTINGTON BANK-INVESTMENT	6,007,655	Various	4.19%	0.89%
	6,018,680			
CHOICE ONE BANK-Savings Account	1,700,795	Immediate	3.00%	0.18%
Total The State Bank	1,700,795			
INDEPENDENT BANK UTILITY LB CHECKING	3,547,976	Immediate	3.05%	0.38%
Total Independent Bank	3,547,976			
MICHIGAN CLASS	4,513,294	Immediate	4.42%	0.71%
Total Michigan Class	4,513,294			
CD-COMERICA BANK	274,964	01/26/26	4.05%	0.04%
CD-CIBC BANK	272,686	11/19/25	4.00%	0.04%
CDARS-CIBC	1,005,293	02/11/27	4.10%	0.15%
CDARS-CIBC	1,049,017	02/12/26	4.25%	0.16%
CD-HORIZON BANK	274,305	08/07/25	4.17%	0.04%
CD-BANK OF ANN ARBOR	311,467	08/17/25	3.75%	0.04%
Total Certificate of Deposits	3,187,731		3.47%	
TOTAL	28,136,740			3.58%
Three Month Treasury Bill Rate*				4.34%
Average Fed Funds Rate**				4.33%
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate				-0.77%
City's Avg. R.O.R. over/(under) the Avg. Fed Funds Rate				-0.75%



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

MAY 13, 2025

SUBJECT: **CONSIDER APPROVAL OF CYR ELECTRIC LLC TO INSTALL TWO VARIABLE FREQUENCY DRIVES AT THE NORTHSTAR BOOSTER STATION IN AN AMOUNT TO EXCEED \$8,100**

BACKGROUND

The North Star Booster Station was constructed in 1996 with the primary purpose of pumping water into the Northstar Water Tower, which serves Brighton Township and Genoa Township.

In the Fiscal Year 2023-2024 budget City Council approved to rehabilitate the North Star Booster Station. Significant upgrades have already been completed, such as the installation of two new Allis Chalmers pumps and motors, a new furnace, and fresh paint on the walls.

ADMINISTRATIVE SUMMARY

The next step in the North Star Station refurbishment is the addition of Variable Frequency Drive (VFD) units. The station currently operates without them, which results in inefficient energy usage, shortened life span of key components, and increased mechanical stress on equipment. VFD's will enhance the efficiency and operational capabilities of the pumps and motors, contributing to long-term energy savings, cost reductions, and improved system reliability. VFD's present an ideal solution for optimizing pump and motor performance.

Benefits of Installing VFD's:

- **Energy Efficiency:** VFD's adjust motor speed based on real-time demand, significantly reducing unnecessary energy consumption when full capacity is not needed.
- **Extended Equipment Lifespan:** By facilitating gradual motor startups and optimized operating speeds, VFD's minimize both mechanical and electrical stress, which can greatly prolong the life of pumps and motors.
- **Enhanced Process Control:** VFD's provide precise regulation of flow and pressure, resulting in better system stability and improved quality in water treatment and distribution.
- **Lower Maintenance and Operational Costs:** With reduced wear and tear, systems equipped with VFD's experience fewer breakdowns and require less frequent maintenance, leading to long-term cost savings.

Staff purchased the VFD's after receiving quotes from four known suppliers. PLC Direct had the lowest cost. Purchasing these ourselves saves any markup that the installation contractor would charge. This allows us to achieve substantial cost savings, which will be redirected toward other necessary upgrades or maintenance for the Northstar Booster Station.

Vendor	Cost Per VFD	Total
PLC Direct	\$1,230.54	\$2,461.08
Marshall E. Campbell Co.	\$2,778.50	\$5,556.70
Galco	\$4,199.63	\$8,399.26
Graybar	\$2,142.34	\$4,284.67

Staff received pricing from two contractors that are familiar with VFD installation and have performed work for the City's Water and Wastewater Divisions in the past, CYR Electric LLC and Kennedy Industries. CYR Electric was the low bidder, and staff is recommending them for installation of the VFD's, conduits, and wiring, and to modify and connect the system to the Motor Control Center (MCC). They have consistently demonstrated expertise in handling complex electrical installations, maintenance, and upgrades and are very familiar with the City's Water and Wastewater Plants infrastructure. This has made them preferred contractors for the city. Once the VFD's are installed, they will conduct thorough testing of the system to verify proper functionality and performance. Any required adjustments or modifications to the existing motor control wiring will be made to ensure seamless integration with the new VFD's.

Cyr Electric has extensive experience working on a wide range of equipment at both the city's water and wastewater treatment plants. Over the years, Cyr has consistently demonstrated expertise in handling complex electrical installations, maintenance, and upgrades. Their knowledge of the City's electrical infrastructure, coupled with a proven track record of delivering high-quality, reliable work, has earned them the trust of the city as a preferred contractor. Given their familiarity with the specific needs of these facilities, Cyr Electric is well-positioned to successfully carry out the installation of the (VFD's) at the Northstar Booster Station.

Vendor	Installation Price	With 15 % Contingency
Cyr Electric & PLC Direct	\$6,970.00	\$8,100.00
Kennedy Industries	\$8,600.00	\$9,890.00

As is customary, we are requesting to add a 15 percent contingency to cover any unforeseen costs.

BUDGET INFORMATION

Currently, there is \$91,000 remaining in the Utilities Fund for the refurbishment of the North Star Booster Station.

RECOMMENDATION

Approve Cyr Electric to install two Variable Frequency Drives (VFD's) at the Northstar Booster Station, at a cost not to exceed \$8,100.00.

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 13, 2025

SUBJECT: **APPROVAL TO PURCHASE SPARE PARTS FOR THE WATER AND WASTEWATER SCADA SYSTEMS FROM MCNAUGHTON-MCKAY ELECTIC COMPANY IN AN AMOUNT NOT TO EXCEED \$24,848**

BACKGROUND

Both the water and wastewater treatment plants utilize Supervisory Control and Data Acquisition (SCADA) systems built with similar Programmable Logic Controller (PLC) components manufactured by Allen Bradley. These systems support operations at both plants and include key elements such as chassis mounting systems, power supplies, input/output cards, PLC processor cards, and Ethernet communication modules.

ADMINISTRATIVE SUMMARY

Our current inventory of spare parts for the SCADA systems is low, creating a risk of extended downtime in the event of component failure. To maintain system reliability and operational continuity, we propose purchasing essential spare parts to ensure that we have adequate stock on hand for timely repairs and replacements.

The City's current SCADA systems have been functioning effectively for over 20 years. Recognizing the system's age, staff initiated a thorough evaluation to determine whether to upgrade existing components or to pursue a full system replacement.

As part of this evaluation, staff toured several local water and wastewater facilities to compare various SCADA systems. It was found that our current Allen Bradley-based system remains a widely used and viable option. Discussions with experts from Tetra Tech, a firm specializing in SCADA systems, confirmed that our current infrastructure remains reliable and is expected to serve effectively for at least another decade.

During this evaluation process, an urgent need for a new water booster station in the Pine Creek Ridge subdivision was identified.

The City's approved 2023/2024 Utilities Budget included a \$1.2 million budget for SCADA system replacement. Based on insights gathered during the evaluation and consultation with Tetra Tech, it was determined that purchasing critical spare parts for the current SCADA system would allow continued reliable operation while deferring full replacement planning for the future.

This strategic decision freed up \$1 million from the SCADA budget, enabling the City to fund the construction of the new Pine Creek Ridge water booster station without requiring additional appropriations. The necessary SCADA spare parts will be procured through McNaughton-McKay Electric Company, the sole authorized distributor of Allen Bradley PLC components in Michigan.

This approach ensures continued operational stability, addresses immediate infrastructure needs, and positions the city to plan proactively for future SCADA upgrades.

BUDGET INFORMATION

In the approved 2023/2024 Budget, \$1,200,000 was allocated for SCADA system upgrades at the water and wastewater treatment plants. With \$1,000,000 of this budget already approved by City Council for the construction of the Pine Creek Water Booster Station, we are proposing to use \$24,848 of the remaining funds to purchase essential spare parts for the existing SCADA systems.

RECOMMENDATION

Approve the purchase of spare parts for the water and wastewater SCADA systems from McNaughton-McKay Electric Company for an amount of \$24,848

Prepared by: Corey Brooks, Deputy DPS Director
Josh Bradley, Regulatory Compliance Superintendent/Water Superintendent

Reviewed by: Marcel Goch, DPS Director

Reviewed by: Elizabeth Gaines, Finance Director
☒ Within Budget
☐ Budget Amendment Necessary and In Proper Form
☐ Other _____

Reviewed &
Approved by: Gretchen Gomolka, City Manager



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

May 13, 2025

SUBJECT: APPROVAL TO AMEND THE PREVIOUSLY ADOPTED RESOLUTION #2025-01 POVERTY EXEMPTION

ADMINISTRATIVE SUMMARY

Annually, municipalities are required by MCL 211.7u to adopt a poverty exemption resolution to offer the exemption for that tax year. The resolution must include the income and asset test guidelines used by the Board of Review and be adopted prior to their meetings.

The resolution adopted on January 14, 2025, included outdated language that must be removed to comply with current law. Specifically, the following stricken statement must be deleted: *“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.”*

RECOMMENDATION

Approval to amend Resolution #2025-01 Poverty Exemption

Prepared by: Tara Brown, City Clerk

Reviewed &

Approved by: Gretchen Gomolka, City Manager

**RESOLUTION FOR POVERTY EXEMPTION
RESOLUTION #2025 – 01**

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.u); 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:

- 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.
- 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.
- Applicants must produce a valid driver's license or other acceptable method of identification.
- Applicants must conform to the income guidelines which are established by the Federal Register of the United State Department of Health and Human Services.
- 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.
- 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.
- 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.
- Applicants and owners must pass the asset level test adopted by the City of Brighton.

The following are the 2025 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.

Federal Poverty Guidelines Used in the Determination of Poverty Exemptions

2025 Federal Poverty	
Size of Family Unit	Federal Poverty Guidelines
1 Person	\$15,060
2 Persons	\$20,440
3 Persons	\$25,820
4 Persons	\$31,200
5 Persons	\$36,580
6 Persons	\$41,960
7 Persons	\$47,340
8 Persons	\$52,720
For each additional person	\$5,380
2025 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.~~

AYES: Albert, Bohn, Gardner, Gipson, Pettengill, Schmenk, and Tobbe

NAYS: none

ABSTAIN: none

ABSENT: none

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 January 14, 2025.

The City Clerk declared the resolution adopted.

Tara Brown, City Clerk

1/14/2025
Date



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

May 13, 2025

SUBJECT: CONSIDER APPROVAL OF RESOLUTION #2025-11, APPROVING THE SALE OF ALCOHOLIC LIQUOR FOR DON RAMON LLC, DBA EL PATRON 675 W. GRAND RIVER

ADMINISTRATIVE SUMMARY

- Applicant has applied for a liquor license to be transferred from Acapulco Mexican Grill, which used to occupy the space where El Patron is now operating.
- Miguel Pacheco Jr has applied to MLCC to purchase and transfer a Class C License from Acapulco Mexican Grill.
- Brighton City Code 6-32 requires express approval of the Brighton City Council for a new liquor license operation in the City of Brighton.
- The Brighton City Police department has investigated the applicant business including all stockholders above 10% ownership. A criminal record check reveals the stockholder has no violations.
- The required liquor license application fee has been paid to the City of Brighton.
- The Brighton City Police Department has determined that the applicant meets the requirements of the City of Brighton's liquor control ordinances (6-31 to 6-41) and therefore recommends approval of the request.

RECOMMENDATION

To approve resolution 2025-12 allowing the sale of alcoholic liquor by Don Ramon LLC, dba El Patron

Attachment: Resolution #2025-11

Prepared by: Craig Flood, Deputy Chief of Police

Reviewed &

Approved by: Gretchen Gomolka, City Manager

CITY OF BRIGHTON
A RESOLUTION APPROVING
THE SALE OF ALCOHOLIC LIQUOR

WHEREAS, pertinent sections of the Brighton Municipal Code require that the Brighton City Council expressly approve the sale of alcoholic liquor by any person or persons within the City of Brighton; and

WHEREAS, the applicants have applied to the Michigan Liquor Control Commission for the purchase of a state issued liquor license to be used within the City of Brighton; and

WHEREAS, the Brighton Police Department has investigated the applicant and found said applicant to be in compliance with the Brighton Municipal Code; and therefore

BE IT RESOLVED, Miguel Pacheco Jr is approved to operate With SDM License, Sunday Sales Permit (AM), Sunday Sales Permit (PM), Outdoor Service (1 Area) And Entertainment Permit, New Sunday Sales Permit (PM) For the SDM License - Mixed Spirit Drink; New Dance Permit located at 675 W Grand River Ave, Brighton, MI 48116. To Don Ramon LLC, DBA El Patron.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: May 13, 2025

TARA BROWN, City Clerk

CERTIFICATION

I, Tara Brown, City Clerk of the City of Brighton, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the City Council of the City of Brighton at a regular meeting held on May 13, 2025.

TARA BROWN, City Clerk



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

MAY 13, 2025

SUBJECT: **APPROVAL OF THE REFURBISHMENT OF GRIT PUMP #2 BY KENNEDY INDUSTRIES IN AN AMOUNT NOT TO EXCEED \$16,950**

BACKGROUND

The Wastewater Treatment Plant (WWTP) has two grit pumps that aid in the removal of grit from the wastewater flow. One of the pumps was rebuilt last year, the second pump is due for the same refurbishment.

ADMINISTRATIVE SUMMARY

The wastewater that flows into the Grit Room at the WWTP contains a small amount of sand and grit. If not removed, this material ends up in the oxidation ditches where it becomes much more difficult to remove. There is a grit removal system within the plant that utilizes two pumps to push sewer flow through a grit snail which removes the grit from the wastewater. Both grit pumps were originally installed in 1988, and parts are still available for repair.

Last year Grit Pump #1 was rebuilt by Kennedy Industries in Wixom with good results. Kennedy Industries has a state-of-the-art repair facility and has provided repair services to equipment at the Wastewater and Water Treatment Plants for many years. Recently wastewater staff removed Pump #2 and delivered it to Kennedy Industries for disassembly, cleaning and inspection. Once the inspection was complete a quote was provided for the repair, which is expected to take about eight weeks to complete.

BUDGET INFORMATION

After the recent completion of the WWTP roofing project, there is approximately \$170,000 left in the budget that was not needed. We are requesting approval of \$16,950 from those savings to refurbish Grit Pump #2.

RECOMMENDATION

Approve the refurbishment of Grit Pump #2 by Kennedy Industries for an amount of \$16,950

Prepared by: Corey Brooks, Deputy Director

Reviewed by: Marcel Goch, DPS Director

Reviewed by: Elizabeth Gaines, Finance Director

- ☒ Within Budget (using savings from roofing project)
- ☐ 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 13, 2025

SUBJECT: **CONSIDER APPROVAL OF A SERVICE AGREEMENT WITH THE ECONOMIC DEVELOPMENT CORPORATION OF LIVINGSTON COUNTY**

BACKGROUND

The City of Brighton has long partnered with the Economic Development Corporation of Livingston County (EDCLC). As the County didn't have its own staffed entity, the EDCLC has been staffed by Ann Arbor Spark. As a part of its membership, the City of Brighton has held a board position on the EDCLC that has been filled by the City Manager. Late last year, Ann Arbor Spark notified the EDCLC that they would no longer be able to provide staffing. The EDCLC board has been working on a solution and has agreed that the Howell Area Chamber of Commerce will take over those services.

ADMINISTRATIVE SUMMARY

The Howell Area Chamber of Commerce has taken steps to employee the appropriate staff to fill this void, and the board of the EDCLC is confident that we will not see a lapse in services with this change. The EDCLC will continue to promote both the retention and economic expansion of local business and employment currently located within the City of Brighton as well as working to establish new businesses and employment. Attached you will find a new three-year agreement between the City of Brighton and the EDCLC.

BUDGET INFORMATION

The new contract keeps year one fees flat at \$9,201.97 which is included in the budget. There are moderate increases of less than 1.5 percent for the next years, at \$9,336.91 for 2026 and \$9,471.91 for 2027.

RECOMMENDATION

It is recommended that City Council approve the service agreement with the Economic Development Corporation of Livingston County for 2025, 2026, and 2027 and authorize the City Manager to execute said agreement.

Attachment: Service Agreement

Prepared by: Gretchen Gomolka, City Manager

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

☒ Acceptable Form and Ready to Execute

☐ Other _____

**SERVICE AGREEMENT WITH ECONOMIC DEVELOPMENT
COUNCIL OF LIVINGSTON COUNTY**

THIS AGREEMENT, made and entered into this ____ day of May, 2025 between the City of Brighton, a Michigan Municipal Corporation, having its offices at 200 N 1st St, Brighton, Michigan hereinafter referred to as the "City", and the ECONOMIC DEVELOPMENT COUNCIL OF LIVINGSTON COUNTY, a Michigan non-profit corporation, having its registered office at 123 E. Washington St, Howell, Michigan, hereinafter referred to as the "EDC."

WHEREAS, in the current economic climate skilled worker shortages and static tax bases are problems which are faced by many counties in Michigan; and

WHEREAS, a coordinated effort on the part of citizens and institutions in Livingston County is desirable in order to solve the above problems and create employment, industrial expansion and to promote the economic well-being and development of Livingston County and of the City of Brighton; and

WHEREAS, the EDC has been formed for the purpose of developing jobs and promoting the economic development of Livingston County through the cooperation and participation of interested private and public organizations in the City and the County; and

WHEREAS, a coordinated approach to the development of employment and the promotion of economic development for Livingston County will aid the City of Brighton in its own economic development;

NOW, THEREFORE, for considerations recited herein, the parties agree as follows:

1. The EDC shall act as City's non-exclusive agent with respect to economic development projects in and for the for purposes of promoting both the retention and economic expansion of local business and employment currently located within the City as well as establishing new businesses and employment within the City of Brighton. The EDC will renew its contract services agreement with the Howell Area Chamber of Commerce to provide business retention, expansion and attraction services for three years beginning May 15, 2025.
2. The EDC will review City development policies, procedures and zoning ordinances and offer recommendations to the City to enhance R & D or industrial development of the

type and nature sought by the City Council and conveyed to the EDC by the City representative.

3. The EDC will prepare focused marketing material to highlight the key demographics and attributes of the City that will be used to introduce the City to EDC's targets and contacts.
4. The EDC will apply their extensive experience and knowledge of incentives and their practical applications and work with City staff to craft development of programs and recommendations that will benefit both private and public sectors for the encouragement of new investment. EDC will also assist the City with any agreements relating to the private and public sector investment.
5. The EDC will visit existing companies to identify their needs and ensure their retention. In addition, the EDC will consult with City staff and/or designated officials to identify attraction targets that will meet the long-term needs of the City as identified.
6. The EDC will actively recruit targets supported by all available resources. Recruitment efforts will be through personal contact, mail, email, economic development events, and industry contacts continually throughout the term of this contract.
7. When it becomes apparent a relocation in the City is imminent, EDC agrees that it will coordinate, facilitate and mediate meetings with the City and the potential target in order to expedite the closing of the transaction.
8. The EDC will provide quarterly updates to the City detailing the economic development services provided each quarter. Quarterly reports will identify all companies visited and report on the EDC's progress toward set goals and potential targets. In addition, these reports will provide partners with updated data and demographics.
9. Amendments to the Scope of Services may be made as necessary, provided that such amendments are agreed to in writing by both parties.
10. The City of Brighton agrees to pay to the EDC an amount not to exceed \$9,201.97 in 2025, \$9,336.91 in 2026, and \$9,471.91 in 2027; on or before May 15th of each year, for services furnished under this Agreement to be rendered for the calendar year to the City by the EDC which shall specifically report, with documentation, whatever services have been performed and whatever expenses have been incurred on behalf of the City by the EDC for economic development in and for the City in accord with the terms of this agreement.
11. The EDC agrees to keep books, records and accounts which will accurately reflect and document the disposition of all funds coming into and disbursed by the EDC as a result of this Agreement, to make the same available for inspection by the City of Brighton during normal business hours.
12. The EDC agrees to hold the City of Brighton harmless from any and all liability which might result from its activities, and the EDC further agrees to carry such liability insurance naming the City of Brighton as additional insured, as the City of Brighton shall deem necessary to

insure protection of the City of Brighton from any and all liability.

13. Within ninety (90) days after the end of the EDC's fiscal year the EDC shall submit to the City of Brighton a final written statement for all work and services performed under this Agreement. All data and work product related to the activities of the EDC and utilized or developed in performance of work in and for the City of Brighton shall become the property of the City of Brighton upon termination of this Agreement.

14. Both parties agree that this Agreement is subject to all applicable ordinances, resolutions and rules of the City of Brighton, Livingston County, and the State of Michigan.

15. The City of Brighton shall have the right to review any and all documents or reports as outlined above that are required to be submitted by EDC or its agents. If, at the end of the second year of this Agreement, the City in its sole discretion determines the said documents and records have not been submitted to their satisfaction, or if EDC otherwise fails to produce the said documents and records, the City may, at its option, terminate this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

WITNESSES:

City of Brighton

Gretchen Gomolka, City Manager

Tara Brown, City of Brighton Clerk

**ECONOMIC DEVELOPMENT COUNCIL
OF LIVINGSTON COUNTY**

Amanda Huszti-Vickers, EDC Chair

Mindy Bradish-Orta, EDC Vice-President



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL MAY 13, 2025

SUBJECT: PUBLIC HEARING AND CONSIDERATION OF ADOPTING THE FY 2025-26 BUDGET

ADMINISTRATIVE SUMMARY

- The City Manager's Proposed FY 2025-26 Budget was presented to the City Council on Tuesday, April 8, 2025.
- The City Council held Budget Work Sessions on Tuesday, April 15, 2025, and Wednesday, April 16, 2025.
- 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, 2025, through June 30, 2026.

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 2025-26.

Prepared by: Elizabeth Gaines, Finance Director

Reviewed by: Gretchen Gomolka, City Manager

Attached: Exhibit A
Resolution 2025-10

RESOLUTION #2025-XX

ADOPTING THE FY 2025-26 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 2025-26 was submitted to the City Council of Brighton and a copy thereof placed on the City's website for public review on April 8, 2025; and

WHEREAS, on May 13, 2025, the City Council of Brighton held a public hearing on the proposed budget for Fiscal Year 2025-26; and

WHEREAS, estimated revenues and fund balances are sufficient to provide for proposed expenditures and year end reserves required for the 2025-26 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 2025-26 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, 2025.

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 2025-26 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 13, 2025.

Tara Brown, City Clerk

EXHIBIT A**Budget 2025-26****REVENUES - ALL FUNDS**

<u>Source</u>	<u>Budget</u>
Property Taxes, Penalties, Interest & Fees	\$ 11,861,028
Licenses & Permits	431,050
Federal & State Grants	36,750
State Shared Revenue	1,780,000
Fines & Forfeitures	96,900
Local Unit Contribution	100,000
Service Charges	7,260,950
Investment Earnings	130,000
Rents & Royalties	112,988
Other Revenue	532,900
Other Financing Sources :Bond Proceeds	-
Other Financing Sources : Transfers In	4,322,514
TOTAL REVENUES	\$ 26,665,080

EXPENDITURES BY FUND

<u>Fund</u>	<u>Department</u>	<u>Appropriation</u>
	City Council	\$ 38,267
	City Manager	298,438
	Communications	50,768
	Legal Services	256,040
	City Clerk	238,165
	Human Resources	260,884
	Finance	942,238
	Information Systems	233,411
	Police	4,119,077
	Public Works	2,994,688
	Community Development	659,220
	Post Employment Benefits	557,860
	Transfers to Other Agencies	166,200
	Transfers to Other Fund	1,792,806
General Fund		12,608,062

EXHIBIT A**Budget 2025-26****Continued**

Major Streets	1,628,173
Local Streets	1,193,030
Street Millage Fund	771,600
Arts & Cultural Commission	6,400
Imagination Station Maintenance	6,250
State Forfeiture Funds	-
Federal Forfeiture Funds	13,000
Street Non-voted Debt	319,093
Capital Improvement	1,002,213
Capital Reserve	880,400
2021 Bond Construction Fund	500,000
Law Enforcement/Public Safety	290,940
Brownfield Redevelopment Authority	11,500
Downtown Development Authority	1,553,040
2021 Utility Bond Construction Fund	-
Utilities	8,715,023
TOTAL EXPENDITURES	29,498,724
Less: Depreciation & Amortization	(2,828,000)
TOTAL EXPENDITURES: Less Depreciation	\$ 26,670,724
 Net Decrease to Fund Balance/Net Position	 (5,644)



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

MAY 13, 2025

SUBJECT: CONSIDER APPROVAL OF RESOLUTION 2025-12 ADOPTING THE PROPOSED FY 2025-26 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 2025-26 Fee Schedule.
- The proposed FY 2025-26 Fee Schedule includes a column that shows the prior year fees in yellow highlight if they are different from the proposed FY 2025-26 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 2025-26 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.) -	\$7.20	\$7.20	\$7.94	\$8.30	\$7.94	\$10.16	\$7.20

	City	Genoa	MDOT	Hamburg
Wastewater:				
Commodity (1,000 Gal.) -	\$8.73	\$8.73	\$8.73	\$7.86
Administrative (per meter/service)	\$10.00**	\$14.99*	\$14.99*	\$14.99*

Debt Service (per meter size/service)			
.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 -	\$119.99
Governmental -	\$393.47
Commercial/Industrial -	\$741.20

The Average Combined Sewer and Water User Fees at 8 thousand gallons per billing cycle would increase by 3% (approximately \$4.62 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 2025-26.

Prepared by: Elizabeth Gaines, Finance Director

Reviewed by: Gretchen M. Gomolka, City Manager

Attached: Proposed Fee Schedule
Resolution #2025-12



CITY OF BRIGHTON

FEE SCHEDULE

FY 2025/26

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**CITY OF BRIGHTON FEE SCHEDULE
FY 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
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	
* This amount payable until a total of \$300.00 is reached; thereafter, daily fee of \$2.00 for the balance of the calendar year.			
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	
Application for combined licenses (i.e. - Class C/SDM) to be charged only on the On-Premise fee			
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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
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)	NO FEE	Was coded \$100 in error
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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
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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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
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	
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	
Commercial Parking Lot Paving Permit		\$300.00 for 100 spaces or less, plus additional \$50 per every 100 spaces, plus 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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 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	
Recovery Fee for Signs removed from City Right of Way		\$25.00/sign	
Vacant/Abandoned Structure			
Registration Fee		\$115.00	
Monthly Administrative Fee		\$135.00	
Exterior Inspection Fee		\$70.00	
Interior Inspection Fee		\$115.00	
Late Fee		\$35.00	
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.			
<i>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.</i>			
Construction Board of Appeals		\$200.00	
Industrial Facilities Tax Exemption (IFT)			
Step 1: Establish district		\$500.00	
Step 2: Process application		\$1,000.00	
Planned Unit Development		Cost of rezoning and site plan review fees	
Public Right of Way Vacation		\$1,200 + possible consulting fees	
Rezoning		\$1,500 + possible consulting fees	

**CITY OF BRIGHTON FEE SCHEDULE
FY 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
Community Development - Planning and Zoning (continued)			
Site Plan Review			
	Adminisitrative 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	
* Includes written comments of review, one planning commission meeting and one city council meeting			
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	
Temporay Land Use			
	Temporary Sales/Event Activity	\$50.00	
	Seasonal Sales/Event Activity	\$250.00	
Zoning Verification Request		\$150.00	
Zoning Board of Appeals - All Applications		\$725.00	

**CITY OF BRIGHTON FEE SCHEDULE
FY 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
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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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
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 25/26**

FY 24/25 FEES IF CHANGED

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 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
	1st Instance per year - \$0, when notify PD of correction of problem	
False Alarm Fines		\$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 25/26**

DEPARTMENT / SERVICE

FEE DESCRIPTION

FY 2025/26 FEES

FY 24/25 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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
Police Department (continued)			
PARKING FINES (continued):		Paid within 72 hours / Paid after 72 hours	
Nature of Offense		but within 30 days	
Prohibiting Parking (Signs Unneccesary):			
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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
Refuse Collection & Disposal			
Residential Refuse User Fee		\$21.50/month plus any recycling surcharges by Waste Management	\$20.67/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 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
Utilities (Water and Sewer)			
Utility User Fees (bi-monthly)			
Water			
(Commodity per 1,000 Gallons):			
City		\$7.20	\$7.06
Genoa Pine Creek, Hamburg Township		\$7.20	\$7.06
Genoa Dillon, Genoa Northstar 2		\$7.94	\$7.78
Genoa Northstar 1		\$8.30	\$8.13
Brighton Township (includes 28% surcharge)		\$10.16	\$9.96
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.*	\$230.40 minimum + \$14.40 for each add't 1,000 gallons		
Hydrant Meter and RPZ Rental Deposit		\$3,000.00	New
1" Hydrant Meter and RPZ Rental Deposit		\$1,500.00	New
<i>* Ex: (8*\$7.20)*4 = \$230.40 minimum charge + (2*\$7.20) for every 1,000 gallons used over 4,000</i> 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.			

**CITY OF BRIGHTON FEE SCHEDULE
FY 25/26**

DEPARTMENT / SERVICE	FEE DESCRIPTION	FY 2025/26 FEES	FY 24/25 FEES IF CHANGED
Utilities (Water and Sewer) (continued)			
Wastewater:			
(Commodity per 1,000 Gallons):			
City		\$8.73	\$8.31
Genoa, MDOT		\$8.73	\$8.31
Hamburg		\$7.86	\$7.49
Administrative (per meter size/service)			
City - Rates reflect Bi-monthly Billing		\$10.00	\$9.86
Genoa, Hamburg, MDOT - Rates reflect Quarterly Billing		\$14.99	\$14.79
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		\$119.99	\$115.12
Governmental		\$393.47	\$379.04
Commercial/Industrial		\$741.20	\$712.48
Penalties - 10% of <u>all</u> charges due on the 21st day after billing			

**CITY OF BRIGHTON FEE SCHEDULE
FY 25/26**

FY 24/25 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 25/26**

FY 24/25 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 25/26**

FY 24/25 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 25/26**

FY 24/25 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 25/26							FY 24/25 FEES IF CHANGED					
WATER METER EQUIPMENT	3/4" or 5/8"	1"	1 1/2"	2"	3"	4"						
Water Meters**	\$220.00	\$300.00	\$1,300.00	\$1,600.00	\$2,000.00	\$3,500.00			\$1,200.00	\$1,500.00		
Horn	\$150.00	\$245.00	\$100.00	\$100.00	\$435.00	\$600.00						
MXU	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00						
TOTAL	\$670.00	\$845.00	\$1,700.00	\$2,000.00	\$2,735.00	\$4,400.00			\$1,600.00	\$1,900.00		

**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 #2025-12

A RESOLUTION ADOPTING THE SCHEDULE OF FOR THE CITY OF BRIGHTON FOR FY 2025/2026

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 2025/2026 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, 2025.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

This Resolution was ____ this ____ day of May 2025.

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 13, 2025.

Tara Brown, City Clerk



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

MAY 13, 2025

SUBJECT: CONSIDER APPROVAL OF RESOLUTION 2025-13 TO ESTABLISH THE LEVY AND AUTHORIZE THE COLLECTION OF TAXES, PENALTIES AND FEES FOR FISCAL YEAR 2025-26

ADMINISTRATIVE SUMMARY

- The Council's proposed FY 2025-26 budget reflects:
 - City operating millage of 14.6850 mills
 - Law Enforcement/Public Safety millage of 0.4969 mills
 - Street millage of 2.4053 mills
 - Economic Development millage of 0.0766 mills
- There will be a Headlee rollback factor of .9977 for FY 2025-2026. This factor is multiplied by the maximum allowable levy for 2024/2025 to determine the new maximum allowable levy for 2025/2026.
- The 2025-26 budget reflects a decrease of 0.0045 mills in the Economic Development millage to be levied. The maximum allowable for this levy is \$50,000 in revenue annually, which equates the 0.0766 for the recommended budget.
- The attached resolution, if adopted, would establish a total City millage of 17.6638 for FY 2025-2026, which is a decrease over FY 2024-25 of 0.0452 mills. This decrease is due to the Headlee Amendment.

RECOMMENDATION

Approval of resolution 2025-13 to set the millage rate and authorize the collection of taxes, penalties, and fees for FY 2025-26.

Prepared by: Elizabeth Gaines, Finance Director

Reviewed by: Gretchen Gomolka, City Manager

Attached: Resolution #2025-13

RESOLUTION #2025-13

**ESTABLISHING THE LEVY AND AUTHORIZING THE COLLECTION OF TAXES,
PENALTIES, AND FEES FOR FISCAL YEAR 2025-2026**

WHEREAS, the City Council adopted the fiscal year 2025-2026 budget, which includes a proposed tax millage rate to support the budget, at their May 13, 2025, meeting: and

WHEREAS, the Charter Tax Rate Limitation of 20 mills has been reduced to 17.5872 mills (14.6850 operating plus 0.4969 public safety override, plus 2.4053 streets override) for 2025 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 2025-2026 is levied at 14.6850 mills.
2. The Law Enforcement/Public Safety Override millage tax rate for FY 2025-2026 is levied at 0.4969 mills.
3. The Streets Override millage tax rate for FY 2025-2026 is levied at 2.4053 mills.
4. The Economic Development millage tax rate for FY 2025-2026 is levied at 0.0766 mills.
5. A 2025 Summer Tax Late Penalty Charge is established and will be collected on behalf of all the taxing units as follows:
August 16, 2025 - August 31, 2025: 2%
September 1, 2025 - September 30, 2025: 4%
October 1, 2025 - February 28, 2026, an additional .50% per month up to 6%
6. A 2025 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 2025.

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 13, 2025.

Tara Brown, City Clerk



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

May 13, 2025

SUBJECT: **CONSIDER APPROVAL OF AMENDMENTS TO THE 2025 A TASTE OF BRIGHTON CIVIC EVENT APPLICATION TO ALLOW A BOAT REGATTA AND FIREWORKS DISPLAY ON THE MILLPOND**

BACKGROUND

City Council approved the 2025 A Taste of Brighton civic event application on January 28, 2025.

ADMINISTRATIVE SUMMARY

A Taste of Brighton event organizers submitted an amendment to their application in March 2025. They are proposing to add a boat regatta and a fireworks display on the Millpond.

Representatives from A Taste of Brighton along with the Civic Event Committee met to discuss the details of these proposed changes and what assistance would be needed as the main concern with these two additions is safety. In reviewing what was submitted by the applicant, the Committee determined that they can be included safely with assistance from DPW, Police, and Brighton Area Fire Authority (BAFA) personnel. Below are specific requirements and additional information needed from the applicant.

Boat Regatta

- The BAFA dive team will perform an investigation to determine what, if any, debris are in the Millpond that could cause damage to the boats or injure the participants. If any are found, their locations will be marked so they can be avoided while participants are on the water.
- There shall be a dedicated BAFA dive team on site for the entire boat regatta.
- A buoy line shall be put in place in the Millpond to prevent boats from entering into the spillway.
- All participants as well as volunteers within 10 feet of the Millpond, shall wear personal flotation devices.
- No hazardous or toxic materials shall be used on any of the boats.
- There shall be volunteers readily available to remove the participant and the boat if it sinks prior to reaching the other side of the Millpond.

Fire Works Display

- The fireworks display will last for 18 minutes, which includes a grand finale.
- Approval from the Department of Natural Resources to hold the display on the Millpond is required. If this is approved this evening, the fireworks company will submit their application and anticipate approval within 30 days.
- The fireworks contractor shall submit a complete fireworks permit application and plan to BAFA for review and approval.
- The fireworks contractor will place their launch barges in the Millpond on Thursday evening, July 10. The applicant shall wait until after all of the participants of the farmers market held on Saturday July 12 have exited the City Hall parking lot before beginning the process of loading the fireworks onto the barge.
- The applicant is to advise all residents and business and property owners surrounding the Millpond that this display will occur.
- The applicant will organize a cleanup in the days following the event to remove any debris left by the fireworks.
- The display shall be cancelled or postponed if wind speeds are greater than 15 mph.

BUDGET INFORMATION

All civic event organizers are required to pay 50 percent of the total cost of the city to assist with events.

RECOMMENDATION

Approve the amendments to the 2025 A Taste of Brighton Civic Event application to allow a boat regatta and fireworks display on the Millpond, conditioned upon approval from the Department of Natural Resources and the Brighton Area Fire Authority.

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

Reviewed by: Marcel Goch, DPS Director
Craig Flood, Deputy Police Chief
Rick Boisvert, BAFA Fire Marshal

Reviewed &
Approved by: Gretchen Gomolka, City Manager

Attachments: Amendment Details
BAFA Approval Letter

Taste of Brighton Civic Event Amendment

April 7, 2025

To add: City facilities request

USE of MILL POND:

1st Annual Firework Display from Mill Pond (see included fall out map)

Saturday, July 12th (with option to change to Friday, July 11th due to weather)

Presented by: Small Town Saturday Night Fireworks (STSN Fireworks)

Timeline

10 am: STSN Fireworks stage 2 pickup trucks with pontoon trailers parallel along the pond grass line between City Hall and the Court House

2 pm (after Farmers Market teardown): STSN Fireworks barge to be launched into water and secured to posts. They begin setting up cakes and shells on barge. 100' all clear radius required.

6-8 pm: BAFA to assist in transport of barge to launch location in Mill Pond

10:15 pm: Fireworks display begins. Estimated show time of 15-18 minutes and includes grand finale

Resources needed + extra info

- Access to parking lot space along the pond grass line between City Hall and the Court House from 10am – midnight
- Closure of Parking lot between City Hall and Court House to allow for 100' radius safety zone while staging on barge from 2pm-8pm
- BAFA to provide dingey and personnel
- BAFA has approved the fireworks logistic plan based on a site visit and meeting with STSN Fireworks as it pertains to fire and public safety.
- Approval to temporarily remove the fence along the shoreline by the pond between City Hall and the Court House
- No Pond weed treatment that would interfere with the usage of Mill Pond leading up to the event.
- Fall out radius for 2.5" shell encompasses only water and does not include any land area.
- Fireworks will be cancelled or moved if wind gusts are greater than 15mph.
- STSN Fireworks will provide the fireworks display will provide insurance coverage of 10 million dollars with Taste of Brighton/Believe in Brighton and City of Brighton as additional insured

1st Annual Boat Regatta Mill Pond launch by AMP to cross and exit water on sidewalk in area behind

Decision Pending

Saturday, July 12th (with option to change to Friday, July 11th due to weather)

- Final details for the Mill Pond location to be used for the event are being worked out

Resources needed:

- Approval for Safety netting from buoys or over tridge railing near race area to ensure boaters do not enter areas that are unsafe
- BAFA personnel
- Use of the Tridge to place the DDA winter light dome for a water misting area. Utilizing water from COBACH.

The WakeU - wakeboard demonstrations in Mill Pond consistent with the 2024 Taste of Brighton event

Friday, July 11 – Saturday, July 12th – not to coincide with Boat Regatta

This map is based on a 3” mortar shell, we are doing 2.5” so our radius would actually be smaller for safety fallout distance.



1st Annual Brighton Cardboard Boat Regatta

Mill Pond, Brighton, Michigan
Presented by Taste of Brighton

Construct a human-powered boat made of corrugated cardboard that will hold at least one crew member and be seaworthy enough to race (for a short while at least) on Mill Pond in Brighton, Michigan.

A fun-filled event for all ages!

Must be 10 or older to join the race!

Open to individuals, groups, businesses, corporate teams, school teams, and non-profits.

BOAT CLASSES

- Class 1: Kids' Paddle (Ages 10 - 14)
- Class 2: Single Sailor
- Class 3: Crew of Two
- Class 4: The Whole Crew (3+ sailors required)

AWARDS/PRIZES

Class Awards: 1st place winners in each class.

Special Awards:

- Pride of the Fleet Award: Best-engineered design (floatability & structure)
- Innovator's Award: Most unique and creative design
- Captain's Award: Best costumes, team spirit, and crowd engagement
- Titanic Award: Most dramatic sinking (boat must float at least 50 feet before sinking!)
- Most Sailors Afloat Award: Most crew members in a floating boat
- Judges Bribe Award: Open to all—bribes count as donations to Taste of Brighton!
- Mill Pond Cup: Overall fastest time winner
- Battle Royale: Open to all participants for an exciting final race! Squirt guns are encouraged!

SCHEDULE OF EVENTS

10:00 AM – 1:00 PM: Set up and fine-tune boats

1:00 PM: Check-in deadline & pre-race boat review

2:15 PM: Races begin, starting with Class 1

4:00 PM: Awards Ceremony at Registration Tent

RULES & REGULATIONS

General Rules:

- Safety first! All participants must wear shoes and a US Coast Guard-approved Personal Flotation Device (PFD)—participants must bring their own.
- Minimum age to sail alone is 10 years old.
- Flat canoe paddles only—no double-blade kayak paddles.
- No sharp objects or hazardous materials onboard.
- Paint (if used) must be dry before launching. No oil-based paints allowed.
- No alcohol, tobacco, or illegal substances—this is a family-friendly event.
- Pre-built boats are allowed, but final adjustments can be made on-site.
- Boats will compete within their class, with top winners competing for the Mill Pond Cup.
- All participants must dispose of their boats properly after the event.
- If in doubt—refer to Rule #1: Have Fun & Stay Safe!

BOAT CONSTRUCTION RULES

- Boat Construction Rules:
- Only corrugated cardboard may be used—no wax-coated or bonded materials.
- No wood, metal, Styrofoam, or flotation aids.
- No tar-based substances, fiberglass, epoxy, or waterproof coatings.
- Seams only may be taped or glued; full duct tape wrapping is prohibited.
- Boats must pass an inspection before racing.
- All boats must be removed from the event area by the end of race day.

REGISTRATION INFORMATION

Entry Fees:

- Kids' Paddle (Ages 10 - 14): \$15 per participant
- Single Sailor: \$20 total
- Crew of Two: \$40 total
- Whole Crew (3+ sailors): \$50 total

How to Register:

Make checks payable to: Taste of Brighton

Mail or drop off registration to: Taste of Brighton, Attn: Cardboard Boat Regatta, Brighton, MI 48116

For more information, contact: tasteofbrighton@gmail.com

REGISTRATION FORM

Enjoy a day filled with fun, laughter, good food, good music, good friends, and unbelievably great photo opportunities! Whether you come as a crew member, the captain, or an on-shore cheerleader, we promise a day you'll never forget.

Name (Captain): _____

Group Name: _____

Vessel Name: _____

Address: _____

Telephone(s): _____

E-mail Address: _____

CLASS SELECTION

☐

Class 1: Kids' Paddle (10 - 14 years old) \$15 per child

☐

Class 2: Single Sailor \$20 total

☐

Class 3: Crew of Two \$40 total

☐

Class 4: The Whole Crew (at least 3 sailors or more) \$50 total

Participant Waiver & Release

I wish to participate in the Taste of Brighton Cardboard Boat Regatta. In return: I release the Friends of Taste of Brighton non-profit, its board members, City of Brighton and all other persons associated with the Friends of the Taste of Brighton, as well as the volunteers assisting with the Brighton cardboard boat regatta activities, from any claim that their negligence injured or damaged me during the Taste of Brighton cardboard boat regatta activities.

I agree to indemnify the Taste of Brighton/ Believe in Brighton, its board members, and all other persons associated with the Friends of Taste of Brighton, as well as the volunteers assisting with the Brighton cardboard boat regatta activities, against any claim that my negligence during the Brighton cardboard boat regatta activities injured or damaged a third party.

I also agree to pay the legal fees and costs they incur in defending against any such claim. I am aware of the inherent risks of participating in the Brighton cardboard boat regatta activities and accept them. I am not aware of any physical or mental condition that would prevent me from, or could be aggravated by, participating in the Brighton cardboard boat regatta activities. After the race I will properly dispose of my cardboard boat in the trailer provided by the Registration Tent near the City Building. I have read this release, understand it, and sign it voluntarily

Participant Signature: _____ Date: _____ Parent/Guardian Signature (if under 18): _____ Date: _____

Photo Release

I consent to the use of my image in promotional materials for the Taste of Brighton event, including photographs, videos, and media coverage.

Participant Signature: _____ Date: _____ Parent/Guardian Signature (if under 18): _____ Date: _____

Join Us for a Day of Fun on Mill Pond!

Enjoy an unforgettable day of laughter, creativity, competition, and community spirit at the Taste of Brighton Cardboard Boat Regatta! Whether you're racing, cheering from the tridge, or volunteering, we promise an event to remember!



Taste of Brighton Presents: The Kids' Boat Crafting Booth Set Sail for Fun at Mill Pond

Location: Taste of Brighton Festival – Kids' Activity Booth

Time: ?

Free for all kids

Activities Include:

- Build & Decorate Your Own Paper Boat – ~~Create a boat and watch it float on Mill Pond~~
- Make a Captain's Hat – Use recycled newspaper to craft your own sailor's hat
- Paint & Personalize – Add color, patterns, and unique designs to your creations
-

Skills Kids Will Learn:

- Creativity and craftsmanship
- Basic engineering concepts
- Fine motor skills
- Teamwork and problem-solving

An Eco-Friendly Experience

All materials are recycled and biodegradable, encouraging sustainability and environmental awareness.

Join us for hands-on fun, creativity, and an interactive experience at the Taste of Brighton Festival. This activity is perfect for young builders, future sailors, and anyone who loves to create.

~~Come build, decorate, and launch your boat at Mill Pond!~~

Brighton BOAT REGATTA

- FAMILY-FRIENDLY CARDBOARD BOAT RACE ON BRIGHTON'S ICONIC MILL POND
- CELEBRATES CREATIVITY, COMMUNITY SPIRIT, AND HANDS-ON FUN
- UNIQUE TO BRIGHTON'S LANDSCAPE AND DOWNTOWN CHARM



- SHOWCASES THE HEART OF BRIGHTON - THE MILL POND AS A VIBRANT EVENT SPACE
- MULTI-GENERATIONAL APPEAL - FUN FOR KIDS, ADULTS, AND FAMILIES
- HANDS-ON ENGAGEMENT - PROMOTES BUILDING, CRAFTING, AND IMAGINATION
- CREATIVE EXPRESSION - A JOYFUL CELEBRATION OF RESIDENT INGENUITY
- LOCAL DRAW - BOOSTS VISIBILITY AND FOOT TRAFFIC

Brighton
BOAT REGATTA

BENEFITS TO THE CITY OF BRIGHTON

STRENGTHENS BRIGHTON'S REPUTATION AS A FUN, FAMILY-FOCUSED COMMUNITY

- BRINGS NEW AND REPEAT VISITORS TO LOCAL BUSINESSES
- ACTIVATES PUBLIC SPACE IN A MEANINGFUL AND MEMORABLE WAY
- ENCOURAGES LEARNING THROUGH STEM (SCIENCE, TECH, ENGINEERING, MATH)
- POTENTIAL TO BECOME A BELOVED ANNUAL TRADITION





BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River Ave.
Brighton, MI 48116
o: 810-229-6640 f: 810-229-1619

May 7, 2025

Patty Thomas
City of Brighton
420 S. Third St.
Brighton, MI 48116

RE: Approval for Public Fireworks Display
Taste of Brighton - Believe in Brighton(sponsoring organization)
Saturday, July 12, 2025 9-11 pm

Pyrotechnic: Small Town Saturday Night Fireworks LLC
461 Pearl Lake Dr.
Sheridan, MI 48884
Contact: Duane Mocherman
Email: duane@stsnfireworks.com

Dear Patty,

The Brighton Area Fire Authority has reviewed the request to provide a public fireworks display scheduled for Saturday, July 12, 2025, at the Brighton Mill Pond on South Ore Creek.

We understand that the City of Brighton has received the proposal to approve the Display Fireworks Permit as of May 7, 2025. According to the proposed plan, the largest shell will be 2.5" in diameter. The plan indicates that the launch site will be on the water and provides a clearance radius for a 3" shell. This exceeds the minimum safe area for fallout of the display to occur over the water from shore to boardwalk. This separation meets the requirements of NFPA 1123, Code for Fireworks Display. The show will not launch if wind speeds exceed 15mph.

The fire authority will inspect the display set-up before the scheduled launch time, while you are setting it up. We will also review the safety & emergency plan at this time.

Please feel free to contact me to discuss any questions or concerns that you may have, (810)229-6640.

Cordially,

A handwritten signature in black ink, appearing to read "R. Boisvert".

Rick Boisvert, CFPS
Fire Marshal



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

MAY 13, 2025

SUBJECT: CONSIDER APPROVAL OF DESIGN AND CONSTRUCTION ENGINEERING SERVICES PROPOSALS FROM HUBBELL, ROTH & CLARK, INC. FOR GLENWYTH, ROBERTSON, SISU KNOLL AND RITA ANN FOR A COST NOT TO EXCEED \$161,230 ALONG WITH RELATED BUDGET AMENDMENTS

BACKGROUND

There are street millage and bond funds available for future road projects. At the April 10, 2025 City Council meeting, staff and city council discussed roads that would be good candidates to utilize this funding on. The discussion covered areas that may not be affected by local construction traffic, such as the I-96 interchange project. It also covered other possible locations that could be added if additional funding becomes available. Staff were encouraged to bring back engineering proposals for a portion of Glenwyth Drive, all of Robertson Drive, Sisu Knoll Drive and Rita Ann Street. Additionally, staff requested opinions of probable cost for Peppergrove, Baywood, Hightree and numerous courts in the same area.

ADMINISTRATIVE SUMMARY

As a result of the April 10, 2025 Council meeting, staff contacted Hubbell, Roth and Clark, Inc. (HRC) to obtain design and construction engineering proposals for the aforementioned areas. If approved, HRC would start immediately on design engineering and work with staff to have the Invitation to Bid (ITB) published on the Michigan Intergovernmental Trade Network (MITN) as soon as possible. Additionally, staff would begin the process of notifying residents in the affected areas to help them prepare for the possible road work. We anticipate approximately two to three months for the design and bidding process with the recommended contractor being brought back before City Council for approval. If approved, a schedule would be discussed with the contractor. Because the majority of the labor taking place on the projects is mill and overlay work and not full reconstruction, it is believed that the project(s) can be completed this construction season.

Below are some of the responsibilities that Hubbell, Roth and Clark will provide through their proposal while working with staff.

- Meet with City staff to discuss and solidify the scope of the project and conceptual layout
- Take pavement cores in each area to review the existing pavement and base thickness
- Develop typical details and specifications showing removals and project limits
- Prepare final bid documents and make available for bidders
- Answer questions and clarify issues that arise during the bidding process
- Attend bid opening and issue contract award recommendation letter
- Conduct preconstruction meeting with the contractor
- Provide contract administration and assist with progress meetings and pay estimates
- Provide construction observation for verification of materials, quantities and material density testing
- Perform a final inspection walk through with City Staff and coordinate project closeout

BUDGET

There is \$500,000 - \$1,200,000 available from remaining street millage and 2021 bond funds. It is staff's intention to use this for engineering and also for the project(s) if approved when brought back to Council. A budget requirement would be required to move the funds from the millage and bond funds to the appropriate road funds.

RECOMMENDATION

Approve the design and construction engineering services proposal from Hubbell, Roth & Clark, Inc. for Glenwyth, Robertson, Sisu Knoll and Rita Ann for a cost not to exceed \$161,230 and all necessary budget amendments.

Prepared by: Marcel Goch, DPS Director

Reviewed by: Gretchen Gomolka, City Manager

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



May 5, 2025

City of Brighton
200 N. First Street
Brighton, MI 48116

Attn: Mr. Marcel Goch, Public Services Director

Re: Design & Construction Engineering Services Proposal
2025 Road Improvement Project

HRC Job No. 20250295

Dear Mr. Goch:

As requested, Hubbell, Roth & Clark, Inc. (HRC) are pleased to submit this design & construction engineering proposal for the City's 2025 Road Improvement Project. A summary of the engineering tasks is listed below.

Understanding of Project

The City has selected two (2) areas for road improvements in 2025. These areas include Sisu Knoll/Rita Ann and Robertson/Glenwyth. A description of the scope of work for both areas is as follows:

Sisu Knoll/Rita Ann – The roadway pavement of Sisu Knoll will be improved from Oakridge Drive to the newer pavement towards Ricket Road. The asphalt pavement section will be removed and replaced, leaving the existing aggregate base and curbs, and the sidewalk ramps will be improved to meet current accessibility standards. The concrete section of Sisu Knoll will be completely removed and replaced with new concrete. It is anticipated that there will be a high ground water level in this area and a new concrete pavement and aggregate base section will be needed. The pavement of the Rita Ann cul-de-sac will be removed and replaced.

Robertson/Glenwyth – The asphalt roadway pavement section of Robertson Drive will be removed and replaced from Devesonshire Blvd to Glenwyth Road. The existing concrete curb will remain with minimal replacement and the sidewalk ramps will be improved to meet current accessibility standards. The asphalt roadway pavement of Glenwyth Road will be removed and replaced from Devonshire Blvd to Robertson Drive.

Scope of Work

HRC will prepare plans and specifications to improve the roadways described above. Since most of the work will be completed between the existing curbs, minimal topographic information will be collected. The plans will consist of aerial photos and typical details of the work:

- Scope meeting – HRC will meet with City Staff to discuss and solidify the scope of project. This task includes the time already spent creating conceptual layouts and cost estimates.
- Pavement Cores – HRC will collect four (4) pavement cores in each area to review the existing pavement and aggregate base thickness and condition. This information will help determine if the aggregate base needs to be replaced and if subgrade undercutting is necessary
- Developing typical details and specifications– HRC will create plan sheets and details that show the removals and project limits to review with City Staff. Once the City has approved the limits of the improvements, HRC will finalize the plans and specifications and prepare the final bid documents
- The bidding phase of the project will include making the bid documents available to bidders, answering any questions or clarifications that arise during the bidding, attending the bid opening and issuing a contract award recommendation letter

Work not included in our scope

- Water Main, Sanitary and Storm Sewer Improvements
- Easement documents or acquisitions
- Wetland or environmental reviews
- Record Drawings
- Permitting fees

Once the contract has been awarded to the Contractor, HRC will provide the following construction engineering services:

- HRC will conduct a preconstruction meeting with City Staff and the Contractor.
- Survey construction layout will be provided for sidewalk ramp improvements.
- HRC will provide contract administration which includes: one (1) progress meeting, three (3) pay estimates and project close out
- Construction observation will be provided to verify materials, confirm quantities, and coordinate construction efforts with the Contractor.
- Material and density testing of the subgrade, aggregate base, concrete curb and HMA will be provided by our inhouse testing laboratory
- Once construction has been completed HRC will conduct a final inspection and coordinate project closeout with the Contractor

We have budgeted observation, administration and testing services based on the attached construction cost estimates and the work being completed in five (5) weeks. If the Contractor takes longer to complete the work or if additional construction activities are required, additional time and compensation may be needed to complete the construction engineering tasks

Schedule

Based on our experience with similar projects we propose the following schedule. The tasks are anticipated to be completed on or before the following dates:

<u>Task</u>	<u>Date</u>
Proposal Acceptance	May 13, 2025
Preliminary Design	June 30, 2025
Final Design	July 14, 2025
Bidding Phase	July 2025
Contract Award	August 2025
Construction Start	September 2025
Construction Completion	October 2025
Project Closeout	December 2025

Budget

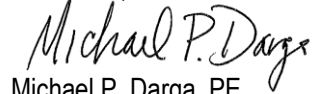
The design improvements outlined in this proposal can be accomplished for **\$161,230**, which is a not to exceed price. The proposed hours per task are outlined in the attached Staff Hour Projections. The Engineering Fees for each street are as follows:

Sisu Knoll	\$65,364
Rita Ann	\$21,788
Robertson	\$43,576
Glenwyth	<u>\$30,502</u>
Total	\$161,230

If you have any questions or require any additional information, please contact the undersigned at 248-535-3350.

Sincerely yours,

HUBBELL, ROTH & CLARK, INC.



Michael P. Darga, PE

pc: HRC; T. Sneathen, A. Malczewski

Accepted By:

Signature: _____
Marcel Goch, Public Services Director

Dated: _____

2025 ROAD IMPROVEMENTS
CITY OF BRIGHTON
HRC Job No. 20250295
May 5, 2025

	ASSOCIATE	PROJECT ENGINEER	GRADUATE ENGINEER	CONSTRUCTION SUPERVISOR	FIELD OBSERVER	SURVEY CREW	TESTING TECHNICIAN	TOTAL HOURS	TOTAL ESTIMATED FEES
	\$165.00	\$135.00	\$118.00	\$130.00	\$108.00	\$120.00	\$84.00	HOURS	LABOR
TASK 1 - DESIGN ENGINEERING									
Start Up - Cost Estimates	10		45					55	\$ 6,960
Meetings	12	20	20					52	\$ 7,040
Pavement Cores	8		8				36	52	\$ 5,290
Topographic Survey	2		4			32		38	\$ 4,640
Plans & Specifications	10	80	200	8	40			338	\$ 41,410
Bidding Phase	4	8	8					20	\$ 2,680
Subtotal									\$ 68,020
TASK 2 - CONSTRUCTION ENGINEERING									
Construction Administration	10	20	100	8				138	\$ 17,190
Construction Observation	8			80	240			328	\$ 37,640
Material Testing	4	40	20				160	224	\$ 21,860
Survey Layout	4		8			80		92	\$ 11,200
Project closeout	4	8	4	4	24			44	\$ 5,320
Subtotal									\$ 93,210
Total Hours & Costs	76	176	417	100	304	112	196	1,381	\$ 161,230

OPINION OF PROBABLE CONSTRUCTION COST

PROJECT: 2025 LOCAL ROAD PAVING IMPROVEMENTS
LOCATION: Sisu Knoll Dr (Oak Ridge Dr to 200' SW of Rickett Rd) and Rita Ann Ln
WORK: Mill and overlay and ramp upgrades with complete concrete section removal and replacement

DATE: May 1, 2025
PROJECT #: 20250295
ESTIMATOR: MAR
CHECKED BY: MPD

Sisu Knoll Dr (Oak Ridge Dr to 200' SW of Rickett Rd) and Rita Ann Ln

Item Code	Item Description	Qty	Unit	Unit Price	Total
1047051	Audio Video Route Survey	1	LSUM	\$ 4,000	\$ 4,000
1500001	Mobilization, Max (10%)	1	LSUM	\$ 50,000	\$ 50,000
2040020	Curb and Gutter, Rem	400	Ft	\$ 25	\$ 10,000
2040055	Sidewalk, Rem	60	Syd	\$ 30	\$ 1,800
2047011	Pavt, Rem	1160	Syd	\$ 8	\$ 9,280
2050016	Excavation, Earth	30	Cyd	\$ 15	\$ 450
2057021	Subgrade Undercutting	100	Cyd	\$ 35	\$ 3,500
2080020	Erosion Control, Inlet Protection, Fabric Drop	11	Ea	\$ 250	\$ 2,750
2090001	Project Cleanup	1	LSUM	\$ 1,000	\$ 1,000
3027011	Aggregate Base, 8 inch	1300	Syd	\$ 10	\$ 13,000
4030010	Dr Structure Cover, Type B	6	Ea	\$ 800	\$ 4,800
4030050	Dr Structure, Reconst	1	Ea	\$ 2,000	\$ 2,000
4037050	Utility Structure Cover, Adj, Case 1, Modified	6	Ea	\$ 440	\$ 2,640
4037050	Utility Structure, Temp Lowering, Modified	6	Ea	\$ 1,100	\$ 6,600
4040001	Edge Drain, 6 inch	600	Ft	\$ 10	\$ 6,000
5010002	Cold Milling HMA Surface	7200	Syd	\$ 5	\$ 36,000
5012025	HMA, 4EML	900	Ton	\$ 170	\$ 153,000
5012037	HMA, 5EML	900	Ton	\$ 160	\$ 144,000
6020100	Conc Pavt, Intergal Curb, 8 inch	1200	Syd	\$ 45	\$ 54,000
8020038	Curb and Gutter, Conc, Det F4	400	Ft	\$ 34	\$ 13,600
8030010	Detectable Warning Surface	100	Ft	\$ 50	\$ 5,000
8030030	Curb Ramp Opening, Conc	150	Ft	\$ 30	\$ 4,500
8030044	Sidewalk, Conc, 4 inch	200	Sft	\$ 10	\$ 2,000
8032002	Curb Ramp, Conc, 6 inch	500	Sft	\$ 10	\$ 5,000
8110024	Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	72	Ft	\$ 3	\$ 216
8110045	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	18	Ft	\$ 16	\$ 288
8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	16	Ea	\$ 75	\$ 1,200
8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	16	Ea	\$ 5	\$ 80
8120026	Pedestrian Type II Barricade, Temp	10	Ea	\$ 13	\$ 133
8120035	Channelizing Device, 42 inch, Fluorescent, Furn	100	Ea	\$ 15	\$ 1,500
8120036	Channelizing Device, 42 inch, Fluorescent, Oper	100	Ea	\$ 1	\$ 100
8120170	Minor Traf Devices	1	LSUM	\$ 17,500	\$ 17,500
8120350	Sign, Type B, Temp, Prismatic, Furn	82	Sft	\$ 4	\$ 328
8120351	Sign, Type B, Temp, Prismatic, Oper	82	Sft	\$ 1	\$ 82
8120370	Traf Regulator Control	1	LSUM	\$ 7,000	\$ 7,000
8167011	Turf Establishment, Performance	100	Syd	\$ 15	\$ 1,500
8230391	Gate Box, Adj, Temp, Case 1	2	Ea	\$ 700	\$ 1,400
8237050	Gate Box, Adj, Case 1, Modified	2	Ea	\$ 900	\$ 1,800
				Contingency (10%)	\$ 57,000
				Total Construction Cost	\$ 630,000

105 W Grand River Ave
Howell, MI 48843
P: (248) 454-6300 - F: (248) 454-6312

OPINION OF PROBABLE CONSTRUCTION COST

PROJECT: 2025 LOCAL ROAD PAVING IMPROVEMENTS
LOCATION: Robertson Dr (Devonshire Blve to Glenwyth Rd) and Glenwyth Rd (Devonshire Blve to Rober
WORK: Mill and overlay and ramp upgrades

DATE: April 18, 2025
PROJECT #: 20250410
ESTIMATOR: MAR
CHECKED BY: MPD

Robertson Dr (Devonshire Blve to Glenwyth Rd) and Glenwyth Rd (Devonshire Blve to Robertson Dr)

Item Code	Item Description	Qty	Unit	Unit Price	Total
1047051	Audio Video Route Survey	1	LSUM	\$ 5,000	\$ 5,000
1500001	Mobilization, Max (10%)	1	LSUM	\$ 40,000	\$ 40,000
2040020	Curb and Gutter, Rem	670	Ft	\$ 25	\$ 16,750
2040055	Sidewalk, Rem	45	Syd	\$ 30	\$ 1,350
2080020	Erosion Control, Inlet Protection, Fabric Drop	3	Ea	\$ 250	\$ 750
2090001	Project Cleanup	1	LSUM	\$ 1,000	\$ 1,000
4030010	Dr Structure Cover, Type B	9	Ea	\$ 800	\$ 7,200
4037050	Utility Structure Cover, Adj, Case 1, Modified	9	Ea	\$ 440	\$ 3,960
4037050	Utility Structure, Temp Lowering, Modified	9	Ea	\$ 1,100	\$ 9,900
5010002	Cold Milling HMA Surface	6112	Syd	\$ 5	\$ 30,560
5012025	HMA, 4EML	740	Ton	\$ 170	\$ 125,800
5012037	HMA, 5EML	740	Ton	\$ 160	\$ 118,400
8020032	Curb and Gutter, Conc, Det D3	670	Ft	\$ 35	\$ 23,450
8030010	Detectable Warning Surface	20	Ft	\$ 50	\$ 1,000
8030030	Curb Ramp Opening, Conc	20	Ft	\$ 30	\$ 600
8030044	Sidewalk, Conc, 4 inch	300	Sft	\$ 10	\$ 3,000
8032002	Curb Ramp, Conc, 6 inch	100	Sft	\$ 10	\$ 1,000
8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	6	Ea	\$ 75	\$ 450
8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	6	Ea	\$ 5	\$ 30
8120026	Pedestrian Type II Barricade, Temp	4	Ea	\$ 13	\$ 53
8120035	Channelizing Device, 42 inch, Fluorescent, Furn	100	Ea	\$ 15	\$ 1,500
8120036	Channelizing Device, 42 inch, Fluorescent, Oper	100	Ea	\$ 1	\$ 100
8120170	Minor Traf Devices	1	LSUM	\$ 16,500	\$ 16,500
8120350	Sign, Type B, Temp, Prismatic, Furn	82	Sft	\$ 4	\$ 328
8120351	Sign, Type B, Temp, Prismatic, Oper	82	Sft	\$ 1	\$ 82
8120370	Traf Regulator Control	1	LSUM	\$ 6,600	\$ 6,600
8167011	Turf Establishment, Performance	100	Syd	\$ 15	\$ 1,500
8230391	Gate Box, Adj, Temp, Case 1	1	Ea	\$ 700	\$ 700
8237050	Gate Box, Adj, Case 1, Modified	1	Ea	\$ 900	\$ 900
				Contingency (10%)	\$ 42,000
				Total Construction Cost	\$ 470,000



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

MAY 13, 2025

SUBJECT: CONSIDER APPROVAL OF RESOLUTION #2025-14 TO ALLOW STAFF TO APPLY FOR \$197,000 THROUGH THE MICHIGAN DEPARTMENT OF TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM GRANT FOR THE MILL AND OVERLAY OF SOUTH THIRD STREET BETWEEN MAIN STREET AND BRIGHTON LAKE ROAD AND COMMIT TO PROVIDING \$264,000 INCLUDING \$197,000 IN MATCHING FUNDS

BACKGROUND

The State of Michigan Department of Transportation Economic Development Fund offers the Category B Program Grant funding up to \$250,000 for reconstruction, replacement, rehabilitation or capital preventative maintenance for cities or villages with populations under 10,000.

City Council approved a resolution in May of 2024 to allow staff to apply for this grant to assist with the cost of the reconstruction of S. Third Street between Main Street and Brighton Lake Road. Unfortunately, we were not awarded the grant at that time.

ADMINISTRATIVE SUMMARY

Staff would once again like to apply for this grant for the same project.

City Council previously approved Hubbell, Roth, & Clark (HRC), Inc. to provide us with an Opinion of Probable Construction Cost for improvements to South Third Street. The estimate at that time was for \$390,000. The updated estimate is \$510,000, which includes a 10% contingency of \$46,000.

The maximum grant award amount is \$250,000 with a 50/50 match requirement by the applicant, allowing for a total project cost of \$500,000. Funds are for street-related rehabilitation only and are not to be used for engineering or utility improvements, which include water, wastewater and storm systems. Additionally, the costs of these improvements are not to be used for the city's match portion.

As discussed above, the current estimate provided by HRC including contingencies totals \$510,000. With that in mind we are requesting approval for a resolution allowing the city to apply for \$197,000 in grant funds, which is 50% of the eligible costs. Additionally, we are asking the City Council to commit to providing \$264,000 for this project (\$197,000 in matching funds and another \$67,000 grant ineligible costs). If awarded, the city is not obligated to accept the grant nor spend the committed dollar amount.

BUDGET INFORMATION

If awarded, the \$264,000 committed by the city will be paid from the Major Streets Fund which has sufficient fund balance.

RECOMMENDATION

Approve Resolution #2025-14 to allow staff to apply for \$197,000 through the Michigan Department of Transportation Economic Development Fund Program Category B Program Grant for the mill and overlay of S. Third Street between Main Street and Brighton Lake Road and commit to providing \$264,000, including \$197,000 in matching funds.

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

Reviewed by: Marcel Goch, DPS Director
Elizabeth Gaines, Finance Director

- ☐ Within Budget
- ☐ Budget Amendment Necessary and In Proper Form
- ☒ Other _____if awarded, funding is available from major streets fund balance and an amendment would be recorded upon acceptance of a contract. _____

Reviewed &
Approved by: Gretchen Gomolka, City Manager

Attachments: Resolution No. 2025-14



105 W Grand River Ave
 Howell, MI 48843
 P: (248) 454-6300 - F: (248) 454-6312

PROJECT: LOCAL ROAD PAVING IMPROVEMENTS
 LOCATION: THIRD STREET

Ineligible Costs				
Item	Qty	Unit	Unit Price	Total
Sidewalk, Rem	350	Syd	\$15	\$5,250
Detectable Warning Surface	160	Ft	\$75	\$12,000
Curb Ramp Opening, Con	225	Ft	\$45	\$10,125
Sidewalk, Conc, 4 inch	1900	Sft	\$8	\$15,200
Curb Ramp, Conc, 6 inch	800	Sft	\$15	\$12,000
Restoration	1	LSUM	\$10,000	\$10,000
Audio Video Route Survey	1	LSUM	\$2,500	\$2,500

	Ineligible Costs Total			\$67,075
Eligible Costs				
Item	Qty	Unit	Unit Price	Total
Mobilization, Max (10%)	1	LSUM	\$42,000	\$42,000
Curb and Gutter, Rem	650	Ft	\$15	\$9,750
Granular Material, CI II	50	Cyd	\$70	\$3,500
Erosion Control, Inlet Protection, Fabric Drop	22	Ea	\$100	\$2,200
Structure Cover Adjustments	26	Ea	\$750	\$19,500
Cold Milling HMA Surface	9730	Syd	\$5	\$48,650
HMA Surface, Rem	490	Syd	\$10	\$4,900
Hand Patching	110	Ton	\$220	\$24,200
HMA, 5EML	1130	Ton	\$140	\$158,200
Lane Tie, Epoxy Anchored	112	Ea	\$12	\$1,344
Curb and Gutter, Conc, Match Existing, Special	400	Ft	\$45	\$18,000
Pavement Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	360	Ft	\$5	\$1,800
Pavement Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	45	Ft	\$16	\$720
Pavement Mrkg, Ovly Cold Plastic, Lt Turn Arrow Sym	1	Ea	\$200	\$200
Pavement Mrkg, Ovly Cold Plastic, Only	1	Ea	\$200	\$200
Pavement Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	175	Ft	\$7	\$1,225
Pavt Mrkg, Sprayable Thermopl, 4 inch, White	70	Ft	\$1	\$70
Pavt Mrkg, Sprayable Thermopl, 4 inch, Yellow	3350	Ft	\$1	\$3,350
Maintaining Traffic	1	LSUM	\$20,000	\$20,000
Minor Traf Devices	1	LSUM	\$15,000	\$15,000
Traf Regulator Control	1	LSUM	\$15,000	\$15,000
Reimbursed Permit Fee	1	Dir	\$2,500	\$2,500

	Eligible Costs Total			\$392,309.00

	TOTAL PROJECT COST			\$460,000.00
		50% of Eligible Costs		\$196,154.50
		Ineligible Costs		\$67,075.00
		Total City Commitment		\$264,000.00
		Grant Request		\$197,000.00

105 W Grand River Ave

Howell, MI 48843

P: (248) 454-6300 - F: (248) 454-6312

PROJECT: LOCAL ROAD PAVING IMPROVEMENTS

LOCATION: THIRD STREET

OPINION OF PROBABLE CONSTRUCTION COST

DATE: May 6, 2025

PROJECT #: 20240073

ESTIMATOR: TJP

CHECKED BY: MPD

Third Street (Brighton Lake Road to Main Street including Roundabout)

Item	Qty	Unit	Unit Price	Total
Mobilization, Max (10%)	1	LSUM	\$ 42,000	\$ 42,000
Curb and Gutter, Rem	650	Ft	\$ 15.00	\$ 9,750
Sidewalk, Rem	350	Syd	\$ 15.00	\$ 5,250
Granular Material, CI II	50	Cyd	\$ 70.00	\$ 3,500
Erosion Control, Inlet Protection, Fabric Drop	22	Ea	\$ 100.00	\$ 2,200
Structure Cover, Adj, Special	26	Ea	\$ 750.00	\$ 19,500
Cold Milling HMA Surface	9730	Syd	\$ 5.00	\$ 48,650
HMA Surface, Rem	490	Syd	\$ 10.00	\$ 4,900
Hand Patching	110	Ton	\$ 220.00	\$ 24,200
HMA, 5EML	1130	Ton	\$ 140.00	\$ 158,200
Lane Tie, Epoxy Anchored	112	Ea	\$ 12.00	\$ 1,344
Curb and Gutter, Conc, Match Existing, Special	400	Ft	\$ 45.00	\$ 18,000
Detectable Warning Surface	160	Ft	\$ 75.00	\$ 12,000
Curb Ramp Opening, Conc	225	Ft	\$ 45.00	\$ 10,125
Sidewalk, Conc, 4 inch	1900	Sft	\$ 8.00	\$ 15,200
Curb Ramp, Conc, 6 inch	800	Sft	\$ 15.00	\$ 12,000
Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	360	Ft	\$ 5.00	\$ 1,800
Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	45	Ft	\$ 16.00	\$ 720
Pavt Mrkg, Ovly Cold Plastic, Lt Turn Arrow Sym	1	Ea	\$ 200.00	\$ 200
Pavt Mrkg, Ovly Cold Plastic, Only	1	Ea	\$ 200.00	\$ 200
Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	175	Ft	\$ 7.00	\$ 1,225
Pavt Mrkg, Sprayable Thermopl, 4 inch, White	70	Ft	\$ 1.00	\$ 70
Pavt Mrkg, Sprayable Thermopl, 4 inch, Yellow	3350	Ft	\$ 1.00	\$ 3,350
Maintaining Traffic	1	LSUM	\$ 20,000	\$ 20,000
Minor Traf Devices	1	LSUM	\$ 15,000	\$ 15,000
Traf Regulator Control	1	LSUM	\$ 15,000	\$ 15,000
Restoration	1	LSUM	\$ 10,000	\$ 10,000
Audio Video Route Survey	1	LSUM	\$ 2,500	\$ 2,500
Reimbursed Permit Fee	1	Dlr	\$ 2,500	\$ 2,500
Contingency (10%)			\$	46,000
Total			\$	510,000

Assumptions:

- * 2 inch mill and overlay
- * 5% base repairs & hand patching
- * Center island to remain in roundabout
- * Estimate Based on 2024 MDOT Average Unit Prices

**CITY OF BRIGHTON
RESOLUTION NO. 2025-14**

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR THE MILL AND OVERLAY OF SOUTH THIRD STREET BETWEEN MAIN STREET AND BRIGHTON LAKE ROAD INCLUDING THE ROUNDABOUT FUNDED BY THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM.

Minutes of a regular meeting of the City Council of the City of Brighton, Livingston County, Michigan, held in the City Council Chambers at 200 N. First Street, in said City, on Tuesday, May 13, 2025 at 6:30 pm:

PRESENT: COUNCIL MEMBERS: [Names]

ABSENT: COUNCIL MEMBERS: [Names]

The following preamble and resolution were offered by Commissioner [Name] and supported by Commissioner [Name].

WHEREAS, the City of Brighton is applying for \$197,000 in funding through the Michigan Department of Transportation Economic Development Fund Category B Program for the mill and overlay of South Third Street between Main Street and Brighton Lake Road including the roundabout.

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT, the City has authorized Marcel Goch, Department of Public Services Director, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the City attests to the existence of, and commits to, providing at least \$264,000, including \$197,000 in matching funds toward the construction costs of the project(s), and all costs for design, permit fees, administration costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the City commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

PRESENT: COUNCIL MEMBERS: [Names]

NAYS: COUNCIL MEMBERS: [Names]

ABSENT: COUNCIL MEMBERS: [Names]

RESOLUTION DECLARED ADOPTED.

[name]
[title]

CERTIFICATION

The foregoing resolution was certified at a regular meeting of the City Council of the City of Brighton held on May 13, 2025

Tara Brown, City Clerk



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

MAY 13, 2025

SUBJECT: **CONSIDER APPROVING THE PURCHASE OF SURVEILLANCE CAMERAS AND ASSOCIATED EQUIPMENT FOR CITY WATER TOWERS AND BOOSTER STATIONS FROM ESSENTIAL ELECTRIC LLC IN AN AMOUNT NOT TO EXCEED \$67,000.**

BACKGROUND

On October 23, 2018, the America's Water Infrastructure Act (AWIA) was signed into law, establishing new requirements for Community Water Systems (CWSs) serving populations of more than 3,300. Under the provisions of this law, systems are required to develop and update both Risk and Resilience Assessments (RRAs) and Emergency Response Plans (ERPs). These assessments are intended to identify vulnerabilities, and it is expected that water systems implement appropriate measures to address and improve any identified security deficiencies.

AWIA encourages a broad range of security measures, including cybersecurity, protection against natural disasters, and physical security enhancements such as fencing and surveillance systems. Since 2023, the Water division has steadily increased its security. Notable efforts include a cybersecurity assessment conducted in coordination with the Cybersecurity and Infrastructure Security Agency (CISA) and the Michigan State Police. Additional physical security improvements include the installation of fencing around the Northstar Water Tower and upgraded lighting at both Summit and Northstar Towers, along with repairs to lighting at other facilities.

The next logical step in strengthening the system's overall resilience is the installation of security cameras at critical infrastructure sites, including water towers and booster stations. Over the past several years, City Council has approved substantial investments in water infrastructure, including the refurbishment of multiple booster stations, construction of two new booster stations, and the painting of both Summit and Northstar Towers. Protecting these assets from trespassing, vandalism, and other threats is a necessary step to ensure the longevity and security of these projects.

ADMINISTRATIVE SUMMARY

Increasing our AWIA risk and resilience score has remained a priority since the initial assessment. For both FY 2022–2023 and FY 2024–2025 budgets, City Council approved \$60,000 and \$40,000 respectively to enhance security measures at the water plant and other critical infrastructure locations.

Staff have collaborated with Tom Kent of Essential Electric LLC to identify the most effective camera models, equipment, and installation sites to benefit the City's security goals. Mr. Kent assisted with the City's initial camera system installation and has continued to work closely with both the Police Department and Department of Public Services (DPS) on system maintenance and upgrades.

The proposed camera system will provide 24/7 remote monitoring capabilities from multiple access points, allowing real-time observation of these facilities. The Police Department will have access to monitor these locations as part of the City's broader public safety strategy.

In addition, the water division is requesting to install and purchase cameras for the Pinemont Booster Station, which is scheduled for completion this year. Upon installation, the Water Plant and all associated outbuildings will have full 24/7

surveillance coverage.

We also considered what the ongoing costs to be covered out of operations would be for wireless communications at each location to facilitate signal transmission. After evaluating service providers, staff identified AT&T as the most cost-effective option, with an estimated monthly cost of \$70 per location. In contrast, Comcast's service was quoted at approximately \$125 per location per month.

	Cameras and Equipment (Base Cost)	IR (infrared) Ring	Wireless Access Point	Total Per Location
Northstar Water Tower	\$12,478.56	\$953.08	\$231.00	\$13,662.64
Northstar Booster Station	\$8,600.84	\$0.00	\$231.00	\$8,831.84
Summit Water Tower	\$6,442.25	\$0.00	\$231.00	\$6,673.25
Nelson Booster Station	\$7,374.92	\$0.00	\$231.00	\$7,605.92
Pine Creek Storage Tank	\$10,710.77	\$476.54	\$231.00	\$11,418.31
Pinemont Booster Station	\$9,573.05		\$231.00	\$9,804.05

		ALL LOCATION TOTAL		\$57,996.01
	ALL LOCATION (INCLUDING CONTINGENCY)			\$67,000.00

BUDGET INFORMATION

As part of the FY 2022–2023 Utilities budget City Council approved \$60,000 in funding for projects related to the American Water Infrastructure Act (AWIA). Of that amount, \$51,000 remains available. In addition, City Council approved an additional \$40,000 in the FY 2024–2025 utilities budget to continue enhancing security at critical water infrastructure sites.

The total cost of the cameras, equipment, and installation is \$67,000. Staff recommends utilizing the remaining \$51,000 from FY 2022–2023 funds and allocating \$16,000 from the approved FY 2024–2025 budget to cover the balance.

As is customary, we are requesting to add a 15 percent contingency to cover any unforeseen costs.

RECOMMENDATION

Approve the purchase and installation of surveillance cameras and associated equipment for City water towers and booster stations from Essential Electric LLC in an amount not to exceed \$67,000.

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

Attachments: Essential Electric Quote



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

May 13, 2025

SUBJECT: **CONSIDER APPROVAL OF THE INSTALLATION OF SOLAR CROSSWALK SIGNS BY SEVERENCE ELECTRIC AT THE INTERSECTIONS OF MAIN AND SIXTH STREETS AND CHALLIS AND KARL GREIMEL DRIVE AT A COST NOT TO EXCEED \$42,985 ALONG WITH ALL RELATED BUDGET AMENDMENTS**

BACKGROUND

DPW staff recently removed the concrete and brick pedestrian crossing island and light pole at the intersection of Main Street and Sixth Street due to deteriorating concrete of the island resulting from vehicular crashes that also required light pole replacement on numerous occasions. This island created a false sense of security for those crossing the street. Concerns were raised about the safety of students walking to and from the high school who need to cross Main Street. City Council requested staff investigate costs to install solar powered lighted crosswalk signs here, instead of the previous crosswalk signage.

Council also discussed the possibility of installing a lighted crosswalk at Challis Road and Karl Greimel Drive. This area has seen an increase in pedestrian traffic due to the U of M Outpatient building and school pedestrians who walk to Murphy Drive after the school day. With the width and traffic volume of Challis Road, having a lighted crosswalk here will provide a safer transition for pedestrians now and for future development.

ADMINISTRATIVE SUMMARY

Staff obtained proposals for each of these intersections from Severence Electric. This contractor has maintained the city's traffic signals, pedestrian crossing signals, and existing lighted crosswalks for many years and were the contractor who installed the new crosswalk signs for the Main Street Streetscape Project. They are also an MDOT prequalified contractor.

The cost for the signs at the Main and Sixth intersections and the Karl Greimel & Challis intersection are is \$21,330 and \$21,655 respectively, for a total cost of \$42,985.

The proposal includes four signs at each intersection; a sign on either side of the road in both directions.

BUDGET INFORMATION

These lighted crosswalk signs not budgeted for and will require an amendment to use fund balance of the general fund. An amendment will be required to move funds from the General Fund to the major streets funds.

RECOMMENDATION

Approve the installation of solar crosswalk signs by Severence Electric at the intersections of Main Street and Sixth Street and Challis Road and Karl Greimel Drive at a cost not to exceed \$42,985 along with all related budget amendments.

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

Reviewed by: Marcel Goch, DPS Director

Reviewed by: Elizabeth Gaines, Finance Director

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

Reviewed &

Approved by: Gretchen Gomolka, City Manager

Attachments: Severence Electric Quote



SEVERANCE ELECTRIC CO., INC.

Severance Electric Co., Inc. | Main Office: 7076 East N Ave Kalamazoo, MI 49048
Prequalified MDOT Contractor | 269.345.0134 | Info@SevElectric.com

Proposal: #050526 Solar RRFB
Division: Traffic Signal/Electrical
Project: RRFB Crosswalks
Location: Main and 6th
Date: 5/9/2025

LINE #	ITEM #	DESCRIPTION	QUANTITY	UM	UNIT PRICE	EXTENDED PRICE
		Dual Sided Solar RRFB & Pushbutton with 15Ft Alum Pole (Black)	2	Ea	\$ 9,105.00	\$ 18,210.00
		Pedestal Foundation & Grounding	2	Ea	\$ 1,560.00	\$ 3,120.00
						\$ -

NOTES: Includes all labor and materials for working RRFB crosswalks.

Total = \$ 21,330.00

Traffic Control is included.

Please Call 269-345-1034 or email: scott@sevelectric.com if you have any questions.

THANK YOU,
SevElectric



SEVERANCE ELECTRIC CO., INC.

Severance Electric Co., Inc. | Main Office: 7076 East N Ave Kalamazoo, MI 49048
Prequalified MDOT Contractor | 269.345.0134 | Info@SevElectric.com

Proposal: #050525 Solar RRFB
Division: Traffic Signal/Electrical
Project: RRFB Crosswalks
Location: Karl Greimel & Challis
Date: 5/9/2025

LINE #	ITEM #	DESCRIPTION	QUANTITY	UM	UNIT PRICE	EXTENDED PRICE
		Dual Sided Solar RRFB & Pushbutton with Pedestal Foundations and Posts (Black)	2	Ea	\$ 9,201.00	\$ 18,402.00
		Pedestal Foundation & Grounding	2	Ea	\$ 1,626.50	\$ 3,253.00
						\$ -

NOTES: Includes all labor and materials for working RRFB crosswalks.

Total = \$ 21,655.00

Traffic Control is included.

Please Call 269-345-1034 or email: scott@sevelectric.com if you have any questions.

THANK YOU,
SevElectric