



# Brighton City Council Meeting

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

**November 25, 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: regular meeting of October 25, 2025](#)
- b. [Approval of minutes: biennial meeting of November 10, 2025](#)
- c. [Approval to award the three-year contract for building generator maintenance to PM Technologies in the amount of \\$11,529.48 per year](#)
- d. [Approval to award a three-year contract for pest control services to Anteater Pest Control Inc. in the amount of \\$2,940 per year](#)
- e. [Approval to award a three-year contract for HVAC maintenance to Pro Tech Mechanical Services in the amount of \\$9,574 per year](#)

### **Correspondence**

6. Councilmember updates
7. Mayoral Proclamation: Eagle Scout Colter Kashian
8. Staff updates
9. Call to the public

### **Discussion**

10. Discuss first road projects to be funded with 2025 street millage funds
11. [Discuss possible transition to BS&A Payments for online bill pay options](#)

### **New Business**

12. [Consider approval of the Sanitary Sewer Lining Contract from Insituform Technologies for a cost not to exceed \\$350,665](#)
13. [Consider approval of the design and construction engineering services proposal from Hubbell, Roth & Clark, Inc. for the Seventh Street road rehabilitation for a cost not to exceed \\$288,970](#)
14. [Consider approval of the revised Civic Event Policy and Application](#)
15. 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

### **Other Business**

16. Call to the public
17. Adjournment



# Brighton City Council Meeting

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## MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON OCTOBER 28, 2025

### 1. Call to order

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

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

### 4. Consider approval of the agenda

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

### 5. Consider approval of consent agenda items

**Motion** by Councilmember Schmenk, seconded by Councilmember Albert to approve the consent agenda items as presented. **The motion carried, 6-0. Mayor Tobbe abstained.**

#### Consent Agenda Items

- a. Approval of minutes: regular meeting of October 14, 2025
- b. Approval of the Interlocal Agreement for Livingston County to opt out of a Designated Assessor for the period January 1, 2026, through December 31, 2030
- c. Approval of Kaboom! Community Partner Agreement
- d. Acceptance of the quarterly financial report
- e. Acceptance of the quarterly investment report

#### Correspondence

### 6. Councilmember updates

Councilmember Albert stated the Brighton Veterans Memorial Committee met on Wednesday, October 14, 2025, to finalize plans for the Veterans Day Parade. He thanked Freedom River and stated that the organization will be honored during the parade festivities. The next meeting is scheduled for November 19, 2025.

Councilmember Gipson and the Downtown Development Authority met on October 21, 2025, to discuss upcoming holiday lighting and tridge railing and potentially working with Believe in Brighton to sponsor live concerts at the AMP.

Councilmember Pettengill wanted all residents who need help with leaf clean up to contact her. She noted that a large group of volunteers will assemble to help out residents throughout the city.

Mayor Pro Tem Bohn noted the Planning Commission meeting on October 20, 2025, approved site plan 25-05, that City Council will discuss on this agenda, with recommendations. The site-plan is for a 15,000 square foot office building located within the Brighton Towne Square development.

### 7. Staff updates

DPS Director Goch noted the 2025 Street Project is going well. Sisu Knoll concrete is set. Leaf collection has begun. Please be assured that those in the construction area will receive leaf pickup but DPW crews will be working around construction crews, patience is appreciated during construction.

Clerk Brown reported that the November 4, 2025, election is off to a great start already with more than 1,100 absentee ballots back for counting and the City Clerks office will be open on November 1, 2025, from 8:00 a.m. to 4:00 p.m. to register new voters and handle any voting needs.

Chief Pirochta thanked City Council for the new radios that were approved earlier this year. The new radios are in use and are working well.

Community Development Manager Caruso noted that a demolition permit was issued to the new owners of the former Coney Joe's building. The interior will be gutted to make way for a great new bakery.

City Manager Gomolka noted the Kaboom! agreement on the agenda will help to further the application process to allow the City of Brighton to remain competitive and assure Kaboom! that the city is committed to moving through the grant process.

#### **8. Call to the public**

Mayor Tobbe opened the call to the public at 6:43 p.m. Hearing and seeing no comment, the call to the public was closed.

#### **9. Receive the Plante Moran annual audit report and presentation**

Tim St. Andrew and Daniella Suvak presented the findings from the city audit noting that the general fund continues to be financially sound with an unassigned fund balance of \$2.4 million, contributions to capital projects, with an unmodified opinion.

#### **Discussion**

#### **10. Brighton Lake Road sidewalk gap and traffic concerns**

City Council and staff discussed potential crosswalk locations that would be cost-effective, taking into account the drop-off area near the railroad and the existing driveway and sidewalk layout. Chief Pirochta reviewed average speeds along Brighton Lake Road, as well as the total number of vehicles traveling the corridor within a 24-hour period. With more than 89,000 vehicles, the average speeds remain within the normal range, though there are some outliers. Increased traffic is likely influenced by nearby freeway construction and ongoing development within the surrounding townships. Staff will bring back cost estimates for a crosswalk and signage.

#### **New Business**

#### **11. Transmittal of pension and OPEB reporting under Public Act 202 of 2017**

There was a consensus of City Council to proceed.

#### **12. Consider increasing funding for Senior Center memberships along with a budget amendment of \$2,000 from the general fund**

**Motion** by Councilmember Gardner, seconded by Councilmember Schmenk to increase funding for the Senior Center memberships along with a budget amendment of \$2,000 from the general fund. **The motion carried, 7-0.**

#### **13. Consider the approval of a three-year contract with Biotech Argonomics for biosolids hauling services**

**Motion** by Councilmember Gipson, seconded by Councilmember Albert to approve the three-year contract with Biotech Argonomics for biosolids hauling services. **The motion carried, 7-0.**

#### **14. Consider of approval of site plan 25-05, construction of a new commercial building proposed at the northwest corner of Nemco Way and Holloway Drive, within the Brighton Towne Square development**

**Motion** by Councilmember Gardner, seconded by Councilmember Schmenk to approve of site plan 25-05, construction of a new commercial building proposed at the northwest corner of Nemco Way and Holloway Drive, within the Brighton Towne Square development with the following Planning Commission recommendations: Completion of a registered property split, a waiver from the required minimum lot size, a waiver to allow front yard parking, inclusion of a sidewalk along Holloway Drive, and compliance with the Fire Marshal's review letter. **The motion carried, 7-0.**

**15. Consider entering into closed session to consider the purchase or lease of real property pursuant to the Michigan Open Meetings Act, 1976, § 15.268(1)(d), Michigan Compiled Laws.**

**Motion** by Councilmember Pettengill, seconded by Mayor Pro Tem Bohn to enter into closed session at 7:58 p.m. to consider the purchase or lease of real property pursuant to the Michigan Open Meetings Act, 1976, § 15.268(1)(d), Michigan Compiled Laws. **The motion carried by roll call vote, 7-0.**

**Motion** by Mayor Pro Tem Bohn, seconded by Councilmember Gipson to come out of closed session at 9:45 p.m. **The motion carried, 7-0.**

**16. Consider entering into a closed session to conduct a periodic personnel evaluation of a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing, pursuant to the Michigan Open Meetings Act, 1976, § 15.268(1)(a), Michigan Compiled Laws**

**Motion** by Councilmember Gardner, seconded by Councilmember Pettengill to enter into closed session at 9:45 p.m. to conduct a periodic personnel evaluation of a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing, pursuant to the Michigan Open Meetings Act, 1976, § 15.268(1)(a), Michigan Compiled Laws. **The motion carried by roll call vote, 7-0.**

**Motion** by Mayor Pro Tem Bohn, second by Councilmember Pettengill to come out of closed session at 10:33 p.m. **The motion carried, 7-0.**

**Other Business**

**17. Call to the public**

Mayor Tobbe opened the call to the public at 10:34 p.m. Hearing and seeing no comment, the call to the public was closed.

**18. Adjournment**

**Motion** by Councilmember Gardner, seconded by Councilmember Schmenk, to adjourn the meeting at 10:34 p.m. **The motion carried, 7-0.**



# Brighton City Council Meeting

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## MINUTES OF THE REGULAR BIENNIAL MEETING OF THE BRIGHTON CITY COUNCIL HELD ON NOVEMBER 10, 2025

### 1. Call to Order

Mayor Tobbe called the biennial election meeting to order at 8:00 p.m.

### 2. Pledge of Allegiance

Mayor Tobbe led those in attendance in the Pledge of Allegiance

### 3. Roll Call

Members present were Mayor Tobbe, Mayor Pro Tem Bohn, Councilmembers Albert, Gardner, Gipson, Pettengill, and Schmenk.

Staff present: City Manager Gomolka, City Clerk Brown, and Chief Brent Pirochta.

### 4. Call to the Public

Mayor Tobbe opened the call to the public at 8:02 p.m. Hearing and seeing no comment, the call to the public was closed.

### 5. Oaths of Office of New/Re-Elected Council Members

Clerk Brown administered oaths of office to re-elected Councilmembers Albert, Pettengill, Schmenk, and Tobbe.

### 6. Nomination and Election of Mayor

Manager Gomolka asked for nominations for Mayor. Mayor Pro Tem Bohn nominated Kristoffer Tobbe for Mayor.

There being no further nominations, ballots were distributed, voted, and read aloud.

The result was a unanimous vote for Kristoffer Tobbe.

### 7. Nomination and Election of Mayor Pro Tem

Manager Gomolka asked for nominations for Mayor Pro Tem. Councilmember Pettengill nominated Jim Bohn for Mayor Pro Tem.

There being no further nominations, ballots were distributed, voted, and read aloud.

The result was a unanimous vote for Jim Bohn.

Clerk Brown administered the oath of office to Mayor Tobbe and Mayor Pro Tem Bohn.

### 8. Boards and commissions liaison appointment discussion

Mayor Tobbe asked that City Councilmember reflect on their current boards and commission appointments for future discussion.

### 9. Call to the Public

Mayor Tobbe opened the call to the public at 8:12 p.m.

City Manager Gomolka expressed her appreciation for the City Council's dedication, and especially for Mayor Tobbe's continued service and commitment in his role as both Councilmember and Mayor. She also thanked him for his hard work behind the scenes and for the many contributions that often go unseen.

Hearing and seeing no further comment, the call to the public was closed.

#### **10. Adjournment**

**Motion** by Councilmember Schmenk, seconded by Councilmember Gipson to adjourn the meeting at 8:12 p.m. **The motion carried, 7-0.**

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Tara Brown, City Clerk



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

November 25, 2025

**SUBJECT: CONSIDER AWARDING THE THREE-YEAR CONTRACT FOR BUILDING GENERATOR MAINTENANCE TO PM TECHNOLOGIES IN THE AMOUNT OF \$11,529.48 PER YEAR**

### ADMINISTRATIVE SUMMARY

The City of Brighton’s building generator maintenance contract with PM Technologies expires in December 2025.

An invitation to bid was published on the Michigan Intergovernmental Trade Network (MITN) website on October 1, 2025 using the bidding documents previously approved by the City Attorney. A mandatory pre-bid meeting was held on October 14. There were five companies in attendance.

The building generator maintenance includes bi-annual preventative maintenance checks at the DPW, Police Station, Challis Road Water Plant, Summit Street Water Tower, Wastewater Treatment Plant and the Third Street Lift Station. The contract is for three years, with the option for two annual renewals if agreed upon by both the City and the awarded contractor.

Sealed bids were opened on October 29, 2025 and five bids were received. See bid results below.

<b>2025 Building Generator Maintenance Bid Analysis</b>		
<b>No.</b>	<b>BIDDER</b>	<b>ANNUAL COST</b>
<b>1</b>	<b>PM Technologies</b>	<b>\$11,529.48</b>
2	McAllister	\$29,096.00
3	American Generators	\$13,401.00
4	Wolverine Power Systems	\$16,000.00
5	Cummins	\$16,385.02

PM Technologies was the low bidder. They have been the city’s building generator contractor for the past five years. They were awarded the previous building generator contract in 2020 and then approved for two each one-year extensions. Staff has been very pleased with the service they have provided.

### BUDGET INFORMATION

The funds for the current year building generator maintenance are included in the respective operating budgets. Future years will be budgeted annually.

### RECOMMENDATION

Award the three-year contract for building generator maintenance to PM Technologies in the amount of

\$11,529.48 per year.

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

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

Elizabeth Gaines, Finance Director

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

Reviewed &

Approved by: Gretchen Gomolka, City Manager



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL November 25, 2025

**SUBJECT: CONSIDER AWARDING THE THREE-YEAR CONTRACT FOR PEST CONTROL SERVICES TO ANTEATER PEST CONTROL INC. IN THE AMOUNT OF \$2,940 PER YEAR**

### ADMINISTRATIVE SUMMARY

The City of Brighton’s pest control contract with Griffin Pest Control expires in December 2025.

An invitation to bid was published on the Michigan Intergovernmental Trade Network (MITN) website on October 1, 2025, using the bidding documents previously approved by the City Attorney. A mandatory pre-bid meeting was held on October 15. There were five companies in attendance.

The monthly pest control includes service at City Hall, DPW, Police Station, Community Center, COBACH, and the wastewater and water plants. This service includes basic preventative treatments for crawling and flying insects and rodents. The contract is for three years, with the option of two annual renewals as agreed upon by both the City and the awarded contractor.

Sealed bids were opened on October 29, 2025, and four bids were received. See bid results below.

2025 Pest Control Services Contract Bid Analysis			
No.	BIDDER	MONTHLY COST	ANNUAL COST
1	Anteater Pest Control Inc., Waterford MI	\$245.00	\$2,940
2	Griffin Pest Solutions, Lansing MI	\$339.00	\$4,068
3	Abell Pest Control, Waterford MI	\$427.50	\$5,130
4	Clear Pest Pros of SE Michigan, Ann Arbor MI	\$525.00	\$6,300

Anteater Pest Control Inc. was the lowest bidder. All three references provided were checked and all responses were favorable.



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL November 25, 2025

### BUDGET INFORMATION

Awarding the contract to Anteater Pest Control will cost \$432 less per year than we are currently paying. The funds for pest control services are included in the operating budget.

### RECOMMENDATION

Award the three-year contract for pest control services to Anteater Pest Control Inc. in the amount of \$245 per month or \$2,940 per year.

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

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

Elizabeth Gaines, Finance Director

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

Reviewed &

Approved by: Gretchen Gomolka, City Manager



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

November 25, 2025

**SUBJECT: CONSIDER AWARDING THE THREE-YEAR CONTRACT FOR HVAC MAINTENANCE TO PRO TECH MECHANICAL SERVICES IN THE AMOUNT OF \$9,574 PER YEAR**

### ADMINISTRATIVE SUMMARY

The City of Brighton’s HVAC maintenance contract with Allied Building Services expires in November 2025.

An invitation to bid was published on the Michigan Intergovernmental Trade Network (MITN) website on September 17, 2025 using the bidding documents previously approved by the City Attorney. A mandatory pre-bid meeting was held on September 25. There were 12 companies in attendance.

The HVAC maintenance includes bi-annual preventative maintenance checks at seven city locations. The contract is for three years, with the option for two annual renewals as agreed upon by both the City and the awarded contractor.

Sealed bids were opened on October 8, 2025 and nine bids were received. See bid results below.

<b>2025 Pest Control Services Contract</b>			
<b>Bid Analysis</b>			
<b>No.</b>	<b>BIDDER</b>	<b>BI-ANNUAL COST</b>	<b>ANNUAL COST</b>
<b>1</b>	<b>Pro Tech Mechanical Services</b>	<b>\$4,787</b>	<b>\$9,574</b>
2	Allied Building Services	\$5,320	\$10,640
3	CSM Mechanical	\$5,395	\$10,790
4	Limbach Company	\$6,154	\$12,308
5	Pleune Service Company	\$6,410	\$12,820
6	Comfort Mechanical Heating & Cooling	\$7,860	\$15,720
7	Stuart Mechanical	\$8,653	\$17,306
8	Technical Hot and Cold	\$10,160	\$20,320
9	Siemens Industry	\$11,878	\$23,756

Pro Tech Mechanical was the lowest bidder. All three references provided by them were checked and all responses were favorable.

**BUDGET INFORMATION**

The funds for HVAC maintenance services is included in the operating budget.

**RECOMMENDATION**

Award the three-year contract for HVAC maintenance to Pro Tech Mechanical Services in the amount of \$9,574 per year.

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

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

Elizabeth Gaines, Finance Director

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

Reviewed &

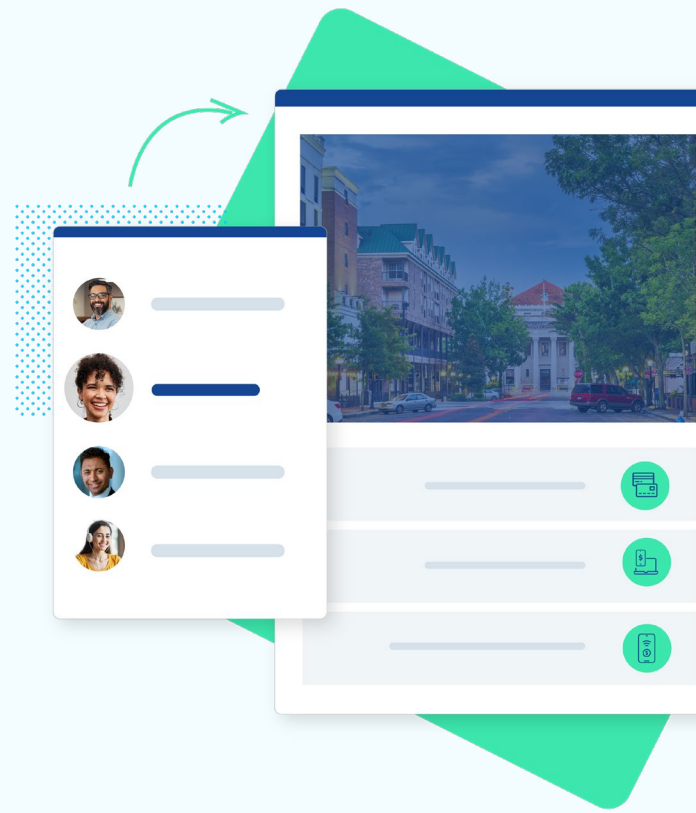
Approved by: Gretchen Gomolka, City Manager



# BS&A Payments

Streamlined payments for municipalities and their residents

For municipalities that invoice residents for taxes, utilities, and other civic fees, BS&A Payments offers a more efficient way to accept payments electronically, online, and over the counter. Native to BS&A's core software and online resident-facing platform, BS&A Payments improves workflows and reconciliation processes for staff and expands value for residents.



## Designed Specifically for How Municipalities Operate.



### Real-time Payment Processing

Real-time transaction processing and posting for taxes, utilities, and other civic fees. Seamless ERP integration eliminates manual data entry and file imports, minimizing manual processes and potential for error.



### Automated Reconciliation

Streamlined bank reconciliation creates time savings, allowing municipal staff to focus on higher value initiatives.



### Centralized Transaction Data

All electronic payments data is accessible directly from BS&A's core platform, providing transaction level detail in a unified interface.



### Modernize Your Payments Acceptance

Position your municipality as tech-enabled and forward-thinking by offering residents the most modern payment methods, both in person and online.



### All-Inclusive Pricing

All-inclusive, flat-rate pricing eliminates hidden or unexpected fees and simplifies the budget forecasting process. No need to worry about fees for setup, monthly minimums, statements, recurring payments, PCI compliance, chargebacks, or batches.

# Focusing on the Resident Experience.

Turning what was once a chore into a seamless journey, BS&A Payments was built with residents in mind.



## Single Login for BS&A Online

A single user account streamlines access to electronic payments and other citizen engagement tools, all under one roof.



## Ease of Use

The user-friendly, mobile responsive, and accessible interface ensures all residents can make payments easily from anywhere.



## Autopay Capability

Allows residents to configure ongoing automatic payments, ensuring they never miss a due date, and reducing late payments to the municipality.



## Security and Compliance.

Processing in a PCI Level 1 compliant environment ensures the security of resident, municipality, and payment transaction data.

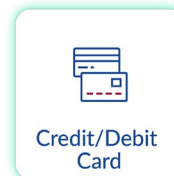


## Automatic Card Updates

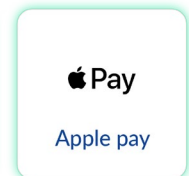
Embedded Card Account Updater capabilities maintain up-to-date credit and debit card information when resident cards expire or are replaced, reducing payment disruption.

## Comprehensive Payment Options

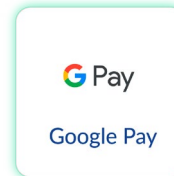
BS&A Payments accepts:



Credit/Debit Card



Apple pay



Google Pay



ACH

## Extensive Payment Channels

Ability to pay invoices:



Desktop & Mobile



Text



IVR



Counter

## See BS&A Payments in Action

See for yourself how BS&A Payments streamlines payments for municipalities and their residents.

[Watch a demo](#)



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

November 25, 2025

**SUBJECT:**       **CONSIDER APPROVAL OF THE SANITARY SEWER LINING CONTRACT FROM INSITUFORM TECHNOLOGIES FOR A COST NOT TO EXCEED \$350,665**

### **BACKGROUND**

Brighton Lake Road, Robertson Drive, and South Third Street are three streets that have been identified for current and future pavement rehabilitation projects. There are approximately 5,171 feet of vitrified clay sewer main pipe that is still in good condition under these three streets. In order to extend the life of this pipe, we would like to install a Cured In Place Pipe (CIPP) lining system. This will ensure that this portion of the sanitary sewer collection system can continue to serve these areas of the city for the next 30+ years.

CIPP lining is a method used to rehabilitate sanitary sewer pipes. This involves lining a sewer main with a fabric tube that is saturated with a hardening agent. This process essentially provides a new pipe that is resistant to corrosion and more economical than new pipe installation. It has a life expectancy of 30 years or more.

### **ADMINISTRATIVE SUMMARY**

When the 2025 sewer lining project was proposed, the plan was to line the sewer along Brighton Lake Road ahead of the scheduled 2027 repaving project. However, after the decision to repave Robertson Drive this fall, wastewater staff used a sewer TV camera to inspect the existing vitrified clay mains there. We also applied for a grant to repave S. Third Street from Brighton Lake Road to Main Street, so the 8-inch clay sewer main on S. Third between Brighton Lake Road and Franklin Street was inspected as well. All three sewer mains were found to be in good condition, and after evaluation, we determined they are suitable for lining with a new CIPP liner.

Insituform Technologies is a company that is based in Chesterfield, Missouri but has a field office in Howell, Michigan. Insituform Technologies is the inventor of the CIPP process, having developed it in 1971 and patented it in 1975, and have installed thousands of feet of CIPP lining systems to sewer mains in the City of Brighton during the past 30 years with good results.

Insituform Technologies is part of the cooperative purchasing group Omnia Partners which conducts competitive bid solicitation that government agencies can use to acquire pricing for CIPP projects. Working with Insituform Technologies also allows us to eliminate the need for engineering design saving time and money on this project.

While the contractor is lining the pipes, nearby customers will temporarily not be able to use their sewer lines. Notifications will be sent out before the project starts and also during the project to let customers know when their home will be affected.

On August 13, 2025, we submitted a project list to Insituform to obtain pricing for this project. Their proposal was received on October 1, 2025, in the amount of \$304,926.11.

**BUDGET INFORMATION**

City Council approved \$250,000 in the 2025/2026 CIP Budget for sanitary sewer main lining. Staff would like to add our standard 15 percent contingency to the quote of \$304,923.11, which brings the total being requested to \$350,665. Staff is proposing to use savings from the Grit Room Force Main Installation at the WWTP project that was completed under budget by \$110,802.

**RECOMMENDATION**

Approve the Sanitary Sewer Lining Contract from Insituform Technologies for a cost not to exceed \$350,665.

Prepared by: Corey Brooks, Deputy DPS Director

Reviewed by: Marcel Goch, DPS Director

Reviewed by: Elizabeth Gaines, Finance Director

- Within Budget when using savings from Grit Room Force Main project
- Budget Amendment Necessary and In Proper Form
- Other \_\_\_\_\_

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

- Acceptable Form and Ready to Execute
- Other \_\_\_\_\_

Reviewed &

Approved by: Gretchen Gomolka, City Manager



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

NOVEMBER 25, 2025

**SUBJECT: CONSIDER APPROVAL OF DESIGN AND CONSTRUCTION ENGINEERING SERVICES PROPOSAL FROM HUBBELL, ROTH & CLARK, INC. FOR SEVENTH STREET ROAD REHABILITATION FOR A COST NOT TO EXCEED \$288,970**

### **BACKGROUND**

Over the past several years City Council and staff have made large strides to improve the public street system throughout the city. Most of this work was completed with the help of the 2019 voter approved street millage. Now that 2025 street millage has been approved, staff has identified one of the first streets for improvement. The four-block section of South Seventh Street, from Main Street to Livingston Street, is heavily traveled by residents and Brighton High School traffic. The roadway needs a full depth mill and overlay along with updated water infrastructure. Because of its location, staff receives constant inquiries from residents and Brighton High School Administration alike asking when this street is going to be improved.

### **ADMINISTRATIVE SUMMARY**

Staff contacted Hubbell, Roth & Clark, Inc., (HRC), one of the city's approved engineering firms, to provide a cost estimate and engineering proposal for street rehabilitation, water and storm sewer utility infrastructure and sidewalk improvements. Sanitary sewer improvements will not be needed. It was decided that due to the logistical issues with school traffic that time is going to be of the essence to complete this project so as to interfere as little as possible. If the engineering is approved, staff would direct HRC to move forward immediately with design for a March bid schedule and June project start date. A key point of interest is getting the EGLE permit for the water main. Our experience is the approval time for water system improvements has increased in recent years, so getting this into the State as early as possible would be beneficial. After the bids have been received and an analysis done, staff will bring the recommended contractor back to Council for approval.

City Staff and HRC have held meetings and met on-site to get an understanding of the full scope of this project. Per their proposal they will be providing the following services:

- Pavement Cores
- Collect topographic information
- Develop plans and specifications using the City of Brighton and MDOT Design standards
- Submit the necessary permits to the Department of Environment, Great Lakes and Energy for the Water Main and the Soil Erosion Soil Control permit to the Livingston County Drain Commission with the help of City Staff
- Hold pre-construction and progress meetings.
- Provide pay estimates on verified materials and confirmed quantities
- Survey layout for watermain, curb and sidewalk
- Density testing for subgrade and base aggregate material as well as concrete and asphalt
- Provide final inspection and coordinate project closeout

## **BUDGET**

This design and construction proposal will use \$171,123 of new millage funds for the road, stormwater, and sidewalk portions and \$117,847 utility funds for the water portion of the project. A budget amendment for this project is necessary.

## **RECOMMENDATION**

Approve the design and construction engineering services proposal from Hubbell, Roth & Clark, Inc. for Seventh Street Road Rehabilitation for a cost not to exceed \$288,970, with \$171,123 to be allocated to street millage and \$117,847 to utility funds along with the necessary budget amendments.

Prepared 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

November 25, 2025

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

### **BACKGROUND**

In February of 2024, Staff presented a revised Civic Event Policy to City Council. After a lengthy discussion, the changes were not approved, and City Council requested the policy be reviewed with the City Manager and City Attorney and be brought back at a later date to be considered for the 2026 Civic Even Season.

### **ADMINISTRATIVE SUMMARY**

The following changes to the Civic Event Policy are being proposed:

- **Civic Event Approval Factors**

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

1. Impact to City businesses and/or residents\*;
2. Security and public safety;
3. Traffic impact;
4. Demand on City resources; and
5. Other relevant time, place or manner considerations.

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

- **Civic Event Priority of Event Approval**

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

1. Civic events sponsored by the City of Brighton and/or a recognized affiliate agency
2. Other public (governmental) agencies and their affiliates
3. Community service groups; local (City/County) non-profit organizations that support a range of community services and where the activity is a benefit to the general community and the City of Brighton.
4. Commercial entities that want to hold an event.

- When the current Civic Event Policy and Application was revised and approved by City Council in 2019, the most significant change was the implementation of a tiered fee schedule. Event organizers were required to pay 1/3 of 50 percent of the City's cost to assist with a civic event in 2020, then 2/3 of 50 percent of the cost in 2021, and 50 percent of the cost in 2022. Due to the COVID-19 Pandemic in 2020, City Council suspended these fees, and the fee schedule began in 2021. In 2023, the final tier was implemented. Because the tiered fee scheduled is complete, it has been removed from the Policy.

- The completion of Main Street Streetscape Project required some changes be made to ensure the significant investment made downtown is maintained. These changes as well as additional restrictions, requirements, and limitations were suggested to be included by the City Attorney. Please see Pages 2-4 of the attached revised policy draft for the details of this section.

- The comprehensive liability insurance minimum has been increased to \$2 million. The additional insurance for events involving alcohol remains at \$1 million.
- When City Council approved the policy and application in 2019, it was clearly stated that specific parades are exempt from the fee schedule. The revised policy lists those exempt parades.
  - Memorial Day Parade
  - 4<sup>th</sup> of July Parade
  - Parades where the organizer is a K-12 public school district or private school subject to the requirements of the Michigan Revised School Code.
  - Veterans Parade
- Because of the new ordinance prohibiting any ROW signs in the City of Brighton, organizers are reminded that signs are only allowed on the day(s) of the event and must be within the event area.
- A new section titled “Policy Acknowledgement and Acceptance” has been added and states:  
I acknowledge that I have read and understand in its entirety the City of Brighton Event Policy and Application and agree to abide by all regulations, limitations, etc. as outlined in both documents. I also acknowledge that all of the information that I have provided on the Application is true and accurate.

#### **RECOMMENDATION**

Approve the revised Civic Event Policy & Application.

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

Reviewed by: Craig Flood, Deputy Police Chief  
Brad Shrader, DPW Superintendent  
Art Slavik, BAFA Lieutenant / Fire Inspector

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

Reviewed &  
Approved by: Gretchen Gomolka, City Manager

Attachments: Proposed Revised Civic Event Policy & Application



## **City of Brighton Civic Event Policy**

### **Purpose**

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

### **Implementation**

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

### **Eligibility Requirements**

The applicant, or representative of any business, group, or organization, that seeks a permit to conduct a civic event must be 18 years of age and 21 years of age for events that include alcohol and officially designated as the spokesperson of the sponsoring business, group, or organization.

### **Application Procedure**

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

Civic Event Applications may be submitted in person at any City office or via e-mail to [thomasp@brightoncity.org](mailto:thomasp@brightoncity.org). If necessary, organizers will meet with the Civic Event Committee to determine the scope of the event and what City resources and/or services may be necessary to accommodate the activity. Once a request is approved, written approval, including any conditions and estimated costs, will be issued to the group representative.

### **Civic Event Approval Factors**

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

1. Impact to City businesses and/or residents\*;
2. Security and public safety;
3. Traffic impact;
4. Demand on City resources; and
5. Other relevant time, place or manner considerations.



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

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

1. Civic events sponsored by the City of Brighton and/or a recognized affiliate agency
2. Other public (governmental) agencies and their affiliates
3. Community service groups; local (City/County) non-profit organizations that support a range of community services and where the activity is a benefit to the general community and the City of Brighton
4. Commercial organizations of the City that want to hold an event

**Restrictions, Requirements, & Limitations:**

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

**Event Control:** Once an Event is approved, the City will work with the Event Organizer, City businesses and/or City residents to ensure permitted activities will not interfere with the health, safety and welfare of the City, threaten the integrity of City assets, or impose an unreasonable disruption on the peace and repose of the City. . The City will work closely with the organizer to determine the most suitable location to manage the event, its scope, and impact on the public and City resources.

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

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

**Vehicles, Parking, and Clearance:** Depending on the activity, vehicles will be restricted to designated parking areas with the exception of set-up and breakdown of the Event. Organizers will be required to provide all necessary personnel to properly direct traffic to designated parking areas.



All Events shall provide a minimum of 20 feet of uninterrupted clearance of any event items or structures (i.e., tables, chairs, tents, vehicles, etc.) in a straight line down the center of the roadway, and six feet for any sidewalk.

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

If beer or alcohol sales are part of an Event, the alcohol sale and consumption area shall be delineated with a four-foot snow fence (or its equivalent) as approved by the City. All alcohol sold within that area must be consumed inside that area and is not able to be taken outside that area, except in compliance with the City's Social District rules and regulations. Attendees may not carry alcohol purchased outside of the City's social district boundaries into the Social District. The City's Social District allows the consumption of alcohol within the district's borders. (see Map on Page 21).

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

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

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

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

1. Vendors shall provide ground surface protection to capture spillage and effluent in and around the mobile food preparation vehicle when preparing or serving food outside of the vehicle in all areas where preparation or serving of food takes place. This may include the use of rubber stall mats, roofing paper, or contractor grade floor protection paper. Protection shall be secured to ground surface utilizing gaffers' tape (ONLY), to prevent trip hazard. Duct or similar tapes shall not be used. Surface protection shall be maintained and clean throughout the duration of the event to prevent potential damage or staining of concrete. The event sponsor shall be responsible for any staining or other damage that occurs to concrete; and
2. Vendors preparing and serving food will provide a refundable deposit of \$250 per vendor payable to the City of Brighton; and
3. Vendors preparing and serving food must fill out and submit the Brighton Area Fire Authority (BAFA) Mobile Food Preparation Vehicle Permit Application attached; and



4. The event organizer shall fill out and submit the BAFA Tent Permit Application for all tents that exceed 20x20 feet and are to be utilized during the event (see application beginning on Page 23); and
5. Events may be required to provide additional bathroom facilities; and
6. The event Organizer may be required to pay for additional cleaning and janitorial fees depending on the type of event planned, and/or event (or similar event) history.

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

- No stickers, painting, and/or chalk shall be placed on any City property, including but not limited to roadways, sidewalks, the AMP, the Tridge, sculptures, light poles, etc.;
- All material to be used for delineating vendor spaces on sidewalks, roadways and parking lots shall be reviewed and approved by City Staff prior to such use; and
- The use of any decorative light poles, including at the AMP, for electricity is prohibited.

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

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

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

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

### Fees

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

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



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

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

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

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

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

New events OR events that are repeated annually and did NOT pay their bill in a timely manner, a deposit equal to 75% of the estimated Total Event Holder Cost expenses MUST be paid. Deposit Fees required under this paragraph must be paid not less than 30 days prior to the scheduled event.

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

**Fee Exempt Events:**

The following events are exempt from Fees:

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

Comprehensive Liability Insurance

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



### Insurance for Events Involving Alcohol

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

### Indemnification

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

### Contact Information

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

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

Mail or email your completed application to:

City of Brighton  
Attn: Patty Thomas  
200 N. First Street  
Brighton, MI 48116  
[thomasp@brightoncity.org](mailto:thomasp@brightoncity.org)



# City of Brighton

## Civic Event Application

Application Date: \_\_\_\_\_

Name of Business or Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Location: \_\_\_\_\_

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

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

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

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

## Organization/Applicant Information

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



# City of Brighton

Tax Identification Number: \_\_\_\_\_

Brief Description of Organization's Purpose and/or Function:

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Is this organization a non-profit?  Y  N

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

Does your group presently have Liability Insurance?  Y  N

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

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

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

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# City of Brighton

Is this event expected to occur next annually?  Y  N

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

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

\_\_\_\_\_

**OR**

Next year's specific date(s):

Date(s)	Day(s) of Week	Date(s)	Day(s) of Week
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be an admission fee?  Y  N

If yes, how much will you charge? \_\_\_\_\_

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



# City of Brighton

What is the fee charged to each vendor/exhibitor? \_\_\_\_\_

\_\_\_\_\_

What is the expected attendance for this event? \_\_\_\_\_

Do you plan to supply additional restroom facilities?  Y  N

Number of volunteers \_\_\_\_\_

Number of staff members \_\_\_\_\_

How will your volunteers and staff be identified (e.g., T-shirts, lanyards, badges, etc.)

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Electrical services required (please be as accurate as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# City of Brighton

Other utilities required (please be as accurate as possible): \_\_\_\_\_

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City facilities requested (please be as accurate as possible): \_\_\_\_\_

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

If yes, please review the "Millpond AMP" on Page 23, which details what areas and equipment are included in the AMP. Please provide the detailed aspects (i.e. vendors, musical performances, days, times etc.) and their locations on the "AMP Drawing" on Page 24.

Do you plan to utilize off-site parking facilities?       Y       N

If yes, please specify where the off-site parking will be located: \_\_\_\_\_

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What is your plan for transportation from the parking area to the event location?

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# City of Brighton

Signage Requested (please detail sign locations on the attached map and provide sign renderings)

**NOTE: Per City Ordinance, no Right-of-Way Signs are permitted unless they are contained within the event location on the day(s) of the event.**

Number of signs \_\_\_\_\_

Types of signs (please attach sign renderings/images):

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Detailed locations of signs:

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Date signs posted: \_\_\_\_\_ Date signs removed: \_\_\_\_\_

Please list the equipment (e.g. stage, tents, vehicles, etc.) that you will use for the event or will be bringing onto City property, streets, or park areas. Please note, all equipment items are subject to approval.

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If tents larger than 20x20 are to be used, please fill out the “Brighton Area Fire Authority Tent Permit Application” on Pages 25 through 27.

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

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

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

If yes, please see Page 20 for the attached sheet titled, “Alcohol,” and fill in the questions in complete detail.

Security

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

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

Please list on site representative names and contact information:

On Site Representative(s)	Phone Number(s)
_____	_____
_____	_____
_____	_____



# City of Brighton

## Parade, Run or Walk

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

Starting Point: \_\_\_\_\_

\_\_\_\_\_

Use the attached map or provide your own to designate the route:

Ending Point: : \_\_\_\_\_

\_\_\_\_\_

Number of Entries: \_\_\_\_\_

Traffic Control Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be providing volunteers at all road crossings?

Y

N

Will Volunteers be wearing reflective safety vests?

Y

N



# City of Brighton

## Policy Acknowledgement and Acceptance

I, \_\_\_\_\_ acknowledge that I have read and  
(Event Applicant)

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

\_\_\_\_\_  
Event Applicant Signature

\_\_\_\_\_  
Date



# City of Brighton

## Owner(s) Affidavit

I, \_\_\_\_\_ have authorized \_\_\_\_\_ as  
(Company/Organization Owner) (Civic Event Applicant)

my representative for the purpose of obtaining a Civic Event permit(s) from the City of Brighton

for my organization located at

\_\_\_\_\_  
(Company/Organization Address)

\_\_\_\_\_  
Company/Organization Owner's Signature

\_\_\_\_\_  
Date



**Indemnification Agreement**

The \_\_\_\_\_ agrees to defend,  
(Company/Organization)

indemnify, and hold harmless the City of Brighton, Michigan, from any claim, demand, suit, loss, cost or expense, or any damage that may be asserted, claimed or recovered against or from the \_\_\_\_\_ and/or the City of Brighton, Michigan, by reason of (Company/Organization)

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

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Witness: \_\_\_\_\_ Date : \_\_\_\_\_



**Alcohol**

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

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Who will be the alcohol license holder?

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On the attached map, detail the locations where alcohol will be sold/served during your event. Describe in detail your alcohol management plan:

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If alcohol sales or service is approved by the City Council as part of this event, the applicant must also receive approval from the Liquor Control Commission and event insurance must include an additional indemnification for alcohol (see Comprehensive Liability Insurance section on Page 6).



**The AMP**

The AMP consists of:

- A. The stage
  - 1. The covered stage is 39 feet, 10 inches wide x 11 feet, 4 inches deep
  - 2. The overall stage size is 39 feet, 10 inches wide x 19 feet
  - 3. The side stage area is 7 feet x 14 feet on each side
  
- B. The 2,500 square foot dance floor, which can also be used for seating. The seating capacity is 120 to 150 chairs.
  
- C. Tiered seating area – seating capacity is 115.
  
- D. Electricity
  - 1. Stage area has 12 120V receptacles distributed evenly
  - 2. Stage area has a 240V, 30A NEMA L14-30 power receptacle for sound board connection
  - 3. Stage area has 3 microphone jack locations
  - 4. Stage area has 2 each 300 watt speakers for general sound distribution
  - 5. Stage has general lighting, with controls
  
- E. Equipment
  - 1. Two (2) wireless microphones
  - 2. Two (2) wired microphones
  - 3. Four (4) microphone stands

Please list what equipment, if any, listed above that you will be utilizing:

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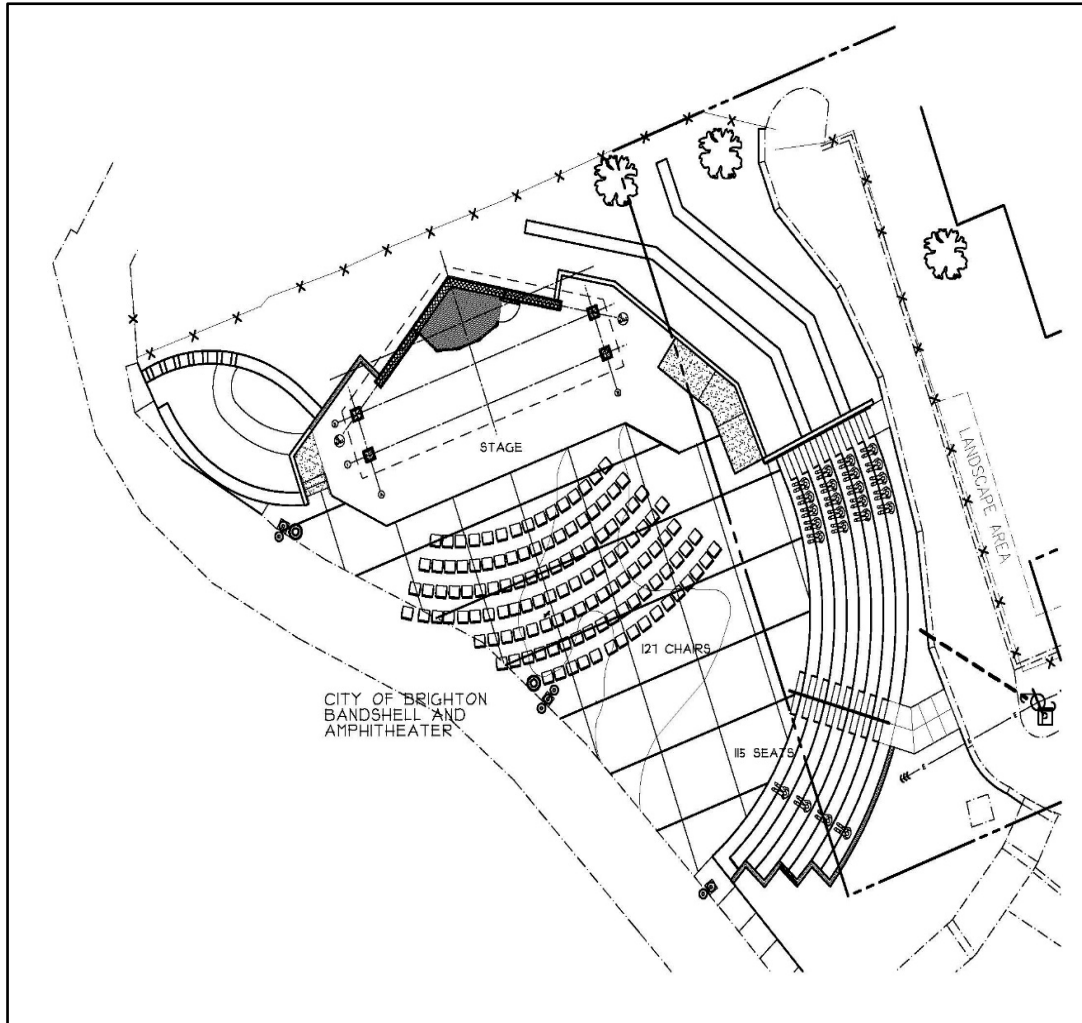
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## Millpond AMP



What day(s) and time(s) will each of these events be occurring

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### **Downtown Electrical**

- A. In front of The Vitamin Company (421 W. Main)
  - a. 1 each 50 AMP service
  
- B. In front of Forest and Fillies (420 W. Main)
  - a. 1 each 50 AMP service
  
- C. Large silver panel box by the large pine tree just east of the Brighton Coffeehouse and Theater (306 W. Main)
  - a. 2 each 50 AMP services
  - b. 2 each 30 AMP services
  - c. 21 each 20 AMP services
  
- D. Next to Ciao Amici's (between 217 W Main and 265 W Main) – When this is needed for an event, city staff will place the electrical box for use. It is not permanent.
  - a. 3 each 30 AMP services
  - b. 3 each 50 AMP services
  - c. 1 each 30 AMP twist lock
  - d. 8 each 20 AMP services
  
- E. In front of Jezebels Saloon (205 W. Main)
  - a. 1 each 50 AMP service
  
- F. Approximately 50 feet west of the COBACH Building (202 W. Main)
  - a. 1 each 50 AMP service
  
- G. In front of the brick wall, just east of The Pound! (139 W. Main)
  - a. 1 each 50 AMP service
  
- H. In front of Sidecar Slider Bar (120 W. Main)
  - a. 1 each 50 AMP service
  
- I. City Hall Parking Lot – next to pond
  - a. 4 each 30 AMP services
  - b. 1 each 50 AMP service
  - c. 12 each 20 AMP services



- J. Municipal Parking Lot – next to Lynn’s Café
  - a. 2 each 30 AMP services
  - b. 1 each 50 AMP service
  - c. 8 each 20 AMP services

There are various 20 AMP outlets along Main Street between N. First Street and Grand River as well as within the first blocks of West, St. Paul, and Hyne. They are in gray boxes on the curbs and in the landscape planters.

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



### Checklist

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

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

### Notes

No gas-powered generators are permitted.

No open flame cookers or heaters are permitted without prior approval from the Brighton Area Fire Authority.

Any additional restroom facilities deemed necessary for this event are to be supplied by the event organizer.

Event organizer staff/volunteers/vendors are responsible for trash control.

Dependent upon the type of event, organizer may be required to provide security.

Event organizer is responsible for arranging EMS (Ambulance) at the event.