



# Brighton City Council Meeting

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

February 24, 2026 – 6:30 p.m.

## AGENDA

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Consider approval of the agenda
5. Consider approval of consent agenda items

### Consent Agenda Items

- a. [Approval of minutes: regular meeting of February 10, 2026](#)
- b. [Acceptance of the quarterly financial report for the period ending December 31, 2025](#)
- c. [Acceptance of the quarterly investment report for the period ending December 31, 2025](#)
- d. [Approval of the proposal from The Carpet Guys to replace the carpet in the CoBACH Building at a cost of \\$8,719.14 including the necessary budget amendments](#)
- e. [Recognize Work Skills Foundation as a 501\(c\)3 non-profit organization for the purpose of obtaining a charitable gaming license, Resolution #2026-01](#)
- f. [Approval to move the second reading and public hearing for proposed ordinance 616, amendments to allow an increased number of land divisions under Public Act 58 of 2025 from March 10, 2026, to March 24, 2026](#)

### Correspondence

6. Councilmember updates
7. Staff updates
8. Call to the public
9. Retirement acknowledgment of Deputy Chief Craig Flood
10. 2025 Officer of the Year
11. Promotion of Officer Branden Bauer to Sergeant
12. Promotion of Sergeant Chris Parks to Deputy Chief.

### New Business

13. [Consider approval of an engagement letter from Schultz and Young PC for attorneys Gregg Schultz and Beth Young to continue representing the city in labor matters](#)
14. [Consider approval for the design and construction engineering services from Hubbel, Roth & Clark, Inc for Kissane Drive and Devonshire boulevard for a cost not to exceed \\$79,410 and to add the Kissane and Devonshire Street rehabilitation project to the existing Allied Construction contract utilizing the same unit prices for a cost not to exceed \\$1,010,620 along with all necessary budget amendments](#)
15. [Consider approval of the Highway Maintenance Company proposal for bituminous chip and fog seal road treatment in an amount not to exceed \\$235,188 along with related budget amendment](#)
16. 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

17. Call to the public

18. Adjournment



# Brighton City Council Meeting

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## MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON FEBRUARY 10, 2026

### 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, Community Development Manager Mike Caruso, City Clerk Tara Brown, 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 Pettengill to approve the consent agenda as presented. **The motion carried, 7-0.**

#### Consent Agenda Items

- a. **Approval of minutes: retreat of January 24, 2026**
- b. **Approval of minutes: regular meeting of January 27, 2026**
- c. **Approval for Northern Pump and Well to perform an overhaul and rebuild on high service pump #4 at the Challis water plant in the amount of \$25,000**
- d. **Approval of the Tetra Tech Engineering services proposal for America's Water Infrastructure Act water system risk and resiliency assessment and emergency response plan at a cost not to exceed \$17,800**

#### Correspondence

### 6. Councilmember updates

Mayor Pro Tem Bohn stated the Planning Commission met on February 2, 2026, to discuss various ordinance amendments to zoning and recommended adoption of the Master Plan.

Councilmember Pettengill stated the Brighton Arts and Culture Commission received a generous donation of \$2,848 for the Main Street Mile to enhance and further the Children's Summer Series. Also, the commission received a landscaping plan from Karleen Shafer, Landscape Design and Associates, for Hyne Alley.

Councilmember Gardner stated the Brighton Area Fire Authority welcomed thirteen new firefighters and the Fire Fighter of the Year award was given to Ryan Sauve.

### 7. Staff updates

Chief Pirochta stated that tomorrow, February 11, 2026, is 211 Day which is a resource for non-emergency care and support.

DPS Director Goch stated that sanitary sewer work is being conducted throughout the city as indicated on the city Facebook and app, however, those affected will receive door hangers indicating the day and time of the potential disruption. This work is scheduled for times that most people are sleeping in the midnight hours. The work can be somewhat noisy, but the work is fast so disruption should be minimal.

City Manager Gomolka is happy to report that the city has been notified that we have received 2 million dollars in Federally approved grants for generators at both water and wastewater plants that we submitted for consideration by Congressman Tom Barrett and Senator Elissa Slotkin.

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

Mayor Tobbe opened the call to the public at 6:45 p.m.

Deniss Nauss spoke regarding the alleyway near Leith Street and asked about the progress of the survey review.

Mike Monroe spoke regarding snow removal within the Hyne Street public parking lot.

Hearing and seeing no further comment, the call to the public was closed at 6:52 p.m.

City Manager Gomolka provided an overview, including several images, of snow removal efforts across city parking lots. She also affirmed that DPW crews serviced all municipal lots during a time of heavy snowfall during the day. Because of the nature and timing of this snowfall, there were instances where snow was not completely removed due to prioritization of streets and sidewalks in the downtown and a plan was made to come back that evening and the next morning to remove the remaining snow from the parking lots.

## **Discussion**

### **9. MDOT discussion of final year of I-96 Interchange Project**

The MDOT updated City Council and explained the progress and next steps for the I-96/Grand River interchange rebuild in Brighton. In 2025, crews rebuilt westbound I-96 and the north side of Grand River, using detours and nighttime demolition to keep traffic moving and reduce disruptions. Construction resumes in the spring with work shifting to eastbound I-96 and the south half of the interchange. This phase will include multiple ramp closures, nighttime bridge demolition, and a series of temporary detours, some lasting about a month or longer, to safely complete reconstruction while maintaining two-way freeway traffic. Overall, the project continues to prioritize safety, traffic flow, and staged construction to minimize community impact.

### **10. United States of America's 250 Celebration**

City Manager Gomolka opened the discussion with City Council about no cost initiatives within the city that can be conducted to celebrate the 250<sup>th</sup>. She asked if council was interested in her forming a committee of City Council, merchants, DDA, and staff to come together to plan this celebration. More information will be coming soon.

## **Public Hearing**

### **11. Conduct a public hearing and consider adoption of Ordinance 609, Amendments to the Code of Ordinances, Chapter 14, "Animals"**

Mayor Tobbe opened the public hearing at 8:01 p.m. Hearing and seeing no comment, the public hearing was closed.

Council members discussed how complaints would be handled and whether ordinance amendments might be necessary in the future. Mayor Pro Tem Bohn expressed interest in establishing an inspection framework that would review each permitted chicken applicant's parcel on either an annual or three-year cycle.

Community Development Manager Caruso provided a brief overview of the ordinance and assurances that the proposed ordinance has police power but is complaint driven should action be taken. If in the future modifications need to be made, those changes will be through an ordinance amendment.

**Motion** by Councilmember Albert, seconded by Councilmember Gipson to adopt Ordinance 609, Amendments to the Code of Ordinances, Chapter 14, "Animals". **The motion carried by roll call vote, 6-1. Mayor Pro Tem Bohn voted no.**

**New Business**

**12. Consider appointment to the Board of Review**

**Motion** by Councilmember Gardner, seconded by Councilmember Schmenk to approve the appointment of Donna Stuart to the City of Brighton Board of Review. **The motion carried, 7-0.**

**13. Conduct a first reading and set a public hearing of March 10, 2026, for proposed ordinance amendments to allow an increased number of land divisions under Public Act 58 of 2025**

City Manager Gomolka provided an overview of the proposed ordinance, which implements Public Act 58 of 2025 and allows the City of Brighton to permit additional land divisions on a parent parcel prior to the statewide effective date of December 23, 2026. Early ordinance adoption would increase the allowable divisions from 4 to up to 10 parcels for an initial ten-acre parcel, providing property owners with access while aligning local regulations with updated state law that are set to take place in 2027.

**Motion** by Mayor Pro Tem Bohn, seconded by Councilmember Pettengill to set a public hearing of March 10, 2026, for proposed ordinance amendments to allow an increased number of land divisions under Public Act 58 of 2025. **The motion carried, 7-0.**

**Other Business**

**14. Call to the public**

Mayor Tobbe opened the call to the public at 8:10 p.m. Hearing and seeing no comment, the call to the public was closed.

**15. Adjournment**

**Motion** by Councilmember Gardner, seconded by Councilmember Gipson, to adjourn the meeting at 8:11 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 FEBRUARY 24, 2026

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

### **ADMINISTRATIVE SUMMARY**

- This report is for the second quarter of the fiscal year and it is still quite early in the year, but budgeted items are trending in line with budget, with the exception of interest income and grants.
- We will continue to monitor the budget and make City Council aware of any significant budget variances if they should arrive prior to next quarter's report.

Prepared by:   Elizabeth Gaines, Finance Director

Reviewed &

Approved by:   Gretchen Gomolka, City Manager

FINANCIAL REPORT FOR CITY OF BRIGHTON - GENERAL FUND  
PERIOD ENDING 12/31/2025

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

DESCRIPTION	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025	OVER/ (UNDER) AMENDED BUDGET	NOTES
<b>REVENUE</b>					
PROPERTY TAXES	8,773,620.00	8,773,620.00	8,703,617.70	(70,002.30)	We have collected the majority of our taxes, more will trickle in throughout the year. The county will make us whole on anything that remains unpaid as of March 1st.
TAX PENALTIES, INTEREST & FEES	295,500.00	295,500.00	296,738.73	1,238.73	This includes the tax administrative fee (1% fee on all taxes added to tax bills), we have collected on the summer tax bills and will continue collecting this on the winter tax bills. This also includes penalties for late tax payments.
LICENSES & PERMITS	414,750.00	414,750.00	284,247.61	(130,502.39)	We received the first quarterly Cable Franchise Fees as well as the majority of the budgeted amount in Building Permit Fees. This line will most likely be over budget by fiscal year end.
STATE SHARED REVENUE	1,125,000.00	1,125,000.00	419,688.38	(705,311.62)	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	211,761.60	181,761.60	Due to high interest rates we have exceeded the budgeted amount.
RENTS & ROYALTIES	76,350.00	76,350.00	7,067.50	(69,282.50)	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	68,500.00	68,500.00	65,866.05	(2,633.95)	Includes reimbursement for civic events, dividend payment from our purchasing card and reimbursements to the City for retiree health savings account pre-funding.
OTHER FINANCING SOURCES	271,000.00	271,000.00	100,528.22	(170,471.78)	This represents appropriation from DDA, Utility and Brownfield Funds. Which will be fully recorded by year end.
SERVICE CHARGES	872,200.00	872,200.00	431,088.48	(441,111.52)	This is primarily refuse collection user fees.
FINES & FORFEITS	26,000.00	26,000.00	25,857.45	(142.55)	Primarily police related fines which come in sporadically throughout the year.
LOCAL UNIT CONTRIBUTION	100,000.00	100,000.00	44,436.08	(55,563.92)	This account is for the liaison officer payments from Brighton Schools.
GRANTS	21,000.00	21,000.00	64,869.98	43,869.98	We received a traffic safety grant and additional reimbursement from the State for exempt personal property. Neither was anticipated.
<b>TOTAL REVENUES</b>	<b>12,073,920.00</b>	<b>12,073,920.00</b>	<b>10,655,767.78</b>	<b>(1,418,152.22)</b>	

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

DESCRIPTION	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025	OVER/ (UNDER) AMENDED BUDGET	NOTES
<b>EXPENDITURES</b>					
CITY COUNCIL	38,267.00	38,267.00	10,257.72	(28,009.28)	Primary expense is Per Diems, which are paid at the end of the year.
CITY MANAGER	298,438.00	298,438.00	131,741.82	(166,696.18)	Includes City Manager, a portion of the Grant Writer Communications Specialist and an allocated portion of the budgeted additional payment to MERS.
COMMUNICATIONS	50,768.00	50,768.00	23,422.80	(27,345.20)	Includes a portion of the Grant Writer Communications Specialist and other community promotions expenses.
LEGAL SERVICES	256,040.00	256,040.00	52,957.69	(203,082.31)	General and Labor attorney retainers and other expenses.
CITY CLERK	238,165.00	238,165.00	104,901.37	(133,263.63)	Election costs and per diems, a portion of the management assistant, general operating expenses as well as an allocated portion of the budgeted additional payment to MERS.
HUMAN RESOURCES	260,884.00	295,884.00	97,090.62	(198,793.38)	General operations, a portion of the management assistant position, as well as an allocated portion of the budgeted additional payment to MERS.
FINANCE	942,238.00	942,238.00	429,972.34	(512,265.66)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
INFORMATION SYSTEMS	233,411.00	233,411.00	128,617.02	(104,793.98)	General operations to run IT, primarily software related expenses.
POLICE	4,119,077.00	4,119,077.00	1,882,354.38	(2,236,722.62)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
PUBLIC WORKS	2,994,688.00	3,031,288.00	1,499,138.02	(1,532,149.98)	General operations covering all city buildings and public spaces.
COMMUNITY DEVELOPMENT	659,220.00	659,220.00	317,373.97	(341,846.03)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
POST EMPLOYMENT BENEFITS	557,859.00	557,859.00	297,218.22	(260,640.78)	Healthcare for retirees.
TRANSFERS-OUT AGENCIES	166,200.00	168,200.00	157,981.92	(10,218.08)	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, the Historical Society and Brighton Senior Center.
TRANSFERS-OUT OTHER FUNDS	1,792,805.57	1,803,026.23	1,787,652.23	(15,374.00)	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.
<b>TOTAL EXPENDITURES</b>	<b>12,608,060.57</b>	<b>12,691,881.23</b>	<b>6,920,680.12</b>	<b>(5,771,201.11)</b>	
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(534,140.57)</b>	<b>(617,961.23)</b>	<b>3,735,087.66</b>		It is too early in the year to make projections. Overall revenues and expenditures are materially inline with the budget. 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.



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL FEBRUARY 24, 2026

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


### **ADMINISTRATIVE SUMMARY**

- The City's total investment/bank balance has decreased by \$1,105,907 or 3.5% over last quarter to \$30,733,658.
- 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 decreased from 3.66% to 3.55% over the last quarter. This decrease is due to the lowering of interest rates as the federal funds rate is reduced.
- The City's earnings remain just barely 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 invests in US Treasuries to close the gap. The City continues to properly diversify funds in order to obtain the most FDIC insurance coverage as possible. Investing US Treasuries is considered one of the safest investments available, backed by the full faith and credit of the U.S. government.
- The City's deposits/investments with Michigan Class, Huntington Bank, Flagstar Bank and Independent Bank, total 36.6%, 27%, 13% and 13%, respectively, of the City's overall portfolio. The high ratio of deposits held in Michigan Class and Huntington Bank is because Michigan Class is a fully liquid account with moderate interest 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: February 9, 2026

We are earning interest rates ranging from 0% to 4.25% 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 three CDs ranging from \$249,967 to \$283,714. They range from 9 months to 12 months in length with interest rates from 3.75% to 4.05%. 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 \$1,083,148 at 4.25%, that has 2 months remaining and the other is for \$1,036,830 at 4.10% that has 13 months left. Our account at Huntington Bank currently has \$8,298,148 invested with maturities from 1–3 years and an average interest rate of 4.04%. Municipalities are required to use Michigan banks for investment purposes.

Existing home sales increased by 5.1% in December, according to the National Association of Realtors. Month-over-month sales increased in the South, remained flat in the Midwest and West, and decreased in the Northeast. 2025 was another tough year for homebuyers, marked by record high home prices and historically low home sales. However, in the fourth quarter, conditions began improving with lower mortgage rates and slower home price growth. December home sales were the strongest in nearly three years. The gains were broad based, with all four regions improving from the prior month.

The U.S. economy saw modest job growth in December as employers hired at a steady pace amid economic uncertainty. The Labor Department reported that employers added 50,000 jobs in December. That figure was cooler than the expectations of economists who projected 60,000 jobs would be added for the month. The unemployment rate declined to 4.4% in December. The number of people employed part-time for economic reasons was 5.3 million in December after rising by 980,000 over the course of 2025. These individuals would've preferred full-time employment but were working part-time because their hours were reduced, or they were unable to find full-time jobs.

In support of its goals and in light of the shift in balance of risks, The Committee decided to lower the target range for the federal funds rate to 3-1/2 to 3 3/4%. In considering the extent and timing of additional adjustments to the target range for the federal funds rate, the Committee will carefully assess incoming data, the evolving outlook, and the balance of risks. The Committee is strongly committed to supporting maximum employment and returning inflation to its 2 percent objective.

CITY OF BRIGHTON  
 QUARTERLY INVESTMENT REPORT  
 AS OF DECEMBER 30, 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	14,535	Immediate	0.00%	0.00%
Total Old National Bank	55,998			
BANK OF ANN ARBOR	204,782	Immediate	1.15%	0.01%
Total Bank of Ann Arbor	204,782			
FLAGSTAR BANK-Refundable Deposit	3,963	Immediate	2.60%	0.00%
FLAGSTAR BANK-Combined Savings	244,652	Immediate	2.60%	0.02%
FLAGSTAR BANK-A/P Checking	3,746,699	Immediate	2.20%	0.27%
Total Flagstar Bank	3,995,314			
HUNTINGTON BANK-MM	10,970	Immediate	1.73%	0.00%
HUNTINGTON BANK-INVESTMENT	8,287,179	Various	4.04%	1.09%
	8,298,149			
INDEPENDENT BANK UTILITY LB CHECKING	3,999,796	Immediate	2.50%	0.33%
Total Independent Bank	3,999,796			
MICHIGAN CLASS	11,250,997	Immediate	3.95%	1.45%
Total Michigan Class	11,250,997			
CD-COMERICA BANK	274,964	01/26/26	4.05%	0.04%
CD-CIBC BANK	283,714	11/19/26	3.75%	0.03%
CDARS-CIBC	1,036,830	02/11/27	4.10%	0.14%
CDARS-CIBC	1,083,148	02/12/26	4.25%	0.15%
CD-BANK OF ANN ARBOR	249,967	05/14/26	3.75%	0.03%
Total Certificate of Deposits	2,928,623		2.84%	
<b>TOTAL</b>	<b>30,733,658</b>			<b>3.55%</b>
Three Month Treasury Bill Rate*				3.68%
Average Fed Funds Rate**				3.73%
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate				-0.13%
City's Avg. R.O.R. over/(under) the Avg. Fed Funds Rate				-0.18%



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 24, 2026

**SUBJECT:** Consider Approval of the proposal from The Carpet Guys to replace the carpet in the CoBACH Building at a cost of \$8,719.14 including the necessary budget amendments.

### **BACKGROUND**

The City of Brighton owns and maintains the building located at 202 W. Main Street, known as the CoBACH Building.

The city leases the building to the Brighton Historical Society for the purpose of educating the public on the history of Brighton and to the Brighton Art Guild to display art and hold classes by local artists.

### **ADMINISTRATIVE SUMMARY**

The CoBACH Building was updated in 2009, and that included the installation of the current carpet on the first and second floors as well as the steps.

Due to the length of time of the carpet being in the building and the amount of pedestrian traffic that the building receives, it would be appropriate to remove and replace the carpet.

Staff contacted three local carpet companies to obtain quotes. The results are below:

<b>Vendor</b>	<b>Quote Amount</b>
The Carpet Guys	\$8,719.14
Carpet Depot	\$10,615.75
Classic Carpet & Flooring	\$11,933.43

### **BUDGET INFORMATION**

This project was not included in the 25/26 Fiscal Year budget for the CoBACH building, so Staff is requesting that City Council approve a budget amendment in the amount of \$8,719.14

### **RECOMMENDATION**

Staff recommends approval of the proposal from The Carpet Guys to replace the carpet in the CoBACH Building at a cost of \$8,719.14 including the necessary budget amendments to use fund balance of the General Fund.

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

Reviewed by: Brad Shrader, DPW Superintendent

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  
FEBRUARY 24, 2026**

**SUBJECT: RECOGNIZE WORK SKILLS FOUNDATION AS A 501(C)(3) NON-PROFIT ORGANIZATION FOR THE PURPOSE OF OBTAINING A CHARITABLE GAMING LICENSE, RESOLUTION #2026-01**

## **ADMINISTRATIVE SUMMARY**

Work Skills Foundation is requesting approval of a resolution required by the Michigan State Lottery's Charitable Gaming Division to raise funds via a 50/50 and gift basket raffle at their annual golf outing to raise funding for the foundation..

## **RECOMMENDATION**

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

Prepared by: Tara Brown, City Clerk

Reviewed &

Approved by: Gretchen Gomolka, City Manager

Attachments:

1. Letter to Council
2. Resolution 2026-01
3. IRS Letter regarding Tax Exempt Status
4. Articles of Incorporation

February 18, 2026

**Dear Brighton City Council,**

Work Skills Foundation (WSF) would like to request the Brighton City Council to approve the Local Governing Body Resolution for Charitable Gambling License. The State of Michigan is asking for you to recognize WSF as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license.

Our goal in obtaining a charitable gaming license is to hold a 50/50 raffle and a gift basket raffle at our annual golf outing.

We appreciate your support

A handwritten signature in black ink, appearing to read 'B. Krugh', with a stylized flourish at the end.

**Brandon Krugh**  
Chairperson



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

Resolution #2026-01

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103a(i)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

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

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from Work Skills Foundation of Brighton,  
NAME OF ORGANIZATION CITY

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

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

gaming licenses, be considered for \_\_\_\_\_.  
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

DISAPPROVAL

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

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

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.  
 BSL-CG-1153(R4/24)



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

## LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL-432.103a(i)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

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

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_,  
NAME OF ORGANIZATION CITY

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

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

gaming licenses, be considered for \_\_\_\_\_.  
APPROVAL/DISAPPROVAL

**APPROVAL**

**DISAPPROVAL**

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

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

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.

JUN 04 2007

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

DEPARTMENT OF THE TREASURY

Date: MAY 25 2007

WORK SKILLS FOUNDATION  
C/O RODNEY C. JONES  
100 SUMMIT  
BRIGHTON, MI 48116

Employer Identification Number:  
20-4595453  
DLN:  
17053173001046  
Contact Person:  
JOHN M WHITE ID# 52118  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Effective Date of Exemption:  
October 31, 2005

Dear Applicant:

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

Based on the information you submitted with your application, we have determined you are likely to qualify as a private operating foundation ~~described in section 4942(j)(3) of the Code. Accordingly, you are treated as a~~ private operating foundation for your first year. After that, you will be treated as a private operating foundation as long as you continue to meet the requirements of section 4942(j)(3). You are required to file Form 990-PF annually.

Please see enclosed Information for Private Foundations Exempt Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Information for Private Foundations Exempt Under Section 501(c)(3)

Letter 1075 (DO/CG)

# *Michigan Department of Labor & Economic Growth*

## *Filing Endorsement*

*This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT  
for  
WORK SKILLS FOUNDATION*

*ID NUMBER: 788801*

*received by facsimile transmission on October 28, 2005 is hereby endorsed  
Filed on October 31, 2005 by the Administrator.*

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

*In testimony whereof, I have hereunto set my  
hand and affixed the Seal of the Department,  
in the City of Lansing, this 31st day  
of October, 2005.*



A handwritten signature in black ink, appearing to read 'Andrew L. Metcalfe'.

, Director

*Bureau of Commercial Services*

BCS/CD-502 (Rev. 12/03)

<b>MICHIGAN DEPARTMENT OF LABOR &amp; ECONOMIC GROWTH BUREAU OF COMMERCIAL SERVICES</b>										
Date Received	(FOR BUREAU USE ONLY)									
<p>This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.</p>										
<table border="1" style="width: 100%;"> <tr> <td colspan="3">Name <b>David G. Johnson</b></td> </tr> <tr> <td colspan="3">Address <b>8163 Grand River, Suite 100</b></td> </tr> <tr> <td>City <b>Brighton</b></td> <td>State <b>Mi</b></td> <td>Zip Code <b>48114</b></td> </tr> </table>		Name <b>David G. Johnson</b>			Address <b>8163 Grand River, Suite 100</b>			City <b>Brighton</b>	State <b>Mi</b>	Zip Code <b>48114</b>
Name <b>David G. Johnson</b>										
Address <b>8163 Grand River, Suite 100</b>										
City <b>Brighton</b>	State <b>Mi</b>	Zip Code <b>48114</b>								
EFFECTIVE DATE:										

Document will be returned to the name and address you enter above. If left blank document will be mailed to the registered office.

**ARTICLES OF INCORPORATION**  
**For use by Domestic Nonprofit Corporations**  
(Please read information and instructions on the last page)

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

**ARTICLE I**

The name of the corporation is:	<b>WORK SKILLS FOUNDATION</b>
---------------------------------	-------------------------------

**ARTICLE II**

The purpose or purposes for which the corporation is organized are:	See page 3 and attachment.
---	----------------------------

**ARTICLE III**

1. The corporation is organized upon a <u>Nonstock</u> basis.	(Stock or Nonstock)
2. If organized on a stock basis, the total number of shares which the corporation has authority to issue is <u>n/a</u> . If the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:	

ARTICLE III (cont.)

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

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

c. The corporation is to be financed under the following general plan:  
**financing is through donations, contributions and investment income.**

d. The corporation is organized on a directorship basis.  
(Membership or Directorship)

ARTICLE IV

1. The address of the registered office is:  
100 Summit Brighton, Michigan 48116  
(StreetAddress) (City) (ZIP Code)

2. The mailing address of the registered office, if different than above:  
\_\_\_\_\_, Michigan \_\_\_\_\_  
(Street Address or P.O. Box) (City) (ZIP Code)

3. The name of the resident agent at the registered office is:  
Rodney C. Jones

ARTICLE V

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

Name	Residence or Business Address
David G. Johnson	8163 Grand River, Suite 100, Brighton, MI 48114

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

Article II continuation:

The purpose of purposes for which the Foundation is organized are:

(a) To operate exclusively for the purposes set forth in Section 501(c)(3) of the Internal Revenue Code, as amended (the "Code"), including such purposes the making of distributions to Work Skills Corporation, a Michigan Corporation, that qualifies as an exempt organization under Code Section 501(c)(3), said funds shall be used to support program development for persons with disabilities and other barriers to employment.

(b) To receive and administer funds, to acquire, to own, to invest, to dispose of, and to deal with real and personal property and interests therein, and to apply gifts, grants, contributions, bequests and devises, and the income and proceeds thereof, in furtherance of the purposes of the Foundation, with all the powers conferred upon it by the provisions of the Michigan Nonprofit Corporation Act (the "Act") and by the Articles of Incorporation and the Bylaws of the Foundation.

Article VI:

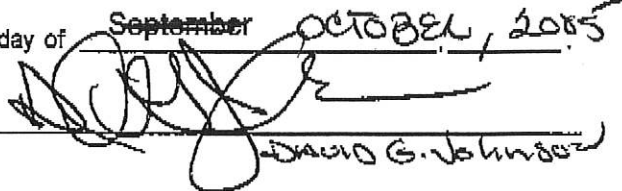
(a) Notwithstanding any other provisions of these Articles, the Foundation shall not carry on any activities not permitted to be carried on by a Foundation exempt from Federal Income Tax under Code Section 501(c)(3) or by a Corporation, contributions to which are deductible under Code Section 170(c)(2).

(b) No part of the net earnings of the Foundation shall inure to the benefit of, or be distributed to, its directors, officers, or other private persons, except that the Foundation shall be authorized to pay reasonable compensation for services rendered and to make payments in furtherance of the purposes set forth in these Articles.

(see attached)

I, (We), the incorporator(s) sign my (our) name(s) this 28th day of September OCTOBER, 2005

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

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

Article VI continuation:

(c) The Foundation shall engage in the carrying on or propaganda, or otherwise attempt to influence legislation and the Foundation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

Article VII:

Except as otherwise provided by law, a volunteer Director or volunteer officer of the Foundation is not personally liable to the Corporation for monetary damages for a breach of the Trustee's or officer's fiduciary duty.

The Corporation assumes all liability to any person other than the Corporation for all acts or omissions of a volunteer Trustee incurred in the good faith performance of his or her duties as a Trustee other than liability for excise taxes imposed under Chapter 42 of the Code and liability resulting from claims arising under state law for mismanagement of the Corporation's assets.

The Corporation assumes the liability for all acts or omissions of a volunteer officer, other than liability for excise taxes imposed under Chapter 42 of the Code, provided that:

- a. the volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority;
- b. the volunteer was acting in good faith;
- c. the volunteer's conduct did not amount to gross negligence or willful or wanton misconduct;
- d. the volunteer's conduct was not an intentional tort; and
- e. the volunteer's conduct was not a tort arising out of the ownership, maintenance or use of a motor vehicle as described in Section 209(e)(v) of the Act.

Article VIII:

The Foundation shall have the power and authority for the purposes above specified and any other charitable purpose, or to obtain funds or income for charitable purposes, to contract for, purchase, receive, manage, hold and dispose of real, personal, and mixed property, wheresoever situated, by gift, grant, devise, bequest, or purchase and may operate said properties or any part thereof, or any business it may acquire in any location. In the name of the Foundation or in any other manner and for its benefit and in its behalf through such persons or agent as it may designate or select from time to time by majority vote of the Board of Directors, but without any person by reason of membership or position as director or officer of said Foundation becoming entitled thereby to any special dividend or benefit out of the funds thereof depending on such position.

**Article IX:**

In the event The Work Skills Foundation is dissolved as an organization and ceases to exist for the stated purposes, such Certificate of Dissolution shall be filed with the Secretary of State according to the statutes of the State for the dissolving of non-profit corporations, and all property and assets shall be distributed to such other corporations engaged in charitable, educational, rehabilitative, habilitative programs consistent with the purposes of the Foundation as determined by the Board of Directors holding office immediately prior to the commencement of dissolution proceedings. None of the said assets shall ever inure to the benefit of any member, director, officer, or employee of this Foundation.

Notwithstanding the foregoing, no assets of this organization shall be distributed upon its dissolution to any other corporation unless such other corporation is tax exempt under provisions of Section 501 of the Internal Revenue Code or applicable provisions of said code of similar import which may have superseded said section.



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 24, 2026

**SUBJECT:** CONSIDER APPROVAL OF AN ENGAGEMENT LETTER FROM SCHULTZ AND YOUNG PC FOR ATTORNEY'S GREGG SCHULTZ AND BETH YOUNG TO CONTINUE REPRESENTING THE CITY IN LABOR MATTERS

### **BACKGROUND**

Attorney Gregg Schulz and his partner Beth Young have been representing the City of Brighton on labor employment matters since 2019 with the law firm Keller Thoma. Prior to them joining Keller Thoma, they ran their own firm, Schultz and Young PC from 2011 to 2018. They joined Keller Thoma in 2018, shortly before they began representing the City of Brighton in 2019.

### **ADMINISTRATIVE SUMMARY**

Gregg Schulz and Beth Young have made the decision to transition back to their own firm and it is their hope that the city will continue to utilize their services. They have provided us with an engagement letter for consideration that has the same terms and hourly billing rate that we had when they were with Keller Thoma. They are seeking to make the transition on March 1, 2026, however if more time is needed for consideration by the city, they can continue billing under Keller Thoma until the city is in a position to make the transition.

City staff has had an excellent working relationship with both Mr. Schultz and Ms. Young and would recommend maintaining the relationship. Additionally, we are beginning the process of union negotiations in the coming months and Mr. Schultz brings a wealth of experience and knowledge of our contracts and past negotiations.

Mr. Schultz and Ms. Young will be present at the City Council meeting to address City Council and answer any questions that Council may have related to their work for the city.

### **BUDGET INFORMATION**

This proposed terms have not changed from existing terms, therefore no amendments to the existing budget would be necessary should City Council approve moving forward with Schultz and Young PC.

### **RECOMMENDATION**

Consider approval of an engagement letter to retain Schultz and Young, PC to provide legal services in connection with matters related to labor and employment.

Prepared by: Gretchen Gomolka, City Manager

Attachment: Schultz and Young PC Engagement Letter

# Schultz and Young PC

---

Gregory T. Schultz  
Elizabeth A. Young

Attorneys And Counselors  
26555 Evergreen, Suite 420  
Southfield, MI 48076

Karin M. Young  
Of Counsel

Gregory T. Schultz | Direct Dial 248.318.2584 | [gschultz@schultzyounglaw.com](mailto:gschultz@schultzyounglaw.com)

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February 6, 2026

Ms. Gretchen Gomolka, City Manager  
City of Brighton  
200 North First Street  
Brighton, MI 48116

**Re: Engagement Letter**

Dear Ms. Gomolka:

We are pleased that the City of Brighton (“City”) has expressed interest in retaining Schultz and Young, PC to provide legal services in connection with matters related to labor and employment. This letter will set forth our agreement with the City in connection with our representation.

The City has elected to retain Schultz and Young on an hourly basis. The current hourly rate will be \$160 per hour, with all time billed in tenths of an hour. The City will not be charged for miscellaneous expenses such as routine administrative expenses and copying costs. If a substantial amount of copying of documents is required, we will discuss that with the City. Statements normally will be rendered monthly for work performed and expenses recorded on the Firm’s books during the previous month.

Either the Firm or the City may terminate the engagement at any time for any reason by written notice, subject on the Firm’s part to applicable rules of professional conduct. All work performed to the date of termination shall be invoiced to and paid by the City and there shall be no further obligations of either party to the other.

Inasmuch as good communication between attorneys and clients is an essential part of effective legal representation, we will keep in close communication with the City regarding the status of matters. We will promptly provide the City with copies of all relevant documents and correspondence. We will expect the City to also inform us promptly of any new developments in matters we are handling on behalf of the City.

We understand the importance of these matters to the City and we assure you that we will give them the attention and consideration they deserve. At some point after various matters are completed, under our records retention policy, the City will have the choice of the firm returning files to the City, continuing to retain them, or destroying them.

If this letter accurately sets forth the City's understanding of our legal representation and the City agrees to its terms, please date and sign two copies of this letter, and return one copy to me.

If the City has any questions concerning the nature of our services or any matter mentioned in this letter, please call me before signing and returning this letter.

We look forward to working with the City of Brighton.

Very truly yours,

SCHULTZ AND YOUNG, P.C.



Gregory T. Schultz

AGREED TO AND ACCEPTED:

I have read the above letter and consent to the City of Brighton's legal representation by Schultz and Young, P.C., pursuant to the terms and conditions set forth in this letter.

CITY OF BRIGHTON

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

FEBRUARY 24, 2026

**SUBJECT: CONSIDER APPROVAL FOR THE DESIGN AND CONSTRUCTION ENGINEERING SERVICES FROM HUBBELL, ROTH & CLARK, INC FOR KISSANE DRIVE AND DEVONSHIRE BOULEVARD FOR A COST NOT TO EXCEED \$79,410 AND TO ADD THE KISSANE AND DEVONSHIRE STREET REHABILITATION PROJECT TO THE EXISTING ALLIED CONSTRUCTION CONTRACT UTILIZING THE SAME UNIT PRICING FOR A COST NOT TO EXCEED \$1,010,620 ALONG WITH ALL NECESSARY BUDGET AMENDMENTS.**

### BACKGROUND

During this year's city council retreat, road rehabilitation was a main topic of discussion after the passing of the November 2025 Road Millage.

### ADMINISTRATIVE SUMMARY

With several streets being discussed at the retreat, the decision was made to bring a proposal to Council for design and construction engineering for Kissane Avenue and Devonshire Boulevard for this construction season. They were considered the best candidates based on funding and a timeline that would fit into this year's schedule. Staff contacted Hubbell, Roth & Clark Inc. (HRC) to provide a proposal for a full-depth mill and overlay project with ADA ramp and minor curb replacement. We learned from HRC that Allied Construction offered to extend the contract for this year's work using the same pricing from the street rehabilitations they did for us in fall 2025. This saves the city approximately \$100,000 and reduces the time necessary for the bidding process, as well as saving engineering costs. The estimated construction cost for the project is \$878,779.34. If approved this evening, Staff would immediately begin working with HRC to design the project.

When design engineering is completed, Staff will begin notifying city residents of the intended project, especially those in the immediate areas of work. DPS will work with City Hall utilizing social media, public notices along with public meetings if necessary. In addition, Staff will utilize sandwich boards and hand out notices in the affected neighborhoods.

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
- 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 sufficient Street Millage Fund Balance available for the Kissane and Devonshire Road rehabilitation project. From that, \$79,410 would be used for design and construction engineering. The construction cost of \$878,779.34, with our standard 15 percent contingency comes to \$1,010,620.

**RECOMMENDATION**

Staff recommends approval of design and construction engineering services from Hubbell, Roth & Clark, Inc. for Kissane Drive and Devonshire Boulevard for a cost not to exceed \$79,410 and to add the Kissane and Devonshire Street rehabilitation project to the existing Allied Construction contract utilizing the same unit pricing for a cost not to exceed \$1,010,620 with all necessary budget amendments to utilize Street Millage funds.

Prepared by: Marcel Goch, DPS Director

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

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

Reviewed &

Approved by: Gretchen Gomolka, City Manager

Attachments: Proposals and Estimates from HRC



February 17, 2026

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

Attn: Mr. Marcel Goch, Public Services Director

Re: Design & Construction Engineering Services Proposal  
2026 Road Improvement Project – Kissane & Devonshire

HRC Job No. 20260114

Dear Mr. Goch:

As requested, Hubbell, Roth & Clark, Inc. (HRC) are pleased to submit this design & construction engineering proposal for improvements to Kissane Ave and Devonshire Blvd as part of the City's 2026 Road Improvement Project. A summary of the engineering tasks is listed below.

### **Understanding of Project**

The City completed the 2025 Road Improvements on Oak Ridge Court, Sisu Knoll/Rita Ann and Robertson/Glenwyth. The Contractor that completed this work has submitted a proposal to complete similar paving work on Kissane Ave and Devonshire Blvd. A description of the scope of work is as follows:

The asphalt roadway pavement section of Kissane Ave will be removed and replaced from Grand River Ave to the end of the cul-de-sac; The existing concrete curb will remain with minimal replacement. The existing sidewalk ramps will not be improved as they appear to have been recently upgraded to meet accessibility standards. The existing aggregate base will remain, and four (4) inches of new asphalt (with fiber mesh) will be installed. Concrete collars will be installed around the existing utility structure covers.

The asphalt roadway pavement section of Devonshire Blvd will be removed and replaced from Brighton Lake Road south to the end of the cul-de-sac; The existing concrete curb will remain with minimal replacement. The existing sidewalk ramps will not be improved as they appear to have been recently upgraded to meet accessibility standards. The existing aggregate base will remain, and four (4) inches of new asphalt (with fiber mesh) will be installed. Concrete collars will be installed around the existing utility structure covers.

### **Scope of Work**

The existing specifications that HRC prepared for the 2025 Road project will still be used. Since most of the work will be completed between the existing curbs no topographic information will be collected. The Contractor has already visited the site and is familiar with limits of construction and work required so no plan sheets will be created other than the aerial photos that have already been created. The design will occur in the field prior to the start of construction.

- Scope meeting – HRC will meet with City Staff and the Contractor 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 not collect pavement cores on these two (2) streets, so the existing pavement and aggregate base thickness and condition is not known. Based on visual inspection of the pavement surfaces there does appear to be significant aggregate base issues that need to be addressed. The existing conditions will be evaluated once the Contractor has removed the existing asphalt. Any changes in the scope of work will be reviewed with City Staff during construction.

**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 or change order 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 is not anticipated but we have included time for two (2) days of survey layout if needed.
- 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 four (4) 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

**Budget**

The design & construction improvements outlined in this proposal can be accomplished for **\$79,410** which is a not to exceed limit without prior authorization. The proposed hours per task are outlined in the attached Staff Hour Projections.

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: \_\_\_\_\_

2026 ROAD IMPROVEMENTS - KISSANE AVE & DEVONSHIRE BLVD  
 CITY OF BRIGHTON  
 HRC Job No. 20260114  
 February 17, 2026

	ASSOCIATE	PROJECT ENGINEER	GRADUATE ENGINEER	CONSTRUCTION SUPERVISOR	FIELD OBSERVER	SURVEY CREW	TESTING TECHNICIAN	TOTAL HOURS	TOTAL ESTIMATED FEES
	\$170.00	\$140.00	\$120.00	\$153.00	\$110.00	\$130.00	\$86.00	HOURS	LABOR
<b>TASK 1 - DESIGN ENGINEERING</b>									
Start Up - Cost Estimates			12					12	\$ 1,440
Meetings	4	16	16					36	\$ 4,840
Pavement Cores								0	\$ -
Topographic Survey								0	\$ -
Plans & Specifications	4	4	8	4				20	\$ 2,810
Bidding Phase								0	\$ -
<b>Subtotal</b>									<b>\$ 9,090</b>
<b>TASK 2 - CONSTRUCTION ENGINEERING</b>									
Construction Administration	4	8	100	8				120	\$ 15,020
Construction Observation	6			20	220			246	\$ 28,280
Material Testing	16		30				100	146	\$ 14,920
Survey Layout	4		20			36		60	\$ 7,760
Project closeout	8			8	16			32	\$ 4,340
<b>Subtotal</b>									<b>\$ 70,320</b>
<b>Total Hours &amp; Costs</b>	<b>46</b>	<b>28</b>	<b>186</b>	<b>40</b>	<b>236</b>	<b>36</b>	<b>100</b>	<b>672</b>	<b>\$ 79,410</b>



105 W Grand River Avenue  
Howell, MI 48843

517-552-9199

www.hrcenr.com



February 17, 2026

City of Brighton  
420 S. Third Street  
Brighton, MI 48116

Attn: Mr. Marcel Goch, Director of Public Services

Re: 2026 Road Improvement Project  
Kissane Ave & Devonshire Blvd

HRC Job No. 20260114

Dear Mr. Goch:

Allied Construction Company, the Contractor that recently completed the 2025 Road Improvement Project, has offered to hold their unit prices from their existing contract to complete a similar project in 2026. This office has reviewed the scope of work and costs for repaving Kissane Ave and Devonshire Blvd with Allied Construction Company. A copy of the proposal for this work is attached and summarized below.

Kissane Ave	\$273,442.65
Devonshire Blvd	<u>\$605,336.69</u>

Total Construction Cost \$878,779.34

This office recommends that the City adds this work to the original 2025 Road Improvement contract in the amount of \$878,779.34. We would also recommend that the City budget a suitable contingency allowance with this project.

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

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Michael P. Darga, PE

MPD/mpd

pc: City of Brighton; J. Bradley  
HRC; T. Sneathen, File



**HUBBELL, ROTH & CLARK, INC**  
**CONSULTING ENGINEERS SINCE 1915**

105 W. Grand River Ave., Howell, MI 48843  
 (517) 552-9199 | www.hrcengr.com

**Project:** City of Brighton 2026 Road Maintenance Program  
**Location:** Kissane Ave from north side of cul-de-sac at south end to Grand River Ave  
**Scope:** Cold mill existing HMA surface, grade and roll existing base material, resurface with 4" of new HMA. Existing pavement thickness has not been verified.  
**Basis for Estimate:**  Conceptual  Preliminary  Final

Date: February 13, 2026  
 Project 20260114  
 Estimat MAR  
 Checke MPD

Kissane Ave from Maurice Dr to Grand River Ave					
Item No.	Item Description	Quantity	Unit	Unit Price	Cost
1500001	Mobilization, Max (10%)	1.00	LS	\$21,119.56	\$21,119.56
2040020	Curb and Gutter, Rem	135.00	Ft	\$10.00	\$1,350.00
2057002	Station Grading, Salv Base, Special	13.80	Sta	\$1,238.00	\$17,084.40
2057021	Subgrade Undercutting, 1x3, Special	145.00	Cyd	\$90.00	\$13,050.00
2080020	Erosion Control, Inlet Protection, Fabric Drop	14.00	Ea	\$103.00	\$1,442.00
3027031	Aggregate Base, 21AA, Special	100.00	Ton	\$29.53	\$2,953.00
3060020	Maintenance Gravel	20.00	Ton	\$25.00	\$500.00
3087011	Geogrid, Special	430.00	Syd	\$2.79	\$1,199.70
4030005	Dr Structure Cover, Adj, Case 1	6.00	Ea	\$1,290.00	\$7,740.00
4030010	Dr Structure Cover, Type B	6.00	Ea	\$690.00	\$4,140.00
4030050	Dr Structure Cover, Type K	3.00	Ea	\$950.00	\$2,850.00
4037050	Dr Structure, Reconstruct, Special	3.00	Ea	\$1,700.00	\$5,100.00
4037050	Utility Structure Cover, Adj, Case 1, Special	6.00	Ea	\$600.00	\$3,600.00
4037050	Utility Structure, Temp Lowering, Special	6.00	Ea	\$780.00	\$4,680.00
5010002	Cold Milling HMA Surface	4,280.00	Syd	\$3.28	\$14,038.40
5010025	Hand Patching, Special	20.00	Ton	\$175.00	\$3,500.00
5017031	HMA, 4EML, Fiber Mesh, Special	675.00	Ton	\$120.28	\$81,189.00
5017031	HMA, 5EML, Fiber Mesh, Special	405.00	Ton	\$133.88	\$54,221.40
8010008	Driveway, Nonreinf Conc, 6 inch, Special	45.00	Syd	\$64.50	\$2,902.50
8027001	Curb and Gutter, Conc, Match Exist, Special	135.00	Ft	\$36.00	\$4,860.00
8120022	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	2.00	Ea	\$90.00	\$180.00
8120023	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	2.00	Ea	\$40.00	\$80.00
8120100	Dust Palliative, Applied	10.00	Ton	\$150.00	\$1,500.00
8120170	Minor Traf Devices	1.00	LS	\$460.00	\$460.00
8120252	Plastic Drum, Fluorescent, Furn	20.00	Ea	\$28.10	\$562.00
8120253	Plastic Drum, Fluorescent, Oper	20.00	Ea	\$10.00	\$200.00
8120350	Sign, Type B, Temp, Prismatic, Furn	54.00	Sft	\$6.25	\$337.50
8120351	Sign, Type B, Temp, Prismatic, Oper	54.00	Sft	\$2.00	\$108.00
8120352	Sign, Type B, Temp, Prismatic, Special, Furn	8.00	Sft	\$12.50	\$100.00
8120353	Sign, Type B, Temp, Prismatic, Special, Oper	8.00	Sft	\$6.00	\$48.00
8120370	Traffic Regulator Control	1.00	LS	\$3,039.69	\$3,039.69
8167011	Restoration, Hydroseed, Special	50.00	Syd	\$15.75	\$787.50
8507050	Concrete Collar, MH, Special	6.00	Ea	\$1,500.00	\$9,000.00
8507050	Concrete Collar, GVB, Special	3.00	Ea	\$2,500.00	\$7,500.00
8507051	Audio Video Route Survey, Special	1.00	LS	\$500.00	\$500.00
8507060	Reimbursed Permit Fee, Special	1,500.00	Dlr	\$1.00	\$1,500.00
Total Amount of Construction Cost					\$273,422.65



**HUBBELL, ROTH & CLARK, INC**  
**CONSULTING ENGINEERS SINCE 1915**  
 105 W. Grand River Ave., Howell, MI 48843  
 (517) 552-9199 | www.hrcengr.com

**Project:** City of Brighton 2026 Road Maintenance Program  
**Location:** Devonshire Blvd from the cul-de-sac at south end to the Brighton Lake Rd  
**Scope:** Cold mill existing HMA surface, grade and roll existing base material, resurface with 4" of new HMA. Existing pavement thickness has not been verified.

Date: February 13, 2026  
 Project No: 20260114  
 Estimator: MAR  
 Checked By: MPD

**Basis for Estimate:** [ ] Conceptual [X] Preliminary [ ] Final

Devonshire Blvd from Cul-de-Sac to Brighton Lake Rd					
Item No.	Item Description	Quantity	Unit	Unit Price	Cost
1500001	Mobilization, Max (10%)	1.00	LS	\$46,391.09	\$46,391.09
2040020	Curb and Gutter, Rem	300.00	Ft	\$10.00	\$3,000.00
2040055	Sidewalk, Rem	35.00	Syd	\$16.82	\$588.70
2057002	Station Grading, Salv Base, Special	24.80	Sta	\$1,238.00	\$30,702.40
2057002	Station Grading, Cul-De-Sac, Special	1.00	Sta	\$1,265.00	\$1,265.00
2057021	Subgrade Undercutting, 1x3, Special	305.00	Cyd	\$90.00	\$27,450.00
2080020	Erosion Control, Inlet Protection, Fabric Drop	31.00	Ea	\$103.00	\$3,193.00
3027031	Aggregate Base, 21AA, Special	100.00	Ton	\$29.53	\$2,953.00
3060020	Maintenance Gravel	20.00	Ton	\$25.00	\$500.00
3087011	Geogrid, Special	920.00	Syd	\$2.79	\$2,566.80
4030005	Dr Structure Cover, Adj, Case 1	21.00	Ea	\$1,290.00	\$27,090.00
4030010	Dr Structure Cover, Type B	21.00	Ea	\$690.00	\$14,490.00
4030050	Dr Structure Cover, Type K	5.00	Ea	\$950.00	\$4,750.00
4037050	Dr Structure, Reconstruct, Special	2.00	Ea	\$1,700.00	\$3,400.00
4037050	Utility Structure Cover, Adj, Case 1, Special	21.00	Ea	\$600.00	\$12,600.00
4037050	Utility Structure, Temp Lowering, Special	21.00	Ea	\$780.00	\$16,380.00
5010002	Cold Milling HMA Surface	9,210.00	Syd	\$3.28	\$30,208.80
5010025	Hand Patching, Special	45.00	Ton	\$175.00	\$7,875.00
5017031	HMA, 4EML, Fiber Mesh, Special	1,455.00	Ton	\$120.28	\$175,007.40
5017031	HMA, 5EML, Fiber Mesh, Special	875.00	Ton	\$133.88	\$117,145.00
8010008	Driveway, Nonreinf Conc, 6 inch, Special	10.00	Syd	\$64.50	\$645.00
8027001	Curb and Gutter, Conc, Match Exist, Special	300.00	Ft	\$36.00	\$10,800.00
8030010	Detectable Warning Surface	5.00	Ft	\$70.00	\$350.00
8030030	Curb Ramp Opening, Conc, Special	5.00	Ft	\$40.00	\$200.00
8030044	Sidewalk, Conc, 4 inch, Special	240.00	Sft	\$9.45	\$2,268.00
8032002	Curb Ramp, Conc, 6 inch, Special	75.00	Sft	\$15.10	\$1,132.50
8110024	Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	250.00	Ft	\$5.30	\$1,325.00
8110045	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	40.00	Ft	\$22.00	\$880.00
8120022	Barricade, Type III, High Intensity, Dble Sided, Light, Furn	11.00	Ea	\$90.00	\$990.00
8120023	Barricade, Type III, High Intensity, Dble Sided, Light, Oper	11.00	Ea	\$40.00	\$440.00
8120026	Pedestrian Type II Barricade, Temp	6.00	Ea	\$100.00	\$600.00
8120100	Dust Palliative, Applied	20.00	Ton	\$150.00	\$3,000.00
8120170	Minor Traf Devices	1.00	LS	\$1,000.00	\$1,000.00
8120252	Plastic Drum, Fluorescent, Furn	50.00	Ea	\$28.10	\$1,405.00
8120253	Plastic Drum, Fluorescent, Oper	50.00	Ea	\$10.00	\$500.00
8120350	Sign, Type B, Temp, Prismatic, Furn	180.00	Sft	\$6.25	\$1,125.00
8120351	Sign, Type B, Temp, Prismatic, Oper	180.00	Sft	\$2.00	\$360.00
8120352	Sign, Type B, Temp, Prismatic, Special, Furn	60.00	Sft	\$12.50	\$750.00
8120353	Sign, Type B, Temp, Prismatic, Special, Oper	60.00	Sft	\$6.00	\$360.00



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**Scope:** Cold mill existing HMA surface, grade and roll existing base material, resurface  
with 4" of new HMA. Existing pavement thickness has not been verified.  
**Basis for Estimate:**  Conceptual  Preliminary  Final

Date: February 13, 2026  
 Project No: 20260114  
 Estimator: MAR  
 Checked By: MPD

Devonshire Blvd from Cul-de-Sac to Brighton Lake Rd					
Item No.	Item Description	Quantity	Unit	Unit Price	Cost
8120370	Traffic Regulator Control	1.00	LS	\$6,675.00	\$6,675.00
8167011	Restoration, Hydroseed, Special	200.00	Syd	\$15.75	\$3,150.00
8507050	Concrete Collar, MH, Special	21.00	Ea	\$1,500.00	\$31,500.00
8507050	Concrete Collar, GVB, Special	2.00	Ea	\$2,500.00	\$5,000.00
8507051	Audio Video Route Survey, Special	1.00	LS	\$825.00	\$825.00
8507060	Reimbursed Permit Fee, Special	2,500.00	Dlr	\$1.00	\$2,500.00
Total Amount of Construction Cost					\$605,336.69



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

FEBRUARY 24, 2026

**SUBJECT: CONSIDER APPROVAL OF THE HIGHWAY MAINTENANCE COMPANY PROPOSAL FOR BITUMINOUS CHIP AND FOG SEAL ROAD TREATMENT IN AN AMOUNT NOT TO EXCEED \$235,188 ALONG WITH RELATED BUDGET AMENDMENT**

### **BACKGROUND**

In 2024, the city hired a contractor to perform chip and fog seal maintenance on Appian Way and the driveways at the PD/DPS complex, water and wastewater treatment facilities through an Invitation to Bid (ITB). This was used as a pilot to see if this type of maintenance would be an effective treatment for street preservation. Highway Maintenance Company was the winning bidder and performed the work in the spring of 2025. Staff monitored the treated areas over the past year and found that this treatment can be a beneficial alternative to mill and overlay depending on varying conditions of the road to be treated.

### **ADMINISTRATIVE SUMMARY**

During this year's retreat, staff brought a presentation for City Council to review areas of the street system that need rehabilitation. This led to direction on what areas to pursue for mill and overlay projects. Additionally, staff presented road treatment options that are used to increase street longevity and delay the need to mill and overlay or reconstruct road surfaces. Chip and fog seal was among the treatments discussed. Based on the results we witnessed last year and the positive feedback from City Council, staff would like to pursue more road maintenance to stretch tax dollars and accomplish more road rehabilitations.

Staff contacted Highway Maintenance Company to let them know we were going to be putting out an invitation to bid for chip and fog seal and they offered to extend their last year's unit pricing for this year's locations if we were interested. As they were the low bidder before and we were satisfied with their work, staff asked for a proposal for this year. The total cost for these areas would be \$213,807. Staff is asking for an additional 10 percent contingency for overages, if needed. This would bring the total request to \$235,187. If approved by Council this evening, the following streets would be considered for chip and fog seal treatment.

Spring Mountain  
Whitney  
Black Walnut  
Livingston Street  
Hope – both sides of Grand River  
Clark  
Beaver Street – east of N East Street  
Deeside Drive  
Heather Tree Lane  
Brighton Interior Drive

### **BUDGET INFORMATION**

There is \$155,000 available in the current Major and Local Street Funds for road maintenance. There is fund balance available in the street millage fund, and City Council had asked us to consider additional road maintenance for this construction season. Staff is proposing to use those funds to supplement the difference of \$80,187.

**RECOMMENDATION**

Award the Highway Maintenance Company proposal for Bituminous Chip and Fog Seal road treatment in an amount not to exceed \$235,188, with necessary budget amendments from the street millage fund.

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