



Brighton City Council Meeting

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

July 28, 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. Consider approval of minutes: June 23, 2026
- b. Consider approval of the Brighton Area Fire Authority Open House event
- c. Consider approval of the purchase of an Exmark Lazer S-Series Turf Mower from Weingartz for a total cost of \$13,260
- d. Consider approval of the purchase of 20 street barricades from Barrier HQ for a total cost of \$9,536
- e. Consider approval of the Tetra Tech Engineering Services retainer agreement for engineering services for FY 26/27 for a total cost of \$14,435.20
- f. Consider approval of the purchase of two Shield 12 solar digital display speed signs from All Traffic Solutions LLC for a total cost of \$8,133.46
- g. Consider approval of Resolution 2026-10 Recission of Resolution 2024-01 Purchase and Development of Vacant City Owned Real Property

Correspondence

6. Councilmember updates
7. Staff updates
8. Call to the public

Discussion

9. Discuss CDBG MI Neighborhood Grant Program Application and consider setting a public hearing for August 11, 2026

New Business

10. Presentation by the Brighton Arts and Culture Commission and consider approval of sculptures for the 2026-27 season
11. Consider authorizing staff to work with the Economic Development Council of Livingston County (EDCLC) on a service agreement for a dedicated Economic Development Liaison for the City of Brighton in an amount not to exceed \$30,000 for the 2026/2027 fiscal year.
12. Consider appointment to the Brighton Arts and Culture Commission
13. Consider appointments to the Planning Commission
14. Consider appointments to the Downtown Development Authority
15. Consider approval of the purchase of new sump pumps and valves for the Wastewater Treatment Plant from Dubois-Cooper Associates for a cost of \$29,592

16. Consider Approval of the Brighton Hills Cemetery Driveway Replacement with unit pricing held from previous street paving contract from Allied Asphalt, Inc. in an amount not to exceed \$115,000
17. Consider authorizing staff to apply for the Explore Brighton Howell Area, Community Tourism Action Plan (CTAP) grant program for downtown visitor wayfinding and public parking initiative.
18. 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 Consider and to consider the purchase or lease of real property pursuant to the Michigan Open Meetings Act, 1976, § 15.268(1)(d), Michigan Compiled Laws.

Other Business

19. Call to the public
20. Adjournment



Brighton City Council Meeting

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

MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON JUNE 23, 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, City Clerk Tara Brown, DPS Director Marcel Goch, Community Development Manager Caruso, Attorney Sarah Gabis, and Chief Brent Pirochta.

4. Consider approval of the agenda

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

5. Consider approval of consent agenda items

Motion by Councilmember Schmenk, seconded by Mayor Pro Tem Bohn to approve the consent agenda as presented. **The motion carried by roll call vote, 7-0.**

Consent Agenda Items

- a. **Approval of minutes: June 9, 2026**
- b. **Approval of Resolution #2026-07, Social District License Application for Maru Sushi**
- c. **Approval to install replacement windows at the Challis Water Plant by Sandhill Glass Company in an amount not to exceed \$15,200**
- d. **Approval to replace the chlorine room door at the Challis Water Plant by Security Lock Service, Inc in an amount not to exceed \$5,400**
- e. **Approval to replace HVAC equipment for the Challis Road Water Plant chlorine room by Pro-Tech Mechanical Services in an amount not to exceed \$6,500**

Correspondence

6. Councilmember updates

Councilmember Gipson stated the Downtown Development Authority will hold a special meeting on June 30, 2026, to approve minutes, approve bills, accept financial reports, enter into closed session, and consider adoption of revised DDA bylaws.

Councilmember Schmenk stated the Zoning Board of Appeals will meet on July 9, 2026, and hear two appeals, one to consider front yard setbacks and the other is to hear an appeal regarding chickens.

Mayor Tobbe reflected on the effort and dedication of city staff and boards and commissions that make the City of Brighton as prosperous and eventful as it is.

7. Staff updates

Chief Pirochta noted that various staff members will be at a training opportunity or conducting training in the upcoming month. He wished all a happy 4th of July.

Community Development Manager Caruso stated the first band, Sponge, of the Live at Millpond Park concert series was a great hit and well attended.

DPS Director Goch provided updates on various projects throughout the city. Mayor Pro Tem Bohn asked about the fog and cheap seal process and which roads were being treated. DPS Director Goch explained the process and stated that the contractor is currently treating Church, Spring Hill, Deeside, and Heathertree Lane.

City Manager Gomolka reminded all that the city is hosting a pancake breakfast prior to the 4th of July parade. The breakfast will be free and will be held at city hall near the Imagination Station from 7:00 a.m. to 9:00 a.m.

8. Call to the public

Mayor Tobbe opened the call to the public at 6:48 p.m.

Nancy Fredenburg, representing the Brighton Historical Society, spoke about the silhouettes displayed throughout the city that highlight notable figures from Brighton's history. She also provided an update on the recent Old Village Cemetery cleanup, noting the excellent volunteer turnout, and shared information about the CoBach Center's open hours, which are available on the Historical Society's website.

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

New Business

9. Consider approval of a parking lot agreement and lease with the State Land Bank Authority, DC Brighton, LLC, and DM Brighton, LLC

Motion by Councilmember Albert, seconded by Councilmember Gardner to approve the parking lot agreement and lease with the State Land Bank Authority, DC Brighton, LLC, and DM Brighton, LLC. **The motion carried, 7-0.**

10. Consider approval to proceed with the Net2Phone implementation, contingent upon satisfactory legal and financial review of the final agreement

Motion by Councilmember Gardner, seconded by Councilmember Schmenk to approve to proceed with the Net2Phone implementation, contingent upon satisfactory legal and financial review of the final agreement and authorize the City Mayor or City Manager to execute the same. **The motion carried, 7-0.**

11. 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 Gardner, seconded by Councilmember Pettengill to enter into closed session at 7:01 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 Councilmember Pettengill, seconded by Councilmember Gipson to come out of closed session at 8:26 p.m. **The motion carried, 7-0.**

Other Business

12. Call to the public

Mayor Tobbe opened the call to the public at 8:26 p.m.

Susan Walters Bakhaus spoke regarding the parking lot at North and Hyne Streets.

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

13. Adjournment

Motion by Councilmember Gardner, seconded by Councilmember Gipson, to adjourn the meeting at 8:28 p.m. **The motion carried, 7-0.**



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

July 28, 2026

SUBJECT: **CONSIDER APPROVAL OF THE BRIGHTON AREA FIRE AUTHORITY OPEN HOUSE CIVIC EVENT**

ADMINISTRATIVE SUMMARY

The Brighton Area Fire Authority (BAFA) submitted a Civic Event Application to hold their annual Open House and 150th celebration on October 10, 2026.

Because the fire station located in the city is under renovation, BAFA does not have a large enough location to hold their annual open house. Additionally 2026 is the 150th anniversary of BAFA's formation.

The event will require a road closure of Main Street between West Street and Hyne Street. It will highlight BAFA staff and equipment and will include fire safety demonstrations, a meet and greet with firefighters, safety related vendors, and possible food vendors.

The Civic Event Committee has reviewed the application and they do not have any concerns.

BUDGET INFORMATION

BAFA will have to pay 50% of the City's costs for our assistance with the event.

RECOMMENDATION

Approve the Brighton Area Fire Authority Open House Civic Event

Prepared by: Patty Thomas

Reviewed by: Brad Shrader, DPW Superintendent

Reviewed &
Approved by: Gretchen Gomolka, City Manager

Attachments: Civic Event Application



City of Brighton

Civic Event Application

Civic Event Application Form

Application Date: 06/18/2026

Name of Organization: Brighton Area Fire Authority

Name of Applicant: Rick Boisvert

Address: 615 W Grand River

Contact Information:

Cell Phone 248-762-7929 Home Phone 810-229-6640

Email Address rboisvert@brightonareafire.com

Event Title: BAFA Open House & 150 Celebration

Event Location: Main St. Between West & Hyne

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

Date	Day of Week	Beginning Time	Ending Time
<u>10/10/2026</u>	<u>Saturday</u>	<u>0900</u>	<u>1500</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>



City of Brighton

Civic Event Application

Set up Time/Date
0630 10/10/26

Tear down Time / Day
1600 10/10/26

Rain Date (if applicable)
N/A

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

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.

Tax Identification Number: 38-3538846

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

Brighton Area Fire Authority Annual Open House and 150 Celebration. Annually BAFA holds an Open House at the Grand River fire station. With our renovation ongoing, we do not have enough space to hold the event at the other locations. Additionally, 2026 is the 150th anniversary of Brighton's Fire Department formation (Ore Creek FD).

Is this organization a non-profit?

☒ Y☐ N

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



City of Brighton

Civic Event Application

Does your group presently have Liability Insurance?

☒

Y

☐

N

General Liability Insurance is required naming the City of Brighton as additionally insured. If food is being served, product liability must be included. Limits of liability should be no less than \$1,000,000 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. This policy is in addition to the comprehensive liability insurance.

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

BAFA would like host an open to the public Open House and 150 Celebration event on Main St. This would be a short closure, open from 0900-1500 hours. The focus will to highlight BAFA staff and equipment. It will include live demonstrations, bounce houses, fire safety messaging, meet and greet with BAFAs firefighters. We would also like to have 3 food trucks (maybe) or food vendors, offering space to local restaurants first. We will be offering sponsorships to fire safety related vendors for their participation. This event will be held in the shadows of the first two fire stations utilized by the Authority; Main Street Emporium and CoBACH buildings.

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):



City of Brighton

Civic Event Application

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:

Any proceeds will help pay for city services with any remaining funds going to the BAFA Trust account. This account is used to purchase smoke alarms, carbon monoxide alarms and educational materials for community residents.



City of Brighton

Civic Event Application

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

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

Do you plan to contribute revenues received from this event to local organizations and/or community groups? ☒ Y ☐ N

If yes, please specify which organizations and/or local community groups and how much you will contribute.

Organization/Community Group

\$ Amount

BAFA Trust

TBD

What is the expected attendance for this event? 3,000 total

Do you plan to supply additional restroom facilities?

☒ Y☐ N

Number of volunteers 15



City of Brighton

Civic Event Application

Number of staff members: 50

How will volunteers and staff members be identified?

Volunteers and staff will be wearing event-themed t-shirts or BAFA uniforms.

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

One of the primary missions of the Fire Authority is to provide fire and life safety education to the community to reduce the impact of fire on our community. This event will highlight numerous fire safety topics ranging from battery safety, smoke alarms, carbon monoxide, home escape planning,

Electrical services required (please be as accurate as possible)

Food trucks are TBD but will likely need 30amp or 50amp. There will be various 20amp needs, bounce houses, PA, cotton candy, etc.

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

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

City trash receptacles will likely be used and require emptying. BAFA will provide additional receptacles and a dumpster. BAFA staff and volunteers will empty provided trash cans.



City of Brighton

Civic Event Application

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

If yes, please note a refundable security deposit of \$500 will be required.

Please review the page entitled "The AMP", 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.

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

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

City parking similar to other downtown events.

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

N/A

Signage

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

Number of signs 12

Detailed locations of signs:

Main and Grand River intersection, at the fire station, 3rd street roundabout (two sides), Main and 7th, Church and Grand River, sponsor businesses.

Date signs posted: 6/6/2026 Date signs removed: 6/10/2026



City of Brighton

Civic Event Application

Please attach a list of 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. If tents are to be used, please fill out the “Brighton Area Fire Authority Tent Permit Application” (attached).

Trash receptacles, 3-4 easy-up style tents, vendor tents and tables (TBD), Mobile Food vehicles (maybe), restaurant booths/tables, bounce house(s), auto vehicle for extrication demonstrations (with ground cover provided for debris, small fire behavior prop, multiple tables and chairs, dumpster, PA System, cones, porta potties, hand wash stations.



City of Brighton

Civic Event Application

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 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

Phone Number



City of Brighton

Civic Event Application

Owner(s) Affidavit

I, Mike O'Brian, have authorized Rick Boisvert 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

615 W Grand River

(Company/Organization Address)

Company/Organization Owner's Signature

Date



City of Brighton

Civic Event Application

Indemnification Agreement

The Brighton Area Fire Authority agrees to defend, indemnify, and hold harmless
(Company/Organization)

the City of Brighton, Michigan, from any claim, demand, suit, loss, cost of expense, or any

damage that may be asserted, claimed or recovered against or from the

Brighton Area Fire Authority and/or the City of Brighton, Michigan, by reason of
(Company/Organization)

any damage to property, personal injury or bodily injury, including death, sustained by any

person whomsoever and which damage, injury or death arises out of or is incident to or in any

way connected with the performance of this contract, 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 06/20/26

Witness _____ Date _____



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JULY 28, 2026

SUBJECT: CONSIDER APPROVAL OF THE PURCHASE OF AN EXMARK LAZER S-SERIES TURF MOWER FROM WEINGARTZ FOR A TOTAL COST OF \$13,260

BACKGROUND

The Department of Public Services has five zero-turn turf mowers that are used to maintain our three cemeteries, downtown, all City-owned facilities, parks and out lots.

The city has a five-year replacement program for the turf mowers. This enables staff to rotate out older inventory on a five-year rotation to minimize maintenance costs and maintain reliable equipment.

ADMINISTRATIVE SUMMARY

Weingartz is a member of the MiDeal Extended Purchasing Program, which is operated through the State of Michigan Department of Technology, Management & Budget. This is a competitively bid contract, available to all municipalities.

We received pricing of \$13,260 from Weingartz for an Exmark Lazer S-Series Turf Mower with a mulch kit. This is the same mower we've purchased for the past three years. Our staff is familiar with the EX-Mark brand and found them to be a durable mower that holds up to commercial use. We currently use all EX-Mark mowers and have had great success with their dependability as we have always received excellent service from Weingartz.

BUDGET INFORMATION

City Council approved \$16,000 in the FY 2026/2027 CIP budget for the purchase of this mower. As was done in the past, we will be auctioning off our oldest mower. The mowers typically sell for approximately \$3,500 so staff expects to receive a similar amount again this year. This will bring the net cost of the new mower to less than \$10,000. Once sold, funds from the sale will be returned to the General Fund Budget.

RECOMMENDATION

Approve the purchase of an Exmark Lazer S-Series Turf Mower from Weingartz for a total cost of \$13,260.

Prepared by: Brad Shrader, DPW Superintendent

Reviewed by: Marcel Goch, DPS Director

Elizabeth Gaines, Finance Director

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

Reviewed &

Approved by: Gretchen Gomolka, City Manager

Attachment: Weingartz quote



WEINGARTZ
EVERYTHING FROM LAWN TO SNOW
WWW.WEINGARTZ.COM

Prepared For

Brad Shrader
City of Brighton
200 N. First St.
Brighton, MI 48116
shreaderb@brightoncitymi.gov
810-225-8019

Prepared By

Tom Hamilton
Weingartz (Farmington Hills) (#3205834)
39050 Grand River
Farmington Hills, MI 48335
(248) 471-3050
thamilton@weingartz.com

Quote # 1097796

Quote Type Bid

Created On 7/1/2026

Image	Equipment	CSP	Quote Price	Quantity	Extended Price
	2026 Lazer Z S-Series 26.5 HP* Reh EFI ECV749 w/ 52" UltraCut Series 4 Deck, Susp Seat, Wide Semi-Pneum Tires (LRS749AKC524A1)	\$15,999.00	\$12,799.00	1	\$12,799.00
	KIT,MULCH 526 (MK526)	\$575.99	\$461.00	1	\$461.00

Notes

Equipment Total	\$13,260.00
Sales Tax (0.000%)	\$0.00
Total	\$13,260.00

DUE TO THE VOLATILE COMMODITY MARKET, PRICING IS SUBJECT TO CHANGE AND IS NOT FIRM UNTIL PRODUCT DELIVERY BY YOUR LOCAL DEALER.

PRICES SHOWN ARE IN USD.

* Pricing Is ExMark Bid Pricing!



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

July 28, 2026

SUBJECT: **CONSIDER APPROVAL OF THE PURCHASE OF 20 STREET BARRICADES FROM BARRIER HQ FOR A TOTAL COST OF \$9,536**

BACKGROUND

Each year, the City of Brighton supports approximately 10 civic events that require temporary road closures. To help protect event attendees, the City uses large water-filled barricades to block access to closed streets. These barricades serve as a safety measure to prevent unauthorized vehicles from entering event areas and help reduce the risk of intentional or accidental vehicle intrusions into pedestrian spaces.

ADMINISTRATIVE SUMMARY

Staff conducted extensive research to identify manufacturers and suppliers capable of providing barricades that met the City's operational requirements. A primary requirement was a barricade equipped with an approximately 2-inch drain opening that would allow water to drain much more quickly than standard designs. Faster drainage improves handling and transportation and allows staff to open the roadways quicker.

In addition to the drainage requirement, the barricades also needed to be rated for use on higher-speed roadways. During our research, staff was unable to locate other manufacturers offering a product that combined both the larger 2-inch drain opening and the required higher speed traffic rating.

Because no comparable products meeting both specifications could be identified, the selected manufacturer was determined to be the only available source capable of supplying a barricade that satisfied the City's operational and safety requirements. As a result, a competitive public bidding process would not have produced equivalent products meeting the required specifications.

BUDGET INFORMATION

City Council approved \$10,000 for the purchase of new traffic barricades for civic events in the 2026/2027 Capital Improvement Fund Budget.

RECOMMENDATION

Approve the purchase of 20 street barricades from Barrier HQ for a total cost of \$9,536.

Prepared by: Brad Shrader, DPW Superintendent

Reviewed by: Marcel Goch, DPS Director

Reviewed by: Elizabeth Gaines, Finance Director

☒ Within Budget

☐ Budget Amendment Necessary and In Proper Form

☐ Other _____

Reviewed &

Approved by: Gretchen Gomolka, City Manager

Attachment: Barrier HQ quote

Shipping:

Regular lead time is 1 to 3 business days, time in transit depends on your location. If you have a deadline when you have to have it please let us know so we can schedule accordingly. We can always ship on your UPS or FedEx account, in that case the shipping cost will be \$0.

Quote Terms:

Prices are for the payment with a credit card, Wire, ACH or a PO. Business credit: <https://BarrierHQ.com/Credit>

Sales taxes will be added if the shipping address is within the state of Illinois and Florida.

The D&B **D-U-N-S Number** for BARRIER HQ INC. is 080348446.

SAM.gov UEI: DDKNFHXCZC4 **CAGE Code:** 7PX85 **EIN:** 81-2834436

WBENC National Certification # **WBE**1900009, **WOSB** # WOSB190020

Form **W-9** can be downloaded here: <https://drive.google.com/file/d/1NWwCX8dz5GI5b-6eyWlQjBsO8oGSNbc6>

Ordering Options

Option 1: Pay Online by going to the following url: <https://www.BarrierHQ.com/products/online-payment>. Our secure online payment system supports all major credit cards, and PayPal. Once we receive the payment we will email you updated order details.

Option 2: Pay Over the Phone: you can call us and make a payment with a major credit card over the phone.

Option 3: Issue a Purchase Order. Barrier HQ Inc. offers a standard NET30 terms to all K-12, government, library, university and educational institutions throughout North America. We also accept purchase orders from corporations and registered business entities that issue official purchase orders. Simply, send us this quotation along with an official purchase order. Purchase orders can be sent via fax, email or postal mail.

The final acceptance of all purchase orders is under the discretion of Barrier HQ Inc. Purchase orders under \$500.00 are evaluated on an individual basis. To process your order we will need the following information:

- The name, email address and phone number of the contact person in accounts payable.
- Physical address the invoice will need to be mailed.
- Any specific instruction on how you process invoices.

Acceptance: This quotation can be used as an official purchase order, if desired. Simply sign below to agree to all pricing, terms, and conditions and email or fax it to us.

Signature: _____ Date: _____

Print Name: _____

Additional Contact Information: If you require additional payment options, or if you would like to contact a sales representative you can contact us at:

Barrier HQ Inc.

Phone: (800) 930-0901 329 W 18th St. Suite 705, Chicago, IL 60616

Fax: (800) 930-0901 | Email: sales@BarrierHQ.com



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JULY 28, 2026

SUBJECT: CONSIDER APPROVAL OF THE TETRA TECH ENGINEERING SERVICES RETAINER AGREEMENT FOR ENGINEERING SERVICES FOR FISCAL YEAR 26/27 FOR A TOTAL COST OF \$14,435.20

ADMINISTRATIVE SUMMARY

The City has utilized Tetra Tech Engineering Services to provide consulting services on small projects that do not require an engineering contract. This arrangement operates under an annual retainer, renewed at the start of each fiscal year in July. As the city's engineer of record, Tetra Tech handles site plan reviews, cost estimates, and provides various consulting services to support city staff in their daily responsibilities.

The current retainer agreement provides 72 hours of engineering services annually, with hours billed against the retainer as they are used. During the previous fiscal year, the City exceeded the annual retainer by approximately 11 hours, with the additional services billed at Tetra Tech's standard hourly rates. Based on last year's usage and anticipated engineering needs for the upcoming fiscal year, staff requested an 80-hour annual retainer. Staff will continue to monitor usage throughout the year and evaluate whether future adjustments to the retainer are necessary. Any engineering services required beyond the annual retainer hours will continue to be billed at Tetra Tech's current hourly rates.

Tetra Tech submitted a proposal for an 80-hour annual retainer that includes a 4% increase in the hourly rate. The hourly rate has increased from \$173.50 to \$180.44. Staff reviewed the proposed rate increase and believe it is reasonable. The total cost for 80 hours is \$14,435.20.

The Terms and Conditions of the Agreement were previously reviewed and approved by the city attorney. There are no changes to terms or conditions in the newly proposed retainer. If approved by City Council, staff will return a signed copy to Tetra Tech to begin the new Retainer Agreement.

BUDGET INFORMATION

Funds for engineering retainer services in the amount of \$16,500 have been approved in the 2026-2027 fiscal year budget.

RECOMMENDATION

Approve the Tetra Tech Engineering Services Retainer Agreement for engineering services from July 1, 2026, through June 30, 2027, for a total cost of \$14,435.20 and authorize City Manager Gretchen Gomolka to execute the agreement

Prepared by: Josh Bradley, Water Treatment Plant Superintendent

Reviewed by: Elizabeth Gaines, Finance Director

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

Reviewed &

Approved by: Gretchen Gomolka, City Manager

Attachment: Tetra Tech letter dated July 16, 2026



July 16, 2026

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

Re: Retainer Services July 2026 to June 2027 Period

Dear Ms. Gomolka:

For a number of years, Tetra Tech has provided general engineering services to the city through our retainer agreement. This arrangement has provided the city with a discounted rate for a set number of service hours per month to assist City staff in daily tasks where engineering input is requested. Our current retainer contract with the City expired on June 30, 2026. It is our understanding the City would like to extend the term of this agreement to the end of June 2027. For the 2026/27 City of Brighton fiscal year, we propose hourly rates based on an established hourly rate for a fixed total number of hours within the city's fiscal year budget. Expended hours beyond the total number of established budgetary hours would be billed at Tetra Tech's staff hourly billable rate schedule (attached). Tetra Tech will perform services and manage targeted monthly budgets based on the information described below.

BUDGET AMOUNT FOR RETAINER SERVICES

For the referenced period of service, we propose an annual retainer service fee of \$14,435.20, targeting an average of \$1,202.93 per month.

BILLING PROCESS and COORDINATION

Invoices will be generated based on an hourly billable rate of \$180.44 per hour for a total of 80 hours for Tetra Tech staff. Reporting of hours will be included in the monthly invoicing and project communications will detail services performed through each monthly billing cycle. If no hours are used within a given billing cycle, no invoice will be submitted. Services performed during each monthly billing cycle will be invoiced at the hourly rate (above) of our staff until the specified total number of eighty (80) hours expended. Subsequent hours that exceed eighty (80) hours shall be billed on an hourly, time and materials basis using actual Tetra Tech staff 2026 billing rates.

Throughout the duration of services performed under this Agreement, Tetra Tech's Project Manager will coordinate with the City DPS Director to determine if a separate assignment is warranted to address additional work that would otherwise accelerate depletion of the retainer services budget. Sub-consulting services will not be performed under the Agreement derived from this proposal.

Ms. Gretchen Gomolka
Retainer Services July 2026 to June 2027
July 16th, 2026

Scope of work performed through retainer services include, but are not limited to, attendance at City Council meetings, Traffic Safety Advisory Board meetings, specialty consulting services such as electrical, structural, mechanical, architectural, or SCADA communications systems for existing facilities that may require limited effort by our representative team member(s). In the Spring 2027, our Project Manager will review budgetary funds that may remain and provide an updated Status Communication Report for the Director's review. Services performed after the base budget of \$14,435.20 is expended would be based on Tetra Tech's 2026 hourly billable rate schedule.

RETAINER SERVICES TIMELINE

Engineering services for retainer services would commence on July 1, 2026, and expire on the 30th day of June 2027. This agreement shall continue to be enforced thereafter monthly until a written sixty (60) day notice of termination or an acceptable renewal is received by the Engineer. Our standard terms and conditions are attached and considered a part of this proposal.

If this proposal is acceptable, please sign in the space provided below and return a copy to our office.

We appreciate the opportunity to provide continuing professional services to the City of Brighton.

Sincerely,



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

cc: Marcel Goch, DPS Director

Attachment: Tetra Tech 2026 Hourly Billable Rate Schedule
Tetra Tech Standard Terms and Conditions

PROPOSAL ACCEPTED BY CITY OF BRIGHTON

BY: _____

TITLE: _____ DATE: _____



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

July 28, 2026

SUBJECT: CONSIDER APPROVAL OF THE PURCHASE OF TWO SHIELD 12 SOLAR DIGITAL DISPLAY SPEED SIGNS FROM ALL TRAFFIC SOLUTIONS, LLC FOR A TOTAL COST OF \$8,133.46.

BACKGROUND

Over the years, the City of Brighton Police Department has utilized both portable speed signs and mobile speed trailers throughout the city to help address speeding concerns. Currently, the Department operates two portable digital speed signs and two mobile speed trailers, which are deployed across the community as needed.

At present, deployment of these devices follows a complaint-driven, first-come, first-served model. Once placed, the signs or trailers typically remain in a location for approximately two weeks. This duration has proven effective in both reducing vehicle speeds and allowing sufficient time to gather meaningful traffic data.

One of the Department's speed trailers is equipped with data collection capabilities, providing metrics such as total vehicle count, traffic volume by time of day, highest and lowest recorded speeds, and average speeds. This information is stored for future reference and, in some cases, has been shared with residents who initiated the request for enforcement in their area.

It should be noted that the proposed speed signs for purchase do not include data collection capabilities. Adding this functionality would increase the initial cost by approximately \$3,000, along with an ongoing annual expense. In an effort to remain fiscally responsible, the Department is recommending the standard model without data tracking.

To further enhance traffic calming efforts and provide a more permanent solution to ongoing speeding concerns, the City of Brighton Police Department is proposing the purchase of two Shield 12 solar-powered digital display speed signs from All Traffic Solutions. These signs would be permanently installed in strategic locations, beginning with Brighton Lake Road, utilizing existing street sign poles.

Looking ahead, the Department's long-term goal is to budget for and purchase two additional signs each fiscal year to expand coverage to other areas of concern. Identified locations include, but are not limited to, East Main Street, West Main Street, North Church Street, Peppergrove Drive, Fairway Trails, and Devonshire.

BUDGET

\$8,200 is budgeted for the two Shield 12 solar digital display speed signs and are within budget.

RECOMMENDATION

Staff recommends the approval of the purchase of two shield 12 solar digital speed signs from All Traffic Solutions for a total cost of \$8,133.46

Reviewed by: Gretchen Gomolka, City Manager

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

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

Approved by: Gretchen Gomolka, City Manager

Attachments: Shield 12 Solar quote
Image of speed sign



All Traffic Solutions, LLC
5100 W Brown Deer Rd
Brown Deer, WI 53223
Phone: 814-237-9005
Fax: 814-237-9006
DUNS #: 02-344-3864
Tax ID: 39-0983658
CAGE Code: 0GWV8

QUOTE Q-84097

DATE: 07/14/2026

PAGE
NO: 1

Mail Purchase

Orders to:

5100 W Brown Deer
Rd
Brown Deer, WI
53223

Questions contact:

MANUFACTURER:

All Traffic Solutions

Julie Styskin
(866) 366-6602
x 250
jstyskin@alltrafficsolutions.com

Independent Sales Rep:

BILL TO:

City of Brighton Police Department
Accounts Payable
200 N First Street
Brighton, MI 48116

SHIP TO:

City of Brighton Police Department
440 S Third St
Brighton, MI 48116
Attn: Chris Parks

Billing Contact:

PAYMENT

TERMS:

Net 30

CUSTOMER: City of
Brighton Police
Department

CONTACT:(810) 844-5120

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000561	Shield 12 Speed Display; base unit w/ mounting bracket	2	\$2,849.00	\$5,698.00
4000641	Shipping and Handling Common Carrier	2	\$125.00	\$250.00
4000716	Solar battery kit, (Sh12,Sh15,SA18,IA18): 26Ah batt & enclosure, w/ solar controller	2	\$595.99	\$1,191.98
4000659	Solar panel, 50W; includes bracket for pole and harness	2	\$496.74	\$993.48
4001299	3 Year Warranty	2	\$0.00	\$0.00

Special Notes:

**SALES
AMOUNT:**

\$8,133.46

**TOTAL
USD:**

\$8,133.46

Duration: This quote is good for 60 days from date of issue.

Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.

Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

I am authorized to commit my organization to this order. If your organization will be creating a purchase order for this order, please submit purchase order to either of the following: Email: sales@alltrafficsolutions.com or Physical Address: Listed at top of quote.

Signature: _____ Date: _____

Print Name: _____ Title: _____



**Shield 12 Radar Speed Sign
on a Permanent Post**

CITY OF BRIGHTON
RESCISSION OF RESOLUTION 2024-01
PURCHASE AND DEVELOPMENT OF VACANT CITY OWNED REAL PROPERTY
RESOLUTION NO. 2026-10

A RESOLUTION TO RESCIND RESOLUTION NO. 2024-01 REGARDING THE PURCHASE AND DEVELOPMENT OF CITY OWNED PROPERTY ON CHALLIS ROAD

At a regular meeting of the City Council of the City of Brighton, Livingston County, Michigan, held in Council Chambers on the 28TH day of July, 2026, at 6:30 p.m.

PRESENT: Members: Tobbe, Bohn, Gardner, Pettengill, Albert, Gipson, Schmenck

ABSENT: None.

The following preamble and resolution were offered by Council Member: _____ and supported by Council Member _____:

WHEREAS, the City of Brighton, County of Livingston, State of Michigan (the “City”) is the owner of vacant real property located on Challis Road, Brighton, County of Livingston, State of Michigan, parcel #4718-24-400-028 (“Property”); and

WHEREAS, on March 3, 2022 the City Council authorized publication of a Request for Proposal for the Purchase and Development of Vacant City Owned Real Property; and

WHEREAS, the City of Brighton received a preliminary proposal from DA Building, LLC for residential development on the Property; and

WHEREAS, on January 9, 2024, the City Council passed Resolution No. 2024-01 conditionally accepting DA Building, LLC’s preliminary proposal, subject to the negotiation of mutually acceptable terms and conditions of a purchase agreement for the sale of the Property to DA Building, LLC; and

WHEREAS, the City and DA Building, LLC did not reach mutually acceptable terms and conditions on a purchase agreement for the Property and negotiations have failed, and thus the conditions for acceptance of the preliminary proposal have not been met; and

WHEREAS, the City finds that it is in the best interest of the health, safety and welfare of the City to rescind Resolution No. 2024-01.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Resolution 2024-01 is rescinded.

AYES: Members:

NAYS: Members:

RESOLUTION DECLARED ADOPTED.

Tara Brown, City Clerk

I hereby certify that the attached is a true and complete copy of a resolution adopted by the City Council of the City of Brighton, County of Livingston, State of Michigan, at a regular meeting held on the 28th day of June 2026, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 and that minutes of the meeting were kept and will be or have been made available as required by said Act.

Tara Brown, City Clerk



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JULY 28, 2026

SUBJECT: **CONSIDER AUTHORIZING STAFF TO WORK WITH THE ECONOMIC DEVELOPMENT COUNCIL OF LIVINGSTON COUNTY(EDCLC) ON A SERVICE AGREEMENT FOR A DEDICATED ECONOMIC DEVELOPMENT LIAISON FOR THE CITY OF BRIGHTON FOR A TOTAL COST OF \$30,000 FOR THE 2026/2027 FISCAL YEAR**

BACKGROUND

On April 14, 2026, Janelle Smith, President of the Howell Area Chamber of Commerce, presented information to City Council regarding the opportunity to partner with the Economic Development Council of Livingston County (EDCLC) for dedicated economic development services for the City of Brighton.

The Howell Area Chamber of Commerce has served as the staffing entity for the EDCLC since early 2025 following Ann Arbor SPARK's transition from that role. During Council's discussion, staff was directed to work with the EDCLC to bring back a more detailed proposal. A detailed report was sent to the City Council in May and summarized version is being provided for discussion at this council meeting.

ADMINISTRATIVE SUMMARY

The City of Brighton has been a member of the EDCLC for more than a decade and is currently in an agreement through 2027. The City's annual membership dues are \$9,336.91 for 2026 and \$9,471.91 for 2027. While this membership provides support for regional economic development efforts, it does not include dedicated staff resources focused specifically on Brighton.

The EDCLC is transitioning to a fee-for-service model that allows communities to contract for customized economic development services tailored to their individual needs. Under the proposed one-year agreement, Brighton would receive a dedicated Economic Development Liaison providing approximately 15 to 20 hours of service each week—more than 750 hours annually—focused exclusively on advancing the City's economic development priorities.

The proposed scope of services emphasizes proactive business engagement, business retention and expansion, commercial redevelopment, workforce development, housing incentives, and regional marketing. Key initiatives include:

- Conducting structured outreach with Brighton's top employers to identify expansion opportunities and address business needs before they become challenges.
- Serving as a central point of contact for business attraction by maintaining relationships with commercial property owners and connecting prospective businesses with available sites.
- Developing a Brighton-specific business resource guide and online toolkit to simplify the process of starting, expanding, or relocating a business.
- Assisting with site readiness efforts by evaluating development sites for state-recognized readiness programs, improving competitiveness for future investment.

- Connecting employers with workforce development resources and available state and federal incentive programs.
- Expanding Brighton's visibility through coordinated regional marketing efforts and promotion to site selectors, developers, and the Michigan Economic Development Corporation (MEDC).

The partnership also includes measurable performance reporting to City Council at six months and again at the end of the first year, allowing Council to evaluate the effectiveness of the program before considering renewal.

The proposed annual fee of up to \$30,000 would replace the City's existing membership dues. As a result, the net increase in annual cost would be approximately \$20,500 while providing dedicated economic development expertise and services focused solely on Brighton.

BUDGET INFORMATION

City Council approved \$35,000 in the 2026/2027 budget for the EDCLC as we began discussing this item in April 2026 and wanted to ensure the budget was in place should City Council decide to move forward.

RECOMMENDATION

Staff recommend that City Council authorize staff to work with the EDCLC on a service agreement for a dedicated Economic Development Liaison for the City of Brighton for a total cost of \$30,000 for the 2026/2027 fiscal year and authorize the City Manager to execute after review of the document by the City Attorney.

Prepared by: Gretchen Gomolka, City Manager

Reviewed by: Elizabeth Gaines, Finance Director

☒ Within Budget

☐ Budget Amendment Necessary and In Proper Form

☐ Other _____

Attachment: Economic Development Partnership – Scope at a Glance

City of Brighton, Economic Development Partnership

\$30K

Annual Investment

9

Workstreams

750+

Dedicated Hours

40 yrs

EDCLC Track Record

This summary outlines what the City of Brighton receives under a fee-for-service partnership with the Economic Development Council of Livingston County (EDCLC): a dedicated Economic Development Liaison working 15–20 hours a week on Brighton's priorities, backed by EDCLC's partner network, and decades of relationships. Performance is reported to City Council at Month 6 and Month 12.

Scope at a Glance

01 Business Retention & Expansion (Top 10)

Structured, in-person visits with Brighton's top 10 employers to surface needs early and support the businesses already here — the source of most new local jobs.

02 Commercial Real Estate Connector

Active intelligence on vacant and available space, property owner relationships, and warm introductions that match businesses to space — in support of, not competition with, local real estate professionals.

03 Business Communication

Quarterly ED updates, new-business welcomes, two annual roundtables, and time-sensitive program alerts keep the Liaison a consistent, trusted presence.

04 Business & Entrepreneur Road Map + Web Presence

A Brighton-specific 'how to open a business here' guide and web page covering permitting, incentives, available space, and who to call.

05 Site Readiness

Inventories Brighton's candidate sites and screens top parcels against MEDC's Bronze/Silver/Gold readiness criteria.

06 Workforce Initiatives

Connects Brighton manufacturers to Michigan Works!, MMTC, and Going PRO funding — surfaced directly through BRE visits.

07 Housing Incentives

Positions the Liaison as Brighton's triage point for MSHDA, CDBG, and Historic Tax Credit housing tools, with one pilot project identified.

08 Simplified ED Toolkit

A one-page program guide and decision tree so businesses are matched quickly to the 1–3 tools that actually fit their need.

09 Regional Marketing

Brighton's investment story built out and folded into EDCLC's existing regional marketing, site-selector listings, and MEDC submissions.

THE ASK

\$30,000 per year — 1-Year Fee-for-Service Agreement



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

July 28, 2026

SUBJECT: CONSIDER APPOINTMENTS TO THE BRIGHTON ARTS AND CULTURE COMMISSION

ADMINISTRATIVE SUMMARY

The City of Brighton Arts and Culture Commission is composed of five members. The term of one of the commissioners will expire on August 1, 2026. This position carries a three-year term. The City has received one application that meets the requirements for consideration and is eligible for appointment.

- Michael Monroe – Seeking reappointment

Prepared by: Tara Brown, City Clerk

Reviewed &

Approved by: Gretchen Gomolka, City Manager



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL July 28, 2026

SUBJECT: CONSIDER APPOINTMENTS TO THE BRIGHTON CITY PLANNING COMMISSION

ADMINISTRATIVE SUMMARY

The City of Brighton Planning Commission is composed of nine members. The terms of three commissioners will expire on August 1, 2026. These positions carry three-year terms. The City has received three applications that meet the requirements for consideration and are eligible for appointment.

- Jerry Hincka – Seeking first-time appointment
- Chuck Hundley – Seeking reappointment
- Jim Johnston – Seeking reappointment

Prepared by: Tara Brown, City Clerk

Reviewed &

Approved by: Gretchen Gomolka, City Manager



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JULY 28, 2026

SUBJECT: **CONSIDER APPROVAL OF THE PURCHASE OF NEW SUMP PUMPS AND VALVES FOR THE WASTEWATER TREATMENT PLANT FROM DUBOIS-COOPER ASSOCIATES FOR A COST OF \$29,592**

BACKGROUND

Located in the Lower Gallery of the Wastewater Treatment Plant (WWTP) are two sump pumps that pump water from various areas of the plant back into the sewer flow. These pumps were installed in 2003 and due to severe wear and tear are due for replacement.

ADMINISTRATIVE SUMMARY

Water flows from the bathrooms, laboratory, the automatic samplers, and from all of the floor drains throughout the WWTP into the sump pump wet well. The water that flows from the automatic samplers and laboratory sinks is a more aggressive sewer flow. Over time that has severely degraded the pumps and valves.

Overall this pump system has performed well in a tough environment. We plan to replace this pumping system with the same Gorman Rupp pump system that is currently in place. By using the same pumps and valves, it will allow for a clean installation with minimal retro fitting needed. Once the new equipment is installed, steps will be taken to seal up the wet well to limit gases from escaping and reduce corrosion of the new pumps and valves.

Gorman Rupp pumps are sold by single source supplier Dubois-Cooper Associates from Plymouth Michigan. Our WWTP staff are very familiar with performing maintenance on Gorman Rupp pump stations due to the fact that almost half of our sanitary sewer lift stations are Gorman Rupp pump stations. They have proven to be a very reliable pump system.

Once the order is placed it will take 6-8 weeks to receive the new equipment. We are currently working on an invitation to bid that includes the installation of the new pumps and valves, the replacement of the electrical control panel, and resurfacing of the concrete wet well. Once a contractor has been selected for recommendation, we will bring this project to City Council for approval.

BUDGET INFORMATION

City Council approved \$150,000 in the 2026/2027 Utilities Fund budget for the purpose of replacing the Sump Pumps at the Wastewater Treatment Plant.

RECOMMENDATION

Approve the purchase of new sump pumps and valves for the Wastewater Treatment Plant from Dubois-Cooper Associates for a cost of \$29,592

Prepared by: Corey Brooks, Deputy DPS Director

Reviewed by: Marcel Goch, DPS Director

Reviewed by: Elizabeth Gaines, Finance Director

☒ Within Budget

☐ Budget Amendment Necessary and In Proper Form

☐ Other _____

Reviewed &

Approved by: Gretchen Gomolka, City Manager



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JULY 28, 2026

SUBJECT: CONSIDER APPROVAL OF THE BRIGHTON HILLS CEMETERY DRIVEWAY REPLACEMENT WITH UNIT PRICING HELD FROM PREVIOUS STREET PAVING CONTRACT FROM ALLIED ASPHALT INC. IN AN AMOUNT NOT TO EXCEED \$115,000.

ADMINISTRATIVE SUMMARY

In 2021 the driveway at Fairview Cemetery was repaved due to years of use with severe degradation taking place. With the size of the driveway and other needs of the Fairway Cemetery, funding did not allow for the repaving of the driveway at Brighton Hills Cemetery at that time. Now that many of the needs of Fairway Cemetery have been addressed Staff would like to move forward with the asphalt replacement at Brighton Hills Cemetery. Repaving this cemetery would improve the appearance of the area and help with winter and other seasonal maintenance.

As staff were preparing to publish an Invitation to Bid for the driveway rehabilitation, we decided to ask our current street contractor, Allied Asphalt, Inc., if they would consider doing the work using the current unit pricing from our 2025 Street Rehabilitation contract. Allied had already agreed to extend their unit pricing for this year's 2026 Street Rehabilitation projects back in early spring, which provided a savings of approximately \$100,000. When mentioned to them, they showed interest in the cemetery work also. With HRC's help, Allied provided an estimate (see attached) of \$110,879.

BUDGET

The quoted amount is \$10,879 over the \$100,000 that has been approved in the 2026/2027 budget. After discussions with the City Clerk and Cemetery Sexton, it was determined that we could reduce the cost by at least \$12,600 by removing the parking stalls, which were decided not to be necessary. While staff anticipates the project cost to come in under the \$100,000 budgeted, we are asking for the customary 15 percent contingency to cover any unforeseen road base issues. To cover the 15 percent, staff will hold off on an upcoming budgeted project until the work is complete so as not to need to come back to City Council for additional funds.

RECOMMENDATION

Approve the Brighton Hills Cemetery Driveway Replacement with unit pricing held from previous street paving contract from Allied Asphalt, Inc. in an amount not to exceed \$115,000.

Prepared by: Marcel Goch, DPS Director

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

- ☒ Within Budget when postponing other budgeted project
- ☐ Budget Amendment Necessary and In Proper Form
- ☐ Other _____

Reviewed &

Approved by: Gretchen Gomolka, City Manager



City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

JULY 28, 2026

SUBJECT: **CONSIDER AUTHORIZING STAFF TO APPLY FOR THE EXPLORE BRIGHTON HOWELL AREA COMMUNITY TOURISM ACTION PLAN (CTAP) GRANT PROGRAM FOR DOWNTOWN VISITOR WAYFINDING AND PUBLIC PARKING INITIATIVE**

BACKGROUND

Explore Brighton Howell Area, which is the Livingston County Convention and Visitors Bureau (LCCVB), has announced the 2026 Community Tourism Action Plan (CTAP) Program. The program is a collaborative tourism marketing and development investment initiative designed to support projects that enhance visitor experiences, increase tourism spending, and strengthen the economic impact of tourism throughout Livingston County.

The CTAP program provides funding of up to \$10,000 for eligible projects that promote tourism, improve visitor experiences, or develop tourism-related assets. Eligible projects include destination marketing initiatives, visitor-focused experiences, tourism asset development such as signage and placemaking improvements, and collaborative regional projects.

The City of Brighton is eligible to apply as a local unit of government. Applications must demonstrate a clear benefit to visitors, include a required funding match, and be completed by December 31, 2026.

ADMINISTRATIVE SUMMARY

Downtown Brighton serves as a regional destination for shopping, dining, entertainment, community events, and civic activities. As downtown visitation continues to grow, providing clear and intuitive navigation for visitors is an important component of creating a positive visitor experience and supporting local businesses.

The City is proposing to apply for CTAP funding to assist with the installation of downtown public parking wayfinding signage. The project will improve the visitor experience by helping residents and visitors more easily locate public parking areas, reducing confusion, and encouraging visitors to explore downtown businesses and attractions.

Wayfinding signage is an eligible tourism asset under the CTAP program as it directly supports visitor navigation, placemaking, and destination enhancement. Clear parking guidance benefits visitors attending downtown events, dining, shopping, and exploring Brighton's historic downtown district.

The proposed project aligns with the goals of the CTAP program by:

- Enhancing the downtown visitor experience through improved navigation and accessibility.
- Supporting local businesses by making public parking options easier to identify and utilize.
- Strengthening Brighton's destination appeal for visitors from outside the community.
- Creating a lasting tourism asset that will continue to benefit visitors for years.

Successful applicants are required to document project completion, promotional efforts, and measurable outcomes.

Project results will be presented to the EBHA Destination Development Task Force in early 2027.

BUDGET INFORMATION

The CTAP program provides up to \$10,000 in funding and requires a 100% applicant match, of which up to \$2,000 can be provided by in-kind services. If authorized to proceed, staff will complete the application, identify eligible project costs and matching funds, and submit the request prior to the July 31, 2026 deadline.

The estimated project cost and City match will be finalized as part of the grant application process.

The required City match will be identified from available budget resources if available or a budget amendment will be proposed.

RECOMMENDATION

Staff recommends that City Council authorize staff to apply for the Community Tourism Action Plan (CTAP) Program for downtown public parking wayfinding signage, authorize staff to identify appropriate matching funds, and authorize the City Manager to execute any necessary documents associated with the application and acceptance of grant funding in an amount not to exceed \$10,000 of city matching expenses.

Prepared by: Gretchen Gomolka, City Manager