



# Brighton City Council Meeting

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

**FEBRUARY 25, 2025 – 6:30 p.m.**

## **AGENDA**

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

### **Consent Agenda Items**

- a. [Approval of minutes: regular meeting of February 11, 2025](#)
- b. [Acceptance of the quarterly investment and financial reports](#)

### **Correspondence**

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

### **Discussion**

9. Millage language for street millage renewal

### **New Business**

10. [Consider approval of the purchase of two Ford Police Interceptor Explorers from Lunghamer Ford in the amount of \\$103,890, up-fitting and equipment from Cruisers, Safe Fleet, UTEC and W4 Sign in amounts not to exceed, \\$60,000, \\$15,000, \\$6,500, and \\$1,600 respectively](#)
11. Consider approval of License Agreement with C.A. Hull for storage at the water plant
12. 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**

13. Call to the public
14. Adjournment



# Brighton City Council Meeting

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## MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON FEBRUARY 11, 2025

### 1. Call to order

Mayor Pro Tem Bohn called the meeting to order at 6:30 p.m.

### 2. Pledge of Allegiance

### 3. Roll call

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

Staff Present: City Manager Gretchen Gomolka, City Clerk Tara Brown, DPS Director Marcel Goch, Community Development Manager Mike Caruso, Human Resources Manager Michelle Miller, DPW Superintendent Brad Shrader, DPS Superintendent Josh Bradley, Attorney Sarah Gabis, and Chief Brent Pirochta.

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

### 4. Consider approval of the agenda

**Motion** by Councilmember Gipson, seconded by Councilmember Pettengill to remove item 14 from the agenda. **The motion carried, 6-0.**

**Motion** by Councilmember Gardner, seconded by Councilmember Gipson to approve the amended agenda. **The motion carried, 6-0.**

### 5. Consider approval of consent agenda items

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

#### Consent Agenda Items

- a. **Approval of minutes: retreat meeting of January 25, 2025**
- b. **Approval of minutes: regular meeting of January 28, 2025**
- c. **Approval of Resolution 2025-05 for the transfer of a Class C License with Sunday Sales Permit (PM) – spirits and mixed spirit drinks from Sagano to Twelve LLC, dba Trailhead Town to Trail Outfitters, LLC located at 312 W. Main St., Brighton MI**
- d. **Approval of resolution #2025-06, Local Government Unit Approval for Social District License for Twelve, LLC, dba Trailhead Town to Trail Outfitters, LLC**

#### Correspondence

### 6. Call to the public

Mayor Pro Tem Bohn opened the call to the public at 6:34 p.m. Hearing and seeing no comment, the call to the public was closed.

### 7. Staff updates

Community Development Manager Caruso relayed that the new development on Main Street has secured five tenant rentals for the new building, what those tenants are still unknown, but the leases have been secured.

Director Goch noted that the upcoming snow event has necessitated a snow emergency. The snow emergency information will be posted on social media, the city website, and broadcasted over the city app. A snow emergency

means that there is no parking on public roads to allow snowplows to safely and efficiently clear the roads of snow.

Human Resources Manager Miller provided an update on the Brighton Arts and Culture Commission sculpture tour and outlined the desire to seek sponsorship and will have a rotating art installation to generate interest. The final look is hoping to be set by August.

#### **8. Updates from Councilmember liaisons to various boards and commissions**

Councilmember Albert asked for clarification on the snow emergency whether all roads must be clear or only snow routes.

Councilmember Gardner asked for clarification regarding the safety of skating on the Mill Pond. Chief Pirochta advised that the community stay off the ice as there is flowing water under the ice which could pose a huge safety issue.

Councilmember Pettengill provided an additional update from the Brighton Arts and Culture Commission that benches at the St. Paul Pocket Park will be coming soon. The commission will be installing benches that will be removed by the CVS parking lot and repurposing them at the St. Paul Pocket Park. Also, the Commission authorized \$4,500 to bring the much-loved Children's Summer Series back to the AMP and \$700 for marketing. Councilmember Pettengill thanked Michelle, Sam, and Joe for all their work on all the Brighton Arts and Culture Commission initiatives.

Councilmember Schmenk noted the Kiwanis Club has switched out the book along the Mill Pond Tridge story walk. The new book is Hello My Name is Ruby about a small bird in a big world. The author, Philip C. Stead, is from Ann Arbor.

Mayor Pro Tem Bohn and the Planning Commission met and discussed the Master Plan. The finalized Master Plan should be wrapped up in the next few meetings and come before City Council for approval.

#### **Presentation**

##### **9. Presentation of Officer of the Year – Sergeant Keven Miller**

Chief Pirochta presented the Officer of the Year award to Sergeant Keven Miller.

##### **10. Believe in Brighton Update**

Ken Larscheid, representing Believe in Brighton, provided an update to City Council about the upcoming launch of the new Believe in Brighton website and improvements that were made. The new website is expected to be launched in the upcoming weeks.

##### **11. Water Plant staging site storage for C.A. Hull**

City Council and staff discussed the need for MDOT contractors to utilize a staging site for equipment and vehicle storage during the upcoming I-96 Grand River Interchange Project. Staff will bring back an agreement for review and possible approval.

#### **Discussion**

##### **12. Temporary land use permit ordinance and how it relates to Food Trucks**

City Manager Gomolka stated that she has received a few inquiries from businesses regarding the use of food trucks within the city. City Council would like staff to gauge interest on expanding the use of food truck permits, either by allowable days or otherwise, and evaluate a potential ordinance amendment, if necessary.

#### **New Business**

##### **13. Consider an appointment to the Board of Review**

**Motion** by Councilmember Gardner, seconded by Councilmember Schmenk to approve the appointment of Jack Shanholtz to the Board of Review. **The motion carried, 6-0.**

~~14. Consider the appointment of an alternate member to the Zoning Board of Appeals removed from the agenda~~

**15. Consider approval of the purchase of two 2025 Ford F250 pickup trucks from Lunghamer Ford in an amount not to exceed \$95,135 and buildouts of said trucks from Truck and Trailer Specialties, Inc. in an amount not to exceed \$49,803**

**Motion** by Councilmember Pettengill, seconded by Councilmember Schmenk to approve the purchase of two 2025 Ford F250 pickup trucks from Lunghamer Ford in an amount not to exceed \$95,135 and buildouts of said trucks from Truck and Trailer Specialties, Inc. in an amount not to exceed \$49,803. **The motion carried, 6-0.**

**Other Business**

**16. Call to the public**

Mayor Pro Tem Bohn opened the call to the public at 8:08 p.m. Hearing and seeing not comment, the call to the public was closed.

**17. Adjournment**

**Motion** by Councilmember Albert, seconded by Councilmember Gipson to adjourn the meeting at 8:08 p.m. **The motion carried, 6-0.**

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Tara Brown, City Clerk



# City of Brighton

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

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


### **ADMINISTRATIVE SUMMARY**

- The City's total investment/bank balance has increased by \$589,536 or 1.9% over last quarter to \$32,450,756.
- Cash remaining relatively flat is due to the continued flow of delinquent tax revenue coming in after the due date, and high performing investment income. We will expect cash to begin going down the rest of the year as we collect tax revenue in the first quarter, while expenditures tend to be constant throughout the year.
- The City's average rate of return on investments decreased from 3.75% to 3.38% over the last quarter. This decrease is due to the Fed Funds Rate being cut from 4.83% to 4.33%. We expect our rate of return to decrease as the Fed Funds Rate is reduced.
- The City's earnings remain somewhat lower than the benchmark 3-month Treasury Bill Rate and the Fed Funds Rate. This is due to the city's need for liquidity and protecting funds in low interest, higher insurance coverage bank accounts. The City continues to properly diversify funds in order to obtain the most FDIC insurance coverage at possible. We achieve this through lower interest bearing investments that spread our money across several different banks. This relieves the burden of the City tracking 40 or more different financial institutions in order to obtain FDIC insurance coverage.
- The City's deposits/investments with Flagstar Bank, The State Bank, Independent Bank, and Michigan Class total 36.3%, 5.2%, 32.7%, and 13.8%, respectively, of the City's overall portfolio. The high ratio of deposits held in Flagstar and Independent Bank is because these are fully insured accounts earning moderate interest.
- We continue to work within the primary objectives of the City's Investment Policy, which, in priority are: safety, liquidity, and return on investment.

Prepared by: Elizabeth Gaines, Finance Director

Reviewed and approved by: Gretchen Gomolka, City Manager

## MEMORANDUM

To: City Council  
From: Laura Hoshaw, Treasurer   
Subject: Quarterly Investment Report  
Date: February 20, 2025

We are earning interest rates ranging from 0% to 5.15% 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 five CDs ranging from \$251,180 to \$311,467. They range from 6 months to 12 months in length with interest rates from 3.75% to 5.15%. We also added two CDARS (Certificate of Deposit Account Registry Service) at CIBC Bank. CDARS allows investments in CDs held by many different FDIC insured banking institutions so it can achieve full FDIC coverage for the total sum. One account is for \$1,043,573 at 4.85% for 1 year and the other is for \$1,038,082 for 2 years. Municipalities are required to use Michigan banks for investment purposes.

Home prices finished 2024 strong, but in the last five years alone, median home prices have jumped 50%. Record-high home prices and the accompanying house wealth gains are good news for property owners. However, renters who are looking to transition into homeownership face significant hurdles including the high home prices that are making it difficult for real estate newbies to save up for a down payment.

U.S. economic growth slowed a bit more than expected in the final three months of 2024. Gross domestic product showed that the economy accelerated at a 2.3% pace in the fourth quarter. The report closes out 2024 on a somewhat downbeat note, though growth remained reasonably solid. The full year GDP accelerated at 2.8% compared to 2.9% in 2023. Growth held up on the back of consumers who continued to spend briskly despite the ongoing burden of high prices on everything from homes to cars to eggs at the supermarket. While inflation is well off the boil from its mid-2022 40-year high, it remains a burden for households, particularly those on the lower end of the income scale.

The Committee decided to lower the target range for the federal funds rate to 4 1/4 to 4 1/2%. Recent indicators suggest that economic activity has continued to expand at a solid pace. Since earlier in the year, labor market conditions have generally eased, and the unemployment rate has moved up but remains low. Inflation has made progress toward the Committee's 2% objective but remains somewhat elevated. The Committee judges that the risks of achieving its employment and inflation goals are roughly in balance. The economic outlook is uncertain, and the Committee is attentive to the risks to both sides of the dual mandate.

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

Investment Accounts	Account Balance	Maturity Date	Current % Interest Rate	Average R.O.R.
OLD NATIONAL BANK-Checking	41,462	Immediate	0.00%	0.00%
OLD NATIONAL BANK-Juvenile	14,044	Immediate	0.00%	0.00%
Total Old National Bank	55,506			
BANK OF ANN ARBOR	106,940	Immediate	0.90%	0.00%
Total Bank of Ann Arbor	106,940			
FIRST NATIONAL BANK OF AMERICA	1,026	Immediate	0.25%	0.00%
Total First National Bank of America	1,026			
HORIZON BANK-MM	2,738	Immediate	0.64%	0.00%
Total Horizon Bank	2,738			
FLAGSTAR BANK-Refundable Deposit	803,148	Immediate	3.35%	0.08%
FLAGSTAR BANK-Combined Savings	222,098	Immediate	3.35%	0.02%
FLAGSTAR BANK-A/P Checking	10,746,293	Immediate	2.80%	0.93%
Total Flagstar Bank	11,771,538			
CHIEF FINANCIAL CREDIT UNION-Platinum Sav	286,528	Immediate	0.05%	0.00%
Total Chief Financial Credit Union	286,528			
THE STATE BANK-Savings Account	1,687,984	Immediate	4.00%	0.21%
Total The State Bank	1,687,984			
INDEPENDENT BANK UTILITY LB CHECKING	10,620,765	Immediate	3.10%	1.01%
Total Independent Bank	10,620,765			
MICHIGAN CLASS	4,463,886	Immediate	4.69%	0.64%
Total Michigan Class	4,463,886			
CD-COMERICA BANK	262,552	02/25/25	5.05%	0.04%
CD-CIBC BANK	272,686	11/19/25	4.00%	0.03%
CDARS-CIBC	1,043,573	02/13/25	4.85%	0.16%
CDARS-CIBC	1,038,082	02/12/26	4.25%	0.14%
CD-HORIZON BANK	274,305	08/07/25	4.17%	0.04%
CD-FIRST NATIONAL BANK OF AMERICA	251,180	02/14/25	5.15%	0.04%
CD-BANK OF ANN ARBOR	311,467	08/17/25	3.75%	0.04%
Total Certificate of Deposits	3,453,845		4.46%	
<b>TOTAL</b>	<b>32,450,756</b>			<b>3.38%</b>
Three Month Treasury Bill Rate*				4.39%
Average Fed Funds Rate**				4.48%
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate				-1.01%
City's Avg. R.O.R. over/(under) the Avg. Fed Funds Rate				-1.10%



# City of Brighton

REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 25, 2025

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

## **ADMINISTRATIVE SUMMARY**

- This report is for the first half of the fiscal year while still quite early in the year, revenues and expenditures are trending in line with budget, with the exception of property tax revenue, interest income, grants and other revenues, all of which are projected to exceed budgeted income.
- We will continue to monitor the budget and make City Council aware of any significant budget variances if they should arrive prior to next quarters report.

Prepared by: Elizabeth Gaines, Finance Director

Reviewed &

Approved by: Gretchen Gomolka, City Manager



FINANCIAL REPORT FOR CITY OF BRIGHTON - GENERAL FUND  
PERIOD ENDING 12/31/2024

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

DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024	OVER/ (UNDER) AMENDED BUDGET	NOTES
<b>REVENUE</b>					
PROPERTY TAXES	8,268,820.00	8,268,820.00	8,290,054.42	21,234.42	We have collected the majority of our taxes, more will trickle in throughout the year.
TAX PENALTIES, INTEREST & FEES	321,500.00	321,500.00	288,831.45	(32,668.55)	This is 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.
LICENSES & PERMITS	453,750.00	453,750.00	128,937.05	(324,812.95)	We received some Building permit fees, which will pick up in the spring. We received the first of 4 cable franchise fee payments.
STATE SHARED REVENUE	1,075,000.00	1,075,000.00	439,752.23	(635,247.77)	This includes the PPT reimbursement, which which we receive in October and May, and the State Shared revenue which we will receive by-monthly starting in October.
INTEREST INCOME	30,000.00	30,000.00	234,021.12	204,021.12	Due to high interest rates we have exceeded the budgeted amount.
RENTS & ROYALTIES	75,350.00	75,350.00	8,065.00	(67,285.00)	The majority of this line item represents charges to Major and Local streets for employees working on street projects, which will be recorded at year end. This line also includes building rental fees (AMP and community center).
OTHER REVENUE	60,500.00	60,500.00	117,662.50	57,162.50	Includes reimbursement for civic events, dividend payment from our purchasing card and reimbursements to the City for retiree health savings account pre-funding. We also received a large unanticipated insurance recovery.
OTHER FINANCING SOURCES	270,523.09	270,523.09	99,949.62	(170,573.47)	This represents appropriation from DDA and Utility Funds.
SERVICE CHARGES	871,700.00	871,700.00	407,362.48	(464,337.52)	This is primarily refuse collection user fees.
FINES & FORFEITS	24,000.00	24,000.00	21,681.66	(2,318.34)	Primarily police related fines which come in sporadically throughout the year.
LOCAL UNIT CONTRIBUTION	97,500.00	97,500.00	49,501.17	(47,998.83)	This account is for the liaison officer payments.
GRANTS	1,500.00	1,500.00	38,894.39	37,394.39	We received a \$10,000 grant to assist with election needs and two grants to assist with education for our police officers for \$8,500 and \$17,000. Neither grant was anticipated.
<b>TOTAL REVENUES</b>	<b>11,550,143.09</b>	<b>11,550,143.09</b>	<b>10,124,713.09</b>	<b>(1,425,430.00)</b>	

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

DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024	OVER/ (UNDER) AMENDED BUDGET	NOTES
<b>EXPENDITURES</b>					
CITY COUNCIL	37,485.00	37,485.00	11,065.01	(26,419.99)	Primary expense is Per Diems, which are paid at the end of the year.
CITY MANAGER	299,410.00	299,410.00	125,134.23	(174,275.77)	Includes City Manager, a portion of both Assistant to the City Manager positions and an allocated portion of the budgeted additional payment to MERS.
COMMUNICATIONS	37,600.00	37,600.00	13,968.74	(23,631.26)	This budget is limited to community promotions expenses.
LEGAL SERVICES	245,299.00	245,299.00	45,235.42	(200,063.58)	General and Labor attorney retainers and other expenses.
CITY CLERK	292,644.00	292,644.00	140,016.07	(152,627.93)	Election costs and per diems, a portion of both Assistant to the City Manager positions, general operating expenses as well as an allocated portion of the budgeted additional payment to MERS.
HUMAN RESOURCES	257,920.00	290,720.00	103,495.94	(187,224.06)	General operations, a portion of both Assistant to the City Manager positions, as well as an allocated portion of the budgeted additional payment to MERS.
FINANCE	858,663.00	858,663.00	391,540.49	(467,122.51)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
INFORMATION SYSTEMS	262,785.00	262,785.00	118,475.70	(144,309.30)	General operations to run IT, primarily software related expenses.
POLICE	3,821,864.00	3,838,994.70	1,696,813.94	(2,142,180.76)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
PUBLIC WORKS	2,878,425.00	2,928,424.15	1,443,582.97	(1,484,841.18)	General operations covering all city buildings and public spaces.
COMMUNITY DEVELOPMENT	594,708.00	594,708.00	270,323.11	(324,384.89)	General operations as well as an allocated portion of the budgeted additional payment to MERS.
POST EMPLOYMENT BENEFITS	554,995.00	554,995.00	288,463.90	(266,531.10)	Healthcare for retirees.
TRANSFERS-OUT AGENCIES	161,200.00	166,200.00	148,843.18	(17,356.82)	425 Agreement payment to Genoa Township based on the Taxable Value for the parcels in the agreement, as well as an appropriation to Economic Development Council and the Historical Society.
TRANSFERS-OUT OTHER FUNDS	1,638,644.58	1,830,002.20	1,805,962.14	(24,040.06)	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>11,941,642.58</b>	<b>12,237,930.05</b>	<b>6,602,920.84</b>	<b>(5,635,009.21)</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. The difference between the original budget and the amended budget is primarily due to an increase to the capital reserve.

NET OF REVENUES & EXPENDITURES	(391,499.49)	(687,786.96)	3,521,792.25		
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# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

FEBRUARY 25, 2025

**SUBJECT: CONSIDER APPROVAL OF THE PURCHASE OF TWO FORD POLICE INTERCEPTOR EXPLORERS FROM LUNGHAMER FORD IN THE AMOUNT OF \$103,890, UP-FITTING AND EQUIPMENT FROM CRUISERS, SAFE FLEET, UTEC AND W4 SIGN IN AMOUNTS NOT TO EXCEED, \$60,000, \$15,000, \$6,500, AND \$1,600 RESPECTIVELY**

### **BACKGROUND**

The police department would like to purchase two (2) 2025 Ford Police Interceptor Utility (Explorer) patrol vehicles for fiscal year 2024-2025 that will not be an addition to the fleet, rather, a replacement of two patrol vehicles.

- Both vehicles will be purchased at the State Bid price via Lunghamer Ford to include the 5-year extended warranty, which has a zero (\$0) deductible.
- Vehicles will be up-fitted by Cruisers and W-4 signs.
- Delivery of the vehicles and up-fitting will likely be completed in late 2025.

### **BUDGET**

- Both vehicles have been budgeted through the police millage fund for fiscal year 2024-2025 for a total of \$189,700. The ordering window for the 2025 model year is still open, however we do not know when it will close. If the window closes before this CMR is approved, then we will need to resubmit it when the 2026 model year opens.
- The total for the vehicles and upfitting is \$186,990 as detailed below:
  - Lunghamer Ford - Two patrol vehicles - \$103,890
  - Cruisers - Up-fitting of both patrol cars is \$60,000
  - Safe Fleet- Two In Car A/V L3 units is \$15,000
  - UTEC - Two Dell Rugged Laptops and Docks is \$6,500
  - W4 Signs - Graphics for both cars \$1,600

Please note that cost of vehicles from Lunghamer is firm, the cost of up-fitting prices are approximations, as quotes are typically good for 30 to 60 days, and if approved, the vehicles would take longer than that to come in, therefore, the costs for upfitting have built in contingencies.

### **RECOMMENDATION**

Staff recommends the approval of the purchase of two Ford Police Interceptor Explorers from Lunghamer Ford in the amount of \$103,890, up-fitting and equipment from Cruisers, Safe Fleet, UTEC and W4 Sign in amounts not to exceed, \$60,000, \$15,000, \$6,500, and \$1,600 respectively.

Prepared by: Craig Flood, Deputy Chief of Police

Reviewed by: Brent Pirochta, Chief of Police

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