



# Brighton City Council Meeting

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Contact Information: City Hall • 200 N First St. • Brighton, Michigan 48116  
(810) 227-1911 • [www.brightoncity.org](http://www.brightoncity.org) • [info@brightoncity.org](mailto:info@brightoncity.org)

This meeting will be conducted electronically.  
Please visit the City website or the notice posted at City Hall for Zoom Meeting login instructions.

## **Regular Meeting March 18, 2021 – 7:30 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: Study Session of March 4, 2021
- b. Approval of Minutes: Regular Session of March 4, 2021
- c. Approval of Poverty Exemption, Resolution #2021-04
- d. Approval of Complete Streets Policy, Resolution #2021-05
- e. Motion of Approval to Apply to the Transportation Alternatives Program (TAP) Grant for the Main Street Streetscape Project

#### **Correspondence**

6. Redistricting Presentation
7. Introduction of Dr. Matthew Outlaw, Brighton Areas Schools Superintendent
8. Call to the Public
9. Staff Updates
10. Updates from Councilmember Liaisons to Various Boards and Commissions

#### **New Business**

11. Discussion and Possible Action Regarding the Initiation of a City Council Investigation per City Charter, Section 6.8. Investigations
12. Discussion on Strategy of Sub-Committee for Obtaining Legal Representation
13. Discussion and Possible Action on Covid19 Vaccination Assistance for Vulnerable and At-Risk City of Brighton Residents
14. Discussion and Possible Action Regarding Communications Received from City Attorney dated March 4, 2021

#### **Other Business**

15. Call to the Public
16. Adjournment



# City Council Study Session

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

This meeting was conducted electronically.

## MINUTES OF THE STUDY SESSION OF THE BRIGHTON CITY COUNCIL HELD ON MARCH 4, 2021

### **Call to Order**

Mayor Pipoly called the Study Session to order at 6:30 p.m.

### **Roll Call**

Present were Mayor Pipoly (City of Brighton, MI) and Mayor Pro Tem Gardner (City of Brighton, MI), Councilmembers: Bohn (Representing the City of Brighton), Emaus (City of Brighton, MI), Muzzin (City of Brighton, MI), Pettengill (USVI), and Tobbe (City of Brighton, MI). City Manager Nate Geinzer, City Clerk Tara Brown, Community Development Manager Mike Caruso, Finance Director Gretchen Gomolka, DPS Director Marcel Goch, Human Resources Manager Michelle Miller, Management Assistant Henry Outlaw, DPS Superintendent Daren Collins, DPS Compliance Officer Josh Bradley, Economic Development Coordinator Denise Murray and Police Chief Rob Bradford. There were seven persons in the audience.

### **Call to the Public**

Mayor Pipoly opened the Call to the Public at 6:32 p.m. Hearing and seeing no comment, Mayor Pipoly closed the Call to the Public.

### **Discussion of Social Districts and Next Steps as it Relates to a possible Adoption of a Social District Policy**

Assistant to the City Manager Outlaw presented City Council with a detailed presentation about social districts, best practices by communities who have adopted social districts, and next steps.

City Council discussed various communities and best practices however preferred to continue discussions after the City obtains new legal counsel.

### **Discussion of Complete Streets Policy as it Relates to Current and Future Grant Opportunities**

Assistant to the City Manager Outlaw presented City Council with an overview of benefits to adopting a complete streets policy as it creates a unified intent to assure grant opportunities of the priorities of the City and its official commitment to a complete streets program.

City Council discussed the wording and understand the need to adopt a complete streets policy to ensure the City remains competitive for grant opportunities.

### **Call to the Public**

Mayor Pipoly opened the Call to the Public at 7:19 p.m.

Steve Pilon thanked City Council for considering social districts.

Pam McConeghy stated that she would be happy to see social districts available for events.

Mayor Pipoly closed the Call to the Public at 7:22 p.m.

### **Adjournment**

# City Council Study Session

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**Motion** by Councilmember Emaus, seconded by Councilmember Tobbe to adjourn the Study Session at 7:23 p.m. **The motion carried without objection by roll call vote.**

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Tara Brown, City Clerk

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Shawn Pipoly, Mayor

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# Brighton City Council Meeting

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This meeting was conducted electronically.

## MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON MARCH 4, 2021

### Minutes

#### 1. Call to Order

Mayor Pipoly called the Regular Meeting to order at 7:30 p.m.

#### 2. Pledge of Allegiance

#### 3. Roll Call

Present were Mayor Pipoly (City of Brighton, MI) and Mayor Pro Tem Gardner (City of Brighton, MI), Councilmembers: Bohn (Naples, FL), Emaus (City of Brighton, MI), Muzzin (City of Brighton, MI), Pettengill (USVI), and Tobbe (City of Brighton, MI). City Manager Nate Geinzer, City Clerk Tara Brown, Community Development Manager Mike Caruso, Finance Director Gretchen Gomolka, DPS Director Marcel Goch, Human Resources Manager Michelle Miller, Management Assistant Henry Outlaw, Deputy Director of the DPW Corey Brooks, DPS Superintendent Daren Collins, DPS Compliance Officer Josh Bradley, Economic Development Coordinator Denise Murray, Assistant to the DPW Director Patty Thomas, and Police Chief Rob Bradford. There were seven persons in the audience.

#### 4. Consider Approval of the Agenda

**Motion** by Mayor Pro Tem Gardner, seconded by Councilmember Pettengill to approve the agenda as amended moving item d to new business as item 9a. **The motion carried without objection by roll call vote.**

#### 5. Consider Approval of Consent Agenda Items

**Motion** by Councilmember Tobbe, seconded by Councilmember Emaus to approve the consent agenda as presented. **The motion carried without objection by roll call vote.**

#### Consent Agenda Items

- a. **Approval of Minutes: Study Session of February 18, 2021**
- b. **Approval of Minutes: Regular Session of February 18, 2021**
- c. **Approval of Minutes: Closed Session of February 18, 2021**
- d. **Acceptance of Quarterly Finance and Investment Reports (moved to New Business)**
- e. **Approval of the purchase of a Lobeline Waste Activated Sludge (W.A.S.) Pump and Motor from Hesco Industrial in the amount of \$21,105**

#### Correspondence

#### 6. Call to the Public

Mayor Pipoly opened the Call to the Public at 7:35 p.m. Hearing and seeing no comment, Mayor Pipoly closed the Call to the Public.

#### 7. Staff Updates

Chief Bradford noted a countrywide tornado drill will be conducted on March 24, 2021 at 1:00 p.m.

Director Gomolka stated the City has received the second funding grant of \$7,000 from the Community Development Block Grant from the Federal CARES Act.

Assistant to the City Manager Outlaw stated he is working to get RAVE texting service up and running, stay tuned for

more information and sign up notices.

Clerk Brown stated a member from the Redistricting Commission will be present during the March 18, 2021 meeting to relay the new redistricting process with a two to three-minute presentation.

#### **8. Updates from Councilmember Liaisons to Various Boards and Commissions**

Mayor Pro Tem Gardner stated the Brighton Arts and Culture Commission will meet on March 8, 2021.

Councilmember Bohn stated the Planning Commission met on February 22, 2021 and discussed two items. The conceptual site plan for thirty-two units but there are some challenges. The Planning Commission also reviewed a draft of the Capital Improvement Plan. Councilmember Bohn then asked that City Council address the February 16, 2021 letter from Attorney Burns and the abrupt retirement letter dated March 4, 2021, as well as the Brownfield meeting between City Attorney's office and City staff which included the City Manager that he presumed prompted the retirement. Further Councilmember Bohn had asked for a closed session to discuss these topics, but a closed session was not on the agenda.

Councilmembers debated the accusations made by Councilmember Bohn, at length.

Councilmember Emaus noted under the City's Charter, section 6.8, an investigation by City Council can only be initiated by a vote of City Council, not by a single Councilmember.

Councilmember Muzzin stated the Brighton Area Fire Authority will meet on March 11, 2021.

Councilmember Tobbe relayed his disappointment in the decorum at the meeting and asked that a closed session be scheduled for the March 18, 2021 meeting.

Councilmember Emaus stated the Brighton Veterans Memorial Committee has had discussions via email regarding the Memorial Day Parade; however, it is unclear what the MDHHS legal limits for gatherings will be in April.

Mayor Pipoly relayed that he chose not to schedule a closed session for the meeting as some Councilmembers would not be present at the meeting and he preferred to have a closed session when all Council was present. Further Mayor Pipoly stated that upon discussions with City staff and legal counsel, there did not seem to be reason or legal basis to enter into a closed session.

Councilmember Pettengill noted that she responded promptly to Mayor Pipoly that she was able to attend the meeting remotely.

#### **Public Hearing**

#### **9. Conduct a Public Hearing and Consider Adoption of Ordinance #595, Amendments to Chapter 22 and Chapter 98 of the City of Brighton Code of Ordinance**

**Motion** by Councilmember Tobbe, seconded by Councilmember Pettengill to table the public hearing and consideration to adopt Ordinance #595, amendments to Chapter 22 and Chapter 98 of the City of Brighton Code of Ordinances until the City obtains legal counsel. **The motion carried without objection by roll call vote.**

#### **New Business**

##### **9a. Acceptance of Quarterly Finance and Investment Reports**

Councilmember Bohn asked about the September 2020 date on the report. Director Gomolka stated the date is in error and will be corrected and replaced on the City website.

**Motion** by Councilmember Bohn, seconded by Councilmember Tobbe to accept the quarterly finance and investment reports. **The motion carried without objection by roll call vote.**

#### **10. Consider Issuing a Purchase Order for Storm Line Video Inspection of Grand River Avenue to Advanced Underground Inspection, LLC for an amount not to exceed \$30,000**

Director Goch introduced the agenda item and discussed the specific differences of the bids.

Councilmember Bohn stated that he was not sure Advanced is the lowest bidder, noting the varying prices and differences of the bids.

Director Goch stated he is aware that the other company would appear less expensive however knowing the scope and needs of the project, he feels confident in his recommendation to extend the purchase order to Advanced Underground.

**Motion** by Councilmember Tobbe, seconded by Mayor Pro Tem Gardner to issue a purchase order for storm line video inspection of Grand River Avenue to Advanced Underground Inspection, LLC for an amount not to exceed \$30,000. **The motion carried without objection by roll call vote.**

**11. Consider Approval of Bid for 2021 Right of Way Tree Maintenance to Arbor Master Tree Service Inc. in the Amount of \$16,433**

Director Goch introduced the agenda item and scope of work. He noted the previous contractor did a wonderful job however their bid was much higher than the lowest bidder.

**Motion** by Councilmember Bohn, seconded by Councilmember Pettengill to approve of bid for the 2021 right of way tree maintenance to Arbor Master Tree Services Inc. in the amount of \$16,433. **The motion carried without objection by roll call vote.**

**12. Consider Staff and Planning Commission Direction Regarding Marijuana Related Land Uses**

**Motion** by Councilmember Emaus, seconded by Councilmember Tobbe to table staff and Planning Commission direction regarding marijuana related land uses until Council retains legal counsel. **The motion carried by roll call vote, with Councilmember Muzzin voting no.**

**Other Business**

**13. Call to the Public**

Mayor Pipoly opened the Call to the Public at 8:23 p.m. Hearing and seeing no comment, the Call to the Public was closed.

**14. Adjournment**

**Motion** by Councilmember Tobbe, seconded by Councilmember Pettengill to adjourn the meeting at 8:24 p.m. **The motion carried without objection by roll call vote.**

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Tara Brown, City Clerk

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Shawn Pipoly, Mayor



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL March 18, 2021

**SUBJECT: ANNUAL POVERTY EXEMPTION RESOLUTION**

### ADMINISTRATIVE SUMMARY

The State Tax Commission conducts an annual 14-point review (AMAR) of municipal assessing departments. As a part of that review, the State Tax Commission checks to see that the poverty exemption federal dollar thresholds are adopted by the City Council annually. This year there are significant changes that are being driven by Public Act 253 of 2020 that placed greater restrictions on local government Poverty Exemption Policies.

Attached are the updated policy guidelines, application, and resolution.

There are seven main aspects to the statute which are listed below.

- Only The Board of Review can grant exemptions – In some communities, particularly townships, the Supervisor had discretion to approve poverty exemptions. The City's revised policy will make it clear that only the Board of Review can approve poverty exemptions. The Assessor's Office will still process the applications along with providing research and analysis for the Board of Review.
- Federal Income Levels – PA 253 clarifies that the federal income levels used are those adopted in the prior tax year. For example, prior tax year 2020 federal poverty levels are used for 2021 poverty exemptions. This will be incorporated into the amended City Policy and discretely identified in the annual application.
- Website – The policy, guidelines, and application shall be available on the City website. This will be contained in the policy and implemented.
- Board of Review Discretion – PA 253 removes the ability of the Board of Review to deviate from the City Council adopted policy/guidelines for "substantial and compelling reasons". This has not been a problem for the City of Brighton in that the process has been highly structured with consistent application. However, some communities have gone rogue, which this statute seeks to address.
- Ability to carryforward exemptions for two additional years – PA 253 allows communities, the discretion to carryforward poverty exemptions for two additional years for individuals on fixed incomes. The City Assessor and Finance Director recommend against this because household circumstances can and ability to pay property taxes can change over a 3-year period. We feel it is

better to maintain the practice of accepting applications on an annual basis. The City receives approximately one to three applications each year.

- Poverty Exemption Rate - This will be a change to the City's policy. The current policy is formula driven based on income. Historically, these exemptions have ranged from 75% to 90% reductions in taxes due. The City historically has not granted full 100% exemptions. PA 253 will only allow the exemption rates to be at 100%, 50%, or 25% of the current year's taxable value and therefore will no longer be income adjusted. The City Assessor and Finance Director are recommending a 100% exemption rate for those that fall at or below the federal poverty guidelines. This recommendation is based off of the actual exemptions that have been provided in the past using the old formula. We believe going to 50% exemption would negatively impact the few exemptions we provide.
- No longer offer the filing of poverty exemption applications to the March Board of Review – The City Assessor and Finance Director recommend that applications be accepted for only the July and December Boards of Review. This will be more efficient because the eligibility of the owner may change between the March Board of Review and the July tax levy date. PA 253 states that if a person ceases to own or occupy the principal residence for which the exemption was extended said exemption shall be removed and the tax roll shall be amended to reflect the removal of the exemption.

## **RECOMMENDATION**

It is the recommendation of staff that City Council approve Poverty Exemption Resolution #20-04.

Prepared by: Gretchen M. Gomolka, Finance Director & Colleen Barton, City Assessor

Approved by: Nate Geinzer, City Manager

Attached: 2021 Policy Guidelines, Application, Forms, and Resolution



## 2021 Policy Guidelines for Applicants Requesting Poverty Exemptions as of December 31, 2020

**MCL 211.7u provides for a property tax exemption, in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charges. Principal residence is defined in MCL 211.7dd as a principal residence or qualified agricultural property. MCL 211.7u ... states that this section does not apply to property of a corporation, even if a corporation or limited liability company meets the definition of a principal residence. Please note: Public Act 253 of 2020 was signed into law on December 23, 2020, which changes the mythology used to determine a reduction in the current taxable value limiting it to 25%, 50% or 100%. The City of Brighton has established the following procedures for the uniform determination and application of poverty exemptions to be administered by the City of Brighton Board of Review.**

All applicants of homesteaded property must annually obtain and submit a complete and accurate Poverty Exemption Application. The application and all required documents, or statements, must be given to the City Assessor's Office. Once the application is complete and you have obtained the supporting documents, please call the office at (810) 227-9006 and make an appointment to come in and go over your application. This appointment should take, no longer than, 30 minutes. Handicapped or infirmed applicants may call the Assessor's Office to make necessary arrangements for a home visit. The application, with all requested documents, and interview must be completed by:

**July 17, 2021                      for action by the July Board of Review or  
December 10, 2021            for action by the December Board of Review**

### Exemption Qualifications (must meet all to be considered)

- 1) Applicants and owners must be an owner of and occupy as a principal residence the property for which an exemption is being requested. Per MCL 211.7u ... a poverty exemption may not be granted to property owned by a corporation.
- 2) The applicants and owners for this exemption shall file an application after January 1 but before the day prior to the last day of the Board of Review in December.
- 3) Applicants and owners must produce a valid driver's license or other acceptable method of identification.
- 4) Applicants must conform to the income guidelines which are established by the Federal Register of the United States Department of Health and Human Services.
- 5) This application must be filled out carefully and completely. A copy of the immediately preceding year and/or current year Federal and State Income Tax Returns, with the Michigan Property Homestead Form (1040-CR) , all W-2's, all 1099's and all bank statements from the prior year as well as the current month, must be submitted with this application for each person residing in or contributing to the homestead. If a person is not required to file a federal or state income tax return in the tax year in which the exempiton is being claimed they must complete the affidavit from the State Tax Commission on page 13 of this application.

- 6) Applicants and owners must provide information and documents pertaining to Federal non-cash benefit programs including but not limited to: Medicare, Medicaid, food stamps, school lunches, college or university scholarships, grants, fellowships, assistantships.



- 7) Applicants must provide any and all documentation supporting your income and expenses to support the information supplied on the application. This list is not inclusive and the Board of Review may request additional information or documentation. Applications submitted without completed forms or income tax returns will **NOT** be considered.
- 8) Applicants and owners must pass the asset level test adopted by the City of Brighton.

## Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

**To be considered complete, this application must:** 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

<b>PART 1: PERSONAL INFORMATION</b> — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
<b>PART 2: REAL ESTATE INFORMATION</b>				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
<b>PART 3: ADDITIONAL PROPERTY INFORMATION</b>				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

**PART 4: EMPLOYMENT INFORMATION — List your current employment information.**

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

**PART 5: INCOME SOURCES**

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

**PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION**

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

**PART 7: LIFE INSURANCE — List all policies held by all household members.**

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

**PART 8: MOTOR VEHICLE INFORMATION**

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

**PART 9: HOUSEHOLD OCCUPANTS** — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

**PART 10: PERSONAL DEBT** — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

**PART 11: MONTHLY EXPENSE INFORMATION**

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

**NOTICE:** Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

**PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT**

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

**PART 12: CERTIFICATION**

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date
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**This application shall be filed after January 1, but before the day prior to the last day of the local unit’s December Board of Review.**

**Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.**

Michigan Tax Tribunal  
 PO Box 30232  
 Lansing MI 48909

Phone: 517-335-9760  
 E-mail: [taxtrib@michigan.gov](mailto:taxtrib@michigan.gov)



# Petition to Board of Review

L-4035

This form is issued under the authority of P.A. 206 of 1893, as amended. Filing is voluntary, however you may not appeal to the Michigan Tax Tribunal or the State Tax Commission unless you first protest to the Board of Review

**TO BE COMPLETED BY OWNER OR OWNER'S AGENT**

**Petition #:**

Owner's Name (Please Print or Type)	Petitioner's Name (If Other than Owner. Please Print or Type)
Township or City <b>CITY OF BRIGHTON</b>	County <b>LIVINGSTON</b>

The undersigned protests the assessed value and/or the tentative taxable value and/or the property classification and/or the qualified agricultural property exemption of the following described property:

Property Identified (Parcel code required. Property address & legal description optional) :

**Parcel #:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Protested Item:**  Assessed Value  Tentative Taxable Value  Classification  Qualified Agricultural Property Exemption

**1. PROTEST OF ASSESSMENT:** (Complete this section for a protest of assessed value and/or tentative taxable value)

Assessed Amount	Owner's Estimated True Cash Value	Tentative Taxable Value	Year
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**2. PROTEST OF CLASSIFICATION**

(Complete this section for a request to change the classification. The Board of Review must make their decision regarding classification in accordance with section 211.34c of the Michigan Compiled Laws. The Board of Review shall not be influenced by the effect that a particular classification has on that property's status as a homeowner's principal residence or qualified agricultural property.)

Classification of property on this year's assessment roll:

Classification should be: (Please check one of the following)

Agricultural  Industrial  Timber Cutover  Utility (Personal Property Only)

Commercial  Residential  Developmental

**3. PROTEST OF EXEMPTION FOR QUALIFIED AGRICULTURAL PROPERTY**

(If the assessor has denied or changed the percentage of the exemption from the 18 mills of local school operating tax for qualified agricultural property, the owner may appeal this action to the March Board of Review. THE BOARD OF REVIEW HAS NO AUTHORITY TO CONSIDER OR ACT UPON THE EXEMPTION FROM THE 18 SCHOOL OPERATING MILLS FOR HOMEOWNER'S PRINCIPAL RESIDENCE PROPERTIES.)

Percent qualified agricultural exemption granted by assessor: (Enter 0 if exemption is denied)	Percent qualified agricultural exemption requested by Owner: (Enter 100 if full exemption requested)
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**4. REASON FOR PROTEST**

State reason(s) for protest of assessed value and/or the tentative taxable value and/or classification and/or qualified agricultural property exemption.

**CERTIFICATION**

Signature	Date
Address	Phone Number







**LETTER OF AUTHORIZATION**  
March / July / December Board of Review

Dear Board of Review Members,

I, \_\_\_\_\_, on \_\_\_\_\_,  
Name of owner / tenant/ petitioner Date

as owner/taxpayer/representative of \_\_\_\_\_, located in the  
Parcel Number

City of Brighton, do hereby appoint and authorize the City of Brighton Assessing Department to act on my behalf at the Board of Review by submitting the attached information as filed by me for the year(s) identified below:

Year(s): \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Current year      previous year (1)      previous year (2)      previous year (3)

Owner/taxpayer/representative's Name (Printed): \_\_\_\_\_

\_\_\_\_\_  
Owner/taxpayer/representative's Signature      Date

**City of Brighton use only (do not write below this line).**

Date Affidavit/Statement filed with the City: \_\_\_\_\_

Affidavit/Statement included or on File: \_\_\_\_\_ Yes \_\_\_\_\_ No

Supporting documents provided \_\_\_\_\_ Yes \_\_\_\_\_ No

Documents provided \_\_\_\_\_  
(Personal Property Statement, Small Business Property Tax Exemption, Etc.)

Year and Board of Review submitted to by the City Assessor:

\_\_\_\_\_ Year      \_\_\_\_\_ March      \_\_\_\_\_ July      \_\_\_\_\_ December

## Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

**INSTRUCTIONS:** When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, \_\_\_\_\_, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Affidavit

\_\_\_\_\_  
Date

## **GUIDELINES FOR POVERTY EXEMPTION REVIEW**

### **I. General Overview**

The Board of Review of the City of Brighton recognizes the need to have available a procedure by which residents in need of assistance under MCL 211.7u can make an application for property tax relief. The Board further recognizes that pursuant to statute and case law, they must adopt procedures and guidelines, approved by City Council, to used as standards when considering appeals made based on financial hardship. The Board of Review understand that these guidelines must be adhered to when reviewing poverty appeals. The board of Review may reject any form submitted that is inaccurate or not fully completed by the time of the Board's consideration. All information in the application is subject to verification by the Board of Review or Assessors Office.

### **II. Basic Filing Requirements**

In order to be considered for exemption under MCL 211.7u each applicant must:

- A. Own and occupy the property as a principal residence, as defined by law, for which the request is being made. This may include vacant, contiguous property as long as it is considered part of the principal residence.
- B. Complete and submit an Application for Poverty Exemption on a form designated and supplied by the City of Brighton Assessors Office.
- C. Submit income verification as required. This must include current Federal and State Income tax Returns, State Homestead Property Tax Credit Forms, bank statements, or any additional information requested by the Board of Review. Applicants and owners must provide information and documents pertaining to Federal non-cash benefit programs including but not limited to: Medicare, Medicaid, food stamps, school lunches, college or university scholarships, grants, fellowships, assistantships.

### **III. Processing Applications**

Once an Application for Tax Exemption is completed and returned to the Assessor's Office, it will be reviewed by the Assessing Staff. This staff will complete and attach a Hardship Worksheet to each appeal. The worksheet will summarize the application and provide the Board of Review with specific information, income of the applicant, and estimated tax amount for the property, and a estimated net property tax liability to the homeowner.

After the above referenced information is compiled, the entire packet will be submitted to the Board of Review to be considered for tax relief in a work session. The Board of Review, in making their decision, may contact the applicant for any additional information they deem necessary. The Board of Review shall also reject any application where the information contained in it appears fraudulent, misleading or incomplete.

## GUIDELINES FOR POVERTY EXEMPTION REVIEW con't

### IV. Income Guidelines

The Board of Review may review applications without the applicant being present, however, the applicant may attend the meeting if they wish to answer any questions the Board may have. The applicant may be asked to answer questions regarding their financial affairs, health, status of the people living in the home, etc. by the Board at the Board of Review meeting, which is open to and may be attended by the public. Under the Freedom of Information Act, all records submitted to the Board of Review are public record potentially subject to disclosure to the public.

According to the U.S. Census Bureau, "**INCOME**" includes, but is not limited to: money, wages, salaries before deductions, regular contributions from persons not living in the residence, net receipts from non-farm or farm self-employment (receipts from a person's own business, professional enterprise, or partnership, after business expense deductions), regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments, public assistance, supplemental security income (SSI), alimony, child support, military family allotments, private and governmental retirement and disability pensions, regular insurance, annuity payments, college or university scholarships, grants, fellowships, assistantships, dividends, interest, and net income from rentals, royalties, estates, trusts, gambling or lottery winnings. Income from the homestead property tax credit **is not** considered income for poverty exemptions purposes.

The income guidelines used by the Board of Review have been established in accordance with P.A. 390 of 1994 and P.A. 253 of 2020. In determining qualifications for tax exemption, the Board of Review shall consider every variable on the application, including total household income, the nature or duration of income stream, the quality and accuracy of the information submitted and any other such evidence as it feels appropriate in making their decision. In general however these guidelines shall be used by the Board of Review in making its decisions. The income amounts below relate directly to the Federal Poverty Guidelines and are adjusted accordingly each year.

2021 Federal Poverty	
Size of Family Unit	Federal Poverty Guidelines
1 Person	\$12,760
2 Persons	\$17,240
3 Persons	\$21,720
4 Persons	\$26,200
5 Persons	\$30,680
6 Persons	\$35,160
7 Persons	\$39,640
8 Persons	\$44,120
For each additional person	\$4,480

2021 City of Brighton Poverty Guidelines	
Federal Poverty Guidelines	Board Action
At or below	100% reduction in Taxable Value
Over	No hardship relief will be granted

IV. **Asset Guidelines**

As required by P.A. 390 of 1994 and P.A. 253 of 2020, all guidelines for poverty exemptions as established by the governing body of the local assessing unit SHALL also include an asset level test. The following assets shall be considered when applying an asset test to determine qualification for tax exemption:

**"ASSETS"** includes, but is not limited to: A second home, land, vehicles, recreational vehicles such as campers, motor-homes, boats, and ATV's. buildings other than the residence, jewelry, antiques, artwork, equipment, other personal property of value, bank accounts, stocks, money received from the sale of property, such as stocks, bonds, a house or car, withdrawals from bank deposits and borrowed money (including reverse mortgage's), gifts, loans, lump-sum inheritances and one-time insurance payments, food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches. The asset test **does not** include the value of the principal residence. or the homestead property tax credit as it is not to be considered income for poverty exemptions purposes.

- i. The City of Brighton's maximum cumulative value of assets allowed for a Poverty Exemption shall be \$20,000. The purpose of an asset test is to determine the resources available: cash, cash value of life insurance policies, mutual funds, bonds, stocks, money market accounts, savings account's, checking accounts, cars, boats, real estate that is not the homestead (including rental properties and vacant properties), and all liquid assets.

All asset information, as requested in the Application for Property Tax Exemption must be completed in total. The Board of Review may request additional information and verification of assets if they determine it to be necessary and may reject an application if assets are not property identified.

VI. **Summary**

In conclusion, the Board of Review has been given exclusive statutory jurisdiction over the granting of property tax relief due to poverty. The board of Review for the City of Brighton takes this task seriously and attempts to provide relief to all deserving residents within the city. The Board of Review may deny any appeal, regardless of income, if the financial hardship appears to be self-created by the actions of the person or persons making the

Applicants and owners will be sent a written notice of the Board's final decision. An applicant may appeal the Board's decision to the Michigan Tax Tribunal. Appeals of the March Board of Review decisions must be filed with the Michigan Tax Tribunal by July 31, of the current year. Appeals of the July or December Board of Review decisions must be filed within 35 days of notification of the Board's decision. "Effective March 1, 2013, the Tribunal is no longer able to accept Small Claims letter appeals. Rather, you are required to file a petition to initiate a new Small Claims appeal. Petition forms are available on this website; <http://www.michigan.gov/taxtrib>". For more information on how to appeal to the Michigan Tax Tribunal consult their website at, [www.michigan.gov/taxtrib](http://www.michigan.gov/taxtrib).

## POVERTY EXEMPTION WORKSHEET

**TAX YEAR: 2021**

<b>PARCEL NUMBER:</b>		
<b>OWNER(S) NAME:</b>		
<b>PROPERTY ADDRESS:</b>		
<b>GROSS TAXABLE INCOME (for the household):</b>	\$0	(Gross income shall be adjusted with a factor of 0.72. This allows for 28% of employment income to meet tax liability. At the discretion of the BOR, actual tax liability as reflected on the tax returns may be utilized.)
<b>plus NON TAXABLE INCOME(for the household):</b>	\$0	(Social Security, Unemployment Benefits, Welfare & other public assistance benefits, canceled debts, life insurance proceeds, tips, recoveries, survivor Benefits, etc.)
<b>ADJUSTED INCOME:</b>	\$0	(Gross Income plus non taxable income)
<b>less MEDICAL EXPENSES(for the household):</b>	\$0	(Medical expenses are either 100% of actual expenses or 15% of adjusted income.)
<b>TOTAL NET INCOME FOR PROPERTY TAX CALC:</b>	\$0	(Total net income for household)

$$\begin{array}{rcccl}
 \underline{\$0} & & & & \\
 \text{Current years Taxable Vale} & - & \underline{100\%} & = & \underline{\$0} \\
 & & \text{\% reduction in Taxable Value} & & \text{2021 Estimated Taxable Value}
 \end{array}$$

**NOTE: THE MAXIMUM ASSETS ALLOWED FOR A POVERTY EXEMPTION SHALL BE \$20,000. ASSETS EXEMPTED FROM CONSIDERATION ARE THE HOMESTEAD PROPERTY W/FURNISHINGS AND ONE MOTOR VEHICLE. MOTOR VEHICLE SHALL BE VALUED AT NO GREATER THAN \$20,000. FOR MORE DETAIL PLEASE SEE PAGE 3 OF THIS APPLICATION. PUBLIC ACT 253 OF 2020 WAS SIGNED INTO LAW ON DECEMBER 23, 2020, WHICH CHANGES THE METHODOLOGY USED TO DETERMINE A REDUCTION IN THE CURRENT TAXABLE VALUE, LIMITING IT TO 25%, 50% OR 100%.**

Income	% Reduction in Taxable Value
\$12,760 or less	100%

**Approved:** \_\_\_\_\_  
**Denied:** \_\_\_\_\_  
**Reason for Denial:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**RESOLUTION FOR POVERTY EXEMPTION  
RESOLUTION 2021-04**

**WHEREAS**, the adoption of policy guidelines for poverty exemptions is required of the City Council; and

**WHEREAS**, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

**WHEREAS**, pursuant to PA 390 of 1994, the City of Brighton, Livingston County adopts the following guidelines for the Board of Review to implement. The guidelines shall include, but not be limited to, the specific income and asset levels of the claimant and all persons residing in the household.

To be eligible a person shall do all the following on an annual basis:

- 1) Applicants must be an owner of and occupy as a principal residence the property for which an exemption is being requested. Per MCL 211.7u ... a poverty exemption may not be granted to property owned by a corporation.
- 2) The applicants for this exemption shall file an application after January 1 but before the day prior to the last day of the Board of Review in December.
- 3) Applicants must produce a valid driver's license or other acceptable method of identification.
- 4) Applicants must conform to the income guidelines which are established by the Federal Register of the United State Department of Health and Human Services.
- 5) This application must be filled out carefully and completely. A copy of the immediately preceding year and/or current year Federal and State Income Tax Returns, with the Michigan Property Homestead Form (1040-CR), all W-2's, all 1099's and all bank statements from the prior year as well as the current month, must be submitted with this application for each person residing in or contributing to the homestead. If a person is not required to file a federal or state income tax return in the tax year in which the exemption is being claimed they must complete the affidavit from the State Tax Commission on page 13 of the
- 6) Applicants must provide information and documents pertaining to Federal non-cash benefit programs including but not limited to: Medicare, Medicaid, food stamps, school lunches, college or university scholarships, grants, fellowships, assistantships.
- 7) Applicants must provide any and all documentation supporting your income and expenses to support the information supplied on the application. This list is not inclusive and the Board of Review may request additional information or documentation. Applications submitted without completed forms or income tax returns will **NOT** be considered.
- 8) Applicants and owners must pass the asset level test adopted by the City of Brighton.



9) The following are the 2021 Federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

<b>Federal Poverty Guidelines Used in the Determination of Poverty Exemptions</b>	
<b>Size of Family Unit</b>	<b>Federal Poverty Guidelines</b>
1 person	\$12,760
2 persons	\$17,240
3 persons	\$21,720
4 persons	\$26,200
5 persons	\$30,680
6 persons	\$35,160
7 persons	\$39,640
8 persons	\$44,120
For each additional person	\$4,480

<b>2021 City of Brighton Poverty Guidelines</b>	
<b>Federal Poverty Guidelines</b>	<b>Board Action</b>
At or below	100% reduction in Taxable Value
Over	No hardship relief will be granted

**NOW, THEREFORE, BE IT HERBY RESOLVED** that the Assessor and Board of Review shall follow the above stated policy and Federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy, and Federal guidelines, and these reasons are communicated in writing to the claimant.

"Nye": \_\_\_\_\_

The City Clerk declared the resolution \_\_\_\_\_.

\_\_\_\_\_  
Tara Brown, City Clerk

\_\_\_\_\_  
Date



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL MARCH 18, 2021

**SUBJECT: CONSIDER THE ADOPTION OF A COMPLETE STREETS POLICY**

### **ADMINISTRATIVE SUMMARY**

City Staff is considering applying for a Transportation Allocation Program (TAP) grant application for the Main Street Streetscape Project. The Main Street Streetscape project supports the City's Master Plan in numerous ways and a TAP grant assists in fulfilling the goals laid out in that plan. Pursuant to being competitive for the TAP grant, the City's consultant Giffels Webster, recommends the adoption of a complete streets policy. This policy would serve as a mechanism for guiding operations towards fulfilling the Master Plan.

### **BACKGROUND**

The Comprehensive Master Plan 2018-2038 is a community stakeholder driven document, adopted by City Council that guides City operations and initiatives. As subsections of that plan are subject specific plans with a focus on particular aspects of City affairs. Of relevance is the Complete Streets Plan; a document that asserts the Community's desire to see City streets that allow for the accessible use of all thoroughways for all people inclusive of all modes of transport within reason.

Subsequently, the adoption of a Complete Streets Policy is largely considered a tangible affirmation of the City's commitment to fulfilling the goals outlined in the Master Plan. This policy would define and outline the context in which City operations and initiatives would consider and possibly enact complete streets principles. Further, an adoption of a policy as such would communicate to relevant parties the sincere intent of the City to fulfill the Master Plan as created by the Community.

As an accompanying measure, the Brighton Arts and Culture Commission (BACC) has recently passed a motion of recommendation to City Council to dissolve the BACC and replace it with the Community Enrichment Commission (CEC). While the exact responsibilities of this new commission are yet to be adopted, the noted intent is for the CEC to be responsible for initiatives related to creating a vibrant community; including complete streets. This motion represents an acknowledgement of existing challenges and the willingness of the City to address those challenges, but also a desire on behalf of the Community to actively be involved in addressing those challenges. Therefore, having a complete streets policy in place will further empower the CEC, and subsequently City Council, to achieve the goals.

In spring 2021, the City with the assistance of Giffels Webster, is applying to a Transportation Alternatives Grant (TAP). If awarded, proceeds from this grant will be utilized for completing the Downtown Streetscape Project in 2023. This project will expand pedestrian access in Downtown, create sustainable landscaping conducive to healthy lifestyles, and implement a variety of safety measures. It is the professional opinion of the City's consultant that adopting a complete streets policy assist the City in being competitive for this grant.

Given the City's commitments in the Master Plan, the interest of the Community, and the competitive nature of grants, based on recommendation of the City's consultant Giffels Webster, Staff recommends the adoption of a Complete Streets Policy.



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL MARCH 18, 2021

### CONSIDERATIONS

- The City has adopted the Comprehensive Master Plan 2018-2038 inclusive of the Complete Streets Plan
- Complete streets is a goal identified in the Master Plan
- Additionally, the pursuit of grant opportunities is also a stated goal of the Master plan
- The Community assisted in creating the Master Plan, as well as, recently moved to re-affirm the commitment to a vibrant community through the pending Community Enrichment Commission (CEC)
- The City's competitiveness for the TAP grant can be assisted by adopting a Complete Streets Policy
- A Complete Streets Policy is a commitment to considering and prioritizing complete streets ideals in relevant City operations and initiatives as appropriate and reasonable.
- The Policy as presented has been review by the Department of Public Services, Community Development Department, City Manager's Office, and the City's consultant Giffels Webster. All parties support this effort.

### RECOMMENDATION

City Council to adopt the Complete Streets Policy as submitted with Resolution #2021-05

Prepared by: Henry Outlaw, Assistant to the City Manager

Reviewed & Approved by: Nate Geinzer, City Manager

Attachments: Complete Streets Resolution & Policy.docx

**CITY COUNCIL  
CITY OF BRIGHTON  
RESOLUTION  
COMPLETE STREETS**

**WHEREAS**, a goal of the City of Brighton Comprehensive Plan is to improve connectivity and mobility of people, regardless of age and status, to engage in desired activities throughout the City; and

**WHEREAS**, the City of Brighton Comprehensive Plan recommends maintaining and enhancing bicycle and pedestrian connections within neighborhoods, and between neighborhoods, civic destinations, downtown and other commercial areas;

**WHEREAS**, bicycling and walking are important forms of transportation and recreation in our community; and

**WHEREAS**, bicycling and walking contribute to health, fitness, neighborhood vitality, social interaction, and economic development; and

**WHEREAS**, the full integration of all modes in the design of streets and highways will increase the capacity and efficiency of the road network, reduce traffic congestion by improving mobility options, limit greenhouse gas emissions, and improve the general quality of life; and

**WHEREAS**, educating the public about safety, health and mobility are part of being a quality community; and

**WHEREAS**, Complete Streets are defined as facilities that are designed and operated to enable safe and efficient access for all users. Persons with disabilities, pedestrians, bicyclists, motorists, and transit riders are able to safely and efficiently move along and across a complete street.

**NOW, THEREFORE, BE IT RESOLVED**, the intent of the City of Brighton Complete Streets Policy is to recognize bicyclists and pedestrians as equally important as motorists in the planning and design of all new street construction and street reconstruction undertaken by the City.

**BE IT FURTHER RESOLVED**, it is also the intent of the City of Brighton Complete Streets Policy to recognize that local City streets with low vehicle volumes and slow travel speeds safely and efficiently accommodate bicyclists and pedestrians. In addition, other City roads that are characterized as having high vehicle volumes and high travel speeds, and are important for bicycle and pedestrian travel to access and connect to destinations in and adjacent to the City, shall be considered for Complete Streets treatment.

**BE IT FURTHER RESOLVED**, that the City Council hereby resolves to establish a Complete Streets Policy as follows:

**City of Brighton, Michigan**

**Complete Streets Policy**

**Intent**

The City of Brighton adopted a 2018 Comprehensive Plan which proposes providing a variety of transportation options, creating walkable neighborhoods and fostering a distinctive, attractive community with a strong sense of place. This plan includes chapter on Complete Streets.

Under this Complete Streets Policy, the City of Brighton shall work with local and regional partners to develop and provide an integrated multimodal transportation network that contributes directly to the safety, health, economic vitality and quality of life of all residents especially the most vulnerable. Non-automobile modes of transportation including bicycling, walking, and public transportation will be considered in transportation planning and projects. They will be valued parts of daily life in Brighton, with enhanced networks and inter-modal connections as appropriate. Motor vehicular traffic will continue to serve personal needs, commerce, and emergency response. However, persons of all ages, abilities, and circumstances will be able to use a diversity of-transportation modes for all kinds of trips, including commuting, shopping, going to school, and recreating; and they will be able to meet their transportation needs safely, conveniently, reliably, affordably, and efficiently.

The desired outcome of the Complete Streets Policy is to create an accessible, balanced, and effective transportation system where every transportation user can travel safely and comfortably, and where sustainable transportation options are available to everyone.

**Connectivity**

- A. The City of Brighton will ensure the transportation network in the city is designed, operated, and maintained to provide a connected network of facilities and services accommodating all modes of travel and all users.
- B. The City will actively look for opportunities to repurpose rights-of-way to enhance connectivity for pedestrians, bicyclists, and transit riders.
- C. The City will focus non-motorized connectivity improvements on access to transit, services, schools, parks, civic uses, regional connections and commercial uses.
- D. The City will require new developments and redevelopment projects to provide interconnected internal street and path networks with small blocks, as appropriate.
- E. The City will review existing regulations which may impact the successful implementation of Complete Streets and propose necessary revisions to promote multimodal-oriented development.

**Applicability**

All facilities in public right-of-way, publicly or privately funded, shall make every attempt to adhere to this Complete Streets Policy as appropriate. The City will seek to form partnerships with other organizations, within reason, to further Complete Streets principles and ensure infrastructure extends when necessary beyond the City's borders. These agencies include but are not limited to: Livingston

County, the Michigan Department of Transportation (MDOT), the Southeast Michigan Council of Governments (SEMCOG) and Brighton Area Schools.

### **Exceptions**

The City of Brighton will pursue Complete Streets elements in all corridors. Complete Streets principles and practices will be considered for inclusion in street construction, reconstruction, repaving, and rehabilitation projects, as well as, other plans and manuals, except under one or more of the following conditions:

- F. A project that involves only ordinary or emergency maintenance activities designed to keep assets in serviceable condition such as mowing, cleaning, sweeping, spot repair, concrete joint repair, or pothole filling, or when interim measures are implemented on temporary detour routes.
- G. A project that is deemed excessive and to have a disproportionate cost according to Federal Highway Administration regulations.
- H. Unless otherwise determined by the City Council, the Department of Public Works will determine if certain Complete Streets projects/features are not feasible or cost effective to implement.

### **Design**

All relevant City plans, manuals, rules, regulations, and programs will incorporate Complete Streets Design Principles where appropriate. The City will also:

- A. Provide well-designed pedestrian accommodations on streets and crossings where feasible. Pedestrian accommodations can take numerous forms, including, but not limited to: traffic signals, access management, lighting, enhanced crosswalks, roundabouts, bulb-outs, curb extensions, sidewalks, buffer zones, shared-use pathways, and perpendicular curb ramps, among others.
- B. Provide well-designed bicycle accommodations along streets where feasible. Bicycle accommodations can take numerous forms, including, but not limited to: the use of bicycle lanes, protected bike lanes, sharrows, shared use paths, slow speeds, education, enforcement, bicycle storage, traffic calming, signs, and pavement markings, among others.
- C. Where physical conditions and project plans warrant, landscaping shall be planted or other shading devices installed whenever a street is improved (such as the addition of medians or wider sidewalks), newly constructed, reconstructed, or relocated. An emphasis shall be placed on the addition of native trees that provide shade for pedestrians.
- D. Provide transit amenities when transit services are provided on the corridor including shelters, bus bulb-outs, safe pedestrian and bike access, benches, and bike racks, etc. An emphasis shall be placed on provided connectivity between transit stops and destinations.

### **Context Sensitivity**

In accordance with Smart Growth Principles, the City of Brighton will plan its streets in harmony with adjacent land uses and neighborhoods and promote walkable, livable communities through the design of a strong street network.

### **Performance Measures**

The City will consider the evaluation of the policy implementation using the following performance measures as appropriate:

- A. Total miles of on-street bikeways defined by streets with clearly marked or signed bicycle accommodation.
- B. Total miles of streets with pedestrian accommodation.
- C. Number of missing or non-compliant curb ramps along City streets.
- D. Traffic counts for major streets.
- E. Transit trips on services provided in the City.
- F. Multi-modal Level of Service improvements.
- G. Number and severity of pedestrian-vehicle and bicycle-vehicle crashes.
- H. Among others.

### **Implementation**

- A. Lead Department: All City Departments will attempt to implement this policy and the Department of Public Services (DPS) and/or City Manager's Office (CM) shall lead in determining the reasonability of policy implementation on a case by case basis. DPS and/or CM will coordinate with other impacted departments to oversee a adoption of this policy.
- B. Inventory: The City will create and maintain a comprehensive inventory of the pedestrian and bicycling facility infrastructure integrated with the City's database over time. This City will prioritize projects through the Complete Streets Plan, within reason, to eliminate gaps in the sidewalk and bikeways networks.
- C. Capital Improvement Project Prioritization: Subsequent to this policy's adoption, The City will evaluate Capital Improvement Project prioritization yearly to encourage implementation of bicycle, pedestrian, and transit improvements.
- D. Revisions to Existing Plans and Policies: The City will reference and update its Comprehensive Plan and any other existing plans, within reason, related to the design of the public right of way to ensure consistency with this policy.
- E. Public Official and Staff Training: The City will consider providing materials to (for example, through online tools such as webinars and brief videos) pertinent leaders and Staff on the content of the Complete Streets principles and best practices for implementing the policy.
- F. Coordination: The City will utilize inter-departmental project coordination to promote the most responsible, effective, and efficient use of fiscal resources for activities within the public right of way.
- G. Funding. The City will actively seek sources for public and private funding to implement Complete Streets. Furthermore, the City shall attempt to coordinate its infrastructure investments and Complete Streets implementation with Livingston County, Michigan Department of Transportation and the Southeast Michigan Council of Governments

## References and Standards

All Complete Streets improvements within public ROWs will prioritize referencing the following standards. Of the following list, AASHTO and MUTCD are considered the definitive design guides for changes within the ROW. Because Complete Streets design is an evolving field, the latest edition of these standards shall be referenced for design guidance:

### American Association of State Highway and Transportation Officials (AASHTO)

- A Policy on Geometric Design of Highways and Streets
- Guide for the Development of Bicycle Facilities
- Guide for the Planning, Design and Operations of Pedestrian Facilities

### National Association of City Transportation Officials (NACTO)

- Urban Street Design Guide
- Global Street Design Guide
- Designing Streets for Kids
- Urban Bikeway Design Guide
- Designing for All Ages & Abilities
- Transit Street Design Guide
- Urban Street Stormwater Guide
- Don't Give Up at the Intersection
- Bike Share Station Siting Guide

### American Planning Association (APA)

- Complete Streets: Best Policy and Implementation Practices
- U.S. Traffic Calming Manual

### Federal Highway Administration (FHWA)

- Manual of Uniform Traffic Control Devices (MUTCD)
- PEDSAFE: Pedestrian Safety Guide and Countermeasures Selection System
- Incorporating On-Road Bicycle Networks Into Resurfacing Projects

### Institute of Transportation Engineers (ITE)

- Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
- National Association of City Transportation Officials (NACTO)
- Urban Bikeway Design Guide
- Urban Street Design Guide

### U.S. Access Board

- Accessible Public Rights-of-Way: Planning and Designing for Alterations

This section of the Complete Streets Policy shall be updated as necessary to ensure that the listing of design standards is current.



Resolution #2021-05

**IT IS HEREBY CERTIFIED** that the City Council of the City of Brighton adopted the foregoing resolution at a regular meeting on the 18th day of March, 2021 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED:

Dated: March 18, 2021

**CERTIFICATION**

I, Tara Brown, City Clerk of the City of Brighton, do hereby certify that the foregoing is true and correct copy of a Resolution adopted by the City Council of the City of Brighton at a regular meeting held on March 18, 2021.

---

Tara Brown, City Clerk  
200 N. First Street  
Brighton, Michigan 48116



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

March 18, 2021

**SUBJECT: CONSIDER APPROVAL OF THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT APPLICATION FOR THE MAIN STREET STREETScape PROJECT**

### ADMINISTRATIVE SUMMARY

City Staff is considering applying for a Transportation Allocation Program (TAP) grant application for the Main Street Streetscape Project. The Main Street Streetscape project supports the City's Master Plan in numerous ways and a TAP grant assists in fulfilling the goals laid out in that plan.

Community engagement has been conducted through community-wide and business focused meetings, surveys, and web maps over the past two years as part of the Master Plan update and directly to this project. More details regarding the TAP application, project history, and next steps are noted below.

### BACKGROUND

City Staff is considering applying for a Transportation Allocation Program (TAP) grant application for the Main Streetscape Project. TAP is a competitive federal grant program managed by the Michigan Department of Transportation (MDOT) and Southeast Michigan Council of Governments (SEMCOG) that funds projects, such as streetscapes, bicycle facilities, shared-use paths, green infrastructure, and safe routes to school. Applications were due to SEMCOG on February 24th for projects that would be constructed in 2022 and later years (this project is proposed for FY 2023). This application represents the first time that the City has submitted for TAP grant funding.

The latest phase of the project includes detailed design of the proposed streetscape and more community engagement. City Council approved Giffels Webster to complete construction document preparation of the project. Over the previous two years, City Staff and Giffels Webster have conducted community engagement through an online web map, community meetings, and business focused meetings in partnership with the DDA. Community engagement throughout meetings and other communications consistently aligned with a desire for a design that provide more streetscape opportunities (landscape, lighting, seating), shorter pedestrian crossings, ADA improvements, and more space for sidewalk cafes.

A draft conceptual plan is attached, which displays the lane width reduction plan with pavement markings, widened sidewalks, bollards, ADA improvements, raised pavement and "festival" section of roadway, planters, and corridor lighting. It should be noted that the concept design is meant to be a guide, where more specific intersection, and parking area work will be completed in the next phase of design.

A budget estimate, is attached, but also broken down below. TAP grant awards typically fund up to 80% of construction activities, streetscape amenities, pavement markings, bike racks, sidewalks, etc. If a TAP grant were awarded for the Main Street Streetscape Project, then staff would return to City Council in June or July 2022 to approve the TAP award and budget.



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL March 18, 2021

### CONSIDERATIONS

- Basic Budget Breakdown
  - Total Project Cost Estimate: \$5,047,021
  - Estimated TAP Award Estimate (80% of Participating Construction Costs): \$3,123,213
  - Community Construction Match Estimate (20% of Construction Costs): \$780,803
  - Community Construction Non-Grant Estimate (100% of Non-Participating Costs): \$1,143,005
  - Estimated annual maintenance: \$165,000 for DPW snow and sweeping; trash pickup; maintaining plantings and related activities
- The pursuit of grant opportunities is part of the strategic plan
- If awarded the TAP grant, MDOT typically notifies applicants in May-June
- A project page on the city of Brighton website ([brightoncity.org/streetprojects](http://brightoncity.org/streetprojects)) will continue to be updated as the project progresses

### RECOMMENDATION

City Council to make a Motion of Approval of the Transportation Alternatives Program Grant Application for the Main Street Streetscape

Prepared by: Henry Outlaw, Assistant to the City Manager

Reviewed & Approved by: Nate Geinzer, City Manager

Attachments: Brighton TAP Application.pdf

## Applicant Information

Application Number: 2021024  
 Section: 01  
 Applicant Agency: City/Village  
 Grant Applicant: Brighton

## Project Description

Project Name: Main Street Streetscape  
 Type of Work: Pavement reconstruction with pedestrian streetscape including widened sidewalks  
 Length (miles): 0.4

## Project Location

County: Livingston  
 Region: University  
 Prosperity Region: Southeast Michigan Prosperity Region  
 City/Village or Township: Brighton  
 Zip Code: 48116  
 Route/Street Name/Facility Name: Main Street  
 Project Limits (use nearest cross streets): S. 2nd Street to S. East Street  
 Physical Reference: 940301  
 MPO (Metropolitan Planning Organization): Southeast Michigan Council of Governments  
 TMA (Transportation Management Area): Not in TMA area

## Legislative Information

State Senator: Lana Theis (22)  
 State Representative: Ann Bollin (42)  
 U.S. Representative: Elissa Slotkin (8)

## Project Category

Facilities for pedestrians and bicyclists, including traffic calming and other safety improvements

## Contacts

Prefix Contact Type	Name Title	Phone Organization	Cell	Email
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Mr Superintendent	Marcel Goch DPS Director	(810) 225-8001 City of Brighton		gochm@brightoncity.org

## Narrative

1. In a brief narrative, describe the proposed work and how the project will benefit the affected community(ies):

The existing roadway travel lanes of Main Street in downtown Brighton will be considerably reduced from their current overwide sections to more downtown appropriate AASHTO and NACTO accepted widths. This offers additional space for pedestrian sidewalks to be significantly widened by almost two-fold to accommodate a transition zone for site amenities and utilities as well as conform to ADA design guidelines. The wider sidewalks will provide not only a safer pedestrian experience but provide outdoor spaces for the adjacent business. Intersection bulb-outs on Main Street and specifically at and River and Main Street will provide pedestrian with a shorter and safer traffic lane crossing. The reorganization of streetscape utilities and amenities will unclutter the appearance of the thoroughfare allowing for an cohesive and navigable experience for the drivers and pedestrian. Sidewalk surfaces, street trees, lighting, and street furniture (pedestrian and non-motorized) will be updated to provide a unified visual aesthetic. Elements to provide safe and secure community events as also incorporated into the project. Improvements are planned to improve the Mill Pond headrace, giving the city the ability to control the water level and maintain the mill race under the Main Street pavement. The city of Brighton is currently considering the adoption of a Complete Streets Policy as suggested in the municipal Master Plan. A wayfinding component will accompany the streetscape improvements providing a clear and simple directive for visitors.

**2. Describe how this project is competitive for funding:**

This is the first application for TAP funding submitted by the city of Brighton. The Main Street Streetscape project updates both Main Street between Second and East Streets and Grand River Avenue between North and St. Paul Streets. The Main Street Streetscape, located in the heart of the historic downtown, will benefit pedestrians with wider and safer sidewalks, provide a minor road diet that should reduce traffic speeds while maintaining on-street parking and traffic throughput, improve the aesthetic of the roadway corridor, and provide the businesses along the corridor to increase the opportunities for outdoor dining and public street functions. Bicycle racks and other furnishings will be located throughout the downtown providing safe and convenient non-motorized parking that will make downtown the hub of the Brighton non-motorized network. Additional improvements at the Mill Pond (e.g., outlet control and headrace structural repairs) will improve the aesthetics, engineering function, and recreational and environmental benefits to the community.

**Documents**

Document	Document Type	Description	User	Date
1	Plan View Sketch	01-Brighton Existing Conditions-Street Typology	dargam5398	02/24/2021
2	Plan View Sketch	02-Brighton Streetscape Concept Plan Main St	dargam5398	02/24/2021
3	Plan View Sketch	03-Brighton Streetscape Concept Grand River	dargam5398	02/24/2021
4	Cross Section	04-Brighton Streetscape Sections	dargam5398	02/24/2021
5	Photograph	05-Brighton Streetscape Precedents	dargam5398	02/24/2021
6	Engineer's Estimate	06 - Yearly Maintenance Items & Cost Estimate	dargam5398	02/24/2021
7	Engineer's Estimate	07 - MERL construction cost estimate	dargam5398	02/24/2021
8	Map	00-Project Location Map	dargam5398	02/24/2021

**Budget**

**Participating Items of Work**

Item of Work	Quantity	Unit	Unit Cost	Item Cost
Flowering tree, 2-1/2 inch cal	2.00	Ea	\$650.00	\$1,300.00
Evergreen tree, 8-10 foot high	2.00	Ea	\$400.00	\$800.00
Flowering tree, 1-1/2 inch cal	1.00	Ea	\$500.00	\$500.00
Metal bike loop	24.00	Ea	\$400.00	\$9,600.00
Perennials, 1 gal	4,942.00	Ea	\$15.00	\$74,130.00
Tree frame and grate, 5 ft x 8 ft	61.00	Ea	\$1,700.00	\$103,700.00
Fireplace	1.00	LSUM	\$5,000.00	\$5,000.00
Planters	1.00	LSUM	\$22,100.00	\$22,100.00

Site Furnishing	1.00	LSUM	\$80,000.00	\$80,000.00
Topsoil Surface, Furn, 3 inch	254.00	Syd	\$2.50	\$635.00
Light Fixtures, Column	26.00	Ea	\$5,000.00	\$130,000.00
Light Fixtures, DDA Standard	81.00	Ea	\$4,000.00	\$324,000.00
Dam Control Structure	1.00	LSUM	\$250,000.00	\$250,000.00
Site Preparation	1.00	LSUM	\$50,000.00	\$50,000.00
Watering and Cultivating	1.00	LSUM	\$25,000.00	\$25,000.00
Rectangular Rapid Flashing Beacon	4.00	EA	\$20,000.00	\$80,000.00
Sidewalk, Ramp	500.00	Sft	\$7.00	\$3,500.00
Permit Allowance	50,000.00	Dir	\$1.00	\$50,000.00
Maintenance of Traffic	1.00	LSUM	\$160,000.00	\$160,000.00
Project Contingency	1.00	LSUM	\$840,000.00	\$840,000.00
Mobilization, Max	1.00	LSUM	\$380,000.00	\$380,000.00
Tree, Rem, 6 inch to 18 inch	29.00	EA	\$250.00	\$7,250.00
Curb and Gutter, Rem	5,560.00	Ft	\$15.00	\$83,400.00
Sidewalk, Rem	8,520.00	Syd	\$11.00	\$93,720.00
Granular Material, CI II	1,300.00	Cyd	\$25.00	\$32,500.00
Erosion Control, Gravel Access Approach	4.00	Ea	\$1,500.00	\$6,000.00
Erosion Control, Inlet Protection, Fabric Drop	38.00	Ea	\$125.00	\$4,750.00
Millrace Structural Repairs and Walk	1.00	LSUM	\$25,000.00	\$25,000.00
Erosion Control, Silt Fence	255.00	Ft	\$3.00	\$765.00
Dr Structure Cover, Adj, Case 1	67.00	Ea	\$725.00	\$48,575.00
Underdrain, Subgrade, 6 inch	11,052.00	Ft	\$10.00	\$110,520.00
Conduit, 4 inch	5,700.00	Ft	\$10.00	\$57,000.00
Driveway, Nonreinf Conc, 8 inch	182.00	Syd	\$60.00	\$10,920.00
Curb and Gutter, Conc, Det F3	5,526.00	Ft	\$20.00	\$110,520.00
Detectable Warning Surface	365.00	Ft	\$50.00	\$18,250.00
Sidewalk, Conc, 4 inch	70,216.00	Sft	\$3.75	\$263,310.00
Sign, Type IIIA	37.50	Sft	\$26.00	\$975.00
Boulder Retaining Wall	380.00	Ft	\$67.00	\$25,460.00
Concrete Seat Wall	225.00	Ft	\$145.00	\$32,625.00
Decomposed Granite	17.00	Cyd	\$63.00	\$1,071.00
Shredded Bark Mulch	76.00	Cyd	\$40.00	\$3,040.00
Arbor System	72.00	Ea	\$4,000.00	\$288,000.00
Bollard, Sleeve	18.00	Ea	\$600.00	\$10,800.00
Canopy Tree, 2" cal	4.00	Ea	\$500.00	\$2,000.00
Canopy tree, 3" cal	36.00	Ea	\$650.00	\$23,400.00
Canopy tree, 4" cal	39.00	Ea	\$800.00	\$31,200.00
Deciduous Shrubs, 24 inch ht	442.00	Ea	\$50.00	\$22,100.00
Evergreen tree, 5-6 foot high	3.00	Ea	\$200.00	\$600.00
<b>Total:</b>				<b>\$3,904,016.00</b>

### Non-Participating Items of Work:

Item of Work	Quantity	Unit	Unit Cost	Item Cost
Irrigation	912.00	Syd	\$5.00	\$4,560.00
HMA Surface, Rem	16,418.00	Syd	\$10.00	\$164,180.00
HMA, 4E3	1,019.00	Ton	\$100.00	\$101,900.00
Station Grading	27.00	Sta	\$3,000.00	\$81,000.00
Aggregate Base, 8 inch	15,891.00	Syd	\$15.00	\$238,365.00
HMA, 5E3	1,019.00	Ton	\$120.00	\$122,280.00

Conc Pavt, Nonreinf, 8 inch	5,512.00	Syd	\$60.00	\$330,720.00
Railroad crossing, vehicle and pedestrian arms	1.00	LSUM	\$100,000.00	\$100,000.00
<b>Total:</b>				<b>\$1,143,005.00</b>

**Participating Match Details:**

Source	Type	Amount	Match Percentage
City of Brighton	City/Village	\$780,803.00	20.00%
<b>Total:</b>		<b>\$780,803.00</b>	<b>20.00%</b>

**Source of Non-Participating Funds:**

**Project Summary**

Participating Items:	\$3,904,016.00
Non-Participating Items:	\$1,143,005.00
<b>Project Total:</b>	<b>\$5,047,021.00</b>

**Request Summary**

Grant Funds:	\$3,123,213.00	80.00%
Match:	\$780,803.00	20.00%
<b>Participating Costs:</b>	<b>\$3,904,016.00</b>	<b>100.00%</b>

**Schedule**

**Project Type:** Construction

<u>Milestones</u>	<u>Date</u>
1. Plans and Estimate Complete:	01/11/2022
2. Grade Inspection Package submitted to MDOT:	01/12/2022
3. Right of Way Certified:	07/01/2022
4. Matching Funds Certified:	07/01/2022
5. Project Listed on Approved TIP/STIP:	07/01/2022
6. Advertisement Start Date:	09/02/2022
7. Construction Letting Date:	10/07/2022
8. Construction Start Date:	04/17/2023
9. Construction End Date:	11/17/2023

**Will this project be paired with any future construction projects?** No

**Additional comments about the project schedule:**

Grand River Avenue to the north of St Paul and south of North will be resurfaced during the 2022 construction season.

**Environment/Community**

**1. Check all that apply:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> ROW/Construction Access Permit            | <input type="checkbox"/> Recreational Lands      | <input checked="" type="checkbox"/> State Historic Preservation Office Clearance |
| <input checked="" type="checkbox"/> Inland Lakes or Streams Permit | <input checked="" type="checkbox"/> Tree Removal | <input type="checkbox"/> Contaminated Sites                                      |
| <input checked="" type="checkbox"/> Wetlands Permit                | <input type="checkbox"/> Endangered Species      | <input type="checkbox"/> Other   |

- Floodplains Permit
  Coastal Zone
  Other

**Please describe:**

Existing street trees to be removed and replaced. All proposed work within existing city of Brighton right-of-way and/or city owned property. Permits for Inland Lakes and Streams and wetlands will be dependent on limit of project construction into the Mill Pond.

**2a. Describe the anticipated impact of the project on adjacent property owners, your efforts to inform them of the project, and responses to these efforts:**

Long term impact to adjacent property owners is minimal or beneficial, providing a wider pedestrian zone for potential cafe dining and other amenities. Multiple public meetings were held and work with businesses was coordinated through the Downtown Development Authority.

**2b. Is property acquisition necessary? No**

**(Select all that apply and describe below.)**

- Donation
  Willing Seller
  Appraisal Completed  
 Purchase Option
  Purchase Agreement

**Please describe:**

**3a. How did you facilitate stakeholder engagement in the development of this project concept and what stakeholders were involved?**

A community wide open house was held in June of 2019. An on-line survey was conducted for additional input in September 2019. Concepts were refined in November of 2019 with input from city departments. Outreach was via city of Brighton website and the Downtown Development Authority.

**3b. Describe the stakeholder input you received. How did this input help shape this project concept?**

Community input was received on reducing the pavement lanes widths to widen the sidewalks, replacement of existing brick pavers, proposed street furniture and lighting fixtures, landscape concepts, ADA compliance, public festival events held on the road, and raised (zero curb) pavement section. The majority of public comment was positive.

Relative to Complete Streets design philosophy, the balance of travel lane width, sidewalk widths, and the provision of bicycle facilities was presented to the public and the consensus was that wider sidewalks were the most important need in the Main Street corridor.

**4. If this project is identified in an adopted community, county, and/or region-wide plan, please describe (such as master plan, comprehensive plan, trail plan, downtown development plan, etc.):**

The proposed improvements of the downtown Main Street corridor is included in the city's Master Plan.

Also note relative to item no. 5 below, that the city is currently proposing to the City Council a resolution in support of a city "Complete Streets" policy. It is expected that the resolution would be taken up and approved prior to the end of March, 2021.

**5. Has your community adopted a Complete Streets policy?**

No

**a. What type of document is your policy? (Select all that apply.)**

- Policy
  Ordinance
  Capital Improvement Program  
 Resolution
  Master Plan
  Other

**b. How does this project support this policy?**



**c. Describe what investment your community has made and/or activities you conducted to support your complete Streets policy.**

**Maintenance**

**1. What agency is responsible for operation and maintenance of the completed project and what source of funds will be used?**

City of Brighton Department of Public Services

**2. Describe anticipated maintenance needs by task. (Indicate frequency of maintenance and estimated annual cost.)**

Proposed Operations and Maintenance (O&M) Items - Post construction

Approximately \$165,000 per year of annual maintenance costs. A detailed breakdown of the costs is provided in the "Document" tab of the application

1. Street Sweeping-Twice per week
2. Trash Runs on City owned garbage cans, daily- Standard size trash liner to be able to use bags that fit. ATV accessibility for daily and parade cleanup, winter maintenance
3. Fire Hydrant flushing and pumping-twice per year
4. Sanitary Sewer cleaning monthly and quarterly
5. Winter maintenance- What kind of ice melt to use will be critical, as needed
6. Power washing of sidewalk around Mill Pond area-old food, geese poop- as needed
7. Cleaning sidewalks/ blowing off etc. weekly
8. Crosswalk lights maintenance and repair
9. Street Signage
10. Tree maintenance-as needed
11. Street Light repair and replacement
12. Flower bed or raised garden maintenance- weekly and as needed
13. Irrigation system maintenance- at least twice a year
14. Sidewalk weed spraying-yearly