

City Council Regular Meeting  
Madison Heights, Michigan  
May 08, 2023

A City Council Regular Meeting was held on Monday, May 08, 2023 at 7:30 PM at City Hall - Council Chambers, 300 W. 13 Mile Rd.

**PRESENT**

Mayor Roslyn Grafstein  
Councilwoman Toya Aaron  
Mayor Pro Tem Mark Bliss  
Councilman Sean Fleming  
Councilor Emily Rohrbach  
Councilor Quinn Wright

**ABSENT**

Councilman David Soltis

**OTHERS PRESENT**

City Manager Melissa Marsh  
City Attorney Larry Sherman  
City Clerk Cheryl Rottmann

Councilwoman Aaron gave the invocation and the Pledge of Allegiance followed.

**CM-23-105. Excuse Councilmember.**

Motion made by Mayor Pro Tem Bliss, Seconded by Councilor Rohrbach, to excuse Councilman Soltis from tonight's meeting.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss,  
Councilman Fleming, Councilor Rohrbach, Councilor Wright

Absent: Councilman Soltis

Motion carried.

**PRESENTATIONS:**

**2023 National Public Works Week Proclamation**

City Manager Marsh stated that the City Council is requested to proclaim the week of May 21-27, 2023, as National Public Works Week. This proclamation recognizes the hard work performed by the men and women of our Department of Public Services and the contributions these employees make every day to our health, safety, comfort, and quality of life. This year's theme is Connecting the World Through Public Works, and we encourage our residents to acquaint themselves with our dedicated public works professionals in Madison Heights. On behalf of City Council, Mayor Grafstein presented the proclamation to Public Services Director Sean Ballantine.

*Police Officers Memorial Week Proclamation*

City Manager Marsh stated that City Council is being requested to proclaim May 15 as Police Officers Memorial Day and the week of May 15-21, 2023, as Police Officer Week in the City of Madison Heights, a week to commemorate police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their community and, in doing so, have established for themselves an enviable and enduring reputation for preserving rights and security of all citizens. On behalf of City Council, Mayor Grafstein presented the proclamation to Police Chief Haines and thanked his department for their work on behalf of the citizens of Madison Heights.

**CM-23-106. Public Hearing FY 2024 Budget Resolution & Tax Levy.**

City Manager Marsh stated that the FY 2024 Budget Workshop was held on April 17, 2023. This public hearing is scheduled to receive public comments on the Proposed Budget. Pursuant to Section 8.4 of the City's Charter, a resolution has been drafted which, if approved, will adopt the Proposed FY 2024 Budget, appropriate funds, establish the property tax levy, and approve several fee adjustments. A tax millage decrease is proposed for FY 2024, and restructuring the water and wastewater rates for bills on or after July 1, 2023.

Mayor Grafstein opened a public hearing on Fiscal Year 2024 Budget Resolution, Tax Levy and Fee Schedule at 7:37 p.m.

Seeing no one present wishing to comment, Mayor Grafstein closed the public hearing at 7:37 p.m.

Motion made by Councilor Rohrbach, Seconded by Councilman Fleming, to approve the Fiscal Year 2024 Budget Resolution, tax levy and fee schedule, as follows:

**PROPOSED FY 2023-24 Budget Resolution**

**A RESOLUTION TO ADOPT A BUDGET FOR MUNICIPAL PURPOSES FOR THE CITY OF MADISON HEIGHTS FOR THE FISCAL YEAR 2023-24 TO APPROPRIATE FUNDS FOR SAID PURPOSES AND TO PROVIDE FOR A LEVY OF TAXES FOR SAID BUDGET APPROPRIATIONS**

**WHEREAS**, in accordance with Section 8.4 of the Charter of the City of Madison Heights, it is provided that the City Council shall adopt a budget for the fiscal year, appropriate funds for said purposes and provide for a levy of taxes for said Budget appropriations; and

**WHEREAS**, on May 8, 2023, a public hearing was held in accordance with Section 8.3 of the Charter of the City of Madison Heights, and the statutes of the State of Michigan for the fiscal year.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Budget hereto as Exhibit "A" is hereby adopted.
2. That the amounts set forth in said Budget are hereby appropriated for the purposes stated therein.

3. That 25.5288 mills per \$1,000 State Taxable Valuation on the real and personal property in the City of Madison Heights be levied to provide funds for said Budget for municipal purposes:

General Operating	12.8746
Solid Waste	2.4976
Police & Fire Retiree Benefits	7.0000
Neighborhood Road Improvements	1.8882
Senior Citizens	0.4484
Chapter 20 Drain Debt	.8200
Total	25.5288

4. That the City of Madison Heights approves the imposition, by the City Treasurer, of a one percent (1%) property tax administration fee for all property taxes levied in Fiscal Year 2023-24 and for the imposition of a late penalty charged, when applicable, in accordance with Public Act 1982, specifically Michigan Compiled Laws, Section 211.44(7).
5. That the City of Madison Heights approves the levying of taxes to cover the necessary expenses for the operation of the Police and Fire Pension System.
6. That the City of Madison Heights assigns the authority to the City Manager and/or Finance Director to assign amounts for fund balance to be used for specific purposes.
7. That the City of Madison Heights approves and establishes Water and Wastewater Charges, set forth in Exhibit "B", and Department Fee schedule.
8. That the City of Madison Heights approves the levying of taxes to cover the necessary expenses for principal and interest for the Chapter 20 Drain Debt Obligations.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to make budgetary transfers within the appropriation centers established throughout the Budget, and all transfers between appropriations may be made only by further action of the Council, pursuant to the provisions of the Michigan Uniform Accounting and Budget Act.

EXHIBIT "A"  
CITY OF MADISON HEIGHTS  
ADOPTED BUDGET RESOLUTION  
FISCAL YEAR 2023-24

EXPENDITURES

REVENUES

GENERAL FUND

<b>General Government</b>	<b>\$6,007,395</b>
<b>Public Safety</b>	<b>23,087,867</b>
<b>Community Services</b>	<b>4,489,454</b>
<b>Cultural and Recreation</b>	<b>2,958,973</b>
<b>Community Development</b>	<b>1,289,288</b>
<b>Debt Service</b>	<b>1,027,043</b>
<b>TOTAL</b>	<b><u>\$38,860,020</u></b>

<b>Property Taxes and Fees</b>	<b>\$25,630,067</b>
<b>Intergovernmental</b>	<b>6,422,717</b>
<b>Other</b>	<b>6,797,079</b>
<b>Use of Fund Balance</b>	<b>10,157</b>

**\$38,860,020**

MAJOR STREET FUND

Program Expenditures	\$2,756,382
	<u>\$2,756,382</u>

Intergovernmental Revenues	\$2,570,185
Other	0
Use of Fund Balance	186,197
	<u>\$2,756,382</u>

LOCAL STREET FUND

Program Expenditures	\$3,258,787
	<u>\$3,258,787</u>

Property Taxes	\$1,967,018
Intergovernmental Revenues	1,243,510
Other	5,000
Transfers In	300,000
Use of Fund Balance	(256,741)
	<u>\$3,258,787</u>

PARKS MAINTENANCE & IMPROVEMENT FUND

Program Expenditures	\$52,977
	<u>\$52,977</u>

Other	\$52,977
Use of Fund Balance	0
	<u>\$52,977</u>

DOWNTOWN DEVELOPMENT AUTHORITY

Program Expenditures	\$191,605
	<u>\$191,605</u>

Property Taxes	\$174,548
Intergovernmental Revenues	39,077
Other	250
Use of Fund Balance	(22,270)
	<u>\$191,605</u>

EXHIBIT "A"  
CITY OF MADISON HEIGHTS  
ADOPTED BUDGET RESOLUTION  
FISCAL YEAR 2023-24

EXPENDITURES

REVENUES

DRUG FORFEITURE FUND

Program Expenditures	\$47,000	Intergovernmental Revenues	\$0
		Other	250
		Use of Fund Balance	46,750
	<u>\$47,000</u>		<u>\$47,000</u>

COMMUNITY IMPROVEMENT FUND

Program Expenditures	\$145,805	Intergovernmental Revenues	\$145,805
		Use of Fund Balance	0
	<u>\$145,805</u>		<u>\$145,805</u>

MUNICIPAL BUILDING BOND

Program Expenditures	\$257,100	Transfers In	\$257,100
	<u>\$257,100</u>		<u>\$257,100</u>

WATER AND SEWER FUND

Program Expenditures	\$12,173,049	Sales to Customers	\$12,610,832
		Other	315,800
		Use of Retained Earnings	(753,583)
	<u>\$12,173,049</u>		<u>\$12,173,049</u>

MOTOR AND EQUIPMENT POOL

Program Expenditures	\$1,034,194	Other	\$1,034,194
	<u>\$1,034,194</u>		<u>\$1,034,194</u>

DEPARTMENT OF PUBLIC SERVICES

Program Expenditures	\$2,328,850	Other	\$2,328,850
	<u>\$2,328,850</u>		<u>\$2,328,850</u>

CHAPTER 20 DRAIN DEBT SERVICE

Program Expenditures	\$850,187	Property Taxes	\$850,187
	<u>\$850,187</u>		<u>\$850,187</u>

EXHIBIT “B”  
CITY OF MADISON HEIGHTS  
WATER AND WASTEWATER CHARGES AND DEPARTMENT FEES  
FISCAL YEAR 2023-24

STORMWATER CHARGES		
Description	Old Rate	New Rate
Single Family Residential (per ERU per quarter)	\$12.60	Eliminated
Commercial/Industrial (per ERU per month)	\$ 4.20	Eliminated
One ERU equals 2,600 square feet with runoff factor.		
WATER AND WASTEWATER RATE CHARGES		
Description	Old Rate	New Rate
Water rate	\$3.27	\$4.26
Wastewater rate	\$3.69**	\$6.30
** Sewer rate increase from \$3.69, will be part of Wastewater rate and set to \$6.30 per unit		

**CITY OF MADISON HEIGHTS FEE SCHEDULE  
FY 2024**

**Table of Contents**

<b>Summary of Revisions</b>	<b>Page 6</b>
<b>Section 1 Community Development Services</b>	<b>Page 8</b>
<b>Section 2 City Clerk Service Water</b>	<b>Page 17</b>
<b>Section 3 and Sewer Treasury and</b>	<b>Page 19</b>
<b>Section 4 Assessing Library</b>	<b>Page 21</b>
<b>Section 5</b>	<b>Page 22</b>
<b>Section 6 Fire Department</b>	<b>Page 23</b>
<b>Section 7 Police Department</b>	<b>Page 24</b>
<b>Section 8 Department of Public Services</b>	<b>Page 25</b>
<b>Section 9 Parks and Recreation</b>	<b>Page 26</b>
<b>Section 10 Active Adult Center</b>	<b>Page 28</b>
<b>Section 11 General Government</b>	<b>Page 29</b>
<b>Section 12 FOIA</b>	<b>Page 30</b>

The FY 2023 City of Madison Heights Fee Schedule will be effective July 1, 2023 unless otherwise noted. Revisions approved are listed below:

## **SUMMARY OF REVISIONS:**

### **Section 1. Community Development Department Services**

- Landlord Licensing Renewal Period extended from three years to four years

### **Section 2. City Clerk Service**

No Change

### **Section 3. Water and Sewer**

#### Utility Rates

- Stormwater rate shall be eliminated
- Sewer rate increase from \$3.69, will be part of Wastewater rate and set to \$6.30 per unit
- Water rate increase from \$3.27 to \$4.26 per unit

#### Service Taping Fees:

- 1" Meter & Materials Increased from \$1,080 to \$1,250
- 1" Service Connection Increased from \$825 to \$900
- 1" Paving Increased from \$275 to \$300
- 1.5" Meter & Materials increased from \$1,460 to \$1,700
- 1.5" Service Connection increased from \$1,045 to \$1,250
- 1.5" Paving Increased to \$275 to \$300
- 2" Meter & Materials increased from \$1,980 to \$2,300
- 2" Service Connection increased from \$1,238 to \$1,500
- 2" Paving Increased from \$275 to \$300
- 3" Meter & Materials increased from \$3,190 to \$3,900
- 4" Meter & Materials increased from \$4,070 to \$ 4,900
- 6" Meter & Materials increased from \$ 6,050 to \$7,950

#### Meter Fees Have Increased:

- 5/8" Damaged/ Missing Transmitter (R900) Increased from \$105 to \$150
- 5/8" Damaged Register Head (Per Head if Compound) increased from \$95 to \$115
- ¾ " Damaged/ Missing Transmitter (R900) Increased from \$105 to \$150
- ¾ " Damaged Register Head Increased from \$95 to \$115
- 1" Frozen Meter Charge W/ Service Charge Increased from \$275 to \$350
- 1" Damaged/ Missing Transmitter Increased from \$105 to \$150
- 1" Damaged Register Head (Per Head if compound) \$95 to \$115
- 1.5" Frozen Meter Charge W/ Service Charge Increased from \$505 to \$725
- 1.5" Damaged/ Missing Transmitter Increased from \$105 to \$150
- 1.5" Damaged Register Head (Per Head if compound) increased from \$95 to \$115
- 2" Frozen Meter Charge W/ Service Charge Increased \$620 to \$925
- 2" Damaged/ Missing Transmitter Increased from \$105 to \$150
- 2" Damaged Register Head (Per Head if compound) increased from \$95 to \$115
- 3" Frozen Meter Charge W/ Service Charge Increase from \$2,300 to \$3,000
- 3" Damaged/ Missing Transmitter Increased from \$105 to \$150
- 3" Damaged Register Head (Per Head if compound) Increased from \$95 to \$115
- 4" Frozen Meter Charge W/ Service Charge Increase from \$3,100 to \$3,950
- 4" Damaged/ Missing Transmitter Increased from \$105 to \$150
- 4" Damaged Register Head (Per Head if compound) Increased \$95 to \$115
- 6" Frozen Meter Charge W/ Service Charge Increase from \$4,600 to \$6,500
- 6" Damaged/ Missing Transmitter Increased from Increased from \$105 to \$150
- 6" Damaged Register Head (Per Head if compound) Increased from \$95 to \$115

#### MISC Service Fees:

- "No Show" Charge for service Call Increased from \$25 to \$30
- Service Call Overtime Charge (Mon- Sat) Decreased from \$150 to \$100
- Service Call Overtime Charge (Sun & Holidays) Decreased from \$300 to \$200

### **Section 4. Treasury and Assessing Services**

No Changes

### **Section 5. Library Services**

#### Program Fees:

- Coffee Concerts \$10 per concert for adults

- \$25 family rate per concert (two adults and up to six children)

Technology Material Fees:

- Paper pages printed (Page: one side of paper) First five black & white pages are free-of-charge daily.
- \$0.15 per additional page, black and white
- \$0.50 per page, color

Technology Fee:

- 3D printing \$0.10 per gram
- Buttons \$0.25 small button
- \$0.30 medium button
- \$0.50 large button
- Sublimation paper \$1.00 per 8.5 x 11 sheet
- Easy Subli HTV + Mask set \$5.00 each
- Laminating pouches \$0.25 per pouch (8.5 x 11)
- Embroidery stabilizer \$1.00 per foot (12 in sq)
- Material (vinyl, transfer tape, etc.) \$2.00 per foot
- SD card 32 GB \$10.00 each
- USB drive \$5.00 each
- Headphones or earbuds \$1.25 each

Miscellaneous:

- Arcadia Book: Images of America, Madison Heights \$22
- Library Card non-resident \$100 annual

**Section 6. Fire Services**

- ALS Emergency Transport decrease from \$900 to \$850
- ALS Emergency Transport II increase from \$550 to \$ 1,200
- ALS Non-Emergency Transport decrease from \$1,200 to \$500
- Treat No Transport Increase \$400 to \$450
- BLS Emergency Transports decrease from \$750 to \$700
- BLS Non-Emergency Transport decreased from \$500 to \$450
- Loaded Mile (scene to hospital fee per mile) Decrease \$18.00 to \$17.50
- BLS for Healthcare Providers \$40 per participant
- Heartsaver First Aid/CPR/AED \$60 per participant
- Heartsaver CPR/AED \$50 per participant
- Online CPR Practical Skills Verification \$30 per participant
- Off-site Location Fee \$50 per class

**Section 7. Police Services:**

No Change

**Section 8. Department of Public Services**

No Change

**Section 9. Parks and Recreation**

- The addition of park rental fee: \$25/hour (Resident) \$30/hour (non-resident) with a minimum of 2 hours up to 6 hours. Rentals exceeding 6 hours will incur an additional \$20/hour (Resident) \$25/hour (non-resident) up to a maximum of 14 hour + minimum \$100 refundable damage deposit, subject to change based on the nature of the event.
- Baseball/Softball Diamonds Prep fee increased \$20 to \$40 (Resident) \$60 (Non-Resident)
- Soccer/Football Field Prep fee changed to \$25/hour of use (Residents) \$45/hour(Non-Resident)
- The addition of Special Event Fee (Resident) \$500 per day + \$500 refundable security deposit.
- Special Event Fee (Non-Resident) \$750 per day + \$500 refundable security deposit.

**Section 10. Active Adult Center Services**

- Lunch Fee Decreased from \$3.50 to \$3.00

**Section 11. General Government**

- Wedding Ceremony Administration Fee Increase \$50.00 to \$75.00 Plus \$50 Payable to Mayor



## Section 1. COMMUNITY DEVELOPMENT DEPARTMENT SERVICES

### SCHEDULE OF FEES FOR PERMITS AND SERVICES

#### **BUILDING FEES AND INSPECTION SCHEDULE**

Notice for all permits: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. A permit will be closed when no inspections are requested and conducted within 180 days of the date of issuance or the date of a previous inspection. Closed permits cannot be refunded. The charge to re-open a closed permit is \$75.00. Permits may be renewed, *prior to their expiration*, for a period of 180 days.

#### **1.0 ELECTRICAL, MECHANICAL & PLUMBING PERMIT FEE SCHEDULE**

*Receipted to 101-017-4771-000*

- 1.1 All permits shall be assessed a non-refundable application fee of \$30.00.
- 1.2 The permit fees for any electrical, mechanical or plumbing permit shall be \$70.00 per inspection. A minimum of one inspection and the application fee are required on all permits. Permit renewals shall be \$35.00. Permit fees are non-refundable after work has started and non-transferable.
- 1.3 Contractor registration fee shall be \$15.00 for all categories of electrical, mechanical and plumbing contractors.
- 1.4 Permits shall be for the minimum number of inspections required in Section 3.
- 1.5 A fee of \$70.00 per inspection shall be charged for the re-inspection of all failed inspections.

#### **2.0 BUILDING, MOVING, DEMOLITION AND SIGN PERMIT FEE SCHEDULE**

*Receipted to 101-017-4771-000*

- 2.1 All permits shall be assessed a non-refundable application fee of \$30.00.
- 2.2 The permit fees for building permits shall be an application fee plus the applicable permit fee. One inspection and the application fee are required on all permits. Permit renewals shall be \$35.00. Permit fees are non-refundable after work has started and non-transferable.
- 2.3 Contractor registration fee shall be \$15.00 for building, moving, demolition and sign contractors.
- 2.4 A fee of \$70.00 per inspection shall be charged for the re-inspection of all failed inspections.
- 2.5 FEE SCHEDULE

#### **Building Permit Fees Residential Alterations, Additions and Accessory Structures**

*Receipted to 101-017-4771-000*

Accessory structures, remodels, repairs, alterations, and other small jobs based on improvement cost as follows:

\$30.00 non-refundable application fee plus permit fees as follows:

<u>Improvement Cost</u>	<u>Fee</u>
\$0.00 to \$1,000.00	\$70.00
\$1001.00 up	\$70.00 + \$6.30 per thousand or fraction thereof, over \$1000.00

Plan review fee when required = \$55.00

Certificate of Occupancy including replacement certificates = \$100.00

### **New One and Two Family Residential Construction**

*Receipted to 101-017-4771-000*

\$30.00 non-refundable application fee plus permit fees as follows:

\$850.00 plus \$1.15 per square foot over 1,000 square feet. For fee purposes all finished areas are included including habitable basement spaces and all attached garages.

Plan review fee when required = \$80.00

Certificate of Occupancy including replacement certificates = \$25.00

Exception: Permit and inspection fees for the construction of barrier free ramps serving one and two family dwelling units shall be waived.

### **Multiple Family, Commercial, and Industrial**

*Receipted to 101-017-4771-000*

\$30.00 non-refundable application fee plus permit fees as follows:

<u>Improvement Cost</u>		<u>Fee</u>
\$0.00 to \$6000.00	=	\$78.00
\$6,001.00 and above	=	\$0.013 x construction cost

Plan review fee = .005 x cost, minimum \$200.00, maximum \$5,000.00 In the event that the Department requires review by outside consultants as part of the plan review, all costs for required outside architectural or engineering reviews shall be paid by the applicant in addition to the standard plan review fees.

### **Certificate of Occupancy - Multiple-Family, Commercial, Industrial**

*Receipted to 101-017-4771-000*

Additions/New Construction/Change in use, owner or occupant: \$200.00.

(Where only the ownership of a multi-tenant building changes, the building owner shall be responsible for obtaining a new certificate of occupancy for each tenant. The fee for each new tenant certificate shall be 20% of the regular fee. Where it has been less than one year since issuance of a certificate of occupancy for any tenant space, the fee and inspection will be waived for that tenant space.)

Attached residential condominiums: \$25.00 per unit.

Replacement certificates: \$25.00

### **Temporary Certificate of Occupancy**

*Receipted into 101-017-4770-000 with bonds in 705-000-2830-000*

Single-family residential - \$250.00 plus bond of \$500.00 per incomplete item or 100% of cost, whichever is greater. Bondable items are concrete, sod and final grade in the winter months only. Bond for an as-built plot plan shall be \$1000.00.

All other construction - \$325.00 plus bond for 100% of incomplete work. All

temporary certificates are 90 days maximum with one renewal.

## **Signs**

*Receipted into 101-017-4770-000*

All permits shall be assessed a non-refundable application fee of \$30.00.

Permit Fees: Permit fees are non-transferable.

### **Permanent signs**

Ground signs: Up to 60 square feet \$200.00

Wall signs: Up to 100 square feet \$200.00  
Over 100 square feet \$280.00

### **Re-Facing Permanent signs**

Ground signs: Up to 60 square feet \$185

Wall signs: Up to 100 square feet \$185  
Over 100 square feet \$265

## **Demolition**

*Receipted into 101-017-4770-000 with bonds in 705-000-2830-000*

All permits shall be assessed a non-refundable application fee of \$30.00.

**Residential** \$210.00 (Includes pre-demolition, open hole and final site inspections. Additional inspections \$70.00 each. The inspector shall estimate the number of visits required.)

Permit Fees:

### **Commercial and Industrial**

Permit Fees: Up to 30,000 cubic square feet \$210 (Includes pre-demolition, open hole and final site inspections. Additional inspections \$70.00 each. The inspector shall estimate the number of visits required.)

Over 30,000 cubic square feet \$210 plus \$5 per 1,000 cubic square feet (Includes pre-demolition, open hole and final site inspections. Additional inspections \$70.00 each. The inspector shall estimate the number of visits required.)

Performance Bond \$5,000.00 (Note: Bond required for all demolition permits including homeowner permits. Bond may be reduced to \$1,000.00 for qualified homeowners at the Department's discretion.)

## **Moving**

*Receipted into 101-017-4770-000 with bonds in 705-000-2830-000*

All permits shall be assessed a non-refundable application fee of \$30.00.

Permit Fees: \$140.00 (Includes pre and post move inspection. Additional inspections \$70.00 each.  
The inspector shall estimate the number of visits required)

Performance Bond \$5,000.00

**Utility Disconnect Fees for Demolition (established by Utility Department):**

*Receipted into 590-551-8180-000*

See page 15, Miscellaneous Service Fees

**Code Inspections**

*Receipted into 101-017-4770-000*

\$70.00 per inspector/per hour, or fraction thereof.

**Overtime Inspections**

*Receipted into 101-017-4770-000*

\$105.00 per hour.

**Additional/Add-on Inspections, All Permits**

*Receipted into 101-017-4770-000*

\$70.00 per inspection.

**Appeal Boards**

*Receipted into 101-017-4770-000*

Construction Board of Appeals.      \$250.00

**3.0      INSPECTIONS: MINIMUM NUMBER AND WHEN REQUIRED**

**3.1                      Electrical: Single-Family Residential**

For new construction a minimum of three inspections are required, a service, rough and final inspection. An additional inspection shall be required if temporary service is provided.

Remodels shall require a minimum of two inspections, a rough and a final. For all other types of work of this class, inspections shall be required for each visit required from the electrical inspector.

**3.2                      Electrical: Multiple-Family, Commercial, and Industrial**

For a multiple-family structure or multi-tenant commercial or industrial building, a minimum of two inspections, a rough and a final, shall be required for each living or work unit in such a structure. An inspection shall also be required for the service.

For all other buildings of this class, inspections shall be required for each visit required from the electrical inspector. The inspector shall estimate the number of visits required.

A separate inspection shall be required for temporary service.

**3.3      Mechanical: Single-Family Residential**

1.      For new construction a minimum of three inspections, a rough, final, and gas line inspection shall be required for each heating system. A separate inspection shall be required for each cooling system. A heating or cooling unit without a distribution system shall require one inspection.

Remodels shall require a minimum of a rough and final inspection. For all other types of work of this class, inspections shall be required for each visit required from the mechanical inspector.

2.      Pre-fab fireplaces shall require a minimum of one inspection per dwelling unit. Multiple fireplaces in the same dwelling unit and inspected on the same visit shall require one inspection. Units may also require a gas line pressure test and inspection.

### **3.4 Mechanical: Multiple-Family, Commercial, Industrial**

Each heating and/or cooling unit shall require one inspection. Each multi-family dwelling unit shall require a rough and final. Installation or modification of any distribution system not involving the associated heating/cooling unit shall require one inspection. Where an underground inspection(s) is required, an additional inspection shall be charged per visit. Gas lines require an additional pressure test and inspection per system.

Refrigeration units of one horsepower or greater shall require one inspection per unit. Concealed piping shall require an additional inspection per system.

### **3.5 Plumbing: Single-Family Residential**

For new construction an underground, rough and final plumbing inspection shall be required.

Remodels shall require a minimum of two inspections, a rough and final. For all other types of work of this class, inspections shall be required for each visit required from the plumbing inspector.

### **3.6 Plumbing: Multiple-Family, Commercial, Industrial**

Each unit in a multiple-family structure or in a multi-tenant structure shall require a rough and a final inspection. An additional inspection for underground plumbing shall be required for each unit in a strip center. A multiple-family structure or other multi-tenant building shall require an additional inspection for underground plumbing at the rate of one inspection per building. An additional inspection shall be required for sewer and water service.

All other commercial and industrial buildings shall be charged at the rate of one inspection for each visit required from the plumbing inspector. The inspector shall estimate the number of visits required.

### **3.7 Building: All Construction**

Building inspections shall follow the schedule below to the extent applicable:

- a. Footing - before footing is poured. Property lines must be identified for the inspection.
- b. Backfill - before foundation wall is backfilled and before slab floors and with sill plate and foundation drain in place and anchor bolts installed.
- c. Brick Ledge - after first course of brick, flashing, weep holes, and pea stone are installed.
- d. Rough - before any framing is covered and after rough electrical, mechanical and plumbing inspections are approved.
- e. Insulation - prior to covering insulation.
- f. Slab - prior to pouring concrete slab with sub-base, forms and any reinforcement and insulation installed. g. Fireplace - Masonry - when damper and first flue liner are in place.
- h. Drywall - fastener inspection before drywall is taped.
- i. Final - after final electrical, plumbing, and mechanical inspections are approved.
- j. Final Site/Certificate of Occupancy - when all inspections are approved and prior to Occupancy. It is illegal to occupy a building before a Certificate of Occupancy is issued. As built drawings including the approved, existing, final grade elevations must be received before an occupancy certificate can be issued.

## CONCRETE PERMITS INCLUDING NON-TELECOMMUNICATION WORK IN R.O.W.

*Receipted into 101-017-4770-000 with bonds in 705-000-2830-000*

- 1.1 All permits shall be assessed a non-refundable application fee of \$30.00.
- 1.2 Permit Fees: Permit fees are non-refundable after work has started and non-transferable.
- Cutting, repair, sawing, removal, replacement or modification of street surface, aprons or curb and gutter:  
\$70.00 per required inspection  
(Two inspections required minimum unless work is covered by a site plan and bond.)  
\$5,000 bond (\$1,000 for qualified homeowner permits at the Departments discretion) required for r.o.w. work. Waived for registered contractors with annual bond posted and projects with site plan guarantee bonds posted.
- Concrete flatwork \$70.00 per inspection (fees waived for five (5) squares or less of public sidewalk)
- 1.3 Contractor registration fee:  
Registration \$15.00  
Performance Bond Minimum \$5,000.00 (Required for r.o.w.)

## PRIVATE SEWER AND WATER SERVICE

*Receipted into 101-017-4770-000 with bonds in 705-000-2830-000*

- 1.1 All permits shall be assessed a non-refundable application fee of \$30.00.
- 1.2 Permit Fees: Permit fees are non-refundable after work has started and non-transferable.
- Private sewer and water leads (from the building to the storm sewer, sanitary sewer or water main) including replacements:
- |                              |               |
|------------------------------|---------------|
| Storm or sanitary sewer lead | \$70.00 each. |
| Water lead                   | \$70.00 each. |
| Gate wells or structures     | \$70.00 each. |
- Public sewer and water mains: See non-telecommunication engineering fees below
- 1.3 Contractor registration fee:  
Registration \$15.00  
Performance Bond \$5,000.00 (Required for r.o.w.)

## PLANNING FEES

*Receipted into 101-030-6071-000*

### Site Plan Review

Residential (multi-family) \$700.00  
Non-Residential \$850.00

Revised Site Plans (changes of 30% or more) 75% of original fee

Plats and Site Condominiums	\$1,000.00 + \$15 per unit for residential and \$75 per acres for nonresidential
Easements:	
Vacations	\$500.00
Encroachments	\$ 50.00
Land Divisions	\$500.00 plus \$50 per resulting lot
Land Divisions with road	\$750 plus \$50 per resulting lot
Landscape Plan Review	\$500.00

Variance Review (Single Family)	\$300.00
Variance Review (Dimensional)	\$400.00 plus \$300 per variance
Use Variance Review	\$1,000.00
Parking or Traffic Study Review	\$500 minimum with actual cost due upon completion

#### ZONING FEES

*Receipted into 101-044-6701-000*

Z.B.A.

Variance Review (Single Family)	\$300.00
Variance Review (Dimensional)	\$400.00 plus \$300 per variance
Use Variance Review	\$1,000.00

Special Use Approvals	\$750.00
Re-zonings	\$1,500.00

#### BROWNFIELD REDEVELOPMENT AUTHORITY FEES

*Receipted into 101-044-6701-000*

Application fee: \$1,500.00 plus \$2,500.00 engineering escrow.

#### ENGINEERING FEES - (NON-TELECOMMUNICATION)

*Receipted into 101-030-6701-000*

Engineering Plan Review	Application fee (Non-refundable)	\$400.00 for all projects
	Public projects - Review fee	2% of site construction cost
	Inspection fee	4% of site construction cost (see r.o.w. inspection below.)
	Private projects - Review fee	2% of site construction cost
	(\$200.00 Minimum) Residential site/plot plan review \$75.00	
Engineering Inspections:	\$70 / Inspection + \$100 for each Compaction / Material Test	
Landfill permits:	\$60.00 + \$0.05 per cubic yard of fill.	

#### RIGHT-OF WAY PERMITS – (NON-TELECOMMUNICATION)

*Receipted into 101-030-6701-000*

Application Fee:	\$200.00 (non-refundable)
Review fee	2% of the cost of the project. Minimum \$200.00
Inspection Fees:	4% of the cost of the project. If the inspection fees exceed 4% of the project cost, the permittee shall be charged 175% of the actual payroll costs (including but not limited to wages, fringe benefits and/or expenses) for all inspection fees exceeding the non-refundable 4% inspection fee.

\$100.00 for each road crossing/driveway compaction test

Bonds                      Cash Bond   \$5,000

GIS Fee                      \$150.00.

## LANDLORD LICENSING

*Receipted into 101-017-4771-000*

<u>Four-Year Registration Fees:</u>	<u>New Registrations and Renewals Through Renewal Date*</u>
Single-family	\$200.00
2 to 4 units	\$245.00
5 or more units	\$47.50 per unit

\*Code enforcement action will commence if the application and fee are not received before the current expiration date; if the renewal is not completed within thirty (30) days after the renewal date; or if a new application is not completed within thirty (30) days of the initial application date.

A fee of \$70.00 per inspection shall be charged for all locked-out inspections and the second re-inspection of all failed inspections.

Note: All renewal licenses are for thirty-six (36) months. New and pro-rated licenses may be for less than thirty-six (36) months. All licenses for the same landlord will expire on the same date.

## CODE ENFORCEMENT PROPERTY MAINTENANCE FEES

Service:	Cost: (Note: Mowing, labor and disposal costs are based on the current contract.)
Mowing	First Offense \$100.00 Administrative Fee + Actual Contractor Charges Second Offense (same growing season) \$200 + Actual Contractor Charges Third or more Offenses (same growing season) \$300 + Actual Contractor Charges

*Receipted into 101-030-6260-000*

Clean-up/Debris Removal (ROW)	\$150.00 Administrative Fee + Actual Labor and Disposal Charges Repeat Offenders \$250.00 Administrative Fee + Actual Labor and Disposal Charges
Clean-up/Debris Removal (PVT)	\$250.00 Administrative Fee + Actual Labor and Disposal Charges * Repeat Offenders \$500 Administrative Fee + Actual Labor and Disposal Charges * *Warrant required prior to contractor authorization

*Receipted into 101-030-6270-000*

Snow Removal (Public Walks)	First Offense \$100.00 Administrative Fee + Actual Contractor Charges Second Offense (same growing season) \$200 + Actual Contractor Charges Third or more Offenses (same growing season) \$300 + Actual Contractor Charges
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*Receipted into 101-030-6250-000*

## HOTEL INSPECTIONS

Annual Building and Fire Inspections	\$15 per unit / per year
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## MEDICAL MARIHUANA FACILITY/MEDICAL MARIHUANA GROW OPERATION

Application Fee	\$500 nonrefundable
Annual License Fee	\$5,000 per year



<b>GEOGRAPHIC INFORMATION SYSTEM FEES</b>
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*Received into 101-030-6075-000*

Digital prices are for digital raw data of City of Madison Heights. Datasets are to be distributed “AS IS” at the time of sale. The cost DOES NOT include, updates to ongoing coverage projects. Creation of mapping products that do not exist; shall be \$75.00 per hour plus printing costs.

	<b>Small Format (11 x 17)</b>	<b>Large Format (24 x 36 &amp; up)</b>
<b>Hardcopy Maps</b>		
Aerial Photos (City wide)	NA	\$25.00-\$45.00
Existing Land Use Map	\$5.00	\$25.00
Future Land Use Map	\$5.00	\$25.00
Zoning Map	\$5.00	\$25.00
General Street Map	\$5.00	\$25.00
Utility ¼ Section Map	\$5.00	\$25.00
Benchmark Map	\$5.00	\$25.00
Street Map	\$5.00	\$25.00
Misc. (Future printed products)	\$5.00	\$25.00

**Electronic File Format Prices (when available)**

<b>Layers</b>	<b>Prices</b>	<b>Per Section</b>
Benchmarks (elevations)	\$50.00	NA
Contours	\$250.00	\$75.00
Aerial Photos	\$250.00	\$75.00
Parcel Coverage (property lines)	\$500.00	\$135.00
Pictures of all parcels	\$200.00	NA
Pavement Management (profiles)	\$500.00	NA
Road Projects	\$50.00	NA
Sidewalk Gap	\$50.00	NA
Utilities (each)	\$500.00	\$135.00
City Fiber Network	\$200.00	NA
Street ROW	\$200.00	NA
Street light network	\$200.00	NA
Street sign	\$100.00	NA
Public Facilities (buildings, properties)	\$100.00	NA
Zoning	\$100.00	NA
Existing Land Use	\$100.00	NA
Future Land Use	\$100.00	NA

Section 2. CLERK DEPARTMENT SERVICES

Business License/Permits

Business Licenses:  
*Receipted into 101-014-4570-000*  
Business Licenses: \$100.00 per year

Marihuana - Medical/Adult-Use Business License: \$5,000.00 per year  
Marihuana – Caregiver Business License: \$300.00 per year + any applicable re-inspection fees  
Massage Business License: \$300 per year + \$150 per licensed massage therapist

Late Fee is double the fee listed above.

Temporary/Seasonal Business Licenses \$100.00  
Home Solicitation Licenses \$100.00

Medical or Adult-Use Marihuana Facility/Medical or Adult Use Marihuana Grow Operation Business License Application fee  
\$500.00 non-refundable

Animal License/Permits

1.0 Dogs and Cats.  
*Receipted into 101-017-4800-000*

All dogs and cats, six (6) months of age or older, must be licensed and have a current Rabies Vaccination Certificate. Residents must provide a valid rabies vaccination certificate signed by the veterinarian to obtain a license.

- Rabies Vaccination must be valid for:

6 months to receive a 1-year license	\$10.00	Spayed/Neutered: \$7.00
24 months to receive a 2-year license	\$15.00	Spayed/Neutered: \$10.00
36 months to receive a 3-year license	\$20.00	Spayed/Neutered: \$15.00

A \$5.00 penalty per pet will be imposed if the license renewal occurs more than 30 days after the rabies vaccination expires

- Animal Tag Replacement \$1.00 per tag

2.0 Domestic Hens  
*Receipted into 101-017-4800-000*

Single-family residence shall be allowed to keep up to six (6) domesticated hens. Roosters or male chickens are prohibited. An annual license valid from January 1 – December 31 of each calendar year, is required. Each hen licensed shall at all times have attached to the hen a City-issued leg band corresponding to the City issued license.

\$20 per single-family residence.

Miscellaneous Fees

1.0 Bicycle Licenses  
*Receipted into 101-017-4810-000*

All bicycles to be ridden in the City on a street or public path shall be licensed.  
Bicycle \$2.00 one-time fee per bicycle

## 2.0 **Vital Health Statistics**

*Receipted into 101-030-6078-000*

Birth Certificates – First Copy	\$15.00
Birth Certificates – Second and additional copies	\$ 5.00
Death Certificates – First Copy	\$15.00
Death Certificates – Second and additional copies	\$ 5.00

## 3.0 **Video/Vending Machine**

*Receipted into 101-014-4570-000*

Distributor Licenses	\$10.00
Amusement Devices (Pool Tables, Jukeboxes)	\$20.00
Vending Machines	\$20.00
Video/Electronic Amusement Devices	\$62.50

## 4.0 **Voter Registration Records**

Processing Fee and Excel spreadsheet	\$12.00
Electronic Media Storage and Excel spreadsheet	\$12.00 + actual price of storage device

## 5.0 **Notary Fees**

Notarizing Documents	Residents– first documents no-charge additional documents \$10
Non-resident	– each documents \$10

## 6.0 **Copy Fees**

Copies	\$0.10 per page
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### Section 3. WATER AND SEWER OPERATION SERVICE FEES

#### Utility Rates

##### 1.0 Water and Sewer Rates

*Residential water receipted into 590-010-6430-000*

*Commercial/industrial water receipted into 590-010-6440-000*

*Wastewater receipted into 590-020-6115-000*

Residential customers of the City are billed quarterly depending on what district or area of the City they live. All residential customers that are connected to the City water/sewer system are subject to a minimum bill of 10 units per quarter.

Commercial customers of the City are billed monthly. All commercial customers that are connected to the City water/sewer system are subject to a minimum bill of 3.33 units per month.

Water and Wastewater are billed in units. 1 unit = 100 cubic feet = approximate

748 gallons. Water	\$4.26per unit
Wastewater	\$6.30 per unit

##### 2.0 Stormwater

Stormwater fees shall be eliminated.

#### Service Fees

##### 1.0 Service Tapping Fees

*Meter & Materials receipted into 590-000-2735-000*

*Service Connection receipted into 590-000-2736-000*

*Transmission receipted into 590-000-6113-000*

*Paving receipted into 590-010-6111-000*

*Sewer Privilege Fee receipted into 590-020-6117*

If the service requires crossing a five (5) lane highway, additional charges will apply.

Supply/ Meter Size						
Description	1"	1 ½"	2"	3"	4"	6"
Meter & Materials	\$1,250	\$1,700	\$2,300	\$3,900	\$4,900	\$7,950
Service Connection	\$900	\$1,250	\$1,500	-	-	-
Transmission	\$72	\$72	\$72	-	-	-
Paving	\$300	\$300	\$300	-	-	-
Sewer Privilege Fee	\$622	\$897	\$1,183	\$2,310	\$3,493	\$3,575
Total	\$3,144	\$4,219	\$5,355	\$6,210	\$8,393	\$11,525

##### 2.0 Meter Fees

*Receipted into 590-010-6111-000*

*GLWA pass through charges receipted into 590-010-6490-000*

Description	5/8"	¾"	1"	1 ½"	2"	3"	4"	6"
Frozen Meter Charge w/service charge	\$180	\$180	\$350	\$725	\$925	\$3,000	\$3,950	\$6,500
Damaged/Missing Transmitter (R900)	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Damaged Register Head (Per Head if Compound)	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115
GLWA (Pass Through)	\$3.38	\$5.07	\$8.45	\$18.59	\$27.04	\$49.01	\$67.60	\$101.40

### **3.0      Miscellaneous Service Fees**

*Receipted into 590-010-6111-000*

Fire Suppression Private Water Line Charge	\$5 per month
Final Reading	\$20 per account processed
“No Show” Charge for service calls	\$30 per occurrence
Turn-Off/Turn-On	\$60
Reinstall Meter with Turn-On	\$60
Meter Bench Test (5/8 – 1 ½”) – Reading within AWWA range	\$60
Meter Bench Test (2” and above)– Reading within AWWA range	\$350
Fire Suppression System – Turn-Off/Turn-On	\$60
Construction Water Use	\$125
Hydrant Meter Deposit	\$2,000
Disconnect Water Service from Main      (3/4”-2”)	\$700
Disconnect Water Service from Main (3”-6”)	\$1,000
Service Call Overtime Charge (Mon- Sat)	\$100
Service Call Overtime Charge (Sun & Holidays)	\$200
Hydrant Flow Test	\$100
Hydrant Flow Test with Salt Needed	\$175
Hydrant and Meter Rental	\$5 per day + water consumption

#### **Tampering with meter or water service:**

Residential	50-unit penalty plus the City may prosecute
Commercial/Industrial	100-unit penalty plus the City may prosecute
Bypass violations	100 unit penalty plus the City may prosecute

## **Section 4.      TREASURY AND ASSESSING SERVICE FEES**

### **Property Affidavit Penalty**

*Receipted into 101-011-4040-000*

A Property Affidavit must be filed within 45 days of the property transfer. Filing is mandatory and required Form 2766 from the Michigan Department of Treasury.

Penalty for failure to complete and submit all required paperwork to the City:

- Industrial and Commercial property:

If the sale is \$100,000,000 or less - \$20 per day for each separate failure beginning after the 45 days have elapsed up to a maximum of \$1,000

If the sale is \$100,000,000 or more - \$20,000 after the 45 days have elapsed

- Real property other than industrial and commercial:

\$5 per day for each separate failure beginning after the 45 days has elapsed, up to a maximum of \$200.

## **Tax Administration Fee**

*Receipted into 101-011-4470-000*

The City of Madison Heights bills and collects taxes on behalf of all taxing jurisdictions in the City. A 1% fee of all taxes billed is added to cover this service as allowed in the State of Michigan General Property Tax Act 211.4 (3).

## **Duplicate Bill Fee**

*Receipted into 101-044-6701-000*

If a duplicate bill must be printed for payment or customer records the City charged a duplicate bill fee. This fee is set by the Department Head

Based on an estimate of time and materials.

\$3 per bill requested

### Stop Payment Fee

*Receipted into 101-044-6701-000*

If the City must stop payment of a check issued a \$25 stop payment fee may be charged to the payee of the check. This fee is set by the Department

Head based on the fee the City is charged from our banking institution.

### Returned Check/ACH Fee

*Receipted into 101-044-6705-000*

If a customer has a payment returned for any reason including (non-sufficient funds, closed account, wrong account information) a \$25 returned check/ach fee will be charged to the customer. This fee is set by the Department Head based on the fee the City is charged from our banking institution.

## Section 5. LIBRARY SERVICE FEES

### Rental and Late Fee

*Receipted into 101-030-628-6085*

Library materials that are not returned within 21 days of date due or are returned damaged are charged the full replacement cost of item at the time of purchase. Damaged items needing repair instead of replacement will be charge the repair cost instead of replacement.

### Program Fees

*Receipted into 705-000-299-2000*

Coffee Concerts	\$5 per concert for children under 12 and senior citizens
	\$10 per concert for adults
	\$25 family rate per concert (two adults and up to six children)

### Technology Material Fees

*Receipted into 101-033-628-6086*

Paper pages printed ( <i>Page: one side of paper</i> )	First five black & white pages are free-of-charge daily.
\$0.15 per additional page, black and white	
\$0.50 per page, color	
3D printing	\$0.10 per gram
Buttons	\$0.25 small button
	\$0.30 medium button
	\$0.50 large button
Sublimation paper	\$1.00 per 8.5 x 11 sheet
Easy Subli HTV + Mask set	\$5.00 each
Laminating pouches	\$0.25 per pouch (8.5 x 11)
Embroidery stabilizer	\$1.00 per foot (12 in sq)
Cricut material (vinyl, transfer tape, etc.)	\$2.00 per foot
SD card 32 GB	\$10.00 each
USB drive	\$5.00 each
Headphones or earbuds	\$1.25 each

## Miscellaneous

*Arcadia Book Fees receipted into Historical Commission Escrow 705-000-291-9000*

*All other receipted into 101-030-628-6085*

Fax \$1 per page. Limit: 10 pages per person per day.

Library Card non-resident \$100 annual

Arcadia Book: *Images of America, Madison Heights* \$22

### Section 6. FIRE SERVICE FEES

#### Ambulance and Emergency Response Fees

##### 1.0 Advanced Life Support Services

*Receipted into 101-044-6707-000*

ALS Emergency Transport	\$850
ALS Emergency Transport II	\$1,200
ALS Non-Emergency Transport	\$550
Treat No Transport	\$400

##### 2.0 Basic Life Support Services

*Receipted into 101-044-6707-000*

BLS Emergency Transports	\$700
BLS Non-Emergency Transport	\$450

##### 3.0 Miscellaneous Fees

*Receipted into 101-044-6707-000*

Loaded Mile (scene to hospital fee per mile)	\$17.50 per mile
Oxygen	\$50
Extrication	\$500
Defibrillator	\$50
Cost Recovery for Structure Fires	\$500

## Miscellaneous Fees

##### 1.0 Cardiopulmonary Resuscitation (CPR) Course Courses

*Receipted into 101-044-6709-000*

Course fees include supplies and materials used.

BLS for Healthcare Providers	\$40 per participant
Heartsaver First Aid/CPR/AED	\$60 per participant
Heartsaver CPR/AED	\$50 per participant
Online CPR Practical Skills Verification	\$30 per participant
Off-site Location Fee	\$50 per class

##### 2.0 Inspections and Reporting

Fire incident reports	See Section 12 – FOIA Fees
EMS reports	See Section 12 – FOIA Fees
	Environmental Inspection Assessment
	\$25 per assessment
Fire Re-Inspection	no charge 1 <sup>st</sup> and 2 <sup>nd</sup> inspection
	3 <sup>rd</sup> inspection \$100 each
	4 <sup>th</sup> inspection \$200 each
	5 <sup>th</sup> or more inspection \$300 each

*False alarms – see fee schedule in the Police Department in Section 7.*

**Section 7. POLICE SERVICES FEES****False Alarm Fees**

Number of alarms is determined on a rolling calendar year from the date of the first false alarm.

1st False Alarm	No Charge
2nd False Alarm	No Charge
3rd False Alarm	\$100
4th False Alarm	\$200
5th False Alarm	\$300
6th False Alarm	\$400
7th and all subsequent violations	\$500

**Police FOIA and Miscellaneous Fees****1.0 FOIA**

In-Car Video Recordings	actual wages to prepare Audio Tapes
actual wages to prepare Photographs	actual wages to prepare
File size requiring an external drive	\$7.50 in addition to actual wages to prepare

**2.0 Reports**

Accident Reports	\$15 per report set by contract with Oakland County
Police Report Photographs (excluding accident report)	\$0.10 per page of photographs

**Section 8. DEPARTMENT OF PUBLIC SERVICES****RV Lot Rental Fee**

*Receipted into 101-030-6285-000*

RV Lot Rental based on availability	\$250 annually with renewals on July 1
RV Lot Late Payment Fee	\$50 late fee after renewal due date of June 30 each year

**Brush Chipping Fee**

*Receipted into 101-030-6270-000*

Curbside brush chipping service	\$25 per every 15 minutes
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**Mobile Home Solid Waste Collection Fee**

*Receipted into 101-030-6240-000*

Solid Waste Collection	\$10.00 per unit
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This fee is invoiced twice per year based on per unit count as verified by a representative of the Department of Public Services.



**Section 9.****PARKS AND RECREATION SERVICE FEES**

The City of Madison Heights offers numerous classes and programs through our recreation department. The resident and non-resident fees are set each class cycle based on cost for instructors, program expenses and staff. These fees are published by class/program in the recreation brochure.

<b>Meeting Room Rentals</b>
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The City of Madison Heights allows groups to use the Breckenridge Room, City Hall, Lower Level Rooms and Fire Department Room.

**1.0      Groups for which No fee is charged:**

Programs sponsored by the City  
 Meeting of Madison Heights non-profit (501 C3) political, educational organizations  
 Organizations where all members reside in Madison Heights (i.e. sports leagues, condo associations, etc.)  
 Service clubs that reside in Madison Heights  
 County, state and federal offices requesting usage for business use

**2.0      Groups for which a \$20 an hour/minimum of 2 hours will be charged:**

Any non-profit groups (must provide a copy of 501-C3 documentation) that do not reside in Madison Heights (this would include organizations such as Toy Dog Club, Trout Unlimited, etc.)  
 Any adult\* group/club providing an activity to make money for the club/group  
 Any adult\* group desiring to have instructional or social activity for their own benefit where a fee is assessed to participants

**3.0      Groups for which a \$30 an hour/minimum of 2 hours will be charged:**

Any group originating from a business establishment such as union meetings, company staff meetings  
 Groups other than civic, cultural, educational, political groups, deriving personal or financial gain  
     *(such as sales meetings, investment clubs, training sessions, etc.)*  
 Any group not comprised of 75% Madison Heights residents.

<b>Park, Park Pavilion and Park Building Rentals</b>
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The City of Madison Heights allows the rental of Pavilions A, B and C at Civic Center Park and the Monroe Park Pavilion. Residents have first choice of reservations through March 31<sup>st</sup> each year. On or after April 1<sup>st</sup> each year rental is available to residents and non-residents on a first come first served basis.

Park Rental Fees	\$25/hour with a minimum of 2 hours up to 6 hours. Rentals exceeding 6 hours will incur an additional \$20/hour up to a maximum of 14 hours + minimum \$100 refundable damage deposit, subject to change based on the nature of the event.
Non-Resident Park Rental Fees	\$30/hour with a minimum of 2 hours up to 6 hours. Rentals exceeding 6 hours will incur an additional \$25/hour up to a maximum of 14 hours + minimum \$100 refundable damage deposit, subject to change based on the nature of the event.
Pavilion Rental Fees	\$50 per pavilion + \$50 refundable damage/cleaning deposit
Resident Rental Fee	\$100 per pavilion + \$50 refundable damage/cleaning deposit
Cancellation Fee	\$10 with one week (7 days) notice No refund will be given if cancelled in less than one week (7 days) of the rental date
Park Building Rental Fee	\$50/2 hour block of time, rounded to each 2 hour period per building + \$100 refundable damage/cleaning deposit
Non-Resident Park Building Rental Fee	\$100/2 hour block of time, rounded to each 2 hour period per building + \$100 refundable damage/cleaning deposit
Park Building Lost Key Fee	\$25 if key is not returned
Special Event Fee (Resident)	\$500 per day + \$500 refundable security deposit
Special Event Fee (Non-Resident)	\$750 per day + \$500 refundable security deposit.

Nonprofit and volunteer groups that regularly volunteer in the City shall rent the (Breckenridge Room), Fire Station (Training Room), Park Buildings, and City Hall (Lower Level Rooms) at no cost if the rental does not require staffing. If staffing is required fees shall cover staffing cost. A refundable damage deposit of \$100 is required.

#### Active Adult Center Rentals

The City of Madison Heights allows residents and groups to rent the Active Adult Center Building.

[Receipted into 101-030-6530-000](#)

\$50 per hour	3 hour minimum for Madison Heights residents and businesses.
\$25 per hour	3 hour minimum for civic groups, schools and scout troops
\$200	Refundable damage deposit.

#### Sports Field Preparation

The City of Madison Heights will prepare any of its available sports fields to include dragging, lining, and/or striping. Groups wishing to have a field prepared must have a field permit and follow all guidelines to obtain such.

[Receipted into 101-030-6530-000](#)

Baseball/Softball Diamonds	\$40 (Residents) \$60 (Non-Residents) to have field dragged and lined
Soccer/Football Fields	\$25/hour (Residents) \$45/hour (Non-Residents)

#### Section 10. ACTIVE ADULT CENTER SERVICE FEES

The City of Madison Heights offers numerous trips, classes and programs through our Senior citizens Center. The resident and non-resident fees are set for each trip/program based on cost by the Center Coordinator.

#### Transportation

The City of Madison Heights transports residents who are age 50 and older and/or disabled Monday through Friday to banks, beauty shops, grocery stores, Active Adult Center and social service appointments.

Rides	\$1 each way, within Madison Heights*
*Currently free through SMART Grant	
Doctor appointments of the Active Adult Center	\$2.50 each way Monday & Friday, appointments must stay within a seven (7) mile radius
*Currently Free through SMART Grant	

#### Lunch Program

Lunch served daily at the Senior Center \$3.00 per person suggested donation\*

\*Lunch program is tentatively restarting in calendar year 2023

#### Miscellaneous

Trip Cancellation Fee	\$5
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## Section 11. GENERAL GOVERNMENTAL SERVICE FEES

### Message Board Greetings

City Hall Message Board	Non-Roundtable members \$10 for one per day or \$20 for a week
Roundtable members no charge	

### Wedding Ceremony

Administration fee	\$75 per wedding Plus \$50 Payable to Mayor
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### Items for Sale

Garbage Bags <a href="#">Receipted into 101-033-6421-000</a>	Box of 100 Heavy Duty bags \$20 per box
Recycling Bin and Lid <a href="#">Receipted into 101-033-6422-000</a>	\$20

## Section 12. FOIA FEES

A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the City because of the nature of the request in the particular instance, and the City specifically identifies the nature of the unreasonably high costs.

The Michigan FOIA statute permits the City to assess and collect a fee for six designated processing components. The City may charge for the following costs associated with processing a request:

- Labor costs associated with searching for, locating and examining a requested public record.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media.
- The cost of duplication or publication, not including labor, of paper copies of public records.
- Labor costs associated with duplication or publication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- The cost to mail or send a public record to a requestor.

### 1.0 Labor Costs

- All labor costs will be estimated and charged in 15-minute increments with all partial time increments rounded down.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.

## 2.0 Non-paper Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media would be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the City has the technological capability necessary to provide the public record in the requested non-paper physical media format.

## 3.0 Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will be \$.10 per sheet of paper. Copies for non-standard sized sheets will reflect the actual cost of reproduction.
- The City may provide records using double-sided printing, if cost saving and available.

## 4.0 Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless requested.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilor Wright

Absent: Councilman Soltis

Motion carried.

## **MEETING OPEN TO THE PUBLIC:**

There were no members of the public wishing to speak.

### **CM-23-107. Consent Agenda.**

Councilwoman Aaron requested item 9, Director of Public Services - Parks and Recreation Advisory Board 2023 Workplan, be removed from the Consent Agenda.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Fleming, to approve the Consent Agenda, as read with the removal of item 9, Director of Public Services - Parks and Recreation Advisory Board 2023 Workplan and placing it under Reports on the agenda.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilor Wright

Absent: Councilman Soltis

Motion carried.

**CM-23-108. 2023 RCOC Summer Maintenance Agreement.**

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Fleming, to approve the 2023 RCOC Summer Maintenance Agreement with the Road Commission for Oakland County and authorize the Mayor and City Clerk to sign on behalf of the City.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilor Wright

Absent: Councilman Soltis

Motion carried.

**CM-23-109. Protecting MI Pension Grant Program Resolution.**

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Fleming, to approve the Protecting MI Pension Grant Program resolution as follows, and authorize the City Manager to apply for the Protecting MI Pension grant program:

**PROTECTING MI PENSION GRANT PROGRAM  
RESOLUTION OF AUTHORIZATION**

**WHEREAS**, the City Council of the City of Madison Heights supports the submission of an application titled, "Protecting MI Pension Grant Application, form 5886" to the Michigan Department of Treasury for qualified retirement systems with a funded ratio below 60% as defined in the Protecting Local Government Retirement and Benefits Act, Public Act 202 of 2017. Section 3, MCL 38.2803,

**WHEREAS**, qualified units of local government operating a qualified retirement system with a funding ration below 60% based on the last Form 5572 report filed as required by section 5 of the protecting local government retirement and benefits act, 2017 PA 202, MCL 38.2805, as of December 31, 2021; and,

**WHEREAS**, the City of Madison Heights Police and Fire PA 345 Retirement System funding level was 56.1% as of December 31, 2021; and,

**WHEREAS**, beginning May 8, 2023, the City of Madison Heights are to review the Protecting MI Pension Grant Program with the governing body and approve by way of resolution, authorization for the City Manager to file a claim for grant payment for the Protecting MI Pension Grant Program.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby authorizes submission of the Protecting MI Pension: Michigan Local Pension Grant Program, form 5886.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilor Wright

Absent: Councilman Soltis

Motion carried.

**CM-23-110. Pension Grant Funding Resolution.**

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Fleming, to approve the Pension Grant Funding resolution supporting the request to the State Legislature and Governor to revisit HB 5054 and include 2023 State Budget funding to local governments for plans that are greater than 60% funded, as follows:

**RESOLUTION REQUEST THAT LEGISLATURE/GOVERNOR INCLUDE FUNDING  
IN THE 2023 BUDGET FOR COMMUNITIES FOLLOWING PENSION BEST  
PRACTICES ESTABLISHED BY THE STATE**

**WHEREAS**, City of Madison Heights has taken financially difficult steps to stabilize its general employees' pension program by issuing pension obligation bonds to meet funding requirements, and get its pension costs and liabilities under control; and

**WHEREAS**, these steps followed best practices established by the State of Michigan and kept the City of Madison Heights operationally viable in the face of enormous financial pressure; and

**WHEREAS**, HB 5054 of 2022 would have divided \$250 million between the City of Madison Heights, and other communities like it, that continue to meet annual pension obligation debt payments, made the tough decisions and followed those best practices; and

**WHEREAS**, the City of Madison Heights and others like it are ineligible for \$750 million in pension relief allocated by the State in 2022 despite experiencing the same pension-related financial stresses as those who will receive that relief; and

**WHEREAS**, these stresses have been amplified by market losses in 2022 and a volatile market in 2023; and

**WHEREAS**, this \$250 million would have immeasurable impact on our ability to address our pension liabilities and debt obligations, maintain employment levels, and provide the services our taxpayers depend upon; and

**WHEREAS**, both the \$750 million allocated and the \$250 million requested here had broad, bipartisan support in the House a year ago; and

**WHEREAS**, HB 5054 created an equitable balance between those with pensions the House considered substantially underfunded and those who had followed best practices to achieve a higher funding ratio; and

**WHEREAS**, unallocated revenues are available to the State in 2023 to again make this pension assistance equitable by helping those communities struggling with pension costs and debt obligations, but ineligible for the \$750 million.

**THEREFORE, BE IT RESOLVED THAT**, the City Council of the City of Madison Heights asks the State of Michigan Legislature and Governor's Office to revisit HB 5054; and

**BE IT FURTHER RESOLVED**, that the Legislature and Governor give bipartisan support to the inclusion of the \$250 million in the 2023 State budget to be divided between communities including the City of Madison Heights that meet the best practices required in that Bill.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss,  
Councilman Fleming, Councilor Rohrbach, Councilor Wright

Absent: Councilman Soltis

Motion carried.

**CM-23-111. Deliza Lee - Resignation from the Historical Commission.**

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Fleming, to accept Deliza Lee's resignation from the Crime Commission and declare the seat vacant.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilor Wright

Absent: Councilman Soltis

Motion carried.

**CM-23-112. Parks and Recreation Advisory Board 2023 Workplan.**

Motion made by Councilor Rohrbach, Seconded by Councilman Fleming, to receive and file the Parks and Recreation Advisory Board 2023 Workplan.

Councilor Rohrbach noted that the board's workplan includes continuing to advise the Department of Public Services and the City Council, monitoring and collaborating their work with the Parks Master Plan, increasing participation of the board in other City events, and assisting other groups in the City with service project opportunities.

Mayor Grafstein noted that she recognized that there was an issue with obtaining quorum on this board and suggested meeting as necessary rather than quarterly. Councilor Rohrbach stated that the meetings and conversations are helpful and valuable to those participating on the board and she thinks that at this time, quarterly meetings are a good idea to make sure the Parks and Recreation Advisory Board's input is being received.

Mayor Pro Tem Bliss stated that he appreciated the Parks and Recreation Advisory Board's Workplan being discussed and presented this evening.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilor Wright

Absent: Councilman Soltis

Motion carried.

**CM-23-113. City Council Regular Meeting Minutes of April 24, 2023.**

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Fleming, to approve the City Council Regular Meeting minutes of April 24, 2023, as printed.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilor Wright

Absent: Councilman Soltis

Motion carried.

**CM-23-114. Worker's Compensation Third Party Administrator Contract.**

Motion by Mayor Pro Tem Bliss, Seconded by Councilwoman Aaron, to approve a three (3) year contract for worker's compensation Third Party Administrator services to Comprehensive Risk Services at the unit prices as indicated in their proposal.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilor Wright

Absent: Councilman Soltis

Motion carried.

**CM-23-115. City Hall Basement Waterproofing - Budget Amendment.**

Motion made by Councilor Rohrbach, Seconded by Councilor Wright, to approve a Budget Amendment of \$50,000 to account 101-265-987-0000 for the City Hall Basement Waterproofing.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilor Wright

Absent: Councilman Soltis

Motion carried.

**CM-23-116. City Hall Basement Waterproofing.**

Motion made by Councilor Rohrbach, Seconded by Councilor Wright, to authorize the City Manager to execute a Change Order to Frank Rewold and Sons in an amount not to exceed \$50,000 for the City Hall Basement Waterproofing.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach, Councilor Wright

Absent: Councilman Soltis

Motion carried.

**COUNCIL COMMENTS:**

Mayor Grafstein stated that Council would make their comments prior to adjourning to Closed Executive Session.

Councilwoman Aaron stated that today's ribbon cutting at the Library was so delightful and being able to watch Councilman Corbett reading a book was special. Last Tuesday she attended career day at Madison Elementary and she recognized her fourth grade tour guide, Brielle. The children asked a lot of questions, and she stated that children are our future. She asked what they would like to see in their city, and their ideas include a Chick-fil-a, shoe stores, having their roads fixed, areas to ride their bikes, a bicycle shop, an arcade, a youth center, equipment for older children at the park, an ice cream parlor at the park, and more cultural activities. They were very eager participants, and they want to be a part of the city. May is Mental Health Awareness so please text



“home” to 741 for confidential help. Happy Teacher Appreciation and Nurse Appreciation Week. Happy Mother's Day to everyone and especially to her mom.

Mayor Pro Tem Bliss congratulated Sean Ballentine on his promotion to Department of Public Services Director and noted that working with him has been fabulous. He stated that Sean approaches everything with kindness, empathy, and a get-it-done attitude. The Library ribbon cutting and dedication of the Robert Corbett Children's Reading Room was a great event and he expressed how Bob Corbett had a big impact on the Library. He noted that the City has had 12 different members of Council during the time frame of the Library renovation, and the renovation showcases the impact of Bob Corbett and honors those who were a part of the change. He requested that past members of Council be displayed in the new Council chambers, perhaps displayed in the order of the amount of time they served.

Councilor Wright concurred with Mayor Pro Tem Bliss' comments. We need to honor the past and recognize the present; history is important. He gave recognition to the Crime Commission, the Police Department and Common Ground for their Human Trafficking presentation. He stated that he learned that trafficking is usually done by someone you know, affects both girls and boys, and a lot of trafficking is never reported because they don't think people will believe them. In honor of Mental Health Awareness month, please recognize that we all have things to deal with as humans and we all need to take care of ourselves. Happy Mother's Day to his wife and his mother. The Human Relations and Equity Commission and Citizens United will be having a presentation, Four Steps to Racial Reconciliation. It's about reconciliation, listening and grieving together and leveraging where you are to help people. He encouraged all to come out this Thursday, May 11<sup>th</sup> at 6:00 p.m. Remember to be kind.

City Attorney Sherman stated that he was very proud that Hour Magazine voted Madison Heights as one of the top up and coming towns in Michigan. The Library ribbon cutting and the dedication of the Robert J. Corbett Youth Reading Room was very well attended, included beautiful speeches and a statue dedicated in memory of Bob Corbett. Bob Corbett was a very special person on this Council. As Bob Corbett would always say, “if you want to be a great city, you have to have a great library,” and we do.

City Manager Marsh had no comments this evening.

City Clerk Rottmann had no comments this evening.

Councilor Rohrbach echoed the comments on the Library ribbon cutting and dedication, noting the Library is a beautiful facility. This past week we had a native plant workshop at City Hall, and there will be a native plant sale on May 28<sup>th</sup>. The Lamphere All District Art Show is next week. It is Teacher Appreciation Week, and she appreciates and thanks them for all they do. The ADA Pride Month is July and the Arts Board, HREC and the Michigan Independent Living Council are working together to put on a community art project. Project ideas are being accepted through the end of May. She noted that Deliza Lee has been working on boards for many years and she is a true treasure, and her service will be missed. She concurred with the comments on the May 11<sup>th</sup> Four Steps of Racial Reconciliation, noting this is a participatory and wonderful event with real conversations. It is powerful and she encouraged all to participate. May is a big month in her family with a lot of family birthdays, including her dad who turned 75 last week and she wished him a very Happy Birthday.

Councilman Fleming had no comments this evening.

Mayor Grafstein suggested that the Parks and Recreation Advisory Committee may want to look into sponsoring a park clean up event. She congratulated Sean Ballantine on his promotion. The DPS is the third leg of public safety and anyone who goes through the City, knows how great our roads are. The ribbon cutting was a great event. All of Bob Corbett's family were present. She stated that she misses talking to him; he was a straight shooter. Thank you to all that worked to get renovations done. She thanked the Crime Commission for hosting the Human Trafficking presentation with Common Ground and noted that trafficking is not only sex trafficking, but indentured servitude as well; it was a great event. She stated that she attended a Chamber event on cyber security as well as she spoke on a panel of Mayors and talked about bringing in new businesses. She would love to see some new small businesses in the City. She spoke in support of bringing in other cultural events to the City. She shared her experience with her father's mental health and how it is a lifelong battle for those with the mental illness and for their families. She expressed her thanks and love to her mother. She noted that the Planning Commission is continuing to discuss Zoning Ordinance amendments and has an upcoming meeting on Tuesday, May 16<sup>th</sup> at 5:30 p.m. She invited the public to attend. The next City Council meeting is May 22<sup>nd</sup>.

**CM-23-117. Closed Session - Legal Opinion, City of Madison Heights Human Relations and Equity Commission and Madison Heights Citizens United Co-Hosting Event on May 11, 2023, which is exempt from disclosure as provided for under Section 8 of the Open Meetings Act.**

Motion made by Councilwoman Aaron, Seconded by Councilman Fleming, to move an Executive Closed Session to discuss a legal opinion, City of Madison Heights Human Relations and Equity Commission and Madison Heights Citizens United Cohosting an event on May 11, 2023.

Voting Yea: Mayor Grafstein, Councilwoman Aaron, Mayor Pro Tem Bliss, Councilman Fleming, Councilor Rohrbach

Voting Nay: Councilor Wright

Absent: Councilman Soltis

Motion carried 5-1.

Mayor Grafstein adjourned the meeting to Executive Session at 8:21 p.m.

Mayor Grafstein reconvened the meeting at 9:25 p.m.

Councilmembers Aaron, Bliss, Fleming, Rohrbach, Wright and Grafstein were all present.

**ADJOURNMENT**

Having no further business, Mayor Grafstein adjourned the meeting at 9:25 p.m.

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Roslyn Grafstein, Mayor

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Cheryl E. Rottmann, City Clerk