



CITY OF MADISON HEIGHTS
CITY HALL - COUNCIL CHAMBERS, 300 W. 13 MILE RD.
CITY COUNCIL REGULAR MEETING AGENDA
NOVEMBER 11, 2024 AT 7:30 PM

CALL TO ORDER

ROLL CALL

INVOCATION and PLEDGE OF ALLEGIANCE - MAYOR PRO TEM BLISS

APPROVAL OF THE AGENDA:

- [1.](#) Additions/Deletions

PRESENTATIONS

PUBLIC HEARINGS:

ITEMS ON AGENDA OF INTEREST TO PARTIES IN THE AUDIENCE

MEETING OPEN TO THE PUBLIC:

CONSENT AGENDA:

- [2.](#) CED Director - CDBG Yard Services Reprogram Request: Revise Program Description of Yard Services
- [3.](#) Director of Public Services - Purchase of Utility Vehicle
- [4.](#) Director of Public Services - Scheduled Replacement of Vehicle #435
- [5.](#) City Council Regular Meeting Minutes of October 14, 2024
- [6.](#) City Council Regular Meeting Minutes of October 28, 2024

COMMUNICATIONS:

REPORTS:

- [7.](#) CED Director - CDBG Program Year 2025 Application

ITEMS FOR FUTURE PUBLIC HEARINGS:

BID AWARDS/PURCHASES:

- [8.](#) CED Director - CDBG & OLHSA Senior Home Chore Grant Funded Yard Service- Snow Removal Service
- [9.](#) Director of Public Services - Replacement of 4 Police Patrol Vehicles

ORDINANCES:

UNFINISHED BUSINESS:

EXECUTIVE SESSION:

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-

heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

DATE: November 7, 2024
TO: City Council
FROM: Melissa R. Marsh, City Manager
SUBJECT: Agenda Comments - Regular Council Meeting of Monday, November 11, 2024

The following are my comments on items appearing on the agenda of the Regular Council Meeting on Monday, November 11, 2024.

CONSENT:

CDBG YARD SERVICES REPROGRAM REQUEST: REVISE PROGRAM DESCRIPTION OF YARD SERVICES

The City of Madison Heights is a subrecipient of the Oakland County Community Development Block Grant through the Housing and Urban Development (HUD). Our awards are program-specific and, for the past few years, have included grass-cutting and leaf removal for seniors and those with disabilities. However, due to accumulated funds in our CDBG allocation, we are seeking to add snow removal and, on a limited basis, dangerous tree removal for seniors and those with disabilities. To do so, the City Council must authorize the Community & Economic Development Department to revise the program description for Yard Services in the form of a reprogramming request submitted to Oakland County.

Therefore, staff recommends that the City Council approve the resolution authorizing the Community & Economic Development Department by consent to prepare and submit a request to Oakland County to reprogram Yard Services Program Years 2022 through 2024 to revise program description to include snow removal and dangerous tree removal.

PURCHASE OF UTILITY VEHICLE

The current budget includes funding for the purchase of a secondary utility vehicle for use in winter maintenance, clearing sidewalks and park trails, and general park tasks such as moving mulch, soil, and aggregates and aerating the turf. This piece of equipment is designed to complement the Toolcat, a mid-size utility vehicle with various attachments and implements that was purchased several years ago and is utilized year-round.

Several pieces of equipment similar to the Toolcat were demoed, and it was ultimately determined that something smaller would suit our needs just as well, without duplicating what we already have. Therefore, staff recommends that the Council approve the purchase of one

Kubota RTV-X1100CWL utility vehicle from Weingartz, of Utica, in the amount of \$36,201.36 through the Sourcewell Cooperative Purchasing Program.

SCHEDULED REPLACEMENT OF VEHICLE #435

The FY 2024-25 Budget includes funding for the scheduled replacement of Vehicle 435, a 2013 GMC Savana Cargo Van, funded through the Streets division. This vehicle is in fair, bordering on poor condition, qualifying for replacement.

Van 435 is the primary Building Maintenance vehicle, which sees continual use year-round on building and facilities maintenance, as well as election support. Although the vehicle is above the budgeted amount, savings are available from the purchase of the utility vehicle, which is also funded through Streets, which covers this overage; a budget amendment is therefore not required.

Staff therefore recommends that Council approve the purchase of one 2025 Chevrolet Express cargo van from Berger Chevrolet, of Grand Rapids, through the State of Michigan MiDeal Vehicle Purchasing Program, in the total amount of \$40,793.00. Funding is budgeted and available, with savings from the purchase of the Utility Vehicle available in the same fund to cover the overage.

REPORTS:

CDBG PROGRAM YEAR 2025 APPLICATION

Each year the city submits its Program Year (PY) application to Oakland County for inclusion in Community Development Block Grant request through the Department of Housing and Urban Development. The staff has been notified that our anticipated allocation is \$137,359. These funds come with several restrictions, including public service projects limited to 15% of the total allocation by each community starting in FY 2024; therefore, staff recommends funding the following projects:

1. Public Service- (Senior Seasonal Yard Clean-Up) \$20,603
2. Code Enforcement \$86,000
3. Minor Home Repair \$30,756

Anticipated Allocation Total \$137,359

These allocations are within the restrictions and requirements of the program, which protects the health and safety of residents and helps stabilize neighborhoods.

Therefore, staff recommends that the City Council approve the resolution and authorize the PY 2025 CDBG application with allocations proposed to be submitted to Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and

Urban Development and hereby authorize the Mayor to execute all documents, agreements, or contracts which result from this application to Oakland County.

BID AWARDS/PURCHASES:

CDBG & OLHSA SENIOR HOME CHORE GRANT FUNDED YARD SERVICE- SNOW REMOVAL SERVICE

In accordance with HUD regulations, the City has issued a bid for CDBG and OLHSA-funded snow removal services for the 2024/25 winter season. The bid was posted on the MITN online cooperative bidding system and emailed to 708 vendors. Out of the 708 vendors, 53 vendors downloaded the bid documents, and six (6) responsive electronic bids were received and opened. From this process, the lowest qualified bidder is Gratiot Landscaping/DBA Winner Circle Turf & Landscape at \$45 per residence/lot. Gratiot Landscaping has demonstrated its quality of work and responsiveness to the city; therefore, we have confidence in its quality of work and professionalism this winter season for the snow removal contract.

Staff recommends that the Council consider two motions to approve this :

To approve a Budget Amendment in the amount of \$100,000 to both to Revenue 101-021-528-5288, Federal Grant – Other and Expenditure 101-728-818-0000, General Fund-Community Development-Contractual Services reflecting the awarded OLHSA grant funds.

To award the CDBG funded yard services/snow removal program contract to the lowest responsible bidder, Gratiot Landscaping DBA Winners Circle Turf & Landscaping, at a unit price of \$45.00 per lot for the 2024/25 Snow Removal season, and to authorize the City to proceed to the next lowest responsible bidder, Luxury Lawn & Snow at unit pricing of \$53.00 per lot in the unlikely event that the contract with Gratiot Landscaping DBA Winners Circle Turf & Landscaping is canceled due to non-performance or other issues.

REPLACEMENT OF 4 POLICE PATROL VEHICLES

The approved FY 2025 Budget includes the scheduled replacement of four standard police patrol vehicles. Although the Dodge Durango Pursuit has proven to be a generally reliable vehicle, there are known drivetrain issues, as well as space and comfort considerations for our officers, who are required to wear more and more equipment. While our Motorpool supervisor has successfully mitigated the drivetrain concerns, resulting in a strong and viable fleet, it does not address the space issues, or long-term longevity concerns. These considerations prompted us to look into alternatives, and the general finding was that the majority of police departments in the area are switching to Chevrolet Tahoes.

I would note that this is not uncommon for police fleets, as the nature of patrol vehicles are ever evolving, moving from different body styles and vendors as new innovations come to the market.

Staff therefore recommends that Council approve the purchase of four Chevrolet Tahoe 4-wheel drive police package, from Berger Chevrolet, of Grand Rapids, through the MiDeal vehicle purchasing program, for the total amount of \$211,968. Funding is budgeted and available with \$158,976 allocated in account 101-301-985-0000, and \$52,992 allocated in account 265-301-985-0039



AGENDA ITEM SUMMARY FORM

MEETING DATE: 11/11/24

PREPARED BY: Giles Tucker - CED

AGENDA ITEM CONTENT: CDBG Reprogram Request: Revise Program Description of Yard Services

AGENDA ITEM SECTION: Reports

BUDGETED AMOUNT:

FUNDS REQUESTED:

FUND: 101-728-706-0000

EXECUTIVE SUMMARY:

Staff proposes revising the project descriptions for Yard Services in Program Year 2022, 2023 and 2024 to expand the scope of services. In addition to lawn cutting and leaf removal, the revisions would include yard clean-up, snow removal for seniors and individuals with disabilities, and hazardous tree trimming and removal for eligible projects, as long as funds permit. This expansion will help utilize unspent funds, ensuring that Madison Heights' CDBG program returns to good standing and avoids potential funding losses in future program years.

RECOMMENDATION:

Staff recommends that the City Council authorize the Community & Economic Development Department to prepare and submit a request to Oakland County to reprogram Yard Services Program Years 2022, 2023 and 2024 to include the revised program description within the memo and draft resolution that has been included for consideration.

MEMORANDUM

DATE: October 28, 2024

TO: Melissa Marsh - City Manager

FROM: Giles Tucker - Community & Economic Development Director

SUBJECT: **CDBG REPROGRAM REQUEST: Revise Program Description of Yard Services**

SUMMARY/BACKGROUND:

The City of Madison Heights is a subrecipient of the Community Development Block Grant and submits its application for funding to Oakland County who in turn submits our funding requests to Housing and Urban Development (HUD) on our behalf. Included within this application for funding is a project description for each of the program areas we seek funding. For the past several program years, the program description only included language describing grass cutting and leaf removal for seniors and those with disabilities. This project description was adequate because during these years the funds were planned on only being used for lawn care related services.

Over the past several years there has been an accumulation of unspent CDBG funds that need to be spent down to keep the City CDBG program in good standing with HUD standards. Staff would like to use a portion of the remaining Yard Service funds from past program years to provide other services, including snow removal, and on a limited basis dangerous tree removal. To do so, City Council must authorize the Community & Economic Development Department to revise the program description for Yard Services in the form of a reprogram request submitted to Oakland County. The proposed revised program description shall be as follows:

“The primary purpose of these funds will be to provide seasonal yard clean-up including maintaining outdoor spaces during transitions throughout the year (Spring, Summer, Fall, Winter) including lawn cutting, Snow Removal and Tree trimming and removal. This project is solely for qualifying low-income seniors and severely disabled residents of Madison Heights. This project mitigates would be code enforcement issues and improves the appearance and safety of our neighborhoods.”

The primary function of the Yard Service program will remain to fund lawn care for the seniors and those with disabilities, but above language would allow staff greater flexibility to spend any unused/excess program funds providing other services including spring/fall clean up snow removal for seniors and those with disabilities and dangerous tree trimming and removal as funding permits.

STAFF RECOMMENDATION:

Staff recommends that the City Council authorize the Community & Economic Development Department to prepare and submit a request to Oakland County to reprogram Yard Services Program Years 2022, 2023 and 2024 to include the revised program description above. A draft resolution has been included along with this memo for consideration.

RESOLUTION OF THE MADISON HEIGHTS CITY COUNCIL

City of Madison Heights, Michigan

WHEREAS, the City of Madison Heights includes Yard Services as a project within its CDBG Application for funding submitted to Oakland County each year, and

WHEREAS, the City has used Yard Services funds primarily to support its Lawn Cutting service for seniors and those with disabilities, and

WHEREAS, the City of Madison Heights is required to maintain a spending ratio of CDBG funds of 1.5 to be in good standing with Housing and Urban Development (HUD) requirements, and

WHEREAS, the City of Madison Heights has remaining unspent funds Yard Service Funds in program years 2022, 2023, and 2024 that contribute to a spending ratio above this requirement, and

WHEREAS, the City of Madison Heights seeks to meet this HUD standards by providing additional services using these funds beyond lawn cutting and leaf removal including yard clean-up, snow removal and dangerous tree trimming and removal as funds are available and

WHEREAS, the City of Madison Heights has duly advertised and conducted a public hearing as follows:

(Insert Public Hearing Information from portion of the 11-11-24 City Council Meeting)

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MADISON HEIGHTS, MICHIGAN THAT:

1. The City Council of Madison Heights authorizes the Community & Economic Development Department to revise the program description for Program Years 2022, 2023 and 2024 in the form of a Reprogram Request to Oakland County to read as follows:

“The primary purpose of these funds will be to provide seasonal yard clean-up including maintaining outdoor spaces during transitions throughout the year (Spring, Summer, Fall, Winter) including lawn cutting, Snow Removal and Tree trimming and removal. This project is solely for qualifying low-income seniors and severely disabled residents of Madison Heights. This project mitigates would be code enforcement issues and improves the appearance and safety of our neighborhoods.”

2. The City of Maidson Heights, as the applicant authorizes the filing of said reprogramming with Oakland County.

Yeas:
Nays:
Absent:
Motion Carried

Certification:

I, Cheryl E Rottmann, the duly appointed City Clerk of the City of Madison Heights, County of Oakland, State of Michigan, do hereby certify that the foregoing is a resolution adopted by the Madison Heights City Council at their Regular Meeting held on November 11, 2024

Cheryl E. Rottmann
City Clerk



AGENDA ITEM SUMMARY FORM

MEETING DATE: 9/11/24

PREPARED BY: Sean P. Ballantine, Director of Public Services

AGENDA ITEM CONTENT: Director of Public Services - Purchase of Utility Vehicle

AGENDA ITEM SECTION: Consent Agenda

BUDGETED AMOUNT: \$80,000

FUNDS REQUESTED: \$36,201.86

FUND: 101-446-982-0000

EXECUTIVE SUMMARY:

The current budget includes funding for the purchase of a secondary utility vehicle for use in winter maintenance clearing sidewalks and park trails, and general parks tasks such as moving mulch, soil, and aggregates, and aerating the turf. Several pieces of equipment similar to the Toolcat were demoed, and it was ultimately determined that something smaller would suit our needs just as well. During this process, we were made aware of a limited number of Kubota utility vehicles on bid at Weingartz, in Utica. The Kubota is perfect for the sidewalks in the winter based on its size, while still allowing the power and flexibility required to perform other tasks throughout the rest of the year.

RECOMMENDATION:

Staff recommends that Council approve the purchase of one Kubota RTV-X1100CWL utility vehicle from Weingartz, of Utica, in the amount of \$36,201.36 through the Sourcewell Cooperative Purchasing Program.

MEMORANDUM

DATE: November 5, 2024
TO: Melissa R. Marsh, City Manager
FROM: Sean P. Ballantine, Director of Public Services
SUBJECT: Purchase of Utility Vehicle

The current budget includes funding for the purchase of a secondary utility vehicle for use in winter maintenance clearing sidewalks and park trails, and general parks tasks such as moving mulch, soil, and aggregates, and aerating the turf. This piece of equipment is designed to be an accompaniment to the Toolcat, a mid-size utility vehicle with various attachments and implements, which was purchased several years ago, and is utilized year-round.

Several pieces of equipment similar to the Toolcat were demoed, and it was ultimately determined that something smaller would suit our needs just as well, without duplicating what we already have. During this process, we were made aware of a limited number of Kubota utility vehicles on bid at Weingartz, in Utica. The Kubota is perfect for the sidewalks in the winter based on its size, while still allowing the power and flexibility required to perform other tasks throughout the rest of the year.

Staff therefore recommends that Council approve the purchase of one Kubota RTV-X1100CWL utility vehicle from Weingartz, of Utica, in the amount of \$36,201.36 through the Sourcewell Cooperative Purchasing Program.

Department of Public Services
City of Madison Heights
801 Ajax Drive
Madison Heights, Michigan 48071

Quote Provided By
WEINGARTZ SUPPLY CO.
Brian Buddie
46061 VAN DYKE AVE.
UTICA, MI 48317
email: bbuddie@weingartz.com
phone: 5862625875

-- Standard Features --

-- Custom Options --



V Series RTV-X1100CWL-H

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Model Kubota D1105
3 Cyl. 68.5 cu in
+24.8 Gross Eng HP
75 Amp Alternator

KEY FEATURES

Factory Cab w/ A/C, Heater,
Defroster
Fully opening roll-down door
windows
Digital Multi-meter
Speedometer
Pre-wired w/ speakers/antenna for
stereo
Front Independent Adjustable
Suspension
Rear Independent Adjustable
Suspension
Brakes - Front/Rear Wet Disc
Rear Brake Lights / Front
Headlights
2" Hitch Receiver, Front and Rear
Deluxe 60/40 split bench seats
with driver's side seat adjustment
Underseat Storage Compartments
Deluxe Front Guard
(radiator guard, bumper, and lens
guard)

TRANSMISSION

VHT-X
Variable Hydro Transmission
Forward Speeds:
Low 0 - 15 mph
High 0 - 25 mph
Reverse 0 - 17 mph
Limited-slip Front Differential
Rear differential lock

HYDRAULICS

Hydrostatic Power Steering
with manual tilt-feature
Hydraulic Cargo Dump
Hydraulic Oil Cooler

FLUID CAPACITY

Fuel Tank 7.9 gal
Cooling 8.3 qts
Engine Oil 4.3 qts
Transmission Oil 1.8 gal
Brake Fluid 0.4 qts

CARGO BOX

Width 57.7in
Length 40.5 in
Depth 11.2 in
Load Capacity 1102 lbs
Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS
Horn
Dash-mounted Parking Brake
Spark Arrestor Muffler
Retractable 2-point Seat Belts

DIMENSIONS

Width 63.2 in
Height 79.5 in
Length 120.3 in
Wheelbase 80.5 in
Tow Capacity 1300 lbs
Ground Clearance 10.4 in
Suspension Travel 8 in
Turning Radius 13.1 ft

Factory Spray-on Bedliner
"L" Models Only

Bright Alloy Wheels (Silver-
painted)

Silver-painted with machined
surface
"S" Models only

TIRES AND WHEELS

Heavy Duty Worksite 25 x 10 - 12, 6 ply

RTV-X1100CWL-H Base Price: \$26,399.00

(1) WIRE HARNESS KIT / MULTIPLE ACCESSORY 77700-VC5080-WIRE HARNESS KIT / MULTIPLE ACCESSORY	\$223.99
(1) LED FRONT WORK LIGHTS KIT (2) 77700-11811-LED FRONT WORK LIGHTS KIT (2)	\$179.99
(1) LED REAR WORK LIGHT KIT (1) 77700-11812-LED REAR WORK LIGHT KIT (1)	\$93.85
(1) TURN SIGNAL/HAZARD LIGHT KIT K7731-99610-TURN SIGNAL/HAZARD LIGHT KIT	\$392.26
(2) SIDE MIRROR KIT - CAB (1) 77700-V5059-SIDE MIRROR KIT - CAB (1)	\$204.12
(1) STROBE LIGHT MOUNT KIT 77700-VC5058-STROBE LIGHT MOUNT KIT	\$182.03
(1) REAR SCREEN - BLACK K7731-99280-REAR SCREEN - BLACK	\$337.63
(1) MUD GUARD - FRONT WHEELS PNF K7591-99520-MUD GUARD - FRONT WHEELS PNF	\$160.63
(1) WINCH KIT 4500LBS VRX ONE ROW 77700-11554-WINCH KIT 4500LBS VRX ONE ROW	\$698.89
(1) TRAILER HITCH - BALL MOUNT 77700-V5200-TRAILER HITCH - BALL MOUNT	\$59.72
(1) CV-J GUARD KIT - FRONT K7591-99150-CV-J GUARD KIT - FRONT	\$135.53
(1) MUD GUARD - REAR WHEELS PNF K7591-99510-MUD GUARD - REAR WHEELS PNF	\$221.72
(1) EXTENDED ENGINE OIL DIPSTICK D1105 K7621-99810-EXTENDED ENGINE OIL DIPSTICK D1105	\$156.54
(1) CV-J GUARD KIT - REAR K7591-99160-CV-J GUARD KIT - REAR	\$135.53
Configured Price:	\$29,581.43
Sourcewell Discount:	(\$6,507.91)
SUBTOTAL:	\$23,073.52
2Yr RTV-X1100CWL-H Extended Warranty	\$1,350.00
Dealer Assembly:	\$916.67
Freight Cost:	\$881.25
PDI:	\$400.00
BOSS 6' STRAIGHT BLADE	\$3,860.00
BOSS INSTALL	\$250.00
BOSS V-BOX SALTER	\$5,122.50
BOSS INSTALL	\$200.00
A-77700-04753A RADIO FOR CAB	\$147.42

Total Unit Price: \$36,201.36

Quantity Ordered: 1

Final Sales Price: \$36,201.36

Purchase Order Must Reflect Final Sales Price.

To order, place your Purchase Order directly with the quoting dealer

*Some series of products are sold out for 2022. All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on quote. All equipment as quoted is subject to availability.

DRAFT



AGENDA ITEM SUMMARY FORM

MEETING DATE: 11/11

PREPARED BY: Sean P. Ballantine, Director of Public Services

AGENDA ITEM CONTENT: Director of Public Services - Scheduled Replacement of Vehicle #435

AGENDA ITEM SECTION: Consent Agenda

BUDGETED AMOUNT: \$35,000

FUNDS REQUESTED: \$40,793

FUND: 101-446-985-0000

EXECUTIVE SUMMARY:

The FY 2024-25 Budget includes funding for the scheduled replacement of Vehicle 435, a 2013 GMC Savana Cargo Van, funded through the Streets division. This vehicle is in fair, bordering on poor condition, qualifying for replacement if the budget allows.

RECOMMENDATION:

Staff recommends that Council approve the purchase of one 2025 Chevrolet Express cargo van from Berger Chevrolet, of Grand Rapids, through the State of Michigan MiDeal Vehicle Purchasing Program, in the total amount of \$40,793.00. Funding is budgeted and available, with savings from the purchase of the Utility Vehicle available in the same fund to cover the overage.

MEMORANDUM

DATE: November 7, 2024
TO: Melissa R. Marsh, City Manager
FROM: Sean P. Ballantine, Director of Public Services
SUBJECT: Scheduled Replacement of Vehicle #435

The FY 2024-25 Budget includes funding for the scheduled replacement of Vehicle 435, a 2013 GMC Savana Cargo Van, funded through the Streets division. This vehicle is in fair, bordering on poor condition, qualifying for replacement if the budget allows.

Van 435 is the primary Building Maintenance vehicle, which sees continual use year-round on building and facilities maintenance, as well as election support. Although the vehicle is above the budgeted amount, savings are available from the purchase of the utility vehicle, which is also funded through Streets, which covers this overage; a budget amendment is therefore not required.

Staff therefore recommends that Council approve the purchase of one 2025 Chevrolet Express cargo van from Berger Chevrolet, of Grand Rapids, through the State of Michigan MiDeal Vehicle Purchasing Program, in the total amount of \$40,793.00. Funding is budgeted and available, with savings from the purchase of the Utility Vehicle available in the same fund to cover the overage.

Department of Public Services
City of Madison Heights
801 Ajax Drive
Madison Heights, Michigan 48071

**City of Madison Heights
Vehicle Replacement Guidelines & Evaluation Worksheet**

Disposition: Auction

Item 4.

(Only those fields shaded in yellow need to be completed.)

Date of Evaluation: 10/13/2024 Vehicle Type: A
 Vehicle #: 435 Type A = Sedans / Light Trucks ≤ 1 Ton
 Department / Division: Streets Type B = Medium / Heavy Duty > 1 Ton
 Year / Make / Model: 2013 Van Building Mnt. Type C = Off Road Equipment

Age: One point for each year of chronological age beginning with in-service date

In Service Date: 6/1/2013 Age in Months: 136
 Age in Years (rounded): 11 **Score:** 11

Usage: Type A = 1 point per 10,000 miles; Type B = 1 point per 5,000 miles; Type C = 1 point per 250 hours used

Actual Mileage: 84,285
 Actual Hours: (N/A) **Score:** 8

Service Type:

Type A		Type C	
Points	Description	Points	Description
1	Standard sedans and light pickups.	1	Standard duties as equipped.
2	Standard vehicles with occasional off-road usage.	2	Standard duties when used with attachments (sickle bar, backhoes, rear bushhogs).
3	Any vehicle that pulls trailers, hauls heavy loads, continued off-road usage.	3	Multiple duties based on seasons (snow, mowing, leaf).
4	Any vehicle involved in snow removal.	4	Extreme duties in harmful atmosphere (dust, salt, water).
5	Police, Fire, and Rescue service vehicles.	5	Heavy construction work including snow removal.

Type B	
Points	Description
1	Standard use including basic job site duties, some light duty hauling.
2	Standard use with attachments (compressors, lights, etc.) including job site duties, standard load hauling, some towing.
3	Above standard use including job site duties that include idling, standard load hauling, light trailer/equipment towing, leaf collection.
4	Above standard use including job site idling and hauling above standard loads, towing equipment and heavy trailers, light snow removal.
5	Extreme service, high job site idling and duties with attachments, heavy load hauling, heavy trailer/equipment towing, major snow removal duties, refuse collection, etc. (Examples: Sign Truck, Tandem or Single Dump Truck, Snow Removal Truck).

Score: 1

Reliability: *Note: Based on current conditions. Preventative Maintenance work is not included.*

Points	Description
1	In shop 0 or 1 time within the last 3 months, and no major breakdowns or road calls.
2	In shop 1 time within the last 3 months, and 1 breakdown/road call within the last 3 months.
3	In shop more than twice within the last month, and no major breakdowns or road calls.
4	In shop more than once within the last month, and 2 or more breakdowns/road calls within the last month.
5	In shop more than twice monthly within the last 3 months, and 2 or more breakdowns within the last month.

Number of times in shop within the last month: 2
 Number of times in shop within the last 3 months: 2
 Any Road Calls or Breakdowns (Y or N): N
 Road Calls / Breakdowns within the last month: 0
 Road Calls / Breakdowns within the last 3 months: 0
 In shop more than twice monthly within the last 3 months (Y or N): N

Score: 1

Maintenance & Replacement Costs:

Points	Description
1	Maintenance costs are less than or equal to 20% of replacement cost.
2	Maintenance costs are 21-40% of replacement cost.
3	Maintenance costs are 41-60% of replacement cost.
4	Maintenance costs are 61-80% of replacement cost.
5	Maintenance costs are greater than or equal to 81% of replacement cost.

Total Maintenance Cost : \$4,538 as of 10/13/2024
 Estimated Purchase Price - New Veh. : \$46,000 as of 10/13/2024
 Est. Resale Value of Car to be sold : \$3,500 as of 10/13/2024
 Estimated Net Replacement Cost : \$42,500 as of 10/13/2024
 Maintenance Cost as % of Replacement Cost: 10.7% as of 10/13/2024

Score: 1

Condition:

Type A	
Points	Description
1	No visual damage or rust and a good drive train
2	Minor imperfections in body and paint, interior fair (no rips, tears, burns), and a good drive train.
3	Noticeable imperfections in body and paint surface, some minor rust, minor damage from add-on equipment, worn interior (one or more rips, tears, burns), and a weak or noisy drive train.
4	Previous accident damage, poor paint and body condition, rust (holes), bad interior (tears, rips, cracked dash), major damage from add-on equipment, and one drive train component bad.
5	Previous accident damage, poor paint, bad interior, drive train that is damaged or inoperative, and major damage from add-on equipment

Type B	
Points	Description
1	No visual damage or rust, good paint, good interior, no damage from add-on equipment, no body modification, good drive train.
2	Minor imperfections in body and paint, interior fair (no rips, tears, burns), good drive train, minor body modification.
3	Noticeable imperfections in body and paint surface, some minor rust, fair interior, weak/fair drive train, minor body modification, minor damage from add-on equipment.
4	Previous accident damage, poor paint & body condition, major rust/corrosion, poor interior, damage from add-on equip., moderate body modification evidence, 1 drive train component bad.
5	Previous accident damage, poor paint & body condition, bad interior, drive train damaged or inoperative, major body modifications, major damage from add-on equipment and attachments.

Type C			
Points	Description	Number of Notable Accidents:	
1	Good condition, fully functional.	<u>1</u>	(list number)
2	Fair body, functional.	<u>Poor</u>	comment
3	Minor body damage, weak operating system.	<u>Fair</u>	comment
4	Severe damage, component not functional.	<u>Fair</u>	comment
5	Extreme damage, inoperable.	<u>4</u>	(pick number from table)

Score: 5

Overall: **Total Score:** 27

0 - 17	Excellent	Do not replace.
18 - 22	Good	Re-evaluate for future budget(s).
23 - 27	Fair	Qualifies for replacement if budget allows.
28+	Poor	Needs priority replacement.

Prepared By: Sean P. Ballantine Date: 10/13/2024

BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$40,793.00

Vehicle Description:

Number of units 1

Year 2025

Make Chevrolet

\$40,793.00

Model 2500 express
cago van

Vendor:
Berger Chevrolet Inc.

Bid Prepared For :

Address 2525 28th Street S.E.

City of Madison Heights

Grand Rapids, MI 49512

Phone (616) 575-9629

Price includes title fee and delivery. Price based on
Municipal discount in the State of Michigan.

Fax (616) 988-9178

Signature *Robert Evans*

Printed Signature Robert M. Evans

Date 11/6/2024

City Council Regular Meeting
Madison Heights, Michigan
October 14, 2024

A City Council Regular Meeting was held on Monday, October 14, 2024 at 7:30 PM at City Hall - Council Chambers, 300 W. 13 Mile Rd.

PRESENT

- Mayor Roslyn Grafstein
- Mayor Pro Tem Mark Bliss
- Councilman Sean Fleming
- Councilman William Mier
- Councilor Emily Rohrbach
- Councilman David Soltis
- Councilor Quinn Wright

OTHERS PRESENT

- City Manager Melissa Marsh
- City Attorney Larry Sherman
- Deputy City Clerk Phommady A. Boucher

Councilor Wright gave the invocation and the Pledge of Allegiance followed.

CM-24-203. Appointment of Acting City Clerk.

Motion to appoint Deputy City Clerk Boucher as the Acting City Clerk for tonight's City Council meeting.

Motion made by Councilor Rohrbach, Seconded by Mayor Pro Tem Bliss.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-24-204. Amendment to the Agenda – move the Hispanic Heritage Month 2024 Proclamation to Consent Agenda.

Motion to move the Hispanic Heritage Month 2024 Proclamation to the Consent Agenda.

Motion made by Councilor Wright, Seconded by Councilman Fleming.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

MEETING OPEN TO THE PUBLIC:

Paula Ochs, resident, expressed her concerns about the Madison Oaks Manufactured
Housing Community fence and parking sign.

Michael Cox, resident, expressed his concern about the Madison Oaks Manufactured
Housing Community fence.

Brianna Hadley, resident, expressed her concern about rat problems in the city.

Tom Fletcher, resident, expressed his concern about rat problems in the city.

Cassandra Hadley, Shelby Township resident, expressed her concern about rat problems in
Madison Heights.

Matt Lonnerstater, City Planner, responded to the concerns expressed about the Madison
Oaks Manufactured Housing Community fence.

CM-24-205. Consent Agenda.

Motion to approve the Consent Agenda, as read.

Motion made by Councilor Wright, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

**CM-24-206. Proclamation Declaring Hispanic Heritage Month, September 15-
October 15, 2024.**

Motion to approve the Proclamation Declaring Hispanic Heritage Month, September 15
– October 15, 2024.

Motion made by Councilor Wright, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-24-207. Recommendation to Remove Member from the Arts Board.

Motion to accept the recommendation to remove member Ahna Basler from the Arts Board.

Motion made by Councilor Wright, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-24-208. Director of Public Services - Recreation Master Plan.

Motion to award the proposal for the Recreation Master Plan to Fleis and Vandenbrink of Farmington Hills in the amount of \$24,000

Motion made by Councilor Wright, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-24-209. Director of Public Services - Change Order - Landscaping Work

Motion to authorize the City Manager to accept the landscaping plan quote as presented by Green Meadows, in a project amount of \$33,262.

Motion made by Councilor Wright, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-24-210. Indigenous People's Day Resolution

Motion to approve the Indigenous People's Day Resolution.

Motion made by Councilor Wright, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-24-211. City Council Special Meeting Minutes of September 23, 2024

Motion to approve the City Council Special Meeting Minutes of September 23, 2024.

Motion made by Councilor Wright, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-24-212. City Council Regular Meeting Minutes of September 23, 2024

Motion to approve the City Council Regular Meeting Minutes of September 23, 2024.

Motion made by Councilor Wright, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-24-213. DTE Reliability Report

Motion to receive and file the DTE Reliability Report.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-24-214. Resolution to Opt Out of PA 152

Motion to adopt the Resolution to Opt-Out of PA 152 as follows:

RESOLUTION TO OPT OUT OF PA 152

WHEREAS, PA 152, passed by the state Legislature, was designed to lessen the burden of employee healthcare costs on public employers;

WHEREAS, Communities are given three options for complying with the requirements of the Bill;

WHEREAS, those three options are as follows:

- 1) Apply the Hard Cap (capped dollar amount each government employer may pay towards an employee's healthcare costs);
- 2) Adopt by majority vote the 80%/20% (employer/employee) costsharing model;

- 3) Opt out of the cost-sharing model by a super majority vote of five as set forth in the bill and revisit it prior to the next year.

WHEREAS, the City of Madison Heights has determined to opt out of the cost-sharing model by a super majority vote of five as set forth in the bill as its choice of compliance under PA 152;

NOW, THERFORE, BE IT RESOLVED, the Madison Heights City Council elects to comply with the requirements of the Publicly Funded Health Insurance Contribution Act by opting out of the cost-sharing model as set forth in PA 152.

Motion made by Councilor Wright, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-215. Energy Future Grant Project Management and Technical Services Proposal – Budget Amendment.

Motion to amend the budget for Federal Grant Revenues 101-021-528-5288 and Contractual Services Expenses – Federal 101-265-818-0044 both by \$500,000.

Motion made by Councilor Rohrbach, Seconded by Councilman Fleming.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-216. Energy Future Grant Project Management and Technical Services Proposal.

Motion to approve a contract with Energy Sciences Resource Partners, LLC for Energy Futures Grant Project Management and Technical Services for a total not to exceed \$500,000.

Motion made by Councilor Rohrbach, Seconded by Councilor Wright.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-217. Director of Public Services - Police Department HVAC Replacement, Phase 2 – Budget Amendment.

Motion to approve a Budget Amendment in the amount of \$500,000 to both 101-301-987-0000 and 101-023-569-5766 State Grant revenue reflecting the awarded grant funds.

Motion made by Councilor Rohrbach, Seconded by Councilor Wright.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-218. Director of Public Services - Police Department HVAC Replacement, Phase 2.

Motion to award the Police Department HVAC Replacement, Phase 2 to Denny’s Heating and Cooling of Troy, in the amount of \$611,815. This represents the base cost, acceptance of the option to replace the 8 rooftop fans, and an allowance to replace the broken and worn diffusers. Funding is budgeted and available.

Motion made by Councilor Rohrbach, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-219. CED Director - Zoning Text Amendment ZTA 24-01 [Ordinance 2022] - Accessory Buildings, Structures, and Uses - First Reading

Motion to approve ordinance # 2022 (ZTA 24-01) upon the first reading and schedule the second and final reading for the October 28th, 2024, City Council meeting.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-220. CED Director - Zoning Text Amendment ZTA 24-02 [Ordinance 2023] - Use Specific Standards for Detached One-Family Dwellings [Driveways] - First Reading

Motion to approve ordinance #2023 (ZTA 24-02) upon the first reading and schedule the second and final reading for the October 28th, 2024, City Council meeting.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilor Wright.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

**CM-24-221. CED Director - Zoning Text Amendment ZTA 24-03 [Ordinance
2024] - Use Specific Standards for Temporary Uses - First Reading**

Motion to approve ordinance #2024 (ZTA 24-03) upon the first reading and schedule
the second and final reading for the October 28th, 2024, City Council meeting.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

**CM-24-222. CED Director - Zoning Text Amendment ZTA 24-04 [Ordinance
2025] - Measurement of Sign Area and Height and Regulations for
Permitted Signs [Wall Signs] - First Reading**

Motion to approve ordinance #2024 (ZTA 24-04) upon the first reading and schedule
the second and final reading for the October 28th, 2024, City Council meeting.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Fleming.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

COUNCIL COMMENTS:

Councilman Mier commented that he officiated his son’s wedding this past Saturday at the
Emerald Theatre in Mount Clemens.

Mayor Pro Tem Bliss congratulated Councilman Mier on his son’s wedding. He thanked the people
who came and spoke during our public meeting. Mayor Pro Tem Bliss spoke about changes to
Ordinances Nos. 2022, 2023, and 2024. He invited everyone to visit the Historical Museum in the
basement of the City Hall. The Heritage Rooms are open on the second and fourth Tuesday of each
month between 3 p.m. and 7 p.m. The city will be honoring former Council Member Lindell Ross
who served as Mayor Pro Tem for six (6) consecutive years. The city is renaming the Executive
Conference Room in City Hall after Former Councilman Ross. There will be a special open house
for the Heritage Rooms on Saturday, November 16th from 10 a.m. to 12 noon. There will also be

a Saturday Story Time from 10:30 a.m. to 11 a.m. in the Robert J. Corbett Jr. Youth Room at our Public Library.

Councilor Wright encourages residents to express their concerns early and often to allow City Council the opportunity to provide information or have City Staff available to address the concerns expressed at a Council Meeting. Residents may also communicate with the City Council via email or call City Hall. Councilor Wright reminded everyone that domestic violence is real whether it is verbal or physical and there are resources available by calling City Hall at (248) 588-1200 or Haven at (248) 334-1284.

City Attorney L. Sherman had no comments this evening.

City Manager Marsh had no comments this evening.

Deputy City Clerk Boucher reminded everyone that if a voter would like to request an absentee ballot, they may do so online through the Secretary of State website, in person at the Clerk's Office, or call the Clerk's Office so we can send you an application. Absentee ballots are due back on Election Day, November 5th by close of polls at 8 p.m. Voters may track their absentee ballots by visiting Michigan.gov/vote. Early Voting starts on Saturday, October 26th through Sunday, November 3rd at the Royal Oak Senior Center, 3500 Marais Avenue with the hours of 8:30 a.m. to 4:30 p.m. daily except for Thursday, October 31st from 12 noon to 8 p.m. An alternate site for all Oakland County voters is at Waterford Oaks Activity Center, 2800 Watkins Lake Road, Waterford.

Councilor Rohrbach shared that Ferndale City Council Member Laura Mikulski formed the Ferndale Rat Patrol, an educational group providing information on rat control through their Facebook page. Councilor Rohrbach thanked the Friends of the Madison Heights Library for their book sale last weekend. They will be accepting new book donations after November 2nd and drop-off bins will be outside of the library. Councilor Rohrbach invites everyone to come out to our Civic Center Park to see the amphitheater. The Arts Board is hosting a Skelebration Trail at Civic Center Park on Saturday, October 19th from 6 p.m. to 9 p.m. Registration is required, and participants may visit the city website at www.madison-heights.org for more information. Councilor Rohrbach reminded everyone that leaf collection begins next Monday and pick up is on your scheduled trash day. She thanked the people who came and spoke during our public meeting. Councilor Rohrbach mentioned that the City of Detroit Mayor schedules a meeting to allow their residents to lodge complaints and he directs their City Staff to address the problems immediately.

Councilman Fleming thanked the people who came and spoke during our public meeting. He will talk to the Police Department and suggest changes to Code Enforcement. Councilman Fleming commented on the DTE released information about the public impersonating their workers and encouraged residents to contact our Police Department if there are any concerns. Councilman Fleming briefly spoke about the Oakland County Parks and Recreation Millage on the November General Election ballot. Councilman Fleming announced that the Historical Commission has a new Facebook page which will include photos of the Heritage Rooms, and some events will stream live. Anyone interested in volunteering for the committee may contact our Library Director Vanessa Verdun-Morris or City Manager Melissa Marsh. Councilman Fleming advised anyone who plans to donate to Hurricane Milton and Hurricane Helene, please research a reputable organization to avoid scammers.

Councilman Soltis had no comments this evening.

Mayor Grafstein has called DTE on behalf of the residents concerning power outages in the city. She briefly spoke about the Planning Commission and the changes made to Ordinances 2022, 2023, and 2024. In 2018, Mayor Grafstein invited Ms. Laura Mikulski from Ferndale Rat Patrol to make a presentation to our residents and provide information on our social media outlets. She invites everyone to participate in the “Rake with the Mayor” on Saturday, October 26th and volunteers are meeting at the Public Library parking lot. Volunteers are asked to bring their own rakes and gloves. Mayor Grafstein talked about domestic violence and encouraged anyone in an uncomfortable situation to reach out to the City, our Police Department, our Fire Department or the school districts for help. Everyone deserves to be treated with respect and not live in fear.

ADJOURNMENT

Having no further business, Mayor Grafstein adjourned the meeting at 8:35 p.m.

City Council Regular Meeting
 Madison Heights, Michigan
 October 28, 2024

A City Council Regular Meeting was held on Monday, October 28, 2024 at 7:30 PM at City Hall - Council Chambers, 300 W. 13 Mile Rd.

PRESENT

Mayor Roslyn Grafstein
 Mayor Pro Tem Mark Bliss
 Councilman Sean Fleming
 Councilman William Mier
 Councilor Emily Rohrbach
 Councilman David Soltis
 Councilor Quinn Wright

ALSO PRESENT

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

The invocation was given by Mayor Grafstein and the Pledge of Allegiance followed.

PRESENTATIONS:

Certificate of Recognition for Lindell "Lin" Ross

Following the dedication of the Executive Conference Room in his honor, City Council recognized Lindel "Lin" Ross for his contributions to the City of Madison Heights. Mr. Ross thanked Council for the honor and recognition. Chair of the Historical Commission, Margene Scott, stated that it is nice to honor those who contributed to our community and introduced the members of the Historical Commission. Mayor Pro Tem Bliss noted that Lin Ross was a very forward thinking member of Council who was able to coalesce the Council to help make improvements to the City. Council does this not only to honor you, but hopefully, to inspire the Lindel Ross's of the future. City Attorney Larry Sherman stated that this was a great and very deserving honor and the whole City owes you a debt of gratitude.

Mayor Grafstein recessed the meeting at 7:41 p.m.

Mayor Grafstein reconvened the meeting at 7:46 p.m.

Co-Responder Program Presentation

Chief LeMerise thanked the City Manager and City Council for their support fo the program. He then introduced Oakland County Health Network Social Worker Alyssa Waters and Co-Responder Program Supervisor Hillary Nusbaum who presented a brief explanation on the Co-Responder Program, a partnership between the Madison Heights Police Department and three neighboring agencies of Ferndale, Hazel Park and Royal Oak to provide resources to combat social crisis issues in the community.

Domestic Violence Awareness Month Proclamation

The City Council proclaimed October as Domestic Violence Awareness Month in the City of Madison Heights and encourage all citizens to work together to raise awareness, support victims, and promote prevention efforts, and call upon all community members to join in this important cause. Mayor Grafstein presented the proclamation to HAVEN representative Ivette Brown.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

CM-24-223. Storage Area Network and Host Servers Replacement.

Motion to approve the purchase of Dell CTO R6615 9124 1024GB server along with three (3) years of VMware vSphere standard licensing under the Michigan Master Computing-Mi Deal in the amount of \$72,288.08, plus labor costs of \$37,740 for a total amount of \$110,028.08.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-224. Zoning Text Amendment ZTA 24-01 [Ordinance 2022] - Accessory Buildings, Structures, and Uses - Second Reading.

Motion to approve Ordinance # 2022 (ZTA 24-01) on second reading, as follows:

**Ordinance No. 2022
City of Madison Heights
Oakland County, Michigan
Zoning Text Amendment 24-01**

An ordinance to amend Ordinance 2198, being an ordinance codifying and adopting a new Zoning Ordinance for the City of Madison Heights, by amending Appendix A, Section 8.03 – Accessory

Buildings, Structures, and Uses – to create more flexible standards for unenclosed structures and utility structures.

The City of Madison Heights ordains:

Section 1. SECTION 8.03. ACCESSORY BUILDINGS, STRUCTURES, AND USES is hereby amended as follows:

1. **Accessory Buildings, Structures, and Uses.** Accessory buildings and uses, except as otherwise permitted in this Ordinance, shall be subject to the following regulations:
 - A. **Use.** Accessory buildings and uses are permitted only in connection with, incidental to and on the same lot with, a principal building, structure or use which is permitted in the particular zoning district. No accessory building, structure or use shall be occupied or utilized unless the principal structure to which it is accessory is occupied or utilized. Accessory structures shall not be constructed until the principal building is constructed; however, a principal building and detached accessory structure may be constructed simultaneously. A detached accessory building can be used for parking or storage of motor vehicles, but not for commercial servicing or repair, unless approved as an element of a Special Land Use and/or Site Plan approval.
 - B. **Permit.** Any accessory building greater than 200 square feet shall require a building permit. All accessory buildings in non-residential districts also require a site plan, unless otherwise determined by the Planning and Zoning Administrator.
 - C. **Accessory Dwelling Units.** Accessory Dwelling Units (ADUs) are further subject to the use-specific standards of Section 7.03(1). Where there is a conflict between the standards of this Section and Section 7.03, the standards of Section 7.03 shall apply.
 - D. **Location.** Unless noted otherwise, detached accessory buildings shall only permitted in the rear yard subject to setbacks listed in this section. In the case of corner lots, detached accessory structures may be permitted abutting the secondary street in accordance with street side yard setbacks for the principal structure.
 - E. **Height.**
 - (1) **Residential Districts:** With the exception of detached accessory dwelling units (Section 7.03(1)), detached accessory structures shall not exceed fifteen (15) feet in height. Attached accessory structures shall be subject to height regulations applicable to the principal structure in the associated zoning district.
 - (2) **Non-Residential and Mixed-Use Districts:** Detached accessory structures shall not exceed twenty (20) feet in height. Attached accessory structures shall be subject to the height regulations applicable to the principal structure in the associated zoning district.

- F. Lot Coverage. All attached and detached accessory buildings shall be in compliance with zoning ordinance provisions concerning the maximum percentage of lot coverage.
- G. Setbacks. Accessory structures are subject to the following setbacks listed below:
- (1) Where the accessory building is structurally attached to a principal building, it shall be subject to, and must conform to all regulations of this Ordinance applicable to main buildings.
 - (2) No detached accessory building shall be located closer than ten (10) feet to any main building (including buildings on adjacent parcels) nor shall it be located closer than five feet to any side or rear lot line, with eaves no closer than four feet to any lot line. Detached accessory buildings may be located up to three feet to the rear lot line or side lot line if construction is fire-resistance rated according to the current Michigan Residential Code, with eaves no closer than two feet to any lot line.
 - (a) Exemption for Gazebos/Pergolas and Unenclosed Structures: For single-family, townhome, duplex, or multiplex uses, detached, freestanding, and unenclosed gazebos, pergolas, or similar roofed but unenclosed accessory structures up to 200 square feet in area are exempt from the minimum ten (10) foot building setback requirement if open/unenclosed on all sides, unless a greater minimum separation distance is required by the Building Official.
 - (3) In those instances where the rear lot line is coterminous with an alley right-of-way, the accessory building shall not be closer than one foot to such rear lot line. In no instance shall an accessory building be located within a dedicated easement right-of-way. In those instances where the rear lot line abuts a street right-of-way, with the exception of an alley, the accessory building shall be no closer to this line than the required front yard setback in the district in which the property is located.
 - (4) Corner Lots: In the case of a corner lot, a detached accessory structure shall be subject to the street side yard setbacks applicable to the principal structure.
- H. Design. When a permit is required, all attached and detached accessory buildings, including garages, sheds, and carports, shall be designed and constructed of materials and design, including roof style, compatible with the principal structure and other buildings in the vicinity, as determined by the Planning and Zoning Administrator. The Planning and Zoning Administrator may allow modifications to the design if the alternate design is compatible with surrounding architecture.
- I. Pavement. All accessory buildings which are used as garages shall have paved driveways from the street to the garage. The paved driveway shall be a minimum of nine feet wide

unless otherwise approved by the Community and Economic Development Department and are further subject to use-specific standards of Article 7. The Community and Economic Development Department shall base its determination upon such factors as the narrowness, shallowness, shape, or area of a specific piece of property, topographical conditions, or extraordinary or exceptional conditions of the property by which the strict application of this Ordinance would result in a practical difficulty; however, such practical difficulty shall not be self-created by the property owner.

- J. Drainage. All driveways and garages shall be paved with asphalt or concrete and drained in accordance with the requirements of and upon approval of the city engineer.
- K. Foundation and Rat Walls. All detached accessory structures, regardless of size, shall be built on a concrete or masonry foundation or feature a rat wall, both in accordance with Chapter 6 of the Code of Ordinances, Buildings and Building Regulations.

2. **Portable On-Site Storage Units.** Portable On-Site Storage Units may be permitted on a temporary basis in accordance with the following:

A. Residential Districts:

- (1) One portable on-site storage unit shall be permitted per dwelling unit.
- (2) Portable on-site storage units shall be located on a paved surface and shall be subject to the location and setback standards for accessory structures, Section 8.03 (1), above. The Planning and Zoning Administrator may approve alternate locations through the submittal/approval of a Temporary Use Permit.
- (3) Such unit shall be permitted without a temporary use permit for up to 30 days in a one 12-month period, unless otherwise noted in this Section.
- (4) For multi-family residential sites, on-site portable storage units shall not obstruct drive aisles or block a required parking space.
- (5) A portable on-site storage unit may be permitted for up to six months for use on-site during substantial construction or renovation on the property as evidenced by active building permits and upon application for a Temporary Use Permit, approved by the Planning and Zoning Administrator.

B. Non-residential and Mixed-Use Districts

- (1) Two (2) portable on-site storage units shall be permitted per parcel, upon approval of a Temporary Use Permit.
- (2) Portable on-site storage units shall be located on a paved surface, and only in the rear yard. The portable unit(s) shall maintain the minimum rear yard setbacks for accessory structures per Section 8.03 (1), above.

- (3) Such unit(s) shall be permitted for up to 30 days in a one 12-month period, unless otherwise noted below.
- (4) Portable on-site storage unit may be permitted for up to six months for use on-site during substantial construction or renovation on the property as evidenced by active building permits and upon application for a Temporary Use Permit, approved by the Planning and Zoning Administrator.
- (5) Portable on-site storage units may be placed on a permanent basis within an approved accessory outdoor storage area without the need for a temporary use permit. Such accessory outdoor storage areas shall be subject to the requirements of Section 8.03 (6), below.
- (6) Containers exceeding 16 feet in length, such as cargo/shipping containers, shall only be placed within an approved accessory outdoor storage area. Such accessory outdoor storage areas shall be subject to the requirements of Section 8.03 (6), below.

C. General Regulations

- (1) No portable storage unit shall be located in a public right-of-way.
- (2) No electrical, gas, or plumbing services shall be connected to the portable storage unit.
- (3) Portable storage containers shall not be used to store hazardous materials, as defined by the Michigan Fire Code.
- (4) Portable storage containers shall not be used as living quarters for humans or animals.

3. **Utility Structures.** All ground-mounted transformers, generators, air conditioner units, mechanical equipment, and similar equipment shall be subject to the following regulations.

- A. Such structures, when unenclosed or not screened, shall only be permitted in the rear yard and shall be placed immediately adjacent to the building to be served.
- B. The utility structure shall be located a minimum of three (3) feet from any property line. However, a non-conforming existing utility structure may be replaced with a new unit of a similar size in the same location without meeting the setback requirements; such structures in the side yard shall be screened in accordance with sub-section C, below.
- C. The Planning and Zoning Administrator may permit such utility structures within an interior side yard or street side yard, subject to the following requirements:
 - (1) The utility structure shall be placed immediately adjacent to the building to be served and shall be screened on at least three (3) sides so as to not be visible from the street. The wall of the principal building may count toward one of the three sides. Such screening shall be constructed of materials similar/compatible

to the building(s) to which they are accessory and shall be constructed to a height not less than that of the unit to be screened. Evergreen shrubbery or plant material may be substituted for enclosures. Chain link fencing is not permissible as screening material.

- D. Utility structures are exempt from, and do not count towards, the maximum lot coverage standards of Article 4, Schedule of Regulations.

Section 2. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4. Savings

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Section 5. Effective Date

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 6. Enactment

A copy of this ordinance may be inspected or purchased at the City Clerk’s office between the hours of 8:00 a.m. and 11:30 a.m. and between 12:30 p.m. and 4:30 p.m. on regular business days.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Mier.

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

Motion carried.

CM-24-225. Zoning Text Amendment ZTA 24-02 [Ordinance 2023] - Use Specific Standards for Detached One-Family Dwellings [Driveways] - Second Reading

Motion to approve ordinance #2023 (ZTA 24-02) on second reading, as follows:

Ordinance No. 2023

**City of Madison Heights
Oakland County, Michigan
Zoning Text Amendment 24-02**

An ordinance to amend Ordinance 2198, being an ordinance codifying and adopting a new Zoning Ordinance for the City of Madison Heights, by amending Appendix A, Section 7.03.10– Detached One-Family Dwellings – to modify standards relating to driveway widths.

The City of Madison Heights ordains:

Section 1. SECTION 7.03. USE SPECIFIC STANDARDS is hereby amended as follows:

Section 7.03.10 – Detached One-Family Dwellings

A. DWELLING UNIT DESIGN:

- (1) Dwelling units that front a public street shall have at least one (1) entrance facing, or visible from, the public street.
- (2) Exterior Finish Materials. Primary materials shall include brick, natural stone, cultured stone, smooth wood siding, or fiber cement siding. Accent materials (up to 25% of the net façade) may include architectural metal, asphalt siding, stucco, aluminum siding, EIFS, reflective glass, vinyl cladding, or concrete. The Planning and Zoning Administrator may consider alternative accent materials.

B. GARAGES:

- (1) Detached Garages. Detached garages shall comply with the Accessory Buildings standards, Section 8.03.
- (2) Attached Garages. Garages shall not be the prominent feature of the front elevation of the home or of the street frontage. Attached garages shall comply with the following standards:
 - (a) Attached garages are subject to the minimum building setback provisions for the principal structure.
 - (b) The total width of front-loaded attached garages shall not occupy more than 50% of the total width of the front façade of the house, as measured along any building line that faces the street, which excludes any architectural elements such as bay windows or unenclosed porches. The width of the garage is measured at the width of the door and not necessarily the space it occupies in

the dwelling behind the door. Garage width may be increased to not more than 60% of the total width of the front façade on parcels with a lot width of 40 ft. or less.

- (c) Front-loaded attached garages shall be recessed at least two (2) feet from the front façade of the house. Front porches may be considered the front façade and be used as the point of measurement for those homes where the porch comprises at least 30 percent of the front façade.

C. DRIVEWAYS

- (1) Minimum driveway width at the right-of-way line: 9 feet.
- (2) All driveways or approaches within the public right-of-way shall be paved with concrete and all other driveways shall be paved with asphalt or concrete.
- (3) Driveways shall be set back a minimum of one (1) foot from side and rear lot lines, except in cases where the driveway is accessed from a rear alley or where a driveway is shared between two or more properties. Driveways shall not be permitted in front of the residential dwelling, except as permitted within this Section.
- (4) Driveways leading to an Attached Garage: A driveway providing access to an attached garage shall be no wider than 20 feet at the front or street side lot line but may taper to a width up to, but not to exceed, eighteen inches beyond the exterior edges of the garage door opening; the taper shall begin a minimum of 5 feet from the property line adjacent to the street and shall be angled no greater than 45 degrees. However, in no case shall any part of the driveway be located directly in front of the residential dwelling, with the exception of living spaces above the garage.
- (5) Driveways leading to a Detached Garage: A driveway that provides access to a detached garage shall be no wider than twelve (12) feet in width at the property line but may taper to a width up to, but not to exceed, eighteen inches beyond the exterior edges of the garage door opening; the taper shall begin in the side or rear yard and shall be angled no greater than 45 degrees. In no case shall any part of the driveway be located directly in front of the residential dwelling, with the exception of accessory dwelling living spaces above/within the detached garage.

On a corner property, a driveway leading to a detached garage facing a side street shall be no wider than 20 feet at the side street property line but may taper to a width up to, but not to exceed, eighteen inches beyond the exterior edges; the taper shall begin a minimum of 5 feet from the side street property line. However, in no case shall any part of the driveway be located directly in front of the residential dwelling, with the exception of accessory dwelling living spaces above/within the garage.

- (6) Driveways on Properties without a Garage: Where no garage exists, a driveway shall be no wider than twelve (12) feet in width at the property line but may taper to a maximum of twenty (20) feet in the side and rear yard. In no case shall any part of the driveway be located directly in front of the residential dwelling.
- (7) Circular Driveways: A circular driveway with two approaches on the same street, or one per street on a corner lot, is permitted on parcels containing 200 feet or more of combined lot width.
- (8) Ribbon Driveways: Ribbon driveways are permitted for residential driveways, subject to the same dimensions and paving standards for standard driveways. Individual ribbons shall only be permitted within the boundary of the lot and shall not be less than eighteen (18) inches or more than thirty (30) inches wide.
- (9) Additional Parking Pad: One (1) additional parking pad for parking and turnarounds, no greater than 18 x 20 feet, is permitted adjacent to a permitted driveway within a side or rear yard. Parking pads shall be set back a minimum of one (1) foot from side and rear property lines.

For properties fronting an arterial or collector street, as denoted within the Master Plan, one (1) parking pad, no greater than 18 x 20 feet, may be located within a required front or street side yard setback to allow for safe vehicular turnaround. Such parking pad shall be screened from the abutting street with plant materials or an alternative screening method approved by the Planning and Zoning Administrator, and shall be set back a minimum of five (5) feet from the street right-of-way line.

Section 2. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4. Savings

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Section 5. Effective Date

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 6. Enactment

A copy of this ordinance may be inspected or purchased at the City Clerk’s office between the hours of 8:00 a.m. and 11:30 a.m. and between 12:30 p.m. and 4:30 p.m. on regular business days.

Motion made by Councilor Rohrbach, Seconded by Councilor Wright.

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

Motion carried.

CM-24-226. Zoning Text Amendment ZTA 24-03 [Ordinance 2024] - Use Specific Standards for Temporary Uses - Second Reading

Motion to approve Ordinance #2024 (ZTA 24-03) on second reading, as follows:

**Ordinance No. 2024
City of Madison Heights
Oakland County, Michigan
Zoning Text Amendment 24-03**

An ordinance to amend Ordinance 2198, being an ordinance codifying and adopting a new Zoning Ordinance for the City of Madison Heights, by amending Appendix A, Section 7.03.43– Temporary Uses – to modify standards relating to seasonal sales lots and recurring special events.

The City of Madison Heights ordains:

Section 1. SECTION 7.03. USE SPECIFIC STANDARDS is hereby amended as follows:

Section 7.03.43 – Temporary Uses

- A. Except as otherwise provided in this Zoning Ordinance, the temporary uses listed in this Section shall require the issuance of a Temporary Use Permit in accordance with this Section and the process/requirements of Section 10.08. Temporary/Seasonal Business Licenses shall also be required in accordance with Chapter 7 of the Madison Heights Code of Ordinances.
- B. Applicants seeking a temporary use permit for a time period longer than otherwise allowed by this chapter, or for a temporary use not specifically permitted in this chapter (or not deemed similar by the Planning and Zoning Administrator), shall submit for approval through the Planning Commission; provided, that it complies with all other relevant development and operational standards for the use as provided in this Zoning Ordinance.

C. Exempt Temporary Uses: The following temporary uses are exempt from the procedural and licensing requirements of this section but remain subject to other Sections of this Zoning Ordinance and the Madison Heights Code of Ordinances.

- (1) Emergency Facilities: Temporary facilities to accommodate emergency health and safety needs and activities.
- (2) Temporary Construction Yards – on-site: Yards and sheds for the storage of materials and equipment used as part of a construction project, provided a valid building permit has been issued and the materials and equipment are stored on the same site as the construction activity.
- (3) Temporary Construction Office or Temporary Real Estate Office. A temporary construction or real estate office used during the construction of a principal building, buildings, or uses on the same site, subject to building permits and trade permits.
- (4) Activities conducted on public property or within the public right-of-way that are approved by the city or as otherwise required by the Zoning Ordinance or Municipal Code.
- (5) Temporary events or activities occurring within, or upon the grounds of, a private residence or upon the common areas of a multi-family residential development.
- (6) Mobile Food Sites, in accordance with Section 7.03(28)
- (7) Temporary portable on-site storage units in accordance with Section 8.03(2).

D. Standards Applicable to all Temporary Uses. All temporary uses, including but not limited to those listed in this Section, shall comply with the following standards:

- (1) No temporary use shall be established or conducted so as to cause a threat to the public health, safety, comfort, convenience, and general welfare, either on or off the premises.
- (2) Temporary uses shall be set back a minimum of twenty-five (25) feet from abutting residentially-zoned parcels or residential uses, with the exception of existing mixed-use buildings.
- (3) Temporary use applicants shall either be the property owner or, if not the property owner, present a signed letter of authorization from the property owner agreeing to such temporary use.

- (4) Temporary uses shall not obstruct required fire lanes, access to buildings or utility equipment, clear vision triangle, ADA spaces or aisles, or egress from buildings on the lot or on adjoining property.
 - (5) Temporary uses shall provide adequate parking area and improvements adequate to accommodate anticipated vehicular traffic. Safe pedestrian accessibility shall be provided between parking areas and the temporary use, with a separation between vehicular and pedestrian traffic areas.
 - (6) Temporary uses shall be conducted completely within the lot on which the principal use is located, unless the City authorizes the use of City-owned property or right-of-way.
 - (7) During the operation of the temporary use, the lot on which it is located shall be maintained in an orderly manner, shall be kept free of litter, debris, and other waste material, and all storage and display of goods shall be maintained within the designated area.
 - (8) Signs for temporary uses shall be permitted only in accordance with Article 12, Signs.
 - (9) Temporary uses shall comply with all requirements of the Fire Prevention Code and other applicable codes and regulations.
- E. Allowed Temporary Uses and Use-Specific Standards. The following temporary uses may be permitted via approval from the Planning and Zoning Administrator, subject to satisfying use-specific standards. Such uses shall also require the issuance of a valid Temporary/Seasonal Business License:
- (1) **Temporary Outdoor Displays/Sales.** The establishment of temporary outdoor sales and the temporary display of goods, including promotional sales, sidewalk sales, and parking lot sales, may be conducted accessory to an otherwise lawfully permitted or allowed principal use on the same site, subject to the following:
 - (a) Temporary outdoor displays and sales shall only be permitted in a non-residential or mixed-use zoning district, accessory to an existing business located on the same property.
 - (b) Products displayed and sold outdoors shall relate to the on-site use and business, and all activities shall be conducted within the lot.
 - (c) Temporary outdoor displays and sales are limited to a maximum of ninety (90) total days per calendar year, which may or may not be consecutive.

(d) Sales and display areas may not occupy more than fifteen percent (15%) of the parking area and shall not substantially alter the existing circulation or fire access on site.

(2) **Seasonal Sales Lots.** Temporary seasonal sales activity (e.g., Christmas trees, pumpkin sales, plant sales, fireworks sales) may be permitted, subject to the following:

(a) Seasonal sales lots may be permitted in any non-residential or mixed-use zoning district, or on any public, quasi-public, or institutional site that abuts an arterial or collector road.

(b) Temporary seasonal sales are limited to a maximum of ninety (90) total days per calendar year, which may or may not be consecutive.

(c) Sales and display areas may not occupy more than fifteen percent (15%) of a parking area and shall not substantially alter the existing circulation or fire access on site.

(3) **Special Events.** Special events such as auctions, craft fairs, farmers markets, outdoor entertainment, and carnivals, may be permitted, subject to the following:

(a) Special events may be permitted in any non-residential or mixed-use zoning district, or on any property approved for public, quasi-public, or institutional uses that abuts an arterial or collector road, as defined in the Madison Heights Master Plan.

(b) The temporary special event is limited to a maximum of seven (7) consecutive days. A total of three (3) temporary special events are permitted per business per calendar year, separated by a stretch of fourteen (14) consecutive days.

A recurring event that typically does not take place over consecutive days but may take place on no more than two consecutive days, may be submitted as a single temporary special event permit. A recurring event is not subject to the 14-day separation standard listed in subsection (E)(3)(b), above. A recurring event is limited to a total of ten (10) days per calendar year and shall count toward the total number of special events

(c) Permitted hours of operation shall be limited to between 12:00 (noon) to 10:00 p.m.

F. When a temporary use is not specifically mentioned in this section, the Planning and Zoning Administrator may determine that such use is similar in nature to listed use(s) above and shall

establish the term and make necessary findings and conditions for the particular use. The Planning and Zoning Administrator reserves the right to refer any request for a temporary use permit to the Planning Commission for action, in accordance with Section 15.08.

- G. In issuing a temporary use permit, the approving authority may impose conditions which it finds necessary for the protection and preservation of property rights and values of adjacent properties.

Section 2. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4. Savings

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Section 5. Effective Date

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 6. Enactment

A copy of this ordinance may be inspected or purchased at the City Clerk’s office between the hours of 8:00 a.m. and 11:30 a.m. and between 12:30 p.m. and 4:30 p.m. on regular business days.

Motion made by Councilor Wright, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

CM-24-227. Zoning Text Amendment ZTA 24-04 [Ordinance 2025] - Measurement of Sign Area and Height and Regulations for Permitted Signs [Wall Signs] - Second Reading.

Motion to approve ordinance #2024 (ZTA 24-03) on second reading, as follows:

**Ordinance 2025
City of Madison Heights
Oakland County, Michigan
Zoning Text Amendment 24-04**

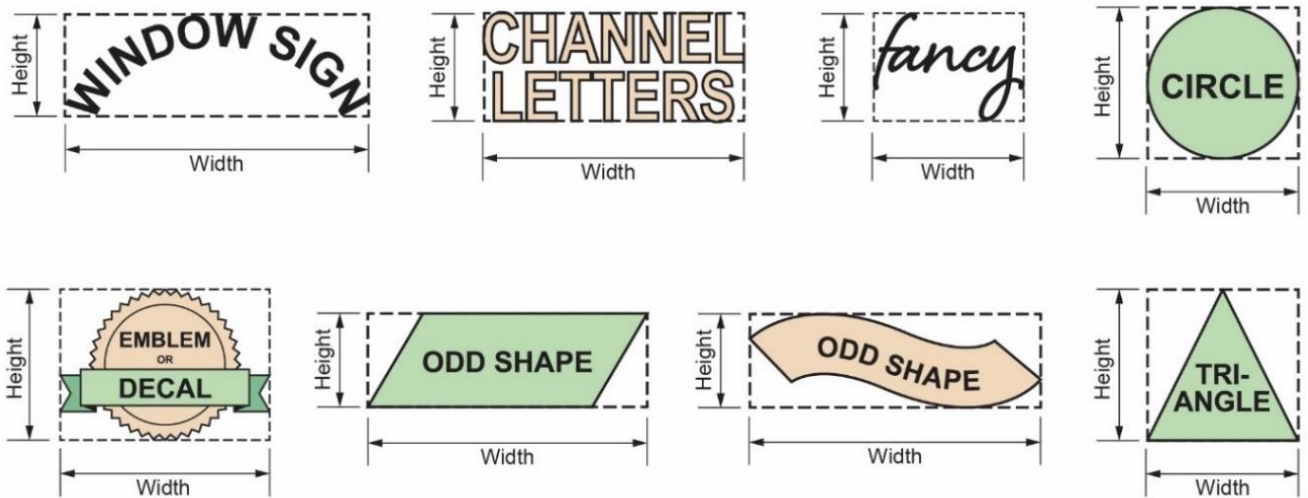
An ordinance to amend Ordinance 2198, being an ordinance codifying and adopting a new Zoning Ordinance for the City of Madison Heights, by amending Appendix A, Section 12.06 – Measurement of Sign Area and Height – and Section 12.07 – Regulations for Permitted Signs – to modify standards relating to wall sign measurements and allowances.

The City of Madison Heights ordains:

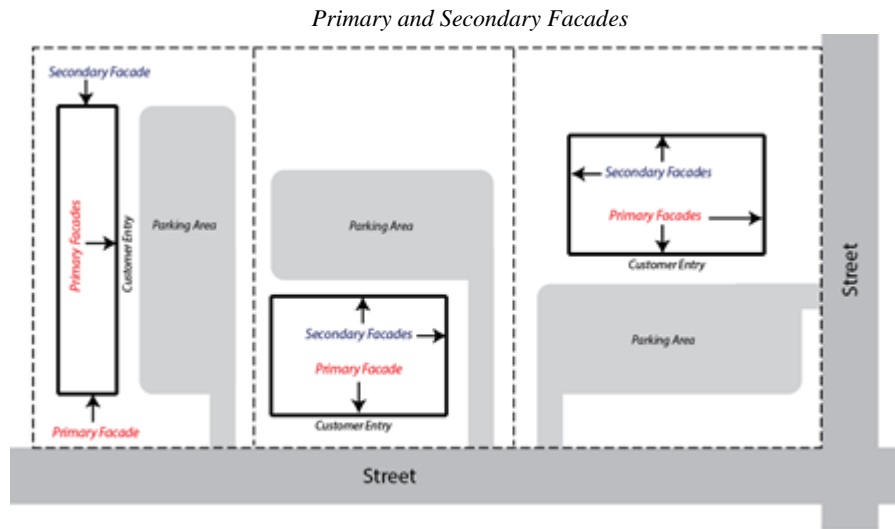
Section 1. SECTION 12.06 – MEASUREMENT OF SIGN AREA AND HEIGHT is hereby amended as follows:

Section 12.06 Measurement of Sign Area and Height

- 1. Sign Area.** For the purposes of this section, the sign area shall include the total area within any circle, triangle, rectangle or square, or combination of two shapes which are contiguous to each other, enclosing the extreme limits of writing, representation, emblem or any similar figure, together with any frame or other material forming an integral part of the display or used to differentiate such sign from the background against which it is placed. In the case of a broken sign, (a sign with open spaces between the letters or insignia) the sign area to be considered for size shall include all air space between the letters or insignia. Where more than one wall sign is used, each sign may be measured individually, using the procedure above, provided the signs are separated by a distance equal to, or greater than, the width of the largest sign. Any back-lit area of a building exterior shall be considered to be a sign area. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back-to-back and less than 24 inches apart, the area of the sign shall equal the area of one face.



2. **Sign Height.** The height of the sign is measured from the ground to the highest point of the sign from the ground.
3. **Building Street Frontage.** In certain cases, the lineal street frontage of a building, building unit, or individual tenant space may be the basis for determining permissible wall sign area. Building Street frontage shall be the sum of all wall lengths associated with such building, building unit, or tenant space parallel to a public street, excluding any such wall length determined by the Planning and Zoning Administrator as unrelated to such building, building unit, or tenant space. For multi-tenant buildings, the street frontage shall be measured from the centerline of the party walls defining the tenant’s individual space.
4. **Façade Measurements:** In certain cases, sign area calculations may be based on the length of the façade serving as the building or tenant’s primary or secondary façades. Primary façades shall include any façade that has building street frontage along a public street (as defined above) or any façade that serves as the main entrance to a building or tenant space, regardless of street frontage. All other facades shall be considered secondary facades for the purposes of this article. A building or tenant space may have multiple primary facades and secondary facades. When a site has primary and secondary facades herein, the Planning and Zoning Administrator shall determine which facades shall serve as the primary facades and which shall be the secondary facades, as applicable. Façade length shall be the sum of all wall lengths associated with said façade. For multi-tenant buildings, façade length shall be measured from the centerline of the party walls defining the tenant’s individual space.



Section 2. SECTION 12.07- REGULATIONS FOR PERMITTED SIGNS is hereby amended as follows:

Section 12.07 Regulations for Permitted Signs

The following conditions shall apply to all signs erected or located in the specified zoning district(s):

R-1, R-2, R-3, R-MN, R-MF and H-M Districts:

Sign Type	R-1, R-2, R-3, R-MN, R-MF and H-M Districts (Single-family, duplex, and multi-plex lots only)	R-1, R-2, R-3, R-MN, R-MF and H-M Districts (Residential Developments [e.g., subdivisions, site condominiums, multi-family, and mobile home parks] and Non-Residential Uses only)
Awning/ Canopy Signs	Not Permitted	Maximum Number: One (1) sign per awning/canopy. Maximum Area: 15 square feet per sign. Individual signs greater than 15 sq. ft. may be permitted by allocating permitted wall signage allowances, below, to the awning/canopy sign.
Ground Signs	Not Permitted	Maximum Number: One (1) per street frontage. If an individual parcel has frontage that exceeds 300 linear feet on any given street, a total of

		one (1) additional ground sign may be permitted. Ground signs on a single parcel shall be separated by a minimum of 100 feet. Minimum Setback: 3 feet from right of way. Increase setback by 0.5 foot for every 0.5 foot of height increase above 5 feet (up to a maximum of 6 feet).
• Monument Signs	Not Permitted	Maximum Height: 6 feet Maximum Area: 32 square feet
• Decorative Post Signs	Not Permitted	Maximum Height: 5 feet Maximum Area: 24 square feet
Projecting Signs	Not Permitted	Maximum Number: One (1) projecting sign per public entrance, minimum separation of 20 feet between projecting signs on a single façade. Maximum Area: 10 square feet per individual sign
Wall Signs	Not Permitted	Maximum Total Sign Area per Façade: Street Frontage/Primary Façade: 1.5 square feet of sign area per lineal feet of building street frontage or primary façade length, not to exceed a total of 100 square feet for each street-fronting façade or primary façade. Secondary Façade: 1.5 square feet of sign area per lineal feet of secondary façade length, not to exceed 75 square feet. Painted Wall Signs: Refer to Section 12.05(7)
Window Signs	Maximum Area: 25% of the window area.	
Temporary Signs	Maximum Height: 4 feet Maximum Area: 16 square feet total Minimum Setback: 2 feet from right of way or any lot line.	Maximum Number: One (1) per street frontage. One (1) per parcel with no street frontage Maximum Height: 4 feet Maximum Area: 16 square feet Minimum Setback: 2 feet from any lot line.

B-1 Neighborhood Business District; B-2 Community Business District; B-3 Regional Business Districts; CC City Center District; and MUI Mixed Use Innovation Districts.

Sign Type	B-1, B-2, B-3, CC, and MUI Districts
Awning/ Canopy Signs	Maximum Number: One (1) sign per awning/canopy. Maximum Area: 15 square feet per sign. Individual signs greater than 15 square feet may be permitted by allocating permitted wall signage allowances, below, to the awning/canopy sign.
Ground Signs	Maximum Number: One (1) per street frontage per parcel. If a parcel has frontage that exceeds 300 linear feet on any given street, a total of one (1) additional ground sign may be permitted. Ground signs on a single parcel shall be separated by a minimum of 100 feet. Minimum Setback: 3 feet from right of way. Increase setback by 0.5 foot for every 0.5 foot of height increase above 5 feet (up to a maximum of 8 feet). No sign shall be located closer than 30 feet to any property line of an adjacent residential district.
• Monument Signs	Maximum Height: 8 feet Maximum Area: 0.5 square foot per each lineal foot of lot frontage to a maximum of 60 square feet in area, whichever is less
• Decorative Post Signs	Maximum Height: 5 feet Maximum Area: 24 square feet
Projecting Signs	Maximum Number: One (1) per public entrance, minimum separation of 20 feet between projecting signs on a single façade.

Maximum Area: 10 square feet per individual sign.

Wall Signs	<p>Maximum Total Sign Area per Façade:</p> <p>Street Frontage/Primary Façade: 1.5 square feet of total sign area per lineal feet of building street frontage or primary façade length, not to exceed a total of 100 square feet per street-fronting façade or primary façade.</p> <p>Buildings/Tenants with an individual building street frontage or primary facade length in excess of 200 feet, or whose primary facade is set back more than 150 feet from the right-of-way line of the adjacent street, shall be permitted a total wall area bonus of 25% along such frontage/façade, not to exceed 150 square feet per facade.</p> <p>Secondary Façade: 1.5 square feet of sign area per lineal feet of secondary façade length, not to exceed 100 square feet.</p> <p>Painted Wall Signs: Refer to Section 12.05(7)</p>
Window Signs	<p>Maximum Area: 25% of the window area. In an enclosed building where the public is not allowed in the building and where food is offered to the public through a window for immediate consumption the maximum coverage shall be 50 percent.</p>
Temporary Signs	<p>Maximum Number: One (1) per street frontage. One (1) per parcel with no street frontage.</p> <p>Maximum Height: 4 feet</p> <p>Maximum Area: 16 square feet</p> <p>Minimum Setback: 2 feet from right of way or any lot line.</p>

O-1 Office District:

Sign Type	O-1 Districts
Awning/ Canopy Signs	<p>Maximum Number: One (1) sign per awning/canopy.</p> <p>Maximum Area: 15 square feet per sign. Individual signs greater than 15 square feet may be permitted by allocating permitted wall signage allowances, below, to the awning/canopy sign.</p>
Ground Signs	<p>Maximum Number: One (1) per street frontage of a lot or development.</p> <p>Maximum Height: 8 feet</p> <p>Maximum Area: 0.5 square foot per each lineal foot of lot frontage to a maximum of 48 square feet in area.</p> <p>Minimum Setback: 3 feet from all lot lines. No sign shall be located closer than 30 feet to any property line of an adjacent residential district. Increase setback by 0.5 foot for every 0.5 foot of height increase above 5 feet (up to a maximum of 8 feet).</p>
<ul style="list-style-type: none"> • Monument Signs 	<p>Maximum Height: 8 feet</p> <p>Maximum Area: 48 square feet</p>
<ul style="list-style-type: none"> • Decorative Post Signs 	<p>Maximum Height: 5 feet</p> <p>Maximum Area: 24 square feet</p>
Projecting Signs	<p>Maximum Number: One (1) per public entrance, minimum separation of 20 feet between projecting signs on a single façade.</p> <p>Maximum Area: 10 square feet per individual sign.</p>
Wall Signs	<p>Maximum Total Sign Area per Façade:</p> <p>Street Frontage/Primary Façade: 1.5 square feet of total sign area per lineal feet of building street frontage or primary façade length, not to exceed a total of 75 square feet per tenant per street-fronting façade or primary facade.</p> <p>Buildings/Tenants with an individual building street frontage or primary façade length in excess of 200 feet, or whose primary facade is set back more than 150 feet from the right-of-way line of the adjacent street, shall be permitted a total wall area bonus of 25% along such frontage/facade, not to exceed 125 square feet per facade.</p>

	<p>Secondary Façade: 1.5 square feet of sign area per lineal feet of secondary façade length, not to exceed 75 square feet</p> <p>Painted Wall Signs: Refer to Section 12.05(7)</p>
Window Signs	Maximum Area: 25% of the window area.
Temporary Signs	<p>Maximum Number: One (1) per street frontage. One (1) per parcel with no street frontage.</p> <p>Maximum Height: 4 feet</p> <p>Maximum Area: 16 square feet</p> <p>Minimum Setback: 2 feet from right of way or any lot line.</p>

M-1 Light Industrial District; and M-2 Heavy Industrial Districts:

Sign Type	M-1 and M-2 Districts
Awning/ Canopy Signs	<p>Maximum Number: One (1) sign per awning/canopy.</p> <p>Maximum Area: 15 square feet per sign. Individual signs greater than 15 square feet may be permitted by allocating permitted wall signage allowances, below, to the awning/canopy sign.</p>
Ground Signs	<p>Maximum Number: One (1) per street frontage per parcel. If a parcel has frontage that exceeds 300 linear feet on any given street, a total of one (1) additional ground sign may be permitted. Ground signs on a single parcel shall be separated by a minimum of 100 feet. No sign shall be located closer than 30 feet to any property line of an adjacent residential district.</p> <p>Minimum Setback: 5 feet</p>
<ul style="list-style-type: none"> Monument Signs 	<p>Maximum Height: 8 feet</p> <p>Maximum Area: 0.5 square foot per each lineal foot of lot frontage to a maximum of 60 square feet in area.</p>
<ul style="list-style-type: none"> Decorative Post Signs 	<p>Maximum Height: 5 feet</p> <p>Maximum Area: 24 square feet</p>
Projecting Signs	<p>Maximum Number: One (1) per public entrance, minimum separation of 20 feet between projecting signs on a single façade.</p> <p>Maximum Area: 10 square feet per individual sign.</p>
Wall Signs	<p>Maximum Total Sign Area per Façade:</p> <p>Street Frontage/Primary frontage: 1.5 square feet of sign area per lineal feet of building street frontage or primary façade length, not to exceed a total of 150 square feet per tenant per street-facing façade or primary façade.</p> <p>Buildings/Tenants with an individual building street frontage or primary façade length in excess of 200 feet, or whose primary façade is set back more than 150 feet from the right-of-way of the adjacent street shall be permitted a total wall area bonus of 25% along such frontage/façade, not to exceed 175 square feet per façade.</p> <p>Secondary Façade: 1.5 square feet of sign area per lineal feet of secondary façade length, not to exceed 100 square feet</p> <p>Painted Wall Signs: Refer to Section 12.05(7)</p>
Window Signs	Maximum Area: 25% of the window area.
Temporary Signs	<p>Maximum Number: One (1) per street frontage. One (1) per parcel with no street frontage.</p> <p>Maximum Height: 4 feet</p> <p>Maximum Area: 16 square feet</p> <p>Minimum Setback: 2 feet from right of way or any lot line.</p>

Section 3. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 4. Severability

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 5. Savings

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Section 6. Effective Date

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 7. Enactment

A copy of this ordinance may be inspected or purchased at the City Clerk's office between the hours of 8:00 a.m. and 11:30 a.m. and between 12:30 p.m. and 4:30 p.m. on regular business days.

Motion made by Councilor Wright, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion carried.

COUNCIL COMMENTS:

City Manager Marsh noted that this year we held an Employee Academy and three of the participants are here tonight to see how Council works together, and she invited them to speak. Bonnie Holzerland stated that the Employee Academy was a great experience, and she now has a better understanding of what other departments really do; she encourages the residents to participate in the Citizens Academy next year. Barb Williams stated that she is a civilian employee of the Police Department, and it was really fascinating to see how the other departments work; it is a great idea, and she stated that she is very impressed with how this city is run.

Councilman Mier expressed his condolences to Mayor Pro Tem Bliss on the loss of his stepmom. He noted that he is a huge supporter of the Co-Responder program, and he is looking forward to it growing. Congratulations to Lin and thank you for your contributions to the city. If you see something, say something and help those victims of domestic violence get the resources they need.

Mayor Pro Tem Bliss stated that while Council honored Lin Ross on his forward thinking, he sees a similar correlation with the new Co-Responder Program as something that is also an example of Council being forward thinking. A program that residents will look at as essential in the future and that you wouldn't imagine the city being without. He commented that he is happy to hear the positive comments on Employee Academy.

Councilor Wright expressed his appreciation for the Co-Responders and noted that hopefully in the future, the city will have our own responders. The next meeting will be after the big election, and he reminded everyone to be peaceful and have joy and acceptance for what comes after the election. It is how we treat each other after the election that matters. Be the democracy and the diplomat, and let's come together.

City Attorney Sherman concurred with all the comments made this evening. Lin was the voice of reason, the intellect and the glue on Council during some very tough times. His comments were measured and taken to heart by Council. He showed a tremendous amount of leadership and it was wonderful that Council honored him.

City Manager Marsh had no further comments this evening.

Deputy City Manager/City Clerk Rottmann stated that all polling locations will be open on November 5, 2024 for the General Election; hours are from 7 a.m. to 8 p.m. In addition, Early Voting is ongoing daily until Sunday, November 2nd. Hours are 8:30 a.m. to 4:30 p.m. daily, except for Thursday, when the hours are 12 p.m. to 8 p.m. If you need an absentee ballot, please come into the Clerk's office, call or go online to apply. The last day we can mail an absentee ballot to you is Friday. If you haven't already returned your absentee ballot, please consider dropping it off in person or at our secure drop box, since mailing it this late may cause it to be received too late. Finally, please be kind to your election workers, they are your neighbors and friends and just want to do something good for the community. Without them, elections would not be possible.

Councilor Rohrbach reiterated comments on the Co-Responder program and expressed gratitude for the opportunity to enhance services to the community. The last thing we want is someone in a mental health crisis to wind up in jail. Thank you to City Manager Marsh and everyone else involved for making this program happen. She thanked the Clerk's office and the personnel working the Early Voting Site for the work that they are doing. Halloween is Thursday, please have fun and be safe and Thanksgiving is approaching, which is her favorite holiday.

Councilman Fleming stated that if you need to, you can spoil your ballot at the Clerk's office. Oakland County Health Network has a hotline for those who are experiencing depression. They also provide services for those who are low income. Please remember to change your batteries to your fire detector and carbon monoxide. It is National First Responder month, and he expressed thanks to our police and fire personnel who continue to do a great job for our community.

Councilman Soltis commented that Thanksgiving is also his favorite holiday.

Mayor Grafstein expressed her condolences to Mayor Pro Tem Bliss. She congratulated Lin Ross on the naming of the Executive Conference Room in his honor. We all need to be aware, and if you know someone that is in a situation, please support them and be there for them. Be kind to people, we do not know what they are going through. She is very glad that the Co-Responder program is here, and it is great that we have it, noting that not everyone with a mental illness is violent and not all require a police call. She commented that there is construction at 12 Mile and

Stephenson that is blocking the sidewalk, preventing someone from crossing safely and asked that a safe crossing route be opened. The next meeting is November 11th.

ADJOURNMENT:

Having no further business, Mayor Grafstein adjourned the meeting at 8:36 p.m.



AGENDA ITEM SUMMARY FORM

MEETING DATE: 11/11/24

PREPARED BY: Giles Tucker - CED

AGENDA ITEM CONTENT: CDBG Program Year 2025 Application

AGENDA ITEM SECTION: Reports

BUDGETED AMOUNT:

FUNDS REQUESTED:

FUND:

EXECUTIVE SUMMARY:

Each year the city submits its Program Year (PY) application to Oakland County for inclusion in their Annual Action Plan to the U.S Department of Housing and Urban Development. Staff has provided a memo and proposed draft resolution offering its recommendations for the funding of three project areas:

- Public Service (Senior Seasonal Yard Clean-Up)
- Code Enforcement
- Minor Home Repair

RECOMMENDATION:

Staff recommends that the funding of the PY 2025 application should be as follows:

- | | |
|--|-------------|
| 1. Senior Service (Lawn Cutting Service) | \$20,603.00 |
| 2. Code Enforcement | \$86,000.00 |
| 3. Minor Home Repair | \$30,756.00 |

Anticipated Allocation Total \$137,359.00

Staff further recommends that City Council authorize the PY 2025 CDBG application to be submitted to Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and hereby authorize the Mayor to execute all documents, agreements or contracts which result from this application to Oakland County. A proposed resolution is included along with this memo.

MEMORANDUM

DATE: October 7, 2024

TO: Melissa Marsh - City Manager

FROM: Giles Tucker - Community & Economic Development Director

SUBJECT: CDBG Recommendations for PY 2025 Application

SUMMARY:

Each year the city submits its Program Year (PY) application to Oakland County for inclusion in their Annual Action Plan to the U.S Department of Housing and Urban Development. The deadline for submitting our Program Year 2025 application to Oakland County is December 6,2024. Based on the estimated \$137,359 staff expects to receive, staff recommends funding the following projects:

- 1. Public Service- (Senior Seasonal Yard Clean-Up) \$20,603.00
- 2. Code Enforcement \$86,000.00
- 3. Minor Home Repair \$30,756.00

Anticipated Allocation Total \$137,359.00

Public Service (Senior Seasonal Yard Clean-Up) provides funds to be used to help income qualifying seniors and those with disability by providing a lawn cutting service to them at no charge. This program is advertised at the Active Adult Center and serves around 50-60 seniors each year. While senior lawn cutting remains the primary service for this project area, this year’s application has been modified to “Senior Seasonal Yard Clean-up” to allow greater flexibility to use these funds for Fall & Spring clean-ups, tree removal and snow removal as funds allow.

In recent years “Public Service” projects have been limited to 30% of the total allocation request made by each community. Oakland County reduced this to 15% starting in Program Year 2024 and has kept this restriction in place. Due to this reduction imposed by Oakland County CDBG, cuts to the amount of lawn cutting provided, or to the number of seniors could be felt in calendar year 2026. City staff will continue to recommend Oakland County to increase limit to fully restore funding to this longstanding project for our community.

Staff also suggests that remaining funds should be used to fund our code enforcement efforts and for minor home repair. The CDBG program allows the city to pay for a second code enforcement officer to cover low/mod income areas of the city. Code enforcement not only identifies and addresses property maintenance issues that contribute to blight, but they also identify issues that may be addressed with the CDBG Minor Home Repair program. The Minor Home Repair grant funds repair projects such as roof, furnace, and water heater replacement projects for up to \$10,000 for income qualifying residents. This program protects the health and safety of residents and help stabilize neighborhoods.

STAFF RECOMMENDATION:

Staff recommends that the funding of the PY 2025 application should be as follows:

- 1. Public Service- (Senior Seasonal Yard Clean-Up) \$20,603.00
- 2. Code Enforcement \$86,000.00
- 3. Minor Home Repair \$30,756.00

Anticipated Allocation Total \$137,359.00

Staff further recommends that City Council authorize the PY 2025 CDBG application to be submitted to Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and hereby authorize the Mayor to execute all documents, agreements or contracts which result from this application to Oakland County. A proposed resolution is included along with this memo.

RESOLUTION OF THE MADISON HEIGHTS CITY COUNCIL

City of Madison Heights, Michigan

WHEREAS, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs, and

WHEREAS, Oakland County has requested CDBG-eligible projects from participating communities for inclusion in the Action Plan, and

WHEREAS, the City of Madison Heights has duly advertised and conducted a public hearing as follows:

(Insert Public Hearing Information from portion of the 11-11-24 City Council Meeting)

WHEREAS, the city staff has recommended that City Council apply for PY 2025 CDBG funds for the following projects:

<u>Project Name</u>	<u>Amount</u>
Public Services (Senior Seasonal Yard Clean-Up))	\$ 20,603.00
Code Enforcement	\$ 86,000.00
Minor Home Repair	<u>\$ 30,756.00</u>
	\$ 137,359.00

THEREFORE, BE IT RESOLVED, that the City of Madison Heights City Council hereby authorizes the PY 2025 CDBG application to be submitted to Oakland County for inclusion in Oakland County’s Annual Action Plan to the U.S. Department of Housing and Urban Development, and hereby authorizes the Mayor to execute all documents, agreement or contracts which result from this application to Oakland County.

Yeas:
Nays:
Absent:
Motion Carried

Certification:
I, Cheryl E Rottmann, the duly appointed City Clerk of the City of Madison Heights, County of Oakland, State of Michigan, do hereby certify that the foregoing is a resolution adopted by the Madison Heights City Council at their Regular Meeting held on November, 11, 2024

Cheryl E. Rottmann
City Clerk



AGENDA ITEM SUMMARY FORM

MEETING DATE: 11/11/2024

PREPARED BY: Giles Tucker, Community & Economic Development Director

AGENDA ITEM CONTENT: CDBG & OLHSA Funded Yard Service - Snow Removal Service

AGENDA ITEM SECTION: Consent Agenda

BUDGETED AMOUNT: \$120,000

FUNDS REQUESTED: \$40,000

FUND: Contractual Services 276-728-818-0000; Contractual Services 101-728-818-0000

EXECUTIVE SUMMARY:

Community Development Block Grant (CDBG) and Oakland Livingston Human Service Agency (OLHSA) APRA Senior Home Chore Program Funded Yard Service - Snow Removal Service

RECOMMENDATION:

Staff recommends that Council consider two motions:

To approve a Budget Amendment in the amount of \$100,000 to both to Revenue 101-021-528-5288, Federal Grant – Other and Expenditure 101-728-818-0000, General Fund-Community Development-Contractual Services reflecting the awarded OLHSA grant funds.

To award the CDBG funded yard services/snow removal program contract to the lowest responsible bidder, Gratiot Landscaping DBA Winners Circle Turf & Landscaping, at a unit price of \$45.00 per lot for the 2024 Snow Removal season, and to authorize the City to proceed to the next lowest responsible bidder, Luxury Lawn & Snow at unit pricing of \$53.00 per lot in the unlikely event that the contract with Gratiot Landscaping DBA Winners Circle Turf & Landscaping is cancelled due to non-performance or other issues.

MEMORANDUM

DATE: November 4, 2024

TO: Melissa Marsh - City Manager

FROM: Giles Tucker - Community & Economic Development Director

SUBJECT: CDBG Yard Services- Snow Removal

SUMMARY/BACKGROUND:

In accordance with HUD regulations, the City has posted a bid for CDBG and OLHSA-funded Snow Removal Services for the 2024 winter season. The bid was posted on the MITN online cooperative bidding system (www.mitn.info) and emailed to 708 vendors. Out of the 708 vendors, 53 vendors downloaded the bid documents and six (6) responsive electronic bids were received and opened. One bid from T's Outdoor Services was deemed unresponsive, as there was an issue with their documents being uploaded on the site and our HR Director/Purchasing Coordinator was unable to open their bid.

The lowest qualified bidder is Gratiot Landscaping/DBA Winner Circle Turf & Landscape at \$45 per residence/lot. Gratiot Landscaping demonstrated their quality of work and responsiveness when they took over the 2022 lawn cutting contract, after the awarded bidder for the contract failed to perform. Staff responsible for managing the day-to-day of the lawn cutting contract for our seniors have confidence that Gratiot Landscaping will continue to demonstrate their quality of work and professionalism this winter season for the snow removal contract.

This snow removal contract will have two funding sources: CDBG (Fund 276) and OLHSA (Fund 101). Provided that City Council approves the revision of the project description for CDBG Yard Services to include snow removal, CDBG Yard Service funds will provide up to \$20,000 of the potential costs of snow removal activities performed as weather events require. This will assist the City in spending down excess past funding for Yard Services. Any further costs incurred will be funded through the City's OLHSA ARPA Senior Chore Program grant.

The OLHSA grant award totals \$100,000 and up to 15% of these funds can be used for program outreach, enrollment, and program coordination activities. The total funds available for this project are \$105,000 (\$20,000 CDBG + \$85,000 OLHSA). The proposed contract between Gratiot Landscaping DBA Winner Circle Turf & Landscape will service a total of around 55 residences for a maximum of 15 snow events. At \$45 per residence this equates to an estimated total contract amount of \$37,125. Factoring in any late additions or reductions to this list, staff suggests that a contract total of \$40,000 be used. Service beyond 15 snow events or \$40,000 will be authorized only after an extension of this contract mutually agreed upon by the service provider and the city staff.

STAFF RECOMMENDATION:

Staff recommends that Council consider two motions:

To approve a Budget Amendment in the amount of \$100,000 to both to Revenue 101-021-528-5288, Federal Grant – Other and Expenditure 101-728-818-0000, General Fund-Community Development-Contractual Services reflecting the awarded OLHSA grant funds.

To award the CDBG funded yard services/snow removal program contract to the lowest responsible bidder, Gratiot Landscaping DBA Winners Circle Turf & Landscaping, at a unit price of \$45.00 per lot

for the 2024 Snow Removal season, and to authorize the City to proceed to the next lowest responsible bidder, Luxury Lawn & Snow at unit pricing of \$53.00 per lot in the unlikely event that the contract with Gratiot Landscaping DBA Winners Circle Turf & Landscaping is cancelled due to non-performance or other issues.

From: [Gratiot Landscaping](#)
To: [Giles Tucker](#)
Cc: [Tracee Miller](#)
Subject: Re: MH Snow Removal Bid
Date: Wednesday, October 30, 2024 2:55:07 PM
Attachments: [MH-Reference List 2024 CDBG Snow.pdf](#)

Good afternoon,

As I indicated in our conversation, I would like to apologize for not catching this prior to submission. In reviewing the hard copy it appears that a couple of pages were stuck together and it scanned in as one page. I have attached the documents to be included as a part of our bid proposal.

- Following a snow event, City staff from the Active Adult Center will call the contractor and ask for service. Please provide an estimated response time from receiving this call to having a crew in the field working on the driveways. Along these lines, will Madison Heights have a dedicated crew to our city, or will the crew be shared with other contracts? How close is this crew?
1. Following Notification (Phone Call, emailed service list) from City staff from The Active Adult Center Gratiot Landscaping/Winners Circle Turf & Landscape will begin providing service within 1 hr of receipt of call/emailed service list. In regards to a dedicated crew for the City, we do not have a dedicated crew only to service the City. Service Crews are generally 30-45 minutes from Madison Heights
 - To clarify, I see that you have indicated that total price per residence per snowfall is \$45, does this also include salting? How will the contractor ensure that we will be adequately supplied for the season?
 1. The quoted price does include the application of Salt and based on the reading of the Bid, the language does provide for the snow event (based on history) to be a de-icing event as there have been instances where it may not be "moveable snow" but ice that needs to be treated. The second half of your question I will answer in this manner, we've already procured and have in stock several pallets of Salt for the upcoming snow season..

On Wed, Oct 30, 2024 at 2:13 PM Giles Tucker <GilesTucker@madison-heights.org> wrote:

Hi Wade,

Thanks for taking my call today. As I discussed over the phone, we are continuing to review the bids that have come in and have not selected a contractor for this opportunity at this time. I wanted to get further clarifications on a few things within your bid, and I noticed that you mention that your references were attached, but I couldn't find them. Please respond to this email with your references and respond to the questions below:

- Following a snow event, City staff from the Active Adult Center will call the contractor and ask for service. Please provide an estimated response time from receiving this call to having a crew in the field working on the driveways. Along these lines, will Madison Heights have a dedicated crew to our city, or will the crew be shared with other contracts? How close is this crew?

- To clarify, I see that you have indicated that total price per residence per snowfall is \$45, does this also include salting? How will the contractor ensure that we will be adequately supplied for the season?

Please answer these questions by replying to this email and thank you for providing this information and for your interest in our project!

Giles Tucker
Community Development Director
City of Madison Heights
Office: (248) 583-0831
Direct: (248) 837-2650

--
Wade A. Daley, BS, LIC
Certified Commercial Applicator
Certified Applicator Trainer
President/CEO



PRICING SECTION

ALL FORMS (pages 9 through 12) must be completed in full and returned with your electronic bid.
PLEASE SEE PRIOR INSTRUCTIONS FOR ELECTRONIC SUBMITTAL
THE CITY IS NOT REQUIRING A BID BOND FOR ITB #1071

Join Zoom Meeting for Bid Opening ITB 1071 – CDBG-OLHSA Home Chore Snow Removal:
Tuesday, October 22, 2024 - 2:05 pm - *An addendum will be posted with this updated information*

Number of full-time employees 8 Number of part-time employees 4

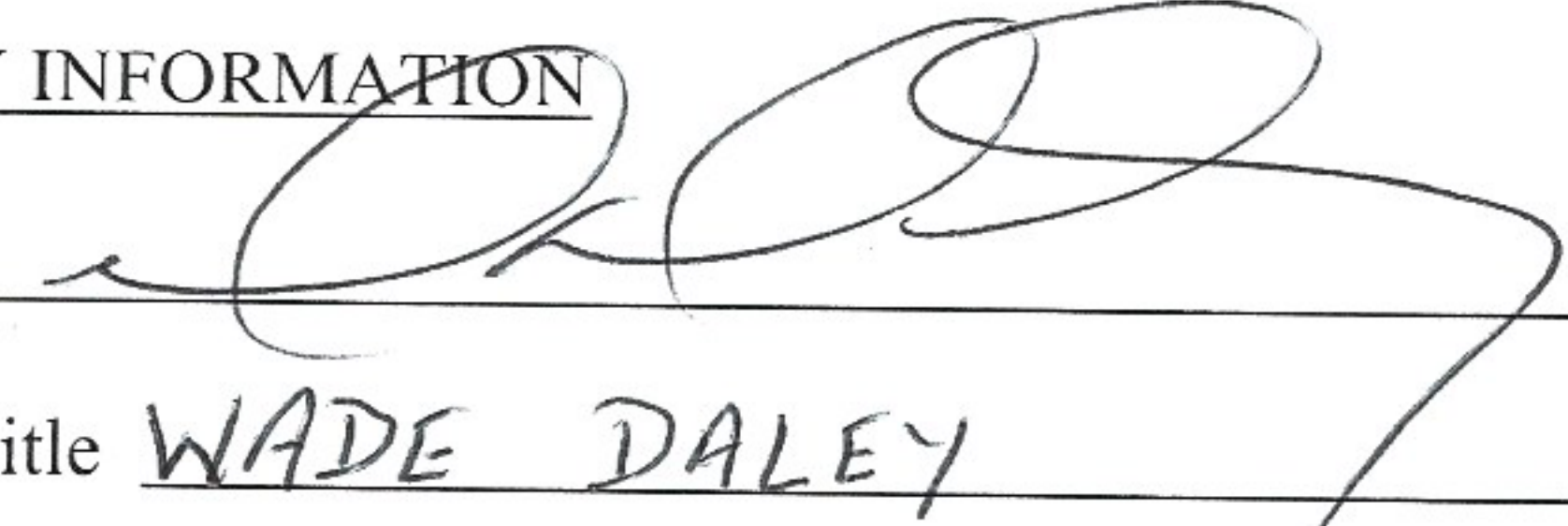
Years in Business: 11

List of Equipment to be used FOR THIS CONTRACT (attach additional sheets as necessary):
SEE ATTACHED

List typical response time: AS SOON AS SNOW FALL IS COMPLETE
Total price per residential lot per snowfall \$ 45.00
Price per lot (avg. 60' x 120') \$ 45.00

Payment Terms: Contractor will be paid on a bi-weekly basis.

COMPANY INFORMATION

Signature 

Print name/title WADE DALEY

Company GRATIOT LANDSCAPING/DBA WINNERS CIRCLE TURF + LANDSCAPE.

Address 42211 GARFIELD RD #300

CLINTON TOWNSHIP, MI 48038

Phone 586-859-7059 Fax _____ Date 10/21/2024

Email: WADE@GRATIOTLANDSCAPE.COM



Equipment Listing

All Items Listed are wholly owned by Winner's Circle Turf & Landscape

Snow Removal Equipment Inventory

- Snapper Snow Thrower, 11.5 TP, 27"
- Snapper SX 5200 E 5HP 20" Snow Thrower
- Toro 721 R-C Snow Blower (8)
- 6 Heavy Duty Snow Shovels
- 1 Honda 4 Wheeler with Plow & Salter
- 1 Suzuki 4 Wheeler with Plow
- 1 Toro Groundmaster with Plow
- Chapin Salt/Ice Melt Spreader (2)
- 6 x 14 Haulin Cargo Trailer
- 8 ½ x 16 Enclosed Trailer
- 8 ½ x 17 Enclosed Trailer

Vehicle Inventory

- 1996 GMC Sierra
- 2005 Ford F350 (with Salt Spreader)
- 2018 Ford F150
- 2006 Ford F250 with Western Plow

42211 Garfield Rd #300, Clinton Township, Michigan 48038
 Telephone: (586) 859-7059. Email: wade@gratiotlandscape.com

References:

Please list contact information for three (3) references; municipalities preferred:

1. Contact Name: SEE ATTACHED.
Company/Municipality Name: _____
Address: _____
Contact Phone(_____) _____
Contact Fax (_____) _____
Contact Email Address: _____

2. Contact Name: _____
Company/Municipality Name: _____
Address: _____
Contact Phone(_____) _____
Contact Fax (_____) _____
Contact Email Address: _____

3. Contact Name: _____
Company/Municipality Name: _____
Address: _____
Contact Phone(_____) _____
Contact Fax (_____) _____
Contact Email Address: _____

INDEMNIFICATION, DEFEND AND HOLD HARMLESS AGREEMENT

GRATUIT LANDSCAPING

KNOW ALL MEN BY THESE PRESENTS: That WINNERS CIRCLE TURF (Contractor/Company)

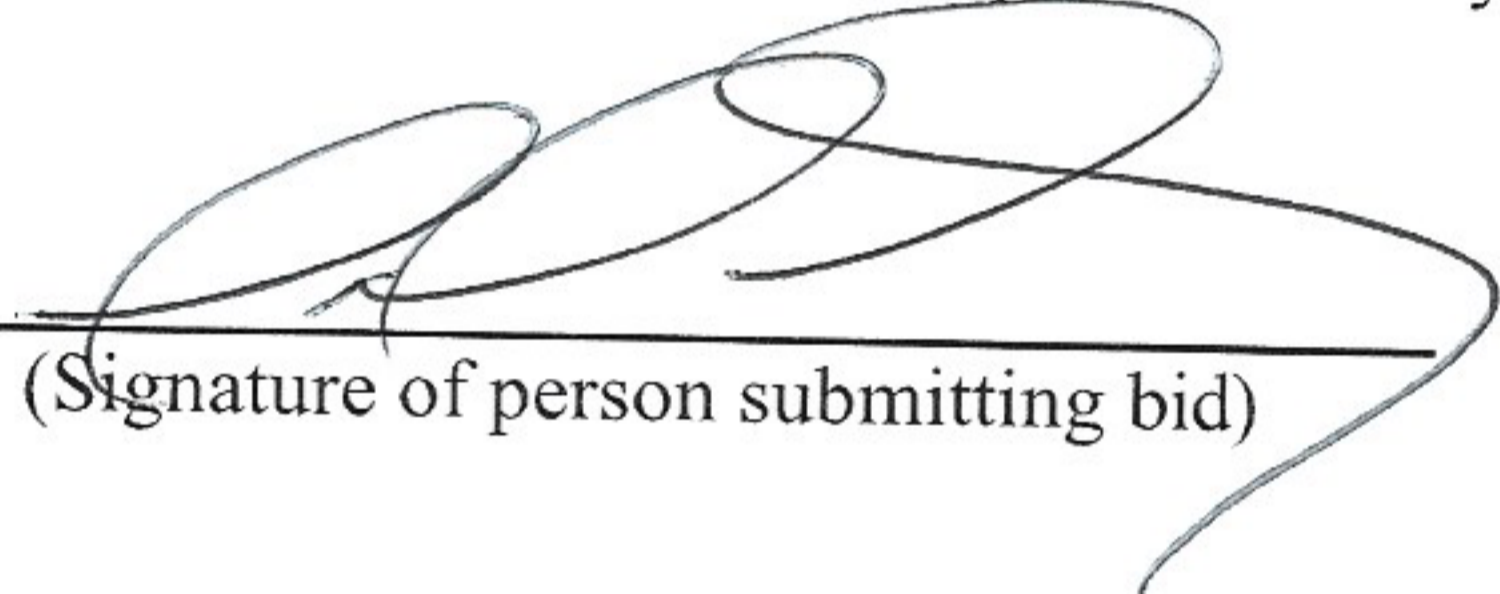
By and through the undersigned WADE DALEY (Individual),

Its PRESIDENT (Title), respectively, agrees to indemnify and hold harmless the City of

Madison Heights, a Michigan Municipal Corporation, 300 W. Thirteen Mile Road, Madison Heights, Michigan 48071, (hereinafter "City"), its Council, officers, administrators, employees, attorneys, affiliates, successors and assigns from any and all liability arising, directly or indirectly, from the following activity:

SNOW REMOVAL

In the event any suit, proceeding, claim, loss, damage, cost, charge or expense shall be brought against the City, its Council, officers, administrators, employees, attorneys, affiliates, successors and assigns by virtue of the above-referenced activity, hereby covenants and agrees to assume the defense thereof and defend the same at its own expense and pay all costs, charges, attorney fees and any other expenses related thereto. Notwithstanding the foregoing, this Indemnification, Defend and Hold Harmless Agreement excludes the sole acts and/or the sole omissions to act on the part of the City of Madison Heights.


(Signature of person submitting bid)

Subscribed and sworn this 21st day of OCT, 2024 before me, a Notary Public in and for said County.

Lisa A. Hudson
Notary Public

County of Macomb

My Commission Expires: 5-14-2025

Acting in County of Macomb

LISA A HUDSON
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF MACOMB
My Comm. Exp. 5/14/25
Acting in the County of Macomb
Date 10/21/2024


NON-COLLUSION AFFIDAVIT

Return this completed form with your sealed bid.

WADE DALEY being duly sworn deposes and says:

That ~~he~~/she is PRESIDENT
(state official capacity in firm)

The party making the foregoing proposal or bid, that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price or that of any other bidder, or to secure the advantage against the City of Madison Heights or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.


(Signature of person submitting bid)

Subscribed and sworn this 21st day of Oct, 2024 before me, a Notary Public in and for said County.

Lisa A. Hudson
Notary Public

My Commission Expires:
5-14-2025

LISA A HUDSON
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF MACOMB
My Comm. Exp. 5/14/25
Acting in the County of Macomb
Date 10/21/2024

2024 CDBG OLHSA Snow Removal Bid Summary

#	Contractor	Full-Time Employees	Part-Time Employees	Years in Business	Price Per Lot	Listed Typical Response Time	Equipment List
1	C-Care Lawn Services	3	3	3	\$65.00	2-hour	(2) Snow Plow Trucks, (4) Snow Blowers, (3) Auto Snow Shovels, (6) shovels
2	Capital Landscaping	21	8	8	\$87.00	Average 6 hours, we can guarantee 24 hours	See Equipment list
3	Gratiot Landscaping/DBA Winners Circle Turf & Landscape	8	4	11	\$45.00	1 Hour	Snapper Snow Thrower 11.5 TP 27", Snapper SX 5200 5HP 20" Snow Thrower, (8) Toro 721 R-C Snow Blower, (6) Shovels, (1) Honda 4-Wheeler with Plow & Salter, (1) Suzuki 4-Wheeler with Plow, (1) Toro Groundmaster with plow, (2) salt Spreaders, 6x14 cargo trailer, (1) 8.5 x 16 Enclosed Trailer, 8.5 x 17 Enclosed Trailer, 1996 GMC Sierra, 2005 F350 (w/ Salt Spreader), 2018 F150, 2006 F250 Western Plow.
4	Luxury Lawn and Snow LLC	10	15	7 in US; 10 years abroad	\$53.00	Within 3 hours of receiving the call from AAC	(3) Trucks with Snow Plows; (3) Spreaders; (8) Snow Blower Machines, (10) shovels
5	CAC Asset Solutions	15	5	12	\$95.00	24 hours	Ventrac compact tractors; Bobcat w/bucket, 2 stage snowblower, Dewalt snow throwers; salt spreader, shovel; blower attachment, toro multiforce
6	Premier Group Associates	50	20	17	\$250; \$2000 per 60x120 lot	4 hours	See Equipment list



AGENDA ITEM SUMMARY FORM

MEETING DATE: 11/11/24

PREPARED BY: Sean P. Ballantine, Director of Public Services

AGENDA ITEM CONTENT: Director of Public Services - Purchase of 4 Police Patrol Vehicles

AGENDA ITEM SECTION: Bid Awards/Purchases

BUDGETED AMOUNT: \$237,217

FUNDS REQUESTED: \$211,968

FUND: 101-301-985-0000

EXECUTIVE SUMMARY:

The approved FY 2025 Budget includes the scheduled replacement of four standard police patrol vehicles. Although the Dodge Durango Pursuit has proven to be a generally reliable vehicle, there are known drivetrain issues, as well as space and comfort considerations for our officers, who are required to wear more and more equipment. While our Motorpool supervisor has successfully mitigated the drivetrain concerns, resulting in a strong and viable fleet, it does not address the space issues, or long-term longevity concerns. These considerations prompted us to look into alternatives, and the general finding was that the majority of police departments in the area are switching to Chevrolet Tahoes.

RECOMMENDATION:

Staff recommends that Council approve the purchase of four Chevrolet Tahoe 4-wheel drive police package, from Berger Chevrolet, of Grand Rapids, through the MiDeal vehicle purchasing program, for the total amount of \$211,968. Funding is budgeted and available with \$158,976 allocated in account 101-301-985-0000, and \$52,992 allocated in account 265-301-985-0039

MEMORANDUM

DATE: November 7, 2024
TO: Melissa R. Marsh, City Manager
FROM: Sean P. Ballantine, Director of Public Services
SUBJECT: Purchase of 4 Police Patrol Vehicles

The approved FY 2025 Budget includes the scheduled replacement of four standard police patrol vehicles. Although the Dodge Durango Pursuit has proven to be a generally reliable vehicle, there are known drivetrain issues, as well as space and comfort considerations for our officers, who are required to wear more and more equipment. While our Motorpool supervisor has successfully mitigated the drivetrain concerns, resulting in a strong and viable fleet, it does not address the space issues, or long-term longevity concerns. These considerations prompted us to look into alternatives, and the general finding was that the majority of police departments in the area are switching to Chevrolet Tahoes.

I would note that this is not uncommon for police fleets, as the nature of patrol vehicles are ever evolving, moving from different body styles and vendors as new innovations come to the market.

Staff therefore recommends that Council approve the purchase of four Chevrolet Tahoe 4-wheel drive police package, from Berger Chevrolet, of Grand Rapids, through the MiDeal vehicle purchasing program, for the total amount of \$211,968. Funding is budgeted and available with \$158,976 allocated in account 101-301-985-0000, and \$52,992 allocated in account 265-301-985-0039

Department of Public Services
City of Madison Heights
801 Ajax Drive
Madison Heights, Michigan 48071

BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$52,992.00

Vehicle Description:

Number of units 1

Year 2025

Make Chevrolet

\$52,992.00

Model Tahoe 4wd
Police package

Vendor:
Berger Chevrolet Inc.

Bid Prepared For :

Address 2525 28th Street S.E.

City of Madison Heights

Grand Rapids, MI 49512

Phone (616) 575-9629

Price includes title fee and delivery. Price based on
Municipal discount in the State of Michigan.

Fax (616) 988-9178

Signature *Robert Evans*

Printed Signature Robert M. Evans

Date 11/6/2024