



**CITY OF MADISON HEIGHTS**

**CITY HALL - COUNCIL CHAMBERS, 300 W. 13 MILE RD.**

**CITY COUNCIL REGULAR MEETING AGENDA**

**MAY 22, 2023 AT 7:30 PM**

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**CALL TO ORDER**

**ROLL CALL**

**INVOCATION and PLEDGE OF ALLEGIANCE - MAYOR PRO TEM BLISS**

**APPROVAL OF THE AGENDA:**

- [1.](#) Additions/Deletions

**PRESENTATIONS**

- [2.](#) Police Department Commendation Awards
- [3.](#) Proclamation Declaring June 2, 2023 as National Gun Violence Awareness Day in Madison Heights

**PUBLIC HEARINGS:**

**ITEMS ON AGENDA OF INTEREST TO PARTIES IN THE AUDIENCE**

**MEETING OPEN TO THE PUBLIC:**

**CONSENT AGENDA:**

- [4.](#) Colleen Monaghan - Resignation from the Crime Commission
- [5.](#) Recommendation to Remove Member from the Arts Board
- [6.](#) Director of Public Services - 2023 West Nile Virus Reimbursement Resolution
- [7.](#) CED Director - 2024-2026 CDBG Cooperation Agreement Resolution
- [8.](#) Director of Public Services - Police Department Dispatch Floor Rehabilitation
- [9.](#) Police Chief - Interlocal Agreement for the Joint Exercise of Police Authority and Powers in Designated Geographic Boundaries in the City of Royal Oak
- [10.](#) Police Chief - Service Towing Rate Increase
- [11.](#) Regular City Council Meeting Minutes of May 8, 2023

**COMMUNICATIONS:**

**REPORTS:**

- [12.](#) Charter Study Group - Charter Amendment Proposals

**ITEMS FOR FUTURE PUBLIC HEARINGS:**

**BID AWARDS/PURCHASES:**

- [13.](#) Director of Public Services - Bid Award - 2023 Pavement Marking
- [14.](#) DPS Director - Purchase of 4 Police Patrol Vehicles

**ORDINANCES:**

**UNFINISHED BUSINESS:**

**MINUTES:**

**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](mailto:clerks@madison-heights.org) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

DATE: May 17, 2023  
TO: City Council  
FROM: Melissa R. Marsh, City Manager  
SUBJECT: Agenda Comments for the Regular Council Meeting of Monday, May 22, 2023

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The following are my comments on items appearing on the agenda of the Regular Council Meeting on Monday, May 22, 2023.

**PRESENTATIONS:**

POLICE COMMENDATION AWARDS

Chief of Police Haines has requested time on the Council agenda to present the annual departmental commendations and awards.

PROCLAMATION – NATIONAL GUN VIOLENCE AWARENESS

City Council is being requested to approve a proclamation declaring Friday, June 2, 2023, to be National Gun Violence Awareness Day encouraging all citizens to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

**CONSENT AGENDA:**

It is the recommendation that the City Council approve the following items as part of the Consent Agenda:

RESIGNATION FROM THE CRIME COMMISSION

As part of the consent agenda, City Council is being requested to accept the letter of resignation from Colleen Mohahan from the Crime Commission and declare the seat vacant.

REMOVAL OF ARTS BOARD MEMBER

As part of the consent agenda, City Council is being requested by the Arts Board to remove Amy Lewis from the board due to lack of attendance and declare the seat vacant.

2023 WEST NILE VIRUS REIMBURSEMENT

Annually City Council approves a resolution authorizing the City's acceptance of a grant from Oakland County for reimbursement to offset project expenses related to our fight against West Nile Virus. This grant is in the amount of \$3,573.07, the same amount as last year. Staff and request Council approve this resolution as part of the consent agenda.

COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT RESOLUTION

The U.S Department of Housing and Urban Development requires the County to renew its Cooperation Agreement with participating communities every three years. The included resolution is specifically designed to meet HUD requirements. In order to continue in the County Community Development Block Grant (CDBG) program, we must supply Oakland County an original resolution signed, dated, and certified by the City Clerk. Staff recommends that City Council adopt the attached resolution to renew the Cooperation Agreement between the City of Madison Heights and Oakland County, signaling the City's participation in the Oakland County CDBG program for the program years 2024-2026.

POLICE DEPARTMENT DISPATCH FLOOR REHABILITATION

The current FY 2023 Budget has funding for carpeting replacement in the Police Department. Staff has determined that the dispatch center is the highest priority for replacement; however, besides the poor condition of the carpet itself, the floating floor system of dispatch is also heaving, resulting in general instability and trip hazards. The time is also right to perform this work, as the dispatch equipment is scheduled for replacement this summer as part of the county-wide CLEMIS radio system upgrades.

As with other such projects, Staff has elected to take advantage of the multitude of skilled trades currently under competitive bid for the Civic Center Campus project and requested that Frank Rewold and Sons investigate the situation and provide a comprehensive quote for repairs.

Staff recommends that Council approve the contract with Frank Rewold and Sons, of Rochester, Michigan, in an amount not to exceed the budget of \$30,000 to include repairs to the floating floor and carpet.

INTERLOCAL AGREEMENT FOR JOINT EXERCISE OF POLICE AUTHORITY AND POWERS IN DESIGNATED GEOGRAPHIC BOUNDARIES IN THE CITY OF ROYAL OAK

In the recent reconstruction of I-75 along with the northbound I-75 service drive has caused a tremendous amount of traffic cutting through the subdivisions north of Lincoln and south of 11 Mile Road. When traffic backs up on the service drive, people use the entry points into the subdivision to exit the service drive and cut through the subdivision to 11 Mile Road or John R. MDOT has placed "No Right Turn" signs at each point of entry to prevent these cut-throughs. The area is completely located in the City of Royal Oak. This agreement will provide Madison Heights with authority to enforce traffic violations on the northbound I-75 service drive between Lincoln and Gardenia, which is the location where the enforcement of the prohibited right turn is necessary.

SERVICE TOWING RATE INCREASE

Service Towing has requested an opportunity to present City Council with a request to increase the fees charged to the public for towing services. Service Towing signed a 10-year contract with the City on March 21, 2026. Since that agreement was signed, there have been no requested increases in their fees. However, the lease payment for the auto pound rental has increased along with fuel, vehicles, wreckers, labor, and other equipment. The new fees requested by Service Towing are in



line with other surrounding cities. This would also only increase the fees they charge for services for those impounded and not be passed along to the City of Madison Heights.

## **REPORTS:**

### **CHARTER AMENDMENT RESOLUTIONS FOR NOVEMBER 7, 2023, ELECTION**

The Charter Review Committee proposed four amendments to the city charter:

- (i) Eliminate the provision requiring a council member to resign from office as a condition for running for Mayor;
- (ii) Filling the Mayor position if a vacancy occurs;
- (iii) Appointment of the Mayor Pro- Tem
- (iv) Accepting resignations from Boards and Commissions administratively.

A fifth charter provision to change the City Council meeting requirements was considered, but no changes were recommended to City Council by the Charter Review Committee. Since the direction of the City Council was to amend this language, staff was directed to include a draft Charter Amendment proposal for Section 6.1, Regular Meetings, for Council consideration.

If approved the proposed resolutions would be presented to the electorate on Tuesday, November 7, 2023. The Home Rule City Act requires a supermajority of five or more votes of approval of Council to place the measures on the ballot, subject to review and approval of the Attorney General and the Governor.

The City Council can adopt the proposals as presented, amend the language, or turn down the proposals. It should be noted that the foregoing language revisions are currently being examined by the Attorney General and may be subject to change.

Should it be the wish of the Council, a separate motion for each proposal should be considered with the following recommended wording:

Motion to adopt the resolution proposing a Charter Amendment to Section X be placed on the November 7, 2023 ballot for voters to consider

## **BID AWARD/PURCHASES:**

### **2023 PAVEMENT MARKING**

As part of our normal best practices, as we approach the end of the fiscal year, Staff reached out to our current pavement marking vendor, PK Contracting, to determine if they would be interested in once again extending their pricing for the summer 2023 pavement marking season. Unfortunately, due to the significant increases in material and labor costs, they could not do so. It is worth mentioning that PK has consistently extended its unit pricing since 2011.

Staff prepared an invitation to bid for Pavement Marking, which was issued on April 28. The bids include worst-case scenarios, but the actual work performed will be based on need and the budget available. One sealed bid was received by the deadline of May 15, and the sole qualified bidder is PK Contracting.

Staff, therefore, recommends that Council award the bid for the 2023 Pavement Marking to PK Contracting, of Troy, Michigan. Funding is budgeted and available in the upcoming 2023-24 Budget.

#### PURCHASE OF FOUR POLICE PATROL VEHICLES

The approved FY 2024 Budget includes the scheduled replacement of four standard police patrol vehicles. Since beginning the conversion of the fleet from the Ford Interceptor Utility model to the Dodge Durango Pursuit, the Durango has proven to be a reliable vehicle, and an excellent fit for our Police Department.

Vehicles continue to be extremely difficult to come by, due to lingering effects from the widely publicized supply chain issues and microchip shortages. This situation currently has no end in sight for the foreseeable future, which is rendering our normal process of ordering vehicles and awaiting delivery completely moot. We were informed by our government sales representative with Chrysler that he has taken delivery of a limited number of Dodge Durango pursuit vehicles and has them currently available on the lot. Staff has determined that the best course of action would be to take advantage of these vehicles and purchase the four vehicles now, which are currently funded in the 2024 budget year. This will require a Budget Amendment to provide this funding in the current fiscal year. A budget amendment will require a supermajority of the Council.

Staff, therefore, requests that Council consider three separate motions:

- To approve a Budget Amendment in the amount of \$131,124 to account 101-301-985-0000.
- To approve a Budget Amendment in the amount of \$43,708 to account 265-301-985-0039
- To approve the purchase of four Dodge Durango Pursuit vehicles to Galeana's Van Dyke Dodge, of Warren, Michigan, in the total amount of \$174,832, under the Oakland County Cooperative Purchasing bid.



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 5/22/23

**PREPARED BY:** Crystal Schell - Police Department

**AGENDA ITEM CONTENT:** Police Department Commendation Awards

**AGENDA ITEM SECTION:** Presentations

**BUDGETED AMOUNT:**

**FUNDS REQUESTED:**

**FUND:**

**EXECUTIVE SUMMARY:**

Chief Haines to present the Police Department Commendation Awards.

**RECOMMENDATION:**

## **COMMENDATION AWARDS 2022**

### **Command Officer of the Year**

David Koehler

### **Police Officer of the Year**

Kyle Shock

### **PSA of the Year**

David Thayer

### **Community Service (Torch Run)**

Officer Justin Hartman

Officer Kyle Shock

PSA Michael Slomka

Officer Steven Workman

### **Department Commendation**

Officer Jeff Lewis

### **Lifesaving Award**

Officer Gunther Brieger

Officer Arnela Dizdarevic

Officer Rodriquez Johnson

Officer Kyle Shock

### **Meritorious Service Award**

Sergeant Jordan Rieck

Detective Luris Karaj

### **Police Reserve Officer of the Year**

Reserve Officer Richard Harenski

### **Department Unit Citations**

#### **Recruitment Unit**

Officer Chad Cook

Officer Arnela Dizdarevic

Officer Aaron Kowalski

Sergeant Jordan Rieck

Sergeant Shawn Scofield

Officer Kyle Shock

Officer Sarmad Talya

#### **QRT**

Officer Thomas Baker

Officer Ashley Blevins-Howard

Officer Gunther Brieger

Officer Chad Cook

Officer Arnela Dizdarevic

Officer James Rayner

Sergeant Jordan Rieck

Officer Kyle Shock

Officer Sarmad Talya

2023 CITY PROCLAMATION  
DECLARING THE FIRST FRIDAY IN JUNE TO BE  
NATIONAL GUN VIOLENCE AWARENESS DAY

This proclamation declares the first Friday in June to be National Gun Violence Awareness Day in Madison Heights to honor and remember all victims and survivors of gun violence and to declare that we as a country must do more to end this public health crisis.

**WHEREAS**, every day, more than 120 Americans are killed by gun violence and more than 200 are shot and wounded, with an average of more than 17,000 gun homicides every year; and

**WHEREAS**, Americans are 26 times more likely to die by gun homicide than people in other high-income countries; and

**WHEREAS**, Michigan has 1,382 gun deaths every year, with a rate of 13.7 deaths per 100,000 people, a crisis that costs the state \$16.8 billion each year, of which \$380.5 million is paid by taxpayers. Michigan has the 25th highest rate of gun deaths in the US; and

**WHEREAS**, gun homicides and assaults are concentrated in cities, with more than half of all firearm related gun deaths in the nation occurring in 127 cities; and

**WHEREAS**, cities across the nation, including Madison Heights, are working to end the senseless violence with evidence-based solutions; and

**WHEREAS**, protecting public safety in the communities they serve is the mayor's highest responsibility; and

**WHEREAS**, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from people with dangerous histories; and

**WHEREAS**, mayors and law enforcement officers—in partnership with local violence intervention activists and resources—know their communities best, are the most familiar with local criminal activity and how to address it, and are best positioned to understand how to keep their citizens safe; and

**WHEREAS**, gun violence prevention is more important than ever as we see an increase in firearm homicides, and nonfatal shootings across the country, increased calls to domestic violence hotlines, and an increase in city gun violence;

**WHEREAS**, in January 2013, Hadiya Pendleton was tragically shot and killed at age 15; and on June 2, 2023 to recognize the 26th birthday of Hadiya Pendleton (born: June 2, 1997), people across the United States will recognize National Gun Violence Awareness Day and wear orange in tribute to -

- (1) Hadiya Pendleton and other victims of gun violence; and
- (2) the loved ones of those victims; and

**WHEREAS**, the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods, and orange is a color that symbolizes the value of human life; and

**WHEREAS**, anyone can join this campaign by pledging to wear orange on June 2nd, the first Friday in June in 2023, to help raise awareness about gun violence; and

**WHEREAS**, by wearing orange on June 2, 2023 Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

**WHEREAS**, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the hands of people who should not have access to them, and encourage responsible gun ownership to help keep our families and communities safe.

**NOW, THEREFORE BE IT RESOLVED**, that Mayor and Council of Madison Heights declares the first Friday in June, June 2, 2023, to be National Gun Violence Awareness Day. I encourage all citizens to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.




Roslyn Grafstein  
Mayor



Toya D. Aaron  
Councilwoman



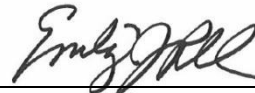
Sean D. Fleming  
Councilman



David M. Soltis  
Councilor



Mark A. Bliss  
Mayor Pro Tem



Emily J. Rohrbach  
Councilor



Quinn J. Wright  
Councilor



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 5/22/23

**PREPARED BY:** Cheryl Rottmann, City Clerk

**AGENDA ITEM CONTENT:** Colleen Monaghan - Resignation from the Crime Commission

**AGENDA ITEM SECTION:** Consent Agenda

**BUDGETED AMOUNT:**

**FUNDS REQUESTED:**

**FUND:**

**EXECUTIVE SUMMARY:**

Colleen Monaghan has submitted her resignation as an Alternate from the Crime Commission.

**RECOMMENDATION:**

Staff recommends that Council accept the resignation of Colleen Monaghan from the Crime Commission and declare the seat vacant.

**Cheryl Rottmann**

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**From:** Corey Haines  
**Sent:** Wednesday, May 3, 2023 1:52 PM  
**To:** Cheryl Rottmann  
**Cc:** Crystal Schell  
**Subject:** FW: Agenda and Meeting Minutes

Please see the below resignation letter from Colleen Monaghan regarding the Crime commission.

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**From:** Colleen Monaghan <colleenmariemonaghan@gmail.com>  
**Sent:** Wednesday, May 3, 2023 12:23 PM  
**To:** Crystal Schell <CrystalSchell@madison-heights.org>; Corey Haines <CoreyHaines@madison-heights.org>  
**Subject:** Re: Agenda and Meeting Minutes

Good afternoon,  
Unfortunately I need to resign from the crime commission. I'm not able to attend meetings due to my work schedule and will be starting graduate school soon as well. I apologize for the past meetings i missed. Please let me know what i can do to help the transition. I hope everyone is doing well.

Colleen Monaghan

On Mon, Apr 10, 2023 at 3:03 PM Crystal Schell <[CrystalSchell@madison-heights.org](mailto:CrystalSchell@madison-heights.org)> wrote:

Good Morning,

Attached are the meeting minutes from our February meeting and the agenda for tomorrow's meeting.

Thank you,

Crystal Schell

Administrative Assistant to Chief Haines

Madison Heights Police Department

248-837-2729

[crystalschell@madison-heights.org](mailto:crystalschell@madison-heights.org)



You're receiving this message because you're a member of the Crime Commission group from City of Madison. To take part in this conversation, reply all to this message.

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## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 5/22/23

**PREPARED BY:** Cheryl Rottmann, City Clerk

**AGENDA ITEM CONTENT:** Recommendation to Remove Member from Arts Board

**AGENDA ITEM SECTION:** Consent Agenda

**BUDGETED AMOUNT:**

**FUNDS REQUESTED:**

**FUND:**

**EXECUTIVE SUMMARY:**

On May 16, 2023 the Arts Board voted to recommend the removal of Amy Lewis from the Board due to lack of attendance.

**RECOMMENDATION:**

Staff recommends accepting the recommendation of the Arts Board and declare the seat vacant.



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 5/22/2023

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

**AGENDA ITEM CONTENT:** DPS - 2023 West Nile Virus Abatement Reimbursement Resolution

**AGENDA ITEM SECTION:** Consent Agenda

**BUDGETED AMOUNT:** \$3,573.07

**FUNDS REQUESTED:**

**FUND:** 592-044-680-6701

**EXECUTIVE SUMMARY:**

Council is requested to approve a Resolution requesting the annual West Nile Virus Fund Expense Reimbursement from Oakland County.

**RECOMMENDATION:**

Staff recommends that Council approve the resolution requesting the annual West Nile Virus Fund Expense Reimbursement from Oakland County.

**MEMORANDUM**

Item 6.

**DATE:** May 8, 2023

**TO:** Melissa R. Marsh, City Manager

**FROM:** Chris Woodward, Utilities Supervisor  
Sean P. Ballantine, Director of Public Services

**SUBJECT:** Resolution – 2023 West Nile Virus Reimbursement

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As in years past, the City of Madison Heights is eligible for reimbursement from Oakland County to offset project expenses related to our fight against West Nile Virus.

We are requesting Council approval of the attached resolution so the Department of Public Services (DPS) may request our grant in the amount of \$3,573.07 from Oakland County. This is the same reimbursement amount as last year.

DPS will be sending out crews in mid-May to drop larvicide briquettes in each residential catch basin throughout the City. These basins are noted by means of a colored dot, painted on the curb or adjacent pavement. The briquettes last 180 days, and prevent mosquito larvae from maturing into adults, significantly reducing the summer mosquito population. Basins are tested periodically to ensure that the larvicide is doing its job.

DPS is also responsible for treating areas of standing water in City parks and facilities, as well as commercial and industrial districts with a granular larvicide on a monthly basis. These areas include drainage swales, retention and detention ponds, and fountains.

During their normal patrols throughout the City, Code Enforcement staff monitor potential problem areas. Examples are old tires, drums, buckets, birdbaths, etc., which may collect stagnant water and provide a breeding ground for mosquitoes. Through the combined efforts of DPS and Code Enforcement, our goal is to continue educating residents and business owners to reduce the number of mosquitos that carry West Nile Virus, and other communicable diseases.

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

p: (248) 589-2294 | f: (248) 589-2679 | e: [DPS@Madison-Heights.org](mailto:DPS@Madison-Heights.org)

## CITY OF MADISON HEIGHTS

## RESOLUTION

**WHEREAS**, upon the recommendation of the Oakland County Executive, the Oakland County Board of Commissioners has established a West Nile Virus Fund Program to assist Oakland County cities, villages, and townships in addressing mosquito control activities; and

**WHEREAS**, Oakland County's West Nile Virus Fund Program authorizes Oakland County cities, villages, and townships to apply for reimbursement of eligible expenses incurred in connection with personal mosquito protection measures/activity, mosquito habitat eradication, mosquito larviciding or focused adult mosquito insecticide spraying in designated community green areas; and

**WHEREAS**, The City of Madison Heights of Oakland County, Michigan has incurred expenses in connection with mosquito control activities believed to be eligible for reimbursement under Oakland County's West Nile Virus Fund Program.

**NOW THEREFORE BE IT RESOLVED**, The Mayor and City Council of Madison Heights authorizes and directs its Utilities Supervisor, Chris Woodward, as agent for the City of Madison Heights, in the manner and to the extent provided under Oakland County Board of Commissioners 2023 Mosquito Smarts Program to request reimbursement of eligible mosquito control activity under Oakland County's West Nile Virus Fund Program.

DATED:

SIGNED:

CERTIFIED:



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 5/22/23

**PREPARED BY:** Giles Tucker - CED

**AGENDA ITEM CONTENT:** Cooperation Agreement Renewal

**AGENDA ITEM SECTION:** Consent Agenda

**BUDGETED AMOUNT:**

**FUNDS REQUESTED:**

**FUND:**

**EXECUTIVE SUMMARY:**

The U.S Department of Housing and Urban Development requires the County to renew its Cooperation Agreement with participating communities every three years. The included resolution is specifically designed to meet HUD requirements. In order to continue in the County Community Development Block Grant (CDBG) program we must supply Oakland County an original resolution signed, dated and certified by the City Clerk.

**RECOMMENDATION:**

Staff recommends that City Council adopt the attached resolution to renew the Cooperation Agreement between the City of Madison Heights and Oakland County, signaling the City's participation in the Oakland County CDBG program for the program years 2024-2026.

**MEMORANDUM**

**DATE:** May 11, 2023  
**TO:** Melissa Marsh - City Manager  
**FROM:** Giles Tucker - Community & Economic Development Director  
**SUBJECT:** 2024-2026 CDBG Cooperative Agreement Renewal

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**SUMMARY:**

The City of Madison Heights along with 26 other Oakland County cities, townships and villages participate in the Oakland County urban county Community Development Block Grant (CDBG) program. Banding together, these communities can maximize the eligibility of projects by combining demographics used for funding consideration by the Department Housing and Urban Development (HUD). Being a subrecipient of the CDBG program is also much easier to locally administer and provides for a more consistent and predictable funding stream for ongoing programs. To date, the CDBG program funds our senior's lawn cutting service, minor home repair programs and the salary of one of our Code Enforcement officers. Our most recent application also features funding for parking lot improvements to Edison Park.

**STAFF ANALYSIS:**

The City's participation in the County's CDBG program is the most beneficial arrangement for our community to receive funds to help support programs that assist low-income residents and neighborhoods. The built in admin support and institutional knowledge of County CDBG staff, consistent application process and the reliability of funding we have receive (around \$426,453 over the past three years) make renewing our participation in the County's CDBG program an easy decision.

**STAFF RECOMMENDATION:**

Staff recommends that City Council adopt the attached resolution to renew the Cooperation Agreement between the City of Madison Heights and Oakland County, signaling the City's participation in the Oakland County CDBG program for the program years 2024-2026.

**RESOLUTION OF THE MADISON HEIGHTS CITY COUNCIL**  
**City of Madison Heights, Michigan**

**WHEREAS,** the City of Madison Heights participates in the Oakland County urban county Community Development Block Grant (CDBG) program, and its participation has resulted in approximately \$426,453 in funds for programs addressing the needs of low-income residents over the past three years;

**WHEREAS,** the participation of the City of Madison Heights and other cities, townships and villages in Oakland County is essential to achieve the highest level of federal funding for local projects throughout the county;

**WHEREAS,** The U.S. Department of Housing and Urban Development (HUD) requires the County to renew its Cooperation Agreement with participating communities every three years;

**THEREFORE, BE IT RESOLVED,** that the City of Madison Heights City Council opt into Oakland County's Urban County Community Development Block Grant (CDBG) programs for the program years 2024,2025, and 2026. Furthermore, we resolve to remain in Oakland County's Urban County Community Development programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time that it is in the best interest of the local Community to terminate the Cooperative Agreement.

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 May, 22, 2023

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Cheryl E. Rottmann  
City Clerk





**COPY**

Item 7.

OAKLAND COUNTY EXECUTIVE DAVID COULTER

NEIGHBORHOOD  
& HOUSING DEVELOPMENT

**Shane Bies, Manager**  
(248) 858-0493 | [bies@oakgov.com](mailto:bies@oakgov.com)

May 5, 2023

Roslyn Grafstein, Mayor  
City of Madison Heights  
300 W Thirteen Mile Rd.  
Madison Heights, MI 48071

**RE: 2024-2026 Cooperation Agreement**

Dear Mayor Grafstein:

We invite the City of Madison Heights to continue to participate in the Oakland County urban county Community Development Block Grant (CDBG) program for program years 2024-2026. The City has participated during the past three years. During this period, approximately \$426,453.00 has funded programs to address the needs of low-income residents.

The U. S. Department of Housing and Urban Development (HUD) requires the County to renew its Cooperation Agreement with participating communities every three years. Your participation is essential to the County and the other cities, townships and villages that combine demographics each year to achieve the highest level of federal funding for local projects. Participation in the urban county requires a three-year commitment and your community must remain in the program for the three-year duration. If your community chooses to remain with the urban county, it is ineligible to apply for grants under the State CDBG program while a part of the urban county. Besides the annual CDBG allocation, participating communities also benefit from the County's federally funded HOME Investment Partnerships and Emergency Solutions Grant (ESG) programs. HOME funds are combined with CDBG funds each year to improve local housing stock through our Home Improvement Program. HOME funds are also used to develop affordable rental and owner housing. ESG funds are used to meet the needs of the homeless through emergency shelters, rapid re-housing and homeless prevention activities.

As a current participant, there is a Cooperation Agreement between the City of Madison Heights and Oakland County on file. This three-year Cooperation Agreement is automatically renewed for each three-year cycle unless an amendment is required by HUD. Your CDBG primary contact was provided a copy of the most current Cooperation Agreement and should have it on file. If you require a copy, please contact us.

In order to continue to participate in the Oakland County urban county program the City must submit the following document to the County by **Monday, June 12, 2023**:

**A resolution (see attached) specifically designed to meet HUD requirements. Please ensure that the original resolution is signed, dated and certified by the City Clerk. Alternatively, the original resolution can be signed and dated by the City Clerk and embossed with a seal. Please send us the original resolution and keep a copy for your records.**

If you decide to opt out of the urban county program, a letter signed by the chief executive officer is required. The letter should state that the community intends to opt out of the Oakland County urban county program. Due to federal requirements, you must submit this letter to the County and to HUD. Please mail HUD's copy of the letter to Keith E. Hernandez, AICP, Director, Office of Community Planning and Development, U.S. Dept of Housing and Urban Development, Patrick V. McNamara Federal Building 477 Michigan Ave., Ste. 1600, Detroit MI 48226 by **Monday, June 12, 2023**. The County's copy of the letter should be mailed to Samantha Ferguson, Grant Compliance Coordinator, by **Monday, June 12, 2023**. If you have questions, please contact Samantha at (248) 858-5312.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shane Bies', with a stylized flourish at the end.

Shane Bies, Manager

cc: Giles Tucker, Community & Economic Development Director

**INTERESTED IN PARTICIPATING – RESOLUTION REQUIRED  
Community Development Block Grant (CDBG) Program  
Oakland County, Michigan  
Urban County Qualification 2024-2026**

**Resolution Language**

We resolve to opt into Oakland County's Urban County Community Development Block Grant (CDBG) programs for the program years 2024, 2025 and 2026. Furthermore, we resolve to remain in Oakland County's Urban County Community Development programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time that it is in the best interest of the local Community to terminate the Cooperative Agreement.

**NOTE: Please ensure that the above resolution is signed, dated and certified in the originals by the Clerk. Alternatively, the resolution can be signed and dated by the Clerk and embossed with a seal. Please keep a copy for your records.**

**Please send the original by Monday, June 12, 2023 to:**  
Samantha Ferguson, Grant Compliance Coordinator  
Oakland County Neighborhood & Housing Development  
250 Elizabeth Lake Road #1900  
Pontiac, MI 48341-0414





## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 05/22/23

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

**AGENDA ITEM CONTENT:** DPS - Police Department Dispatch Floor Rehabilitation

**AGENDA ITEM SECTION:** Consent Agenda

**BUDGETED AMOUNT:** \$30,000

**FUNDS REQUESTED:** \$30,000

**FUND:** 101-301-987-0000

**EXECUTIVE SUMMARY:**

The current FY 2022-23 Budget has funding programmed for carpeting replacement in the Police Department. Staff has determined that the dispatch center is the highest priority for replacement. As with other such projects, Staff has elected to take advantage of the multitude of skilled trades currently under competitive bid for the Civic Center Campus project, and requested that Frank Rewold and Sons investigate the situation, and provide a comprehensive quote for repairs. The proposal provided will repair the deficiencies in the flooring system, restore the flooring system to its original stability, and replace the failing carpeting in the dispatch center.

**RECOMMENDATION:**

Staff recommends that Council approve the contract with Frank Rewold and Sons, of Rochester, Michigan, in an amount not to exceed the budget of \$30,000. Although over the quoted amount, Staff is requesting this additional flexibility to account for all-too-common unexpected material increases. Funding is budgeted and available.

**MEMORANDUM**

Item 8.

**DATE:** May 16, 2023

**TO:** Melissa R. Marsh, City Manager

**FROM:** Sean P. Ballantine, Director of Public Services  
Corey K. Haines, Deputy City Manager/Chief of Police

**SUBJECT:** Contract Award – Police Department Dispatch Floor Rehabilitation

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The current FY 2022-23 Budget has funding programmed for carpeting replacement in the Police Department. Staff has determined that the dispatch center is the highest priority for replacement, for a number of reasons. The central dispatch area features a raised “floating floor” system, consisting of multiple interlocking panels on a raised platform. This allows access as needed to the wiring systems for the many computers, radios, cameras, and other appurtenances which make up the dispatch center. Besides the poor condition of the carpet itself, the floating floor system is also heaving in multiple areas, resulting in general instability, and trip hazards. The time is also right to perform this work, as the dispatch equipment is scheduled for replacement this summer as part of the county-wide CLEMIS radio system upgrades.

As with other such projects, Staff has elected to take advantage of the multitude of skilled trades currently under competitive bid for the Civic Center Campus project, and requested that Frank Rewold and Sons investigate the situation, and provide a comprehensive quote for repairs. The floating floor system itself is in good condition, but is experiencing some minor delamination of panels, and a general separation from the building, causing the heaving. The proposal provided will repair these deficiencies, restore the flooring system to its original stability, and replace the failing carpeting in the dispatch center.

Staff recommends that Council approve the contract with Frank Rewold and Sons, of Rochester, Michigan, in an amount not to exceed the budget of \$30,000. Although over the quoted amount, Staff is requesting this additional flexibility to account for all-too-common unexpected material increases. Funding is budgeted and available.

---

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

<b>Job Name:</b> Madison Heights Police Dispatctch Floor						
<b>Job No:</b> 11160						
<b>Date:</b> 5/11/2023						
Description	Sub	Base Bid	Other	Total	Cost/Ft	Notes
General Conditions		\$10,030.00	\$ -	\$ 10,030	\$ -	
Carpentry	City	\$7,357.10		\$ 7,357	\$ -	Remove raised floor panels and repair raised floor system
Carpet	Conventional	\$5,689.00		\$ 5,689	\$ -	Remove existing flooring on raised floor system and replace.
Electrical						Grounding of exiting floor system not included
<b>Sub-Total</b>		<b>\$23,076.10</b>	<b>\$ -</b>	<b>\$ 23,076</b>	<b>\$ -</b>	
<b>Contingency</b>	5%	<b>\$3,500.00</b>				
<b>Sub Total</b>		<b>\$26,576.10</b>				
<b>FRS Fees</b>	5%	<b>\$1,328.81</b>				
<b>Total</b>		<b>\$27,904.91</b>				
		Removal/Replacement of existing furniture not included				
		Grounding of raised floor system not included				
		Project to be completed separate of CCC project in mid August				



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 5/22/23

**PREPARED BY:** Corey Haines

**AGENDA ITEM CONTENT:** Interlocal Agreement for the Joint Exercise of Police Authority and Powers in Designated Geographic Boundaries in the City of Royal Oak

**AGENDA ITEM SECTION:** Consent Agenda

**BUDGETED AMOUNT:** 0

**FUNDS REQUESTED:** 0

**FUND:**

**EXECUTIVE SUMMARY:**

The Interlocal Agreement has been made to allow both the City of Royal Oak and the City of Madison Heights to enforce traffic violations occurring on the N/B I-75 Service Drive (Stephenson Highway) between Lincoln and Gardenia.

**RECOMMENDATION:**

Staff requested City Council approve the Interlocal Agreement for the Joint Exercise of Police Authority and Powers in Designated Geographic Boundaries in the City of Royal Oak for MHPD to be able to enforce traffic violations.



# MADISON HEIGHTS POLICE DEPARTMENT

Item 9.

280 West Thirteen Mile Road • Madison Heights, Michigan 48071

248-585-2100 • Fax 248-585-8090 • Administration 248-837-2729

COREY K. HAINES  
Chief of Police

BRENT S. LEMERISE  
Deputy Chief of Police

Date: May 11, 2023

To: Melissa R. Marsh  
City Manager

From: Corey K. Haines  
Chief of Police

Subject: Interlocal Agreement for the Joint Exercise of Police Authority and Powers in  
Designated Geographic Boundaries in the City of Royal Oak

Melissa,

The recent reconstruction of I-75 along with the northbound I-75 service drive has caused a tremendous amount of traffic cutting through the subdivisions north of Lincoln and south of 11 Mile Rd. When traffic backs up on the service drive people use the entry points into the subdivision to exit the service drive and cut through the subdivision to 11 Mile Rd. or John R. This has further caused numerous complaints of vehicles speeding, running stop signs, and careless driving in the subdivisions. When the construction in that area was completed MDOT placed “no right turn” signs at each of the entry points to the subdivision to prevent traffic from using the subdivision as a cut through to other streets.

The signs are placed on the east side of the service drive just prior to each subdivision’s entry point. However, this area is completely located within the city limits of Royal Oak and Madison Heights Police officers cannot enforce the prohibited turn signs and prohibiting right turns into the Madison Heights subdivisions would not be a priority for the City of Royal Oak. The City of Madison Heights did add additional signage to ensure that the “no right turn” prohibition is clearly posted.

I called and spoke with Royal Oak Police Chief Michael Moore about this issue and then spoke with our City Attorney, Larry Sherman. Mr. Sherman drafted an interlocal agreement with the City of Royal Oak which was subsequently revised and approved by Royal Oak Assistant City Attorney, Niccolous J. Grochowski. This agreement provides the Madison Heights Police Department with the authority to enforce traffic violations on the northbound I-75 service drive between Lincoln and Gardenia which is the location where enforcement of the prohibited right turns is necessary. This agreement will be presented to the Royal Oak City Commission by Royal Oak Assistant City Attorney Niccolous J. Grochowski on May 22, 2023.

# MADISON HEIGHTS POLICE DEPARTMENT

Item 9.

280 West Thirteen Mile Road • Madison Heights, Michigan 48071

248-585-2100 • Fax 248-585-8090 • Administration 248-837-2729

COREY K. HAINES  
Chief of Police

BRENT S. LEMERISE  
Deputy Chief of Police

The City Attorney's Office and I are requesting that the Council review the attached Interlocal Agreement and the attached Exhibit A map regarding this Interlocal Agreement request. We are further respectfully requesting that the City Council approve this Interlocal Agreement and allow the Mayor and City Clerk to sign the agreement on behalf of the City of Madison Heights to allow for enforcement in this area.

Respectfully submitted,



Corey K. Haines  
Chief of Police



Office of the City Attorney  
203 South Troy Street  
Royal Oak, MI 48067

## Interlocal Agreement with Madison Heights for Joint Exercise of Police Jurisdiction

May 5, 2023

The Honorable Mayor Fournier and  
Members of the Commission

Attached for your consideration is a proposed Interlocal Agreement between the City of Royal Oak and the City of Madison Heights. The construction on I-75 has caused a large amount of traffic to utilize the northbound I-75 service drive, or Stephenson Highway, to avoid the traffic congestion on I-75. Many vehicles then turn right from northbound I-75 service drive/Stephenson Highway, onto Madison Heights residential streets, ignoring the posted traffic control signs prohibiting such traffic. The increase in traffic has resulted in a large number of complaints by residents.

The geographic boundary between Royal Oak and Madison Heights, on the northbound I-75 service drive/Stephenson Highway, between Lincoln Drive and Gardenia Avenue, is, for the most part, just to the east of the northbound I-75 service drive/Stephenson Highway, which means that the Royal Oak Police Department has jurisdiction to enforce the traffic laws thereon. The Madison Heights Police Department has requested concurrent police jurisdiction on the portions of the northbound I-75 service drive/Stephenson Highway, from Lincoln to Gardenia, under Royal Oak's jurisdiction, to enforce the traffic laws in an attempt to curb the number of unlawful turns onto Madison Heights residential streets.

The proposed Interlocal Agreement grants concurrent jurisdiction to Royal Oak and Madison Heights to enforce the traffic laws, limited to northbound I-75 service drive/Stephenson Highway, between Lincoln and Gardenia. Pursuant to the terms of the Agreement, the Madison Heights Police Department could issue tickets for traffic violations as local Madison Heights violations. As such, there would be no financial cost to either City and tickets issued by either City would be handled in their respective Courts.

The Interlocal Agreement is authorized by state law and the Chief of Police and the City Attorney's Office recommend approval of the attached Interlocal Agreement.

If the City Commission agrees, the following resolution is recommended for approval:

**Be it resolved**, the City Commission hereby approves the Interlocal Agreement between the City of Royal Oak and the City of Madison Heights for the joint exercise of police authority and powers in designated geographical boundaries in the City of Royal Oak; and

**Be it further resolved**, the Mayor and City clerk are authorized to execute the Interlocal Agreement on behalf of the city.

Respectfully submitted,  
Niccolas J. Grochowski  
Assistant City Attorney

Approved,

Paul J. Brake, ICMA-CM, CEcD  
City Manager

1 Attachment

**INTERLOCAL AGREEMENT FOR THE JOINT EXERCISE OF POLICE AUTHORITY  
AND POWERS IN DESIGNATED GEOGRAPHICAL BOUNDARIES  
IN THE CITY OF ROYAL OAK**

This Interlocal Agreement is made between the City of Royal Oak a Michigan Municipal Corporation, 203 S. Troy Street, Royal Oak, Michigan 48067 (hereinafter “ROYAL OAK”), and the City of Madison Heights, a Michigan Municipal Corporation, 300 W. Thirteen Mile Road, Madison Heights, Michigan 48071 (hereinafter “MADISON HEIGHTS”), or ROYAL OAK and MADISON HEIGHTS hereinafter together referred to as the “Parties.”

**WHEREAS**, Royal Oak and Madison Heights have lawfully organized law enforcement agencies (hereinafter Royal Oak Police Department or Madison Heights Police Department) that employ duly authorized peace officers whose jurisdiction is limited to the geographical boundaries of their respective cities pursuant to state law; and

**WHEREAS**, the Michigan Constitution of 1963, Article 7, § 28, and the Urban Cooperation Act of 1967, Act No. 7 of the Public Acts of 1967, Ex. Sess., being MCL 124.501, et. seq. permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common which each might exercise separately; and

**WHEREAS**, the Michigan Code of Criminal Procedure, Act No. 175 of the Public Acts of 1927, specifically MCL 764.2a, provides that a peace officer of a city may exercise the authority and powers of a peace officer outside of the geographical boundaries of the officer’s city if the officer is enforcing the laws of this state in conjunction with a peace officer of any other city in which the officer may be; and

**WHEREAS**, the geographical boundary between Royal Oak and Madison Heights is primarily located on the east side of the northbound I-75 Service Drive/northbound Stephenson Hwy., from Lincoln to Gardenia, as depicted on attached Exhibit A; and

**WHEREAS**, the Royal Oak Police Department has jurisdiction to enforce local traffic laws on the northbound I-75 Service Drive / northbound Stephenson Hwy. from Lincoln to Gardenia; and

**WHEREAS**, the Madison Heights Police Department has jurisdiction to enforce local traffic laws within its geographical boundaries on the east side of northbound I-75 Service Drive/northbound Stephenson Hwy.; and

**WHEREAS**, commencing in 2020, substantial construction has been and continues to be performed on I-75 resulting in significant congestion of motor vehicles on the northbound I-75 Service Drive/northbound Stephenson Hwy. from Lincoln to Gardenia; and

**WHEREAS**, the I-75 construction has caused a large volume of traffic to utilize Madison Heights residential side streets such as Harwood, Hampden, Cowan, Andover, Greig and Forest, (“residential streets”) despite the posting of “NO RIGHT TURN” traffic signs at these residential side streets, as a means of avoiding traffic congestion on the northbound I-75 Service Drive/northbound Stephenson Hwy. at each of the traffic lights located at Eleven Mile Road and at Gardenia; and

**WHEREAS**, the parties desire to enter into an agreement for the lawful exercise of concurrent police jurisdiction on the northbound I-75 Service Drive/northbound Stephenson Hwy. to

enable the Madison Heights Police Department to enforce local traffic laws and traffic control devices posted thereon, as local Madison Heights traffic violations, in conjunction with the Royal Oak Police Department, to address the large volume of traffic unlawfully entering residential side streets in Madison Heights;

**NOW THEREFORE**, in consideration of the mutual promises, obligations, representations, and assurances in this Agreement, and pursuant to the authorizations of state law, the Parties agree as follows:

1. The Parties agree that concurrent police jurisdiction for the Madison Heights Police Department is established regarding the enforcement of local traffic laws on the northbound I-75 Service Drive / northbound Stephenson Hwy., between Lincoln and Gardenia as depicted on Exhibit A, herein incorporated by reference, including, but not limited to drivers who disobey the “NO RIGHT TURN” signs onto the residential side streets in Madison Heights.

2. The Parties agree that this exercise of concurrent police jurisdiction on northbound I-75 Service Drive / northbound Stephenson Hwy., is an exercise of power jointly with another political subdivision and is in conjunction with each City’s police department exercising the authority and powers of a peace officer outside of the geographical boundaries of Madison Heights.

3. This Agreement does not impede or modify either police department’s ability to make traffic stops outside of its jurisdiction, consistent with state law including, but not limited to, MCL 764.2a(1)(c) and/or MCL 117.34.

4. The term of this agreement shall be indefinite. Either Party may terminate this Agreement upon 30 days written notice.

**IN WITNESS WHEREOF**, this Interlocal Agreement is executed by the Parties and effective on this \_\_\_\_ day of May, 2023.

**CITY OF ROYAL OAK**

**CITY OF MADISON HEIGHTS**

\_\_\_\_\_  
Michael Fournier, Mayor

\_\_\_\_\_  
Roslyn Grafstein, Mayor

\_\_\_\_\_  
Melanie Halas, City Clerk

\_\_\_\_\_  
Cheryl Rottmann, City Clerk

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Niccolas J. Grochowski  
Assistant City Attorney

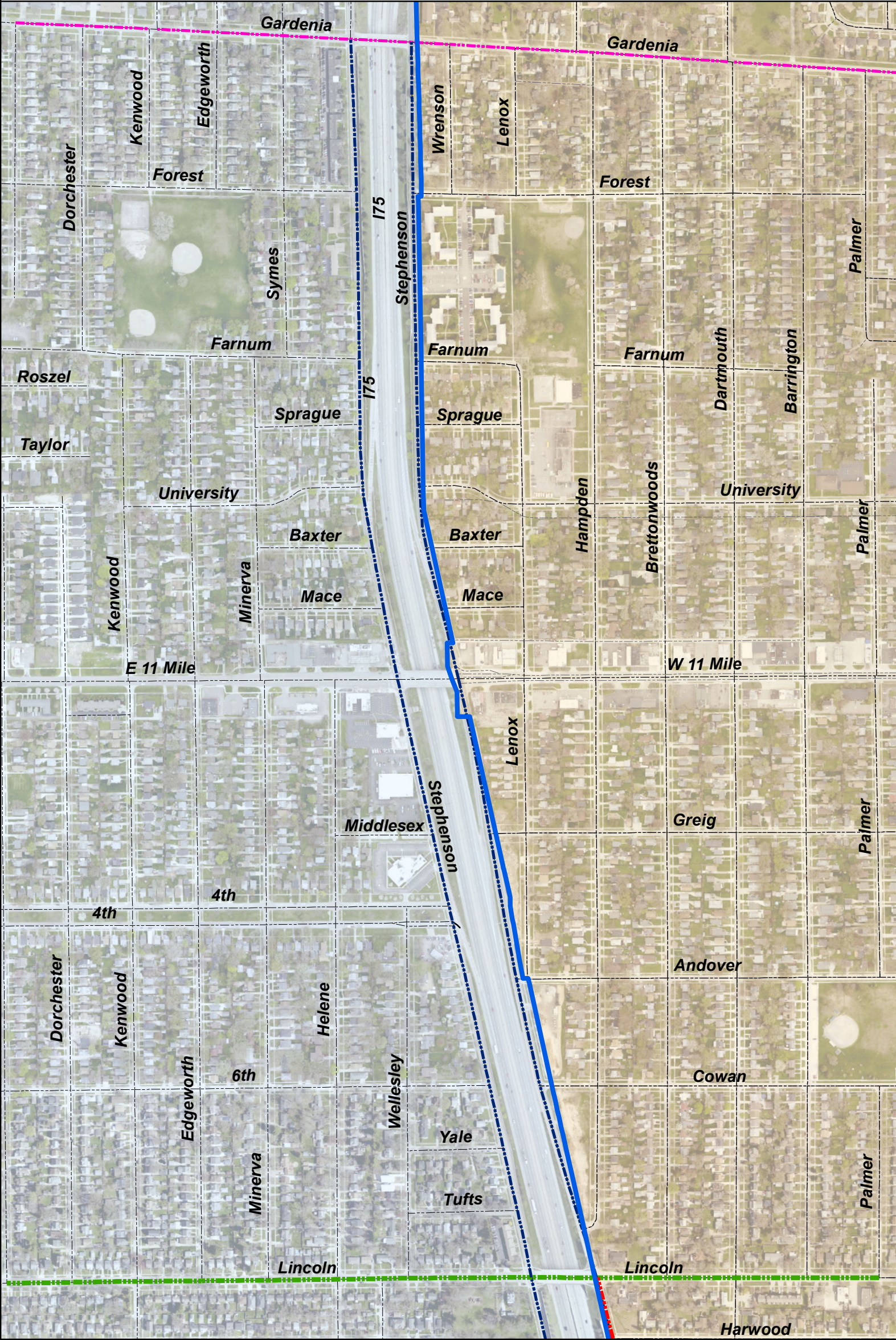
\_\_\_\_\_  
Larry H. Sherman  
City Attorney



# I-75 Corridor between Gardenia Avenue and Lincoln Drive

Source: Oakland County Road Centerline GIS Database

Item 9.



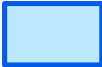
City of Madison Heights



Gardenia Avenue



I-75 Corridor  
Madison Heights



City of Royal Oak



Lincoln Drive



I-75 Corridor  
Royal Oak





## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 5/22/23

**PREPARED BY:** Crystal Schell, Police Department

**AGENDA ITEM CONTENT:** Service Towing Rate Increase

**AGENDA ITEM SECTION:** Consent Agenda

**BUDGETED AMOUNT:** 0

**FUNDS REQUESTED:** 0

**FUND:** 0

**EXECUTIVE SUMMARY:**

Service Towing's cost of doing business has increased and they are requesting to increase their fees charged to the public for towing services. Attached is a breakdown of requested charge increases. It should be noted that none of these fees are passed onto the City of Madison Heights.

**RECOMMENDATION:**

Staff recommends that City Council approve the rate increase for the Service Towing.



# MADISON HEIGHTS POLICE DEPARTMENT

Item 10.

280 West Thirteen Mile Road • Madison Heights, Michigan 48071

248-585-2100 • Fax 248-585-8090 • Administration 248-837-2729

COREY K. HAINES  
Chief of Police

BRENT S. LEMERISE  
Deputy Chief of Police

Date: May 15, 2023  
To: Melissa R. Marsh  
City Manager  
From: Corey K. Haines  
Chief of Police  
Subject: Service Towing Rate Increase Request

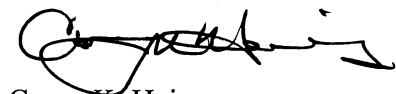
Melissa,

I was approached by one of the owners of Service Towing, Dennis Hertz Sr., and he requested the opportunity to present City Council with a request to increase their fees charged to the public for towing services. Mr. Hertz presented me with the attached breakdown of requested charge increases. The original contract states under Appendix "B"-Pricing Sheet, "The City and Service Towing agree that either party can approach the City at any time during the term of the contract to request increases of any/all fees charged and that both parties must agree before any increases are put into effect." Service Towing is requesting to exercise this portion of the contract.

Service Towing signed a 10-year contract with the City on March 21, 2016, which is valid until March 31, 2026. Since that agreement was signed there have been no requested increases in their fees, however, the lease payment for the auto pound rental has continued to increase along with costs for fuel, vehicles, wreckers, labor, and other equipment. Service Towing continued this contract throughout the entire pandemic at fees that were set well before the pandemic.

I have researched the towing contracts for the City of Warren, City of Royal Oak, and the City of Troy, most of which have been recently updated. The new fees requested by Service Towing are in line with those contracts. Service Towing's cost of doing business has increased, as with most businesses, and they are requesting an increase in the fees they charge for services to help cover their increasing costs. It should be noted that none of these fees are passed onto the City of Madison Heights.

Thank you for your consideration.



Corey K. Haines  
Chief of Police

### PROPOSAL FOR RAISE

The undersigned hereby declares that he/she has carefully examined the instructions and specifications and will supply towing service and storage of abandoned, accident, City-owned, and other motor vehicles and equipment for the prices set forth in this document. It is understood that all prices bid shall remain firm throughout the term of the contract. The City and Service Towing agree that either party can approach the City at any time during the term of the contract to request increases of any/all fees charged and that both parties must agree before any increases are put into effect.

\_\_\_ Vehicles (within one mile of City of Madison Heights)

- |   |                                |
|---|--------------------------------|
| 1. Towing of vehicles 5,000 GVW and less  | \$ 125                         |
| 2. Towing of vehicles 5,000 GVW to 10,000 GVW   | \$ 165                         |
| 3. Towing of vehicles 10,000 GVW and up   | \$ 205 per hour 2 hour minimum |
| 4. Storage per day to commence after 24 hours of impoundment                                      |                                |
| Vehicle 5,000 GVWR and under  | \$ 25/day                      |
| Vehicle 5,001 to 10,000 GVWR  | \$ 25/day                      |
| Vehicle 10,001 GVWR and over  | \$ 50/day                      |
| Tractor Trailer   | \$ 70/day                      |
| 5. Long term storage rates (Long term rates commencing on the 2 <sup>nd</sup> day of impoundment) |                                |
| Vehicle 5,000 GVWR and under  | \$ 25/day                      |
| Vehicle 5,001 to 10,000 GVWR  | \$ 25/day                      |
| Vehicle 10,001 GVWR and over  | \$ 50/day                      |
| Tractor Trailer   | \$ 75/day                      |
| 6. Extra charge for dollies   | \$ 65                          |
| 7. Extra charge for additional personnel at scene   | \$ 95 per hour/per person      |
| 8. Extra charge for winching (off roadway)  | \$ 115                         |
| 9. Extra charge for flatbed use   | \$ 65                          |
| 10. Motorcycles   | \$ 160                         |
| 11. Non-motorized, wheeled vehicle  | \$ 125                         |
| 12. Hourly rate for additional service  | \$ 95 per hour per person      |
| 13. Added rate per mile if more than one mile from City   | \$ 6 per mile                  |
| 14. Contractor paperwork fee on impounds  | \$ 25                          |
| 15. Disconnect service fee  | \$ 90                          |

16. Emergency lock out – open vehicle

\$ 75

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

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

**PRESENT**

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

**ABSENT**

Councilman David Soltis

**OTHERS PRESENT**

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

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

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

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

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

Absent: Councilman Soltis

Motion carried.

**PRESENTATIONS:**

**2023 National Public Works Week Proclamation**

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

*Police Officers Memorial Week Proclamation*

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

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

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

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

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

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

**PROPOSED FY 2023-24 Budget Resolution**

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

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

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

NOW, THEREFORE, BE IT RESOLVED as follows:

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

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

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

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

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

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

## EXPENDITURES

## REVENUES

## GENERAL FUND

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

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

**\$38,860,020**

## MAJOR STREET FUND

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

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

## LOCAL STREET FUND

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

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

## PARKS MAINTENANCE &amp; IMPROVEMENT FUND

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

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

## DOWNTOWN DEVELOPMENT AUTHORITY

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

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

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

## EXPENDITURES

## REVENUES

## DRUG FORFEITURE FUND

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

## COMMUNITY IMPROVEMENT FUND

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

## MUNICIPAL BUILDING BOND

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

## WATER AND SEWER FUND

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

## MOTOR AND EQUIPMENT POOL

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

## DEPARTMENT OF PUBLIC SERVICES

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

## CHAPTER 20 DRAIN DEBT SERVICE

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



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

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

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

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

## **SUMMARY OF REVISIONS:**

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

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

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

No Change

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

#### Utility Rates

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

#### Service Taping Fees:

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

#### Meter Fees Have Increased:

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

#### MISC Service Fees:

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

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

No Changes

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

#### Program Fees:

- Coffee Concerts \$10 per concert for adults

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

Technology Material Fees:

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

Technology Fee:

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

Miscellaneous:

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

**Section 6. Fire Services**

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

**Section 7. Police Services:**

No Change

**Section 8. Department of Public Services**

No Change

**Section 9. Parks and Recreation**

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

**Section 10. Active Adult Center Services**

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

**Section 11. General Government**

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

## Section 1. COMMUNITY DEVELOPMENT DEPARTMENT SERVICES

### SCHEDULE OF FEES FOR PERMITS AND SERVICES

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

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

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

*Receipted to 101-017-4771-000*

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

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

*Receipted to 101-017-4771-000*

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

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

*Receipted to 101-017-4771-000*

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

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

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

Plan review fee when required = \$55.00

Certificate of Occupancy including replacement certificates = \$100.00

**New One and Two Family Residential Construction***Receipted to 101-017-4771-000*

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

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

Plan review fee when required = \$80.00

Certificate of Occupancy including replacement certificates = \$25.00

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

**Multiple Family, Commercial, and Industrial***Receipted to 101-017-4771-000*

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

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

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

**Certificate of Occupancy - Multiple-Family, Commercial, Industrial***Receipted to 101-017-4771-000*

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

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

Attached residential condominiums: \$25.00 per unit.

Replacement certificates: \$25.00

**Temporary Certificate of Occupancy***Receipted into 101-017-4770-000 with bonds in 705-000-2830-000*

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

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

temporary certificates are 90 days maximum with one renewal.

**Signs***Receipted into 101-017-4770-000*

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

Permit Fees: Permit fees are non-transferable.

**Permanent signs**

Ground signs: Up to 60 square feet \$200.00

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

**Re-Facing Permanent signs**

Ground signs: Up to 60 square feet \$185

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

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

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

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

Permit Fees:

**Commercial and Industrial**

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

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

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

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

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

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

Performance Bond \$5,000.00

**Utility Disconnect Fees for Demolition (established by Utility Department):***Receipted into 590-551-8180-000*

See page 15, Miscellaneous Service Fees

**Code Inspections***Receipted into 101-017-4770-000*

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

**Overtime Inspections***Receipted into 101-017-4770-000*

\$105.00 per hour.

**Additional/Add-on Inspections. All Permits***Receipted into 101-017-4770-000*

\$70.00 per inspection.

**Appeal Boards***Receipted into 101-017-4770-000*

Construction Board of Appeals. \$250.00

**3.0 INSPECTIONS: MINIMUM NUMBER AND WHEN REQUIRED****3.1 Electrical: Single-Family Residential**

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

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

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

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

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

A separate inspection shall be required for temporary service.

**3.3 Mechanical: Single-Family Residential**

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

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

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

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

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

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

### 3.5 Plumbing: Single-Family Residential

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

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

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

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

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

### 3.7 Building: All Construction

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

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



**CONCRETE PERMITS INCLUDING NON-TELECOMMUNICATION WORK IN R.O.W.***Receipted into 101-017-4770-000 with bonds in 705-000-2830-000*

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

**PRIVATE SEWER AND WATER SERVICE***Receipted into 101-017-4770-000 with bonds in 705-000-2830-000*

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

**PLANNING FEES***Receipted into 101-030-6071-000*

## Site Plan Review

Residential (multi-family) \$700.00

Non-Residential \$850.00

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

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

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

#### ZONING FEES

*Received into 101-044-6701-000*

Z.B.A.

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

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

#### BROWNFIELD REDEVELOPMENT AUTHORITY FEES

*Received into 101-044-6701-000*

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

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

*Received into 101-030-6701-000*

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

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

*Received into 101-030-6701-000*

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

\$100.00 for each road crossing/driveway compaction test

Bonds                      Cash Bond    \$5,000

GIS Fee                    \$150.00.

## LANDLORD LICENSING

*Receipted into 101-017-4771-000*

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

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

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

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

## CODE ENFORCEMENT PROPERTY MAINTENANCE FEES

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

*Receipted into 101-030-6260-000*

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

*Receipted into 101-030-6270-000*

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

## HOTEL INSPECTIONS

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

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

# **GEOGRAPHIC INFORMATION SYSTEM FEES**

*Receipted into 101-030-6075-000*

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

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

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

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

## Section 2. CLERK DEPARTMENT SERVICES

### Business License/Permits

Business Licenses:

*Receipted into 101-014-4570-000*

Business Licenses: \$100.00 per year

Marihuana - Medical/Adult-Use Business License: \$5,000.00 per year

Marihuana – Caregiver Business License: \$300.00 per year + any applicable re-inspection fees

Massage Business License: \$300 per year + \$150 per licensed massage therapist

Late Fee is double the fee listed above.

Temporary/Seasonal Business Licenses \$100.00

Home Solicitation Licenses \$100.00

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

### Animal License/Permits

#### 1.0 Dogs and Cats.

*Receipted into 101-017-4800-000*

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

- Rabies Vaccination must be valid for:

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

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

- Animal Tag Replacement \$1.00 per tag

#### 2.0 Domestic Hens

*Receipted into 101-017-4800-000*

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

\$20 per single-family residence.

### Miscellaneous Fees

#### 1.0 Bicycle Licenses

*Receipted into 101-017-4810-000*

All bicycles to be ridden in the City on a street or public path shall be licensed.

Bicycle \$2.00 one-time fee per bicycle

## 2.0 **Vital Health Statistics**

*Receipted into 101-030-6078-000*

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

## 3.0 **Video/Vending Machine**

*Receipted into 101-014-4570-000*

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

## 4.0 **Voter Registration Records**

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

## 5.0 **Notary Fees**

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

## 6.0 **Copy Fees**

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

#### Utility Rates

##### 1.0 Water and Sewer Rates

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

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

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

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

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

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

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

##### 2.0 Stormwater

Stormwater fees shall be eliminated.

#### Service Fees

##### 1.0 Service Tapping Fees

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

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

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

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

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

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

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

##### 2.0 Meter Fees

*Receipted into 590-010-6111-000*

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

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

### 3.0 Miscellaneous Service Fees

*Receipted into 590-010-6111-000*

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

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

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

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

#### **Property Affidavit Penalty**

*Receipted into 101-011-4040-000*

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

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

- Industrial and Commercial property:

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

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

- Real property other than industrial and commercial:

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

### **Tax Administration Fee**

*Receipted into 101-011-4470-000*

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

### **Duplicate Bill Fee**

*Receipted into 101-044-6701-000*

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

Based on an estimate of time and materials.

\$3 per bill requested



### Stop Payment Fee

*Receipted into 101-044-6701-000*

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

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

### Returned Check/ACH Fee

*Receipted into 101-044-6705-000*

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

## Section 5. LIBRARY SERVICE FEES

### Rental and Late Fee

*Receipted into 101-030-628-6085*

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

### Program Fees

*Receipted into 705-000-299-2000*

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

### Technology Material Fees

*Receipted into 101-033-628-6086*

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

## Miscellaneous

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

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

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

Library Card non-resident \$100 annual

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

### Section 6. FIRE SERVICE FEES

#### Ambulance and Emergency Response Fees

##### 1.0 Advanced Life Support Services

*Receipted into 101-044-6707-000*

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

##### 2.0 Basic Life Support Services

*Receipted into 101-044-6707-000*

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

##### 3.0 Miscellaneous Fees

*Receipted into 101-044-6707-000*

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

#### Miscellaneous Fees

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

*Receipted into 101-044-6709-000*

Course fees include supplies and materials used.

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

##### 2.0 Inspections and Reporting

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

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

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

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

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

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

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

**2.0 Reports**

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

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

*Receipted into 101-030-6285-000*

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

**Brush Chipping Fee**

*Receipted into 101-030-6270-000*

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

*Receipted into 101-030-6240-000*

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

## Section 9. PARKS AND RECREATION SERVICE FEES

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

### Meeting Room Rentals

The City of Madison Heights allows groups to use the Breckenridge Room, City Hall, Lower Level Rooms and Fire Department Room.

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

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

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

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

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

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

### Park, Park Pavilion and Park Building Rentals

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

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

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

### Active Adult Center Rentals

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

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

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

### Sports Field Preparation

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

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

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

## Section 10. ACTIVE ADULT CENTER SERVICE FEES

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

### Transportation

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

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

### Lunch Program

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

\*Lunch program is tentatively restarting in calendar year 2023

### Miscellaneous

Trip Cancellation Fee	\$5
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**Section 11. GENERAL GOVERNMENTAL SERVICE FEES****Message Board Greetings**

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

**Wedding Ceremony**

Administration fee \$75 per wedding Plus \$50 Payable to Mayor

**Items for Sale**

Garbage Bags Box of 100 Heavy Duty bags \$20 per box  
[Receipted into 101-033-6421-000](#)

Recycling Bin and Lid \$20  
[Receipted into 101-033-6422-000](#)

**Section 12. FOIA FEES**

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

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

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

**1.0 Labor Costs**

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

## 2.0 Non-paper Physical Media

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

## 3.0 Paper Copies

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

## 4.0 Mailing Costs

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

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

Absent: Councilman Soltis

Motion carried.

## MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

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

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

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

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

Absent: Councilman Soltis

Motion carried.

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

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

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

Absent: Councilman Soltis

Motion carried.

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

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

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

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

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

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

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

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

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

Absent: Councilman Soltis

Motion carried.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Absent: Councilman Soltis

Motion carried.

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

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

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

Absent: Councilman Soltis

Motion carried.

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

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

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

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

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

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

Absent: Councilman Soltis

Motion carried.

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

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

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

Absent: Councilman Soltis

Motion carried.

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

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

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

Absent: Councilman Soltis

Motion carried.

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

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

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

Absent: Councilman Soltis

Motion carried.

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

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

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

Absent: Councilman Soltis

Motion carried.

**COUNCIL COMMENTS:**

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

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

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

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

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

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

City Manager Marsh had no comments this evening.

City Clerk Rottmann had no comments this evening.

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

Councilman Fleming had no comments this evening.

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

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

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

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

Voting Nay: Councilor Wright

Absent: Councilman Soltis

Motion carried 5-1.

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

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

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

**ADJOURNMENT**

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



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 5/22/23

**PREPARED BY:** Melissa Marsh, City Manager

**AGENDA ITEM CONTENT:** Charter Study - Charter Amendment Proposals

**AGENDA ITEM SECTION:** Reports

**BUDGETED AMOUNT:**

**FUNDS REQUESTED:**

**FUND:**

**EXECUTIVE SUMMARY:**

See attached memo.

**RECOMMENDATION:**

Should it be the wish of Council, a separate motion for each proposal should be considered with the following recommended wording:

to adopt the resolution proposing a Charter Amendment to Section \_ be placed on the November 7, 2023 ballot for voters to consider

**To:** Honorable Mayor and City Council

**From:** Melissa Marsh, City Manager  
Cheryl Rottmann, City Clerk  
Jeff Sherman, Assistant Legal Counsel

**Date:** May 16, 2023

**Re:** Charter Study Group Ballot Proposals Language

The Charter Study Group proposed the following four amendments to the city charter: (i) Eliminate the provision requiring a council member to resign from office as a condition for running for Mayor; (ii) filling the Mayor position if a vacancy occurs; (iii) appointment of the Mayor Pro-Tem (iv) and, accepting resignations from Boards and Commissions administratively.

A fifth charter provision to change the City Council meeting requirements was considered, but no changes were recommended to City Council by the Charter Study Group. Since the direction of the City Council was to amend this language, staff has included a draft Charter Amendment proposal for Section 6.1, Regular Meetings, for your consideration.

Proposed resolutions have been prepared for your consideration to present to the electorate on Tuesday, November 7, 2023. The Home Rule City Act requires a supermajority of five or more votes of approval to place the measures on the ballot, subject to review and approval of the Attorney General and the Governor. The City Council can adopt the proposals as presented, amend the language, or turn down the proposals. It should be noted that the foregoing language revisions are currently being examined by the Attorney General and may be subject to change.

Should it be the wish of Council, a separate motion for each proposal should be considered with the following recommended wording:

to adopt the resolution proposing a Charter Amendment to Section X be placed on the November 7, 2023 ballot for voters to consider

**RESOLUTION PROPOSING AMENDMENT TO  
THE CHARTER OF THE CITY OF MADISON HEIGHTS**

The following Resolution was offered by the City of Madison Heights' City Council Member \_\_\_\_\_,

(Name)

and seconded by Council Member \_\_\_\_\_,

(Name)

which Motion was adopted according to the following vote:

**Yeas:**

**Nays:**

**BY VIRTUE OF THE FOREGOING VOTE, THE CITY COUNCIL OF THE CITY OF MADISON HEIGHTS ADOPTS THE FOLLOWING RESOLUTION:**

**WITNESSETH:**

**WHEREAS**, the City of Madison Heights is a Michigan municipal corporation, duly and legally incorporated as a Home-Rule City, pursuant the provisions of 1909 Public Act 279, being specifically Michigan Compiled Laws (MCL) 117.1, et seq.; and,

**WHEREAS**, the Charter of the City of Madison Heights was adopted by a vote of the electors on December 6, 1955; and,

**WHEREAS**, Chapter 3, Section 3.4 of the City Charter, titled "Election of Mayor; Mayor Pro Tem," states as follows:

**Section 3.4.-Election of Mayor; Mayor Pro Tem:**

At each regular city election the mayoral candidate receiving the highest number of votes shall be deemed the duly elected Mayor of the City of Madison Heights. The Council, at its first meeting after such regular city election, shall designate one of their number to act as Mayor Pro Tem. Such selection shall be by an open ballot of a majority vote of the members of Council, including the Mayor, designating the Mayor Pro Tem. The Mayor and Mayor Pro Tem shall serve in that capacity until the next regular city election; provided, however, that each officer shall continue in office until his successor has been selected and sworn in. In the event of absence or disability of both Mayor and Mayor Pro Tem, the Council may designate another of its members to serve as acting Mayor during such absence or disability.

(Amended November 6, 1985)

**WHEREAS**, the foregoing Charter section requires a council vote to elect the Mayor Pro Tem and provides for a lengthy sixty (60) day period for doing so, instead of providing for the immediate and automatic appointment of the Mayor Pro Tem;



**NOW, THEREFORE, BE IT RESOLVED**, that Chapter 3, Section 3.4 of the City Charter, titled "Election of Mayor; Mayor Pro Tem," should be amended, in pertinent part, to state as follows:

### **Section 3.4. Election of Mayor; Mayor Pro Tem**

After each regular city election, the mayoral candidate receiving the highest number of votes shall be deemed the duly elected Mayor of the City of Madison Heights. The Council, at its first meeting after such regular city election, shall designate **the City Council member, receiving the highest number of votes at the regular city council election, as Mayor Pro Tem.** The Mayor and Mayor Pro Tem shall serve in that capacity until the next regular city election; provided, however, that each officer shall continue in office until his successor has been selected and sworn in. In the event of absence or disability of both Mayor and Mayor Pro Tem, the Council may designate one of its members, by an open ballot of a majority vote, to serve as acting Mayor during such absence or disability.

**BE IT FURTHER RESOLVED** that said Charter Proposition shall be submitted to the voters for approval shall be as follows:

### **STATEMENT OF PURPOSE**

Proposed Amendment to Section 3.4 of the City Charter  
(Mayor; Mayor Pro Tem)

The proposed amendment states that Council shall appoint the City Council member, receiving the highest number of votes at the regular city election, as Mayor Pro Tem.

### **BALLOT QUESTION**

Shall the proposed amendment to Section 3.4 be adopted?

☐ Yes.

☐ No.

**BE IT FURTHER RESOLVED**, that this amendment shall be submitted to the Governor of the State of Michigan for approval in accordance with the statutes pertaining to Charter Amendments; and,

**BE IT FURTHER RESOLVED**, that said Charter Amendment be submitted to the electors of the City of Madison Heights for a vote of approval at the election to be held on November 7, 2023; and,

**BE IT FURTHER RESOLVED**, that the Clerk of the City of Madison Heights is hereby authorized and directed to cause the notice of submission of said Charter

Amendment proposition to be posted and published as a part of the notice of said election in the manner required by law.

**RESOLUTION PROPOSING AMENDMENT TO  
THE CHARTER OF THE CITY OF MADISON HEIGHTS**

The following Resolution was offered by the City of Madison Heights' City Council Member \_\_\_\_\_,

(Name)

and seconded by Council Member \_\_\_\_\_,

(Name)

which Motion was adopted according to the following vote:

**Yeas:**

**Nays:**

**BY VIRTUE OF THE FOREGOING VOTE, THE CITY COUNCIL OF THE CITY  
OF MADISON HEIGHTS ADOPTS THE FOLLOWING RESOLUTION:**

**WITNESSETH:**

**WHEREAS**, the City of Madison Heights is a Michigan municipal corporation, duly and legally incorporated as a Home-Rule City, pursuant the provisions of 1909 Public Act 279, being specifically Michigan Compiled Laws (MCL) 117.1, et seq.; and,

**WHEREAS**, the Charter of the City of Madison Heights was adopted by a vote of the electors on December 6, 1955; and,

**WHEREAS**, Chapter 5, Section 5.5 of the City Charter, titled "Resignations," states as follows:

**Section 5.5.-Resignations:**

Resignations of elective officers and of members of boards and commissions shall be made in writing and filed with the Clerk. Resignations of appointive officers shall be made in writing to the appointing officer or body who shall promptly file the same with the Clerk. Forthwith upon his receipt of a resignation, the Clerk shall notify the City Manager of it, and shall bring the same to the attention of Council at its next meeting thereafter. The acceptance or rejection of such resignation shall be made by the Council at such meeting.

**WHEREAS**, the foregoing Charter section requires council to accept or reject each resignation from members from boards and commission in lieu of this activity being handled administratively; and corrects pronoun use.

**NOW, THEREFORE, BE IT RESOLVED**, that Chapter 5, Section 5.5 of the City Charter, titled “Resignations,” should be amended, in pertinent part, to state as follows:

**Section 5.5. Resignations**

Resignations of a Council member, Mayor or a member of a board and commission shall be made in writing and filed with the Clerk. Upon receipt of a resignation, the Clerk shall notify the City Manager. The acceptance or rejection of such resignation of a Council member or Mayor shall be made by the City Council at their next meeting. The acceptance or rejection of such resignation of a member of a board and commission shall be made administratively.

**BE IT FURTHER RESOLVED** that said Charter Proposition shall be submitted to the voters for approval shall be as follows:

**STATEMENT OF PURPOSE**

Proposed Amendment to Section 5.5. of the City Charter  
(Resignations)

The proposed amendment states that resignations of a Council member and Mayor shall be accepted or rejected by City Council and resignations from boards and commissions shall be accepted or rejected administratively.

**BALLOT QUESTION**

Shall the proposed amendment to Section 5.5 be adopted?

☐ Yes.

☐ No.

**BE IT FURTHER RESOLVED**, that this amendment shall be submitted to the Governor of the State of Michigan for approval in accordance with the statutes pertaining to Charter Amendments; and,

**BE IT FURTHER RESOLVED**, that said Charter Amendment be submitted to the electors of the City of Madison Heights for a vote of approval at the election to be held on November 7, 2023; and,

**BE IT FURTHER RESOLVED**, that the Clerk of the City of Madison Heights is hereby authorized and directed to cause the notice of submission of said Charter Amendment proposition to be posted and published as a part of the notice of said election in the manner required by law.

**RESOLUTION PROPOSING AMENDMENT TO  
THE CHARTER OF THE CITY OF MADISON HEIGHTS**

The following Resolution was offered by the City of Madison Heights' City Council Member \_\_\_\_\_,

(Name)

and seconded by Council Member \_\_\_\_\_,

(Name)

which Motion was adopted according to the following vote:

**Yeas:**

**Nays:**

**BY VIRTUE OF THE FOREGOING VOTE, THE CITY COUNCIL OF THE CITY OF MADISON HEIGHTS ADOPTS THE FOLLOWING RESOLUTION:**

**WITNESSETH:**

**WHEREAS**, the City of Madison Heights is a Michigan municipal corporation, duly and legally incorporated as a Home-Rule City, pursuant the provisions of 1909 Public Act 279, being specifically Michigan Compiled Laws (MCL) 117.1, et seq.; and,

**WHEREAS**, the Charter of the City of Madison Heights was adopted by a vote of the electors on December 6, 1955; and,

**WHEREAS**, Chapter 5, Section 5.7(a) of the City Charter, titled "Filing Vacancies in Elective Officers, states as follows:

**Section 5.7(a)-Filing Vacancies in Elective Offices.**

(a) Any vacancy which occurs in the office of Mayor shall be filled by appointment from one of the remaining Council Members by a majority vote of the remaining Council Members. Such appointment shall be made on or before sixty (60) days after the vacancy occurs, and shall be for the balance of the unexpired term. Any vacancy which occurs in the office of Council Member shall be filled by the Council at the next regular meeting of the Council after the vacancy occurs, from the unsuccessful candidates for Council at the last preceding regular City election who were nominated and obtained the next highest vote therefore. Such appointment shall be until the next succeeding regular election, at which time such vacancy shall be provided in Chapter 4 of this Charter for any balance of the unexpired original term. In the event there are no unsuccessful candidates for Council at the last preceding regular City election who were nominated and obtained the next highest vote therefore, Council shall by majority vote appoint a City resident to fill said vacancy. Such appointment shall be made on or before sixty (60) days after the vacancy occurs and shall be until the next succeeding regular election, at which time such vacancy shall be filled as provided in Chapter 4 of this Charter for any balance of the unexpired original term. The appointee shall be subject to

the eligibility requirements for Council contained in the Charter, as amended by applicable State law.

(Amended September 12, 1961; Amended November 6, 1985; Election of November 2, 2004)

**WHEREAS**, the foregoing Charter section currently requires a council vote to fill the office of Mayor upon the vacancy of the mayor's office, instead of providing for the immediate and automatic appointment of the Mayor Pro Tem to the office of Mayor;

**WHEREAS**, the foregoing Charter section corrects the omission of not defining the word "nominated" and the omission of not defining every succeeding regular election as a succeeding regular city election;

**NOW, THEREFORE, BE IT RESOLVED**, that Chapter 5, Section 5.7(a) of the City Charter, titled "Filing Vacancies in Elected Offices," should be amended, in pertinent part, to state as follows:

**Section 5.7(a) Filing Vacancies in Elective Offices**

(a) Any vacancy which occurs in the office of Mayor shall be filled by appointment of the Mayor Pro Tem. Such appointment shall be made by Council at the next regular meeting of Council. The vacancy created in the office of Mayor Pro Tem, resulting such appointment, shall be filled by Council designating the City Council member, receiving the second highest number of votes at the last regular city election, as Mayor Pro Tem. Such appointment shall be made by Council at the next regular meeting of Council, following the appointment of the Mayor. The appointed Mayor and Mayor Pro Tem shall serve in that capacity until the next regular city election. Any vacancy which occurs in the office of Council Member shall be filled by the Council at the next regular meeting of the Council after the vacancy occurs, from the unsuccessful candidates for Council at the last preceding regular City election who were nominated and obtained the next highest vote therefore. Such appointment shall be until the next succeeding regular City election, at which time such vacancy shall be provided in Chapter 4 of this Charter for any balance of the unexpired original term. In the event there are no unsuccessful candidates for Council at the last preceding regular City election who were nominated and obtained the next highest vote therefore, Council shall by majority vote appoint a City resident to fill said vacancy. Such appointment shall be made on or before sixty (60) days after the vacancy occurs and shall be until the next succeeding regular City election, at which time such vacancy shall be filled as provided in Chapter 4 of this Charter for any balance of the unexpired original term. The appointee shall be subject to the eligibility requirements for Council contained in the Charter, as amended by applicable State law.

**BE IT FURTHER RESOLVED** that all other sections in Chapter 5, Section 5.7(a), not otherwise amended herein, shall remain in full force and effect; and,

**BE IT FURTHER RESOLVED** that said Charter Proposition shall be submitted to the voters for approval shall be as follows:

## **STATEMENT OF PURPOSE**

### **Proposed Amendment to Section 5.7(a) of the City Charter (Filing Vacancies in Elective Offices)**

The proposed amendment states that Council shall appoint the Mayor Pro Tem as Mayor in the event there is a vacancy in the office of Mayor; that Council shall appoint the City Council member, receiving the second highest number of votes at the last preceding regular City election, as Mayor Pro Tem; and defines every succeeding regular election as a succeeding regular city election;

## **BALLOT QUESTION**

Shall the proposed amendment to Section 5.7(a) be adopted?

☐ Yes.

☐ No.

**BE IT FURTHER RESOLVED**, that this amendment shall be submitted to the Governor of the State of Michigan for approval in accordance with the statutes pertaining to Charter Amendments; and,

**BE IT FURTHER RESOLVED**, that said Charter Amendment be submitted to the electors of the City of Madison Heights for a vote of approval at the election to be held on November 7, 2023; and,

**BE IT FURTHER RESOLVED**, that the Clerk of the City of Madison Heights is hereby authorized and directed to cause the notice of submission of said Charter Amendment proposition to be posted and published as a part of the notice of said election in the manner required by law.

**RESOLUTION PROPOSING AMENDMENT TO  
THE CHARTER OF THE CITY OF MADISON HEIGHTS**

The following Resolution was offered by the City of Madison Heights' City Council Member \_\_\_\_\_,

(Name)

and seconded by Council Member \_\_\_\_\_,

(Name)

which Motion was adopted according to the following vote:

**Yeas:**

**Nays:**

**BY VIRTUE OF THE FOREGOING VOTE, THE CITY COUNCIL OF THE CITY  
OF MADISON HEIGHTS ADOPTS THE FOLLOWING RESOLUTION:**

**WITNESSETH:**

**WHEREAS**, the City of Madison Heights is a Michigan municipal corporation, duly and legally incorporated as a Home-Rule City, pursuant the provisions of 1909 Public Act 279, being specifically Michigan Compiled Laws (MCL) 117.1, et seq.; and,

**WHEREAS**, the Charter of the City of Madison Heights was adopted by a vote of the electors on December 6, 1955; and,

**WHEREAS**, Chapter 5, Section 5.1 of the City Charter, titled "Officers, Qualification," specifically to wit: The eighth (8<sup>th</sup> full and unnumbered section), states as follows:

**Section 5.1.-Officers, Qualifications:**

No person shall be eligible to become a candidate for or hold an elective office in the City of Madison Heights who, at the time of the filing of his nominating petition for such elective office, has been elected to or is the holder of, an elective office in any other political subdivision of the State of Michigan. Such political subdivisions of the State of Michigan shall be deemed to mean any municipality, township, county or State of Michigan, other than the City of Madison Heights. No person shall be eligible to become a candidate for any elective office in the City of Madison Heights, except to succeed himself, who at the time of filing his nominating petition for elective office is the holder of any other elective office in the City of Madison Heights, unless at the time he files his nominating petition for elective office, he shall also file his resignation from such office to be effective not later than the first Monday in April following. At the time of the filing of the petition for an elective office in the City of Madison Heights in the manner hereinabove set forth, the candidate shall, upon the filing of petitions, file an affidavit



setting forth his name, that fact that he is a qualified elector in the City of Madison Heights, the length of residence, and that he does not hold an elective office in any political subdivision of the State of Michigan, except the office he seeks, or, if he holds an elective office in the City, other than the office he seeks, that he has submitted his resignation therefrom. Such affidavit together with his petitions, shall be filed with the City Clerk. If any candidate fails to file such an affidavit at the time of filing of his petitions the Clerk shall not accept such petitions for filing. The candidate shall also file all of the affidavits or those instruments required under the election of the State of Michigan.

No person shall be a candidate for any or city election for more than one elective office.

(Amended September 12, 1961)

**WHEREAS**, the foregoing Charter section requires the resignation of any elected officeholder, from any non-city office, to become a candidate for mayor or city council, at the time of filing nominating petitions, instead of at the time of being elected to city office.

**WHEREAS**, the foregoing Charter section requires the resignation of an elected city council member, from any city office, to become a candidate for mayor, at the time of filing nominating petitions, instead of at time of being elected as mayor;

**NOW, THEREFORE, BE IT RESOLVED**, that Chapter 5, Section 5.1 of the City Charter, titled "Officers, Qualification," specifically to wit: The eighth (8<sup>th</sup> full and unnumbered section), should be amended, in pertinent part, to state as follows:

#### **Section 5.1. Officers, Qualifications**

No person, eligible to become a candidate for or hold **the office mayor or council member of the City of Madison Heights, shall be required to resign their non-city elective office or city elective office, prior to their election as mayor or city council member. Non-city elective office** shall be deemed to mean any municipal, township, county or state office. **City elective office shall be deemed to mean mayor or council member of the city. When a person files their nominating petitions for mayor or city council, they shall also file a signed affidavit with the city clerk's office, in conformity with state law. A person, who wins election as mayor or city council member, shall resign their non-city elective office or prior city elective office.**

**BE IT FURTHER RESOLVED** that all other sections in Chapter 5, Section 5.1., not otherwise amended herein, shall remain in full force and effect; and,

**BE IT FURTHER RESOLVED** that said Charter Proposition shall be submitted to the voters for approval shall be as follows:

### **STATEMENT OF PURPOSE**

#### **Proposed Amendment to Section 5.1 of the City Charter (Officers, Qualifications)**

The proposed amendment states that no candidate for mayor or city council must resign from their current elected non-city or city offices until they win election as mayor or city council member.

### **BALLOT QUESTION**

Shall the proposed amendment to Section 5.1 be adopted?

☐ Yes.

☐ No.

**BE IT FURTHER RESOLVED**, that this amendment shall be submitted to the Governor of the State of Michigan for approval in accordance with the statutes pertaining to Charter Amendments; and,

**BE IT FURTHER RESOLVED**, that said Charter Amendment be submitted to the electors of the City of Madison Heights for a vote of approval at the election to be held on November 7, 2023; and,

**BE IT FURTHER RESOLVED**, that the Clerk of the City of Madison Heights is hereby authorized and directed to cause the notice of submission of said Charter Amendment proposition to be posted and published as a part of the notice of said election in the manner required by law.

**PROPOSAL 5:****RESOLUTION PROPOSING AMENDMENT TO  
THE CHARTER OF THE CITY OF MADISON HEIGHTS**

The following Resolution was offered by the City of Madison Heights' City Council Member \_\_\_\_\_,

(Name)

and seconded by Council Member \_\_\_\_\_,

(Name)

which Motion was adopted according to the following vote:

**Yeas:**

**Nays:**

**BY VIRTUE OF THE FOREGOING VOTE, THE CITY COUNCIL OF THE CITY OF MADISON HEIGHTS ADOPTS THE FOLLOWING RESOLUTION:**

**WITNESSETH:**

**WHEREAS**, the City of Madison Heights is a Michigan municipal corporation, duly and legally incorporated as a Home-Rule City, pursuant to the provisions of 1909 Public Act 279, being specifically Michigan Compiled Laws (MCL) 117.1, et seq.; and,

**WHEREAS**, the Charter of the City of Madison Heights was adopted by a vote of the electors on December 6, 1955; and,

**WHEREAS**, Chapter 6, Section 6.1 of the City Charter, titled "Regular Meetings," states as follows:

**Section 6.1.- Regular Meetings:**

The council shall provide by resolution for the time and place of its regular meetings and shall hold at least two (2) regular meetings each month, except during the month of December when at least one (1) meeting shall be required. An organizational meeting shall be held on the Monday following each regular city election. Nothing herein prohibits or prevents the calling of a special meeting pursuant to the terms of Chapter 6, Section 6.2 of this Charter.

**WHEREAS**, the foregoing Charter section requires council to hold at least two (2) regular meetings each month, except during the month of December, when one (1) meeting is required, totaling twenty-three (23) regular meetings per calendar year.

**WHEREAS**, due to the numerous special meetings that Council holds during each calendar year, the proposed amendment would require twenty (20) regular meetings per calendar year, with at least one (1) regular meeting each month.

**NOW, THEREFORE, BE IT RESOLVED**, that Chapter 6, Section 6.1 of the City Charter, titled “Regular Meetings,” should be amended, in pertinent part, to state as follows:

**Section 6.1**

The council shall provide by resolution for the time and place of **twenty (20) regular meeting per calendar year** and shall hold at least **one (1) regular meeting** each month. An organizational meeting shall be held on the Monday following each regular city election. Nothing herein prohibits or prevents the calling of a special meeting pursuant to the terms of Chapter 6, Section 6.2 of this Charter.

**BE IT FURTHER RESOLVED** that said Charter Proposition shall be submitted to the voters for approval shall be as follows:

**STATEMENT OF PURPOSE**

Proposed Amendment to Section 6.1. of the City Charter  
(Regular Meetings) – Proposal 5.

Currently, Section 6.1 requires the City Council to hold two (2) regular council meetings per month, except during the month of December when at least one (1) meeting shall be held, totaling twenty-three (23) regular meetings per calendar year. The proposed amendment would require twenty (20) regular meetings per calendar year, with at least one (1) regular meeting each month.

Shall the proposed amendment to Section 6.1 be adopted?

☐ Yes.

☐ No.

**BE IT FURTHER RESOLVED**, that the city clerk shall transmit a copy of this resolution to the Governor of the State of Michigan for approval of the proposed amendment and a copy of this resolution to the Attorney General of the State of Michigan for approval of proposed ballot language for the proposed amendment, as required by law.

**BE IT FURTHER RESOLVED**, that said Charter Amendment be submitted to the electors of the City of Madison Heights for a vote of approval at the election to be held on November 7, 2023; and,

**BE IT FURTHER RESOLVED**, that the Clerk of the City of Madison Heights is hereby authorized and directed to cause the notice of submission of said Charter Amendment proposition to be posted and published as a part of the notice of said election in the manner required by law.



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 05/22/23

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

**AGENDA ITEM CONTENT:** DPS - Bid Award - 2023 Pavement Marking

**AGENDA ITEM SECTION:** Bid Awards/Purchases

**BUDGETED AMOUNT:** \$73,500

**FUNDS REQUESTED:** \$73,500

**FUND:** Major/Local Roads

**EXECUTIVE SUMMARY:**

As part of our normal best practices as we approach the end of the fiscal year, Staff reached out to our current pavement marking vendor, PK Contracting, to determine if they would be interested in once again extending their pricing for the summer 2023 pavement marking season. Unfortunately, due to the significant increases in material and labor costs, they were unable to do so. Staff then prepared ITB #MH-1066 – 2023 Pavement Marking, which was issued on April 28. 1 sealed bid was received by the deadline of May 15, and the sole qualified bidder is PK Contracting.

**RECOMMENDATION:**

Staff recommends that Council award the bid for the 2023 Pavement Marking to PK Contracting, of Troy, Michigan. Funding is budgeted and available in the upcoming 2023-24 Budget.

**MEMORANDUM**

Item 13.

**DATE:** May 16, 2023  
**TO:** Melissa R. Marsh, City Manager  
**FROM:** Sean P. Ballantine, Director of Public Services  
**SUBJECT:** Bid Award – 2023 Pavement Marking

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As part of our normal best practices as we approach the end of the fiscal year, Staff reached out to our current pavement marking vendor, PK Contracting, to determine if they would be interested in once again extending their pricing for the summer 2023 pavement marking season. Unfortunately, due to the significant increases in material and labor costs, they were unable to do so. It is worth mentioning that PK has consistently extended their unit pricing since 2011. The pavement marking contractor is responsible, under DPS oversight, to provide all striping, arrows, crosswalks, and other legends on our major and local roads, keeping our roads properly compliant with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD).

Staff prepared ITB #MH-1066 – 2023 Pavement Marking, which was issued on April 28. As in years past, the bid requested multiple pricing options to give the City flexibility from a financial standpoint, and to monitor product and application performance, and adjust as necessary. The numbers provided on the pricing sheet represent a maximum “worst-case” scenario, and give the prospective bidder an idea of the amount of work required. The actual work performed will be based on need, and the budget available. 1 sealed bid was received by the deadline of May 15, and the sole qualified bidder is PK Contracting. Receiving a sole bid was not entirely unexpected, as PK Contracting is currently the sole major provider of these services in the metro Detroit area. Reference checks were overwhelmingly positive, and the City has had a long-standing experience of quality work from this vendor.

Staff therefore recommends that Council award the bid for the 2023 Pavement Marking to PK Contracting, of Troy, Michigan. Funding is budgeted and available in the upcoming 2023-24 Budget.

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

**V. SUPPLEMENTAL SPECIFICATIONS - ITB #MH-1066:****ADDENDUM INFORMATION**

Any questions or concerns regarding this ITB must be submitted in writing via email to:  
 seanballantine@madison-heights.org, before 12:00pm Monday, May 8, 2023.

An addendum addressing any vendor questions or concerns will be posted at [www.mitn.info](http://www.mitn.info) no later than the close  
 of business Wednesday, May 10, 2023.

**SUB CONTRACTS**

The Contractor shall not sublet, assign, or transfer this contract or any portion thereof or any payment due him there under, without the written consent of the Owner. Assignment or subletting the whole or any portion of this contract shall not operate to release the Contractor or his bondsman hereunder from any of the contract obligations. If the Contractor shall cause any part of the work under this Contract to be performed by a subcontractor, the subcontractor's officers and employees in all respects are considered employees of the Contractor, and the Contractor shall not be in any manner thereby relieved from his obligations and liability; and the work and materials furnished by the subcontractor shall be subject to the same provisions as if furnished by the Contractor.

**DELIVERY AND RECEIVING HOURS**

Deliveries will be accepted at the Department of Public Services (801 Ajax Drive, Madison Heights, Michigan, 48071) Monday - Friday, between the hours of 7:00 AM and 2:00 PM only, unless otherwise arranged and scheduled. No deliveries will be accepted on City observed holidays.

**PAYMENT INFORMATION**

Payment Terms NET 30

Discount terms N/A % discount for payment within N/A days.

Signature Nicholas C. Shan Date 5-15-23

**ALTERNATE PRODUCTS**

The City is aware that industry standard products and application methods are subject to change, with existing products falling out of use, and being replaced by new. If an alternate product from these bid specifications is currently in common use as a matter of best practice, please provide pricing and product/application information and standards.

**VI. PRICING SECTION – ITB #MH-1066**

**PLEASE NOTE THAT THE TOTAL LINEAL FEET OR TOTAL NUMBER OF EACH SYMBOL/LEGEND MAY VARY SIGNIFICANTLY FROM APPROXIMATION**

The City may choose, at its sole discretion, any of the three types of material for marking pavement

Marking Type	Total Approximate Linear Feet or Total Approximate # of Symbol/Legend:	Price per Linear Foot or Each/ Thermoplastic Material	Price per Linear Foot or Each/ Cold Plastic Material	Price Per Linear Foot or Each/ Polyurea Material
A. Stop Bars (Linear Foot)	1,624 linear feet	\$ 16.00	\$ 15.50	\$ 14.50
B. Crosswalks (Linear Foot)	5,093 linear feet	\$ 5.85	\$ 4.75	\$ 4.50
C. Right or Left Arrows (Each)	Right – 25 Left – 51	\$ 240.00	\$ 250.00	\$ 230.00
D. Turn Arrows (Each)	8	\$ 240.00	\$ 250.00	\$ 230.00
E. Straight Arrows (Each)	25	\$ 280.00	\$ 210.00	\$ 200.00
F. "Sharrow" (Each)	50	\$ 300.00	\$ 240.00	\$ 230.00
G. "School" (Each)	36	\$ 550.00	\$ 400.00	\$ 350.00
H. Lane Marking (Yellow)	98,000 linear feet	\$ .29	—	\$ 1.55
I. Lane Marking (White)	43,000 linear feet	\$ .29	—	\$ 1.55
Totals		\$ 162,828. <sup>05</sup>	\$ 102,013. <sup>75</sup>	\$ 313,436. <sup>50</sup>

COMPANY P.K. CONTRACTING, LLC

SIGNATURE Nicholas C. Shea

NAME/TITLE NICHOLAS C. SHEA, VICE PRESIDENT

ADDRESS 1905 BARRETT DR

TRON, MI 48064

PHONE 248 362 2130 FAX 248 362 4969

DATE 5.15.23 EMAIL: nick@pkcontracting.com

\* NOTE: BASED ON X-WAVERS BEING APPLIED W/ 6" LINES & STOP BARS  
W/ 24" LINES



**VII. REFERENCES SECTION – ITB #MH-1066****REFERENCES FOR (PRINT YOUR COMPANY NAME):****(Municipal References Preferred)**

1. Contact Name: BRANDON RANK  
 Company Name: OAKLAND COUNTY  
 Company Address: 31001 LATIMER RD BEVERLY HILLS, MI 48025  
 Contact Phone #: 248 535 2196 Fax#: \_\_\_\_\_  
 Contact Email Address: brank@rcoc.org
  
2. Contact Name: ADAM AJAM  
 Company Name: ANN ARBOR  
 Company Address: P.O. Box 8647 ANN ARBOR MI 48107  
 Contact Phone #: 734 353 5656 Fax#: \_\_\_\_\_  
 Contact Email Address: ajam@azgov.org
  
3. Contact Name: ADAM VANDERCOCK  
 Company Name: MDOT GRAND REGION  
 Company Address: 2660 LEONARD NE, GRAND RAPIDS, MI 49525  
 Contact Phone #: 616 299 8108 Fax#: \_\_\_\_\_  
 Contact Email Address: vandercoc@mi.michigan.gov

**COMPANY INFORMATION:**Company Name P.K. CONTRACTING, LLCPrinted Name/Title of Person Signing Bid NICHOLAS C SHEA, VICE PRESIDENTSignature Nicholas C SheaAddress 1965 BARRETT DRTRAY, MI 48064Phone: 248 362 2130 Fax: 248 362 4969Email Address: nick@pkcontracting.com Date: 5.15.23

**\*\*SUBMIT ORIGINAL PROPOSAL ALONG WITH THREE COPIES IN A SEALED ENVELOPE MARKED ACCORDING TO SUBMITTAL GUIDELINES ALONG WITH QUALIFICATIONS QUESTIONNAIRE AND NON-COLLUSION AFFIDAVIT TO THE CITY OF MADISON HEIGHTS CLERK'S OFFICE BEFORE THE DEADLINE 11:00 A.M. ON MONDAY, MAY 15, 2023. ALL OTHER ITEMS – CONTRACT, PERFORMANCE BOND – WILL BE SUBMITTED AFTER APPROVAL OF THE CONTRACT.\*\***

**VIII. Additional Extension Option - MITN:**

The City of Madison Heights is a member of the Michigan Intergovernmental Trade Network (MITN) Purchasing Cooperative. If your company is awarded an item or a completed contract, the cooperative entities may wish to use this contract and will use a purchase order or contract for any or all of the item(s) awarded following minimum order/contract requirements set forth in the bid documents. Each entity will provide its own purchase order or contract and must be invoiced separately to the address on the purchase order/contract.

Currently, there are more than 100 agencies participating in the MITN Cooperative.

(     ) If an award is made to \_\_\_\_\_  
(Company Name)

it is agreed that the contract will be extended to members of MITN Purchasing Cooperative under the same prices, terms, and conditions.

\_\_\_\_\_  
Signature of Company Representative

~OR~

( ☒ ) Our company P.K. Construction, LLC is NOT interested in extending this contract.  
(Company Name)

  
Signature of Company Representative

(For more information on the MITN cooperative, including a list of participating agencies, please go to [www.MITN.info](http://www.MITN.info).)

**IX. CITY OF MADISON HEIGHTS**  
**QUALIFICATION QUESTIONNAIRE**

**Failure to completely fill out this form or failure to supply adequate information could result in disqualification of bidder.**

Name of Bidder: P.K. CONTRACTING, LLC

Address of Bidder: 1965 BARRETT DR TROY, MI 48084

Type of Business Entity: LLC  
 (Example: Corporation, Partnership, etc.)

How Long Established: JUNE 1980

Names and Addresses of  
 All Principals of Bidder: NICHOLAS C. SHEA, VP

1965 BARRETT DR

TROY, MI 48084

1. List all other Corporations, Partnerships, Assumed Names, and/or Businesses in which the above listed principals have an interest in any way, including but not limited to, ownership stockholder, employment, principal, officer or other business relationship.

P.K. CONTRACTING, LLC

1965 BARRETT DR

TROY, MI 48084

2. List 3 current references from municipalities or public agencies familiar with the work performed by the Bidder and list the name, addresses and telephone number of a contact person.

- SEE PAGE 14

3. List 3 current references from private or non-public sources familiar with the work performed by the Bidder and list the name, address and telephone number of a contact person.

- SEE PAGE 14

4. List the names and address of all subcontractors the Bidder proposes to use on the project.

N/A

**The undersigned verifies that the information contained herein is truthful and accurate and acknowledge that they are owners or agents of the Bidder.**

*Nicholas C. Street*

Bidder's or Authorized  
Representative's Signature

VICE PRESIDENT

Title of Signatory

Nicholas C. Street

Bidder's Printed Name

Dated: 5.15.23

Subscribed and sworn to before me on  
This 15<sup>th</sup> day of May, 2023.

*Karen Bissonette*

Notary Public

Karen Bissonette  
County, Michigan

Notary Public, Macomb County, MI  
My Commission Expires 05/07/24  
Acting in Oakland County

**NON-COLLUSION AFFIDAVIT****Return this completed form with your sealed bid.**NICHOLAS C. SHAW being duly sworn deposes and says:That he/she is VICE 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.

Nicholas C. Shaw  
(Signature of person submitting bid)

Subscribed and sworn this 15th day of May, 2023 before me, a Notary Public in and for said County.

Karen Bissonette  
Notary Public

My Commission Expires:

Karen Bissonette  
Notary Public, Macomb County, MI  
My Commission Expires 05/07/24  
Acting in Oakland County



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 5/22/23

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

**AGENDA ITEM CONTENT:** DPS - Purchase of 4 Police Patrol Vehicles

**AGENDA ITEM SECTION:** Bid Awards/Purchases

**BUDGETED AMOUNT:** \$0

**FUNDS REQUESTED:** \$174,832

**FUND:** 101-301-985-0000

**EXECUTIVE SUMMARY:**

The approved FY 2024 Budget includes the scheduled replacement of four standard police patrol vehicles. Vehicles continue to be extremely difficult to come by, due to lingering effects from the widely publicized supply chain issues and microchip shortages. We were informed by our government sales representative with Chrysler that he has taken delivery of a limited number of Dodge Durango pursuit vehicles, and has them currently available on the lot. Staff has determined that the best course of action would be to take advantage of these vehicles, and purchase the four vehicles now, which are currently funded in the 2024 budget year. This will require a Budget Amendment to provide this funding in the current fiscal year. A budget amendment will require a supermajority of Council.

**RECOMMENDATION:**

Staff recommends that Council consider three separate motions:

- To approve a Budget Amendment in the amount of \$131,124 to account 101-301-985-0000.
- To approve a Budget Amendment in the amount of \$43,708 to account 265-301-985-0039
- To approve the purchase of four Dodge Durango Pursuit vehicles to Galeana's Van Dyke Dodge, of Warren, Michigan, in the total amount of \$174,832, under the Oakland County Cooperative Purchasing bid.

\*note: 3 vehicles funded from 101-301-985-0000, 1 vehicle funded from 265-301-985-0039

**MEMORANDUM**

Item 14.

**DATE:** May 18, 2023

**TO:** Melissa R. Marsh, City Manager

**FROM:** Sean P. Ballantine, Director of Public Services  
Dan Yamarino, Motor Pool Supervisor

**SUBJECT:** Purchase – 4 Police Patrol Vehicles

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The approved FY 2024 Budget includes the scheduled replacement of four standard police patrol vehicles. Since beginning the conversion of the fleet from the Ford Interceptor Utility model to the Dodge Durango Pursuit, the Durango has proven to be a reliable vehicle, and an excellent fit for our Police Department.

Vehicles continue to be extremely difficult to come by, due to lingering effects from the widely publicized supply chain issues and microchip shortages. This situation currently has no end in sight for the foreseeable future, which is rendering our normal process of ordering vehicles and awaiting delivery completely moot. We were informed by our government sales representative with Chrysler that he has taken delivery of a limited number of Dodge Durango pursuit vehicles, and has them currently available on the lot. Staff has determined that the best course of action would be to take advantage of these vehicles, and purchase the four vehicles now, which are currently funded in the 2024 budget year. This will require a Budget Amendment to provide this funding in the current fiscal year. A budget amendment will require a supermajority of Council.

Staff therefore requests that Council consider three separate motions:

- To approve a Budget Amendment in the amount of \$131,124 to account 101-301-985-0000.
- To approve a Budget Amendment in the amount of \$43,708 to account 265-301-985-0039
- To approve the purchase of four Dodge Durango Pursuit vehicles to Galeana's Van Dyke Dodge, of Warren, Michigan, in the total amount of \$174,832, under the Oakland County Cooperative Purchasing bid.

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**Department of Public Services**

City of Madison Heights  
801 Ajax Drive  
Madison Heights, Michigan 48071



GALEANA'S VAN DYKE DODGE  
28400 VAN DYKE AVENUE  
WARREN, MI 480937133

Priced Order Confirmation (POC)

#370041 Item 14.

Date Printed: 2023-04-11 9:25 AM VIN: 1C4SDJFT7PC591425 Quantity: 01  
Estimated Ship Date: 2023-03-13 1:59 AM VON: 57507091 Status: KZ - Released by plant and  
invoiced  
Date Ordered: 2022-10-28 10:38 AM Ordered By: S66657A FAN 1:  
FAN 2:  
Client Code:  
Bid Number: TB3071  
PO Number:  
  
Sold to: GALEANA'S VAN DYKE DODGE (57081) Ship to: GALEANA'S VAN DYKE DODGE (57081)  
28400 VAN DYKE AVENUE 28400 VAN DYKE AVENUE  
WARREN, MI 480937133 WARREN, MI 480937133

Vehicle: 2023 DURANGO PURSUIT VEHICLE AWD (WDEE75)

	Sales Code	Description	MSRP(USD)
Model:	WDEE75	DURANGO PURSUIT VEHICLE AWD	41,415
Package:	22Z	Customer Preferred Package 22Z	0
	EZH	5.7L V8 HEMI MDS VVT Engine	2,995
	DFD	8-Spd Auto 8HP70 Trans (Buy)	0
Paint/Seat/Trim:	PXJ	DB Black Clear Coat	0
	APA	Monotone Paint	0
	*A7	Cloth Bucket Seats W/Rear Vinyl	135
	-X9	Black	0
Options:	ADL	Skid Plate Group	330
	CW6	Deactivate Rear Doors/Windows	85
	GXA	Entire Fleet Alike Key (FREQ 2)	160
	LNA	Black Right LED Spot Lamp	580
	LNF	Black Left LED Spot Lamp	610
	NAS	50 State Emissions	0
	3AH	Price Protection - Code H	0
	4NU	Fuel Fill / Battery Charge	0
	4FM	Fleet Option Editor	0
	4ES	Delivery Allowance Credit	0
	2SQ	FCA Fleet Powertrain Care	0
	YG1	7.5 Additional Gallons of Gas	0
	4FT		0
	5RA	March Production	0
	5N6	Easy Order	0
	4FT	Fleet Sales Order	0
	4EA	Sold Vehicle	0
Non Equipment:	4KA	Special Bid Handling	0
	4FA	Special Bid-Ineligible For Incentive	0
	4DH	Prepaid Holdback	0
	MAF	Fleet Purchase Incentive	0
Bid Number:	TB3071	Government Incentives	0
Special Equipment:	99595B		0
	99595A		0
Destination Fees:			1,595

PRICE \$ 43,708.00

Total Price: 47,905 .

WITH title fee PER VEHICLE

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.