

City Council Regular Meeting
Madison Heights, Michigan
May 12, 2025

A City Council Regular Meeting was held on Monday, May 12, 2025 at 7:30 PM at City Hall - Council Chambers, 300 W. 13 Mile Rd.

PRESENT

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

ABSENT

Councilor Emily Rohrbach

OTHERS PRESENT

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

CM-25-66. Excuse Member.

Motion to excuse Councilor Rohrbach from tonight's meeting.

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

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

Absent: Councilor Rohrbach

Motion carried.

Councilman Soltis gave the invocation, and the Pledge of Allegiance followed.

PRESENTATIONS:

2025 National Police Week Proclamation

Mayor Grafstein read the proclamation designating May 15th as Police Officers Memorial Day, in honor of those police officers who through their courageous deeds have lost their lives or have become disabled in the performance of duty. The Mayor and City Council calls upon the citizens of Madison Heights and upon all patriotic, civic and educational organizations to observe May 11-17, 2025, as Police 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 for all citizens. On behalf of City Council, Mayor Grafstein presented Police Chief LeMerise with the proclamation.

2025 National Public Works Week Proclamation

City Manager Marsh stated that the City Council is requested to proclaim the week of May 18-24, 2025, as National Public Works Week. Mayor Grafstein read the proclamation. 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. On behalf of the City Council, Mayor Grafstein presented the proclamation to Public Services Director Sean Ballantine.

CM-25-67. Public Hearing for Fiscal Year 2026 Budget Resolution and Tax Levy.

City Manager Marsh stated that the FY 2026 Budget Council Review was held on April 15, 2025, as part of the regular City Council meeting. This public hearing is scheduled to receive public comments on the Proposed Budget, to appropriate funds, to establish the tax levy for the budget appropriations, and to approve changes to water and wastewater fees and department fees. Pursuant to Section 8.4 of the City's Charter, a resolution has been drafted which, if approved, will adopt the FY 2026 Budget, appropriate funds, levy the property tax, and approve several fee adjustments.

This budget maintains the same tax millage for the city operations at 25.4572 as the current year. There is an adjustment proposed for water and sewer rates of 6.366% to cover the increases passed on to the city from GLWA at 7.38% and Oakland County Water Resources, 6.9% for sewer treatments. The new rates will go into effect for bills on or after July 1, with water rates increasing from \$4.44 per unit to \$4.74 per unit sewer rates increasing from \$6.56 to \$6.96. Following the public hearing, she recommends that the Council approve the FY 2026 Budget Resolution.

Mayor Grafstein opened the public hearing at 7:42 p.m.

Seeing no one wishing to speak, Mayor Grafstein closed the public hearing at 7:43 p.m.

Motion to approve the Fiscal Year 2026 Budget Resolution and Tax Levy as attached.

Motion made by Councilman Mier, Seconded by Councilor Wright.

Councilor Wright, Councilman Mier and Mayor Pro Tem Bliss thanked the Finance Director, City Manager, and the rest of the team for their hard work on the budget.

Mayor Pro Tem Bliss requested that more public information be posted on the legacy costs the city is obligated to budget for, as well as information on how Proposal A and the Headlee work and how they affect members of the community in different ways.

Councilman Mier noted that almost every department took a decrease in their budgets for next year.

Councilman Fleming noted it is also a challenge to try to keep our rates low while others are passing their costs on to the city, and staff does its best to keep rates low.

Mayor Grafstein concurred with all the comments made by the Council.

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

Absent: Councilor Rohrbach

Motion carried.

MEETING OPEN TO THE PUBLIC:

Richard Taylor spoke regarding tax payments and his lawsuit against various city officials.

Jennifer Ballentine, resident, spoke in favor of the carts-only option for trash pickup.

Corey Haines, resident, stated that he was very impressed with representation of the City at the last Council meeting with representative from the Oakland County. He thanked Councilman Soltis for the trip to Lansing with the seniors, noting it was a great trip. He also stated that last weekend was Lamphere's 5k and it was a great event.

Martha Covert, resident, spoke in favor of the court improvements on the Consent Agenda.

Cathy Ellison, spoke in favor of the carts-only option for trash pickup.

Cindy Holder, resident, asked if old carts will still be usable under the new contract? She doesn't want them to go to a landfill, and she wants all opinions to be considered. She expressed concerns with the cart-only option.

City Clerk Rottmann read an email from Jennifer Bowen, resident, in support of the cart-only option.

CM-25-68. Consent Agenda.

Motion to approve the Consent Agenda as read.

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

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

Absent: Councilor Rohrbach

Motion carried.

CM-25-69. Park Shelter Building Roof Replacement.

Motion to award the bid for the Park Shelter Building Roof Replacement project to Sterling Construction and Roofing, of Livonia, in a project amount not to exceed the budgeted amount of \$20,000.

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

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

Absent: Councilor Rohrbach

Motion carried.

CM-25-70. Fire Department Software from First Due.

Motion to approve a yearly agreement for \$16,800 with First Due, the sole source vendor, to provide enhanced software technology for the Fire Department.

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

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

Absent: Councilor Rohrbach

Motion carried.

CM-25-71. Court Building Improvements.

Motion to approve the quote to update the staff lunchroom/law library in the amount of \$17,560 from Allied Building Service through the MiDeal Cooperative purchasing agreement.

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

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

Absent: Councilor Rohrbach

Motion carried.

CM-25-72. Court Flooring.

Motion to approve the purchase to replace flooring/carpet as quoted in the amount of \$21,722.51 from Smart Business Source.

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

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

Absent: Councilor Rohrbach

Motion carried.

CM-25-73. Replacement of Court Office Furniture.

Motion to approve the purchase of office furniture as quoted in the amount of \$40,163.45 from Smart Business Source (MITN Contract FH-22-23-2359).

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

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

Absent: Councilor Rohrbach

Motion carried.

CM-25-74. City Council Regular Meeting Minutes of April 28, 2025.

Motion to approve the City Council Regular Meeting Minutes of April 28, 2025, as printed.

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

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

Absent: Councilor Rohrbach

Motion carried.

CM-25-75. Contract for Assessing Services with Assessment Administration Services, LLC.

Mayor Pro Tem Bliss thanked staff for working diligently and quickly to find an alternative to our current service provider. He noted that not all communities affected by the price increases will be able to take advantage of the option that we have been able to.

City Attorney Sherman commented that the lack of notice was outrageous, and the price increase was absurd. He stated that the Oakland County Commissioners met after our last Council meeting and passed an amendment, but even with that, the increase was still passed on.

In response to Councilor Wright's question, City Manager Marsh stated that she does not anticipate any interruption and expects better service for residents from the new contractor.

Councilman Mier gave kudos to staff and City Manager Marsh for coming up with another option for the city. He stated that he was impressed by the staff and disappointed with our County Commissioner for not representing us as she should have.

Councilman Fleming reviewed the actual prices that were proposed and noted that he was disappointed that the County didn't work with the cities to come up with an affordable cost option.

Mayor Grafstein thanked County Commissioner Charlie Cavell for working for his community and residents. We all need to do what is right for our residents and he stood up for us. She suggested that the city may want to review other services that we get from the County for potential cost increases.

Motion to approve the contract with Assessment Administration Services, LLC, for a three-year period, pending final legal review.

Motion made by Councilman Mier, Seconded by Councilman Fleming.

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

Absent: Councilor Rohrbach

Motion carried.

CM-25-76. Solid Waste Hauling and Disposal.

Melissa Marsh gave a Refuse and Recycling presentation stating that the city engage the public through a series of "Trash Talks" with approximately 17 community members.

Motion to accept the bid from and award a five year contract to Priority Waste with option to extend, including Alternate Pricing Option Assisted Service, to be paid by the City, and Alternate Pricing Option A (Cart-Only), and C (DPS Roll-Off) and authorize the City Manager to negotiate and enter into a contract with Priority Waste pending legal review. This represents an estimated Year 1 cost of \$1,814,069.40, pending verification of the number of service units.

Motion made by Councilor Wright, Seconded by Councilman Soltis.

Councilor Wright stated that he sat in the Trash Talk sessions. His first impression was to keep it the same as it was; however, after attending the discussions and hearing from the residents firsthand, he is open to the carts-only option and noted there are savings to this selection. This is a shift towards the better. By using cans, we are protecting ourselves from trash going into the streets. In addition, this is an opportunity to create a community by helping your neighbors if they need it.

Mayor Pro Tem Bliss stated that he appreciates staff for their community outreach, thanked DPS Director Ballantine for his dialogue, and noted he appreciates it is a lower cost, the payback period for the carts that were purchased by Council is shorter, and there will be less rodents. He stated that he was disappointed that there was no plan to accommodate those with disabilities, or who may not have people to rely on to assist. He continued that using a cart may be a challenge for some of our residents and we are not considering the people that may struggle. He stated that progress without empathy is not progress and suggested that we help pay for the additional service for those that may need it. He also asked what will happen if someone leaves their trash out in a bag and he is not sure all cans will be recyclable. For these reasons, he cannot support a carts-only program and supports the status quo.

City Manager Marsh clarified that the recommendation from staff is to have the assisted pickup available to those that sign up be provided for by the city. DPS Director Ballantine added that residents who would need it would be able to sign up for this service with the city paying the cost.

In response to Councilman Fleming's question, City Manager Marsh stated that staff is still developing the guidelines for applying for assistance and would be cognizant of being inclusive.

Mayor Pro Tem Bliss requested that the process for requesting assistance be made available to the public.

Councilman Mier stated that all his concerns were addressed with the discussion this evening. If you know someone that may not qualify for assistance through the city, but still needs assistance, please help them out. He added that he also likes the payback period of 3 years on our cart investment with the carts-only option.

Mayor Grafstein stated that she appreciates the clarification that the city is paying for those who may qualify for assisted services.

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

Absent: Councilor Rohrbach

Motion carried.

COUNCIL COMMENTS:

Councilman Mier stated that is great to celebrate Police Officer's and Public Works Week. The Arts Board gala is on Friday; tickets are still available. The library is having baby prom on May 14th and this Saturday is Little League Opening Day, Friends of Library Book sale and the Fling into Spring Food Truck Rally, so go out and have some fun.

Mayor Pro Tem Bliss stated that he is thankful that the staff listened to his and other comments and appreciates the amendment to the trash contract. He doesn't want to assume that moving the trash cart will be easy for everyone. As the assistance program becomes available, he would like to be kept abreast on the details and like it to be as inclusive as possible. He stated that he is incredibly disappointed in our County Commissioner and of other representatives that didn't work to stop the Oakland County increase, and they should be ashamed. This is the type of decision you only make if you are disconnected from what is going on in your communities. He is angry that the actual market cost is so far below what Oakland County wants to charge us, and this would have never happened under Commissioner McGillivray. He encouraged residents to reach out to Oakland County representatives and noted that it is okay to raise prices to market value, but what was proposed was out of reach. This year the Arts Board Gala is honoring a member of our community Natalie Malotke, from Lamphere, who went on to be a Broadway choreographer and work for Saturday Night Live. There are a limited number of tickets available and the link to purchase is on the Arts Board Facebook page. He noted that you can sponsor a ticket if you cannot attend, and he hopes to see everyone there.

Councilor Wright stated he would have loved to attend the gala, but he is coaching that evening. He stated that last weekend he participated in the Lamphere 5k and encouraged all to participate next year. He thanked Councilman Soltis for letting him participate in Older Michiganian Day bus trip and thanked Representative McFaul and Senator Cheng for being available, noting it is nice when our residents can connect with their representatives. Thank you to law enforcement officers and our DPS folks for the work that they do to keep our city moving and humming along. They keep our city safe and clean. Thank you for the discussion on the trash program, the discussion on costs, and for making sure we are inclusive. The HREC talks a lot about inclusiveness, and they do participate in the ADA Pride event. He noted that the walkways are ADA compliant and accessible in the city. He reminded everyone that it is Mental Health Awareness month and the wide spectrum of assistance that is available from our co-responder program, to healing haven and we all have permission to take care of our mental health. Remember to be kind.

City Attorney Sherman concurred with assessing comments made this evening. The first thing the County Commission did was to pass a motion to postpone but then did an about face. They may have heard us, but they choose to move forward in a different manner. We will be notifying the County that we are terminating their services. He noted that Madison Heights was the first city to require curbside recycling and to move forward with carts-only is a positive thing.

City Manager Marsh noted that there are only 22 years left on our landfill, so increasing recycling is encouraged. Tomorrow, Channel 4 is doing a segment, "In your Neighborhood" and at 5 p.m. will be at the Woodpile filming. The pickleball court grand opening is on May 30th from 5 p.m. to 8 p.m. Pickleball is the fastest growing sport in the country. There will be demonstrations so come out and learn.

Deputy City Manager/City Clerk Rottmann thank the election inspectors that worked on the May 6th election, noting that the city couldn't do it without these volunteers. She noted that the last day to license your dogs in the City Clerk's office is June 1st; afterwards licensing must be done through Oakland County.

Councilman Fleming stated that the Recreation Master Plan survey is on Facebook and city website, so please participate. We are looking for input on our parks and programming. The Memorial Day parade is May 24th at 10 a.m. on John R, beginning just south of Wilkinson Middle School, to 11 Mile Road and ending at Madison High School. May is Motorcycle Safety Awareness Month, and it is important that if you can, wear a helmet for your safety. Please beware of cyclists. This May is Jewish and Asian Heritage Month. It isn't about the food or the tragedies that have happened, but it is about recognizing the contributions of these communities. If you are so inclined, please look for resources to learn their history to understand the culture and ethnicities.

Councilman Soltis thanked everyone for attending this evening.

Mayor Grafstein thanked Councilman Soltis for facilitating the senior's trip to Lansing. It isn't always easy for our residents to make those connections, and it is nice that they have that opportunity. Our DPS is a branch of our emergency services, and we appreciate all that they do. She is glad for the clarity on the assisted cart option. This experience with the Oakland County has enabled us to get a better deal for our residents. Yesterday was Mother's Day, thank you to all the mothers out there. Mothers come in all shapes and forms and are all the women in our lives that have been there for us. May is Mental Health Awareness month, and she shared her experience with living with someone suffering from mental health issues. She thanked her mom for being a role model and for her resilience. Due to the holiday, Tuesday, May 27th is the next City Council meeting.

ADJOURNMENT:

Having no further business, Mayor Grafstein adjourned the meeting at 9:10 p.m.

ADOPTED FY 2025-26 Budget Resolution

A RESOLUTION TO ADOPT A BUDGET FOR MUNICIPAL PURPOSES FOR THE CITY OF MADISON HEIGHTS FOR THE FISCAL YEAR 2025-26 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 12, 2025, 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 25.4572 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	13.5535
Solid Waste	2.4305
Police & Fire Retiree Benefits	7.0000
Neighborhood Road Improvements	1.8374
Senior Citizens	0.4363
Chapter 20 Drain Debt	— 0.199 ⁶
Total	— 25.457 ²

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 2025-26 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 2025-26

EXPENDITURES

REVENUES

GENERAL FUND

General Government	\$7,760,484	Property Taxes and Fees	\$29,118,962
Public Safety	24,576,766	Intergovernmental Revenues	7,113,504
Community Services	4,189,952	Other	5,590,326
Cultural and Recreation	3,438,232	Use of Fund Balance	436,521
Community Development	1,266,172		
Debt Service	1,027,707		
TOTAL	<u>\$42,259,313</u>		<u>\$42,259,313</u>

MAJOR STREET FUND

Program Expenditures	\$2,175,142	Intergovernmental Revenues	\$2,801,411
		Use of Fund Balance	(626,269)
	<u>\$2,175,142</u>		<u>\$2,175,142</u>

LOCAL STREET FUND

Program Expenditures	\$2,481,295	Property Taxes	\$2,104,690
		Intergovernmental Revenues	1,250,336
		Other	50,000
		Use of Fund Balance	(923,731)
	<u>\$2,481,295</u>		<u>\$2,481,295</u>

PARKS MAINTENANCE & IMPROVEMENT FUND

Program Expenditures	\$98,972	Other	\$48,972
		Use of Fund Balance	50,000
	<u>\$98,972</u>		<u>\$98,972</u>

DOWNTOWN DEVELOPMENT AUTHORITY

Program Expenditures	\$172,165	Property Taxes	\$254,909
		Intergovernmental Revenues	27,545
		Other	500
		Use of Fund Balance	(110,789)
	<u>\$172,165</u>		<u>\$172,165</u>

EXHIBIT "A"
CITY OF MADISON HEIGHTS
ADOPTED BUDGET RESOLUTION
FISCAL YEAR 2025-26

EXPENDITURES	REVENUES	
	DRUG FORFEITURE FUND	
Program Expenditures	\$55,500	Other \$250
		Use of Fund Balance 55,250
	<u>\$55,500</u>	<u>\$55,500</u>
	COMMUNITY IMPROVEMENT FUND	
Program Expenditures	\$137,359	Intergovernmental Revenues \$137,359
	<u>\$137,359</u>	<u>\$137,359</u>
	SPECIAL ASSESSMENT REVOLVING	
Program Expenditures	\$32,500	Use of Fund Balance \$32,500
	<u>\$32,500</u>	<u>\$32,500</u>
	MUNICIPAL BUILDING BOND	
Program Expenditures	\$483,100	Transfers In \$483,100
	<u>\$483,100</u>	<u>\$483,100</u>
	WATER AND SEWER FUND	
Program Expenditures	\$14,358,476	Sales to Customers \$13,874,242
		Other 335,800
		Use of Retained Earnings 148,434
	<u>\$14,358,476</u>	<u>\$14,358,476</u>
	DEPARTMENT OF PUBLIC SERVICES	
Program Expenditures	\$2,405,386	Other \$2,405,386
	<u>\$2,405,386</u>	<u>\$2,405,386</u>
	MOTOR AND EQUIPMENT POOL	
Program Expenditures	\$1,261,050	Other \$1,261,050
	<u>\$1,261,050</u>	<u>\$1,261,050</u>
	CHAPTER 20 DRAIN DEBT SERVICE	
Program Expenditures	\$223,708	Property Taxes \$223,708
	<u>\$223,708</u>	<u>\$223,708</u>

EXHIBIT “B”
CITY OF MADISON HEIGHTS
WATER AND WASTEWATER CHARGES AND DEPARTMENT FEES
FISCAL YEAR 2025-26

WATER AND WASTEWATER RATE CHARGES		
Description	Old Rate	New Rate
Water rate	\$4.44	\$4.74
Wastewater rate	\$6.56	\$6.96

EXHIBIT “B”
CITY OF MADISON HEIGHTS
WATER AND WASTEWATER CHARGES AND DEPARTMENT FEES
FISCAL YEAR 2025-26

**CITY OF MADISON HEIGHTS
FEE SCHEDULE
FY 2026**

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*Page numbers are listed as presented in FY 2026 Budget Policy Book

The FY 2026 City of Madison Heights Fee Schedule will be effective July 1, 2025, unless otherwise noted. Revisions approved are listed below:

Summary of Revisions:

Section 1. Community Development Department Services

- Increase Contractor Registration Fee from \$15.00 to \$30.00 based on increased department cost.
- Increase Electrical, Mechanical, and Plumbing Inspections from \$70.00 to \$75.00 and reinspection from \$70.00 - \$90.00 based on a % increase in cost for inspection services.
- Add fees from the Zoning Ordinance Changes (example: Mobile Food Vendors)
- Add additional Fire Suppression and Alarm Small Project fee of \$150.00

Section 2. City Clerk

- Increase Marihuana – Caregiver Business License: \$2,500.00 per year + any applicable re-inspection fees

Section 3. Water and Sewer

- Increase service tapping fee paving cost from \$300 to \$750 to include restoration.
- Increase in Commodity Charges:
 - Increase water rate from \$4.44 per unit to \$4.74 per unit
 - Increase in sewer rate from \$6.56 per unit to \$6.96 per unit

Section 4. Treasury and Assessing Services

- No Change

Section 5. Library Services Fees

- Add fees for Makers Space materials (example: poster paper, embroidery thread)

Section 6. Fire Services Fees

- Adjust fees per insurance allowances

Section 7. Police Services Fees

- Add Gun Purchase Permit fee and IChat fee

Section 8. Department of Public Services

- Increase the chipping fee from \$25.00 to \$30.00

Section 9: Parks, Park Facility and Recreation Active Adult Center

- Add “Bandshell Rental Fee”
- Resident - \$50/2 hour block of time, rounded to each 2-hour period + \$100 refundable damage/cleaning deposit
- Non-Resident - \$100/2 hour block of time, rounded to each 2-hour period + \$100 refundable damage/cleaning deposit
- Add fees for Memorial Program

Section 10. Active Adult Center Services

- No Change

Section 11. General Government

- No Change

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.

Developers/Contractors: For those interested in discussing a project in anticipation of submitting for plan review, Building Services offers a pre-construction meeting upon request for a fee of \$210 (limit two meetings)

1.0 ELECTRICAL, MECHANICAL & PLUMBING PERMIT FEE SCHEDULE

Receipted to 101-017-476-4771

- 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 \$75.00 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 \$30.00 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 The fee of \$90.00 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 101-017-476-4771

- 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 \$30.00 for building, moving, demolition and sign contractors.
- 2.4 A fee of \$90.00 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

Received to 101-017-476-4771

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	= \$75.00
\$1001.00 up	= \$75.00 + \$6.30 per thousand or fraction thereof, over \$1,000.00
Plan review fee when required = \$55.00	
Certificate of Occupancy including replacement certificates = \$105.00	

New One and Two Family Residential Construction

Received to 101-017-476-4771

\$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

Received to 101-017-476-4771

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

<u>Improvement Cost</u>	<u>Fee</u>
\$0.00 to \$6,000.00	= \$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

Received to 101-017-476-4771

Additions/New Construction/Change in use, owner or occupant: \$210.00.

(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 the 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

Certificate of Occupancy – Mobile Food Vendors

Receipted to 101-017-475-4774

Annual Certificate of Occupancy Mobile Food Vendor Fee: \$100.00

Mobile Food Vendor must have an Annual Certificate of Occupancy in addition to annual business licenses.

Temporary Certificate of Occupancy

Receipted into 101-017-476-4770 with bonds in 705-000-265-2830

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 renewals.

Signs

Receipted into 101-017-476-4770

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
Wall signs:	Up to 100 square feet	\$200
	Over 100 square feet	\$280

Re-Facing Permanent Signs:

	Up to 60 square feet	\$185
Ground signs:		
Wall signs:	Up to 100 square feet	\$185
	Over 100 square feet	\$265

Demolition

Receipted into 101-017-476-4770 with bonds in 705-000-265-2830

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

Residential:

\$225.00

(Includes pre-demolition, open hole and final site inspections. Additional inspections \$90.00 each. The inspector shall estimate the number of visits required.)

Commercial and Industrial:

\$210 up to 30,000 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.)

\$210 over 30,000 cubic square fee 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 101-017-476-4770 with bonds in 705-000-265-2830

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 \$75.00 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 592-551-818-0000

See page 15, Miscellaneous Service Fees

Code Inspections

Receipted into 101-017-476-4770

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

Overtime Inspections

Receipted into 101-017-476-4770

\$105.00 per hour.

Additional/Add-on Inspections, All Permits

Receipted into 101-017-476-4770

\$70.00 per inspection.

Appeal Boards

Receipted into 101-017-476-4770

\$250.00 for the Construction Board of Appeals.

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, a rough, and a 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 in 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 in this class, inspections shall be required for each visit required by 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

For new construction, a minimum of three inspections: a rough, a final, and a 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 in this class, inspections shall be required for each visit required by the mechanical inspector.

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 in 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 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 the 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, and final grade elevations must be received before an occupancy certificate can be issue

CONCRETE PERMITS INCLUDING NON-TELECOMMUNICATION WORK IN RIGHT-OF-WAY

Received into 101-017-476-4770 with bonds in 705-000-265-2830

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: \$75.00 per required inspection (two inspections are required minimum unless work is covered by a site plan and bond.)

\$5,000 bond (\$1,000 for qualified homeowner permits at the Department's discretion) is required for ROW work. Waived for registered contractors with annual bonds posted and projects with site plan guarantee bonds posted.

Concrete flatwork:	\$75.00 per inspection (fees waived for five (5) squares or less of public sidewalk)
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1.3 Contractor registration fee:

Registration	\$30.00
Performance Bond	Minimum \$5,000.00 (Required for ROW)

PRIVATE WATER AND SEWER SERVICE

Received into 101-017-476-4770-000 with bonds in 705-000-265-2830

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
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1.3 Contractor registration fee:

Registration	\$30.00
Performance Bond	\$5,000.00 (Required for ROW)

PLANNING FEES

Received into 101-030-628-6071

Pre-Application Meetings, Conceptual Review, and Pre-Construction Meetings

- No charge for Pre-Application or conceptual meetings with Community & Economic Development (CED) Department staff.
- Concept Plan review or Pre-Application meeting at Technical Review Committee (TRC): \$100.00
- Pre-Construction (post site plan approval) meeting at Technical Review Committee (TRC): \$100.00

Pre-Application Meetings, Conceptual Review, and Pre-Construction Meetings

- No charge for Pre-Application or conceptual meetings with Community & Economic Development (CED) Department staff.
- Concept Plan review or Pre-Application meeting at Technical Review Committee (TRC): \$100.00
- Pre-Construction (post site plan approval) meeting at Technical Review Committee (TRC): \$100.00

Site Plan Review:

- Major Site Plan - Technical Review Committee (TRC) Application:
 - Residential (multi-family): \$700.00
 - Non-Residential: \$850.00
- Major Site Plan - Planning Commission Application: \$1,000.00
- Minor Site Plan and Mobile Food Site Plan Application: \$200.00

All site plan review fees cover the initial submittal and one (1) revision. There shall be a charge of \$200.00 for each subsequent review

Site Plan Extensions & Amendments

- Site Plan Extensions: \$100.00 for each extension.
- Small-scale amendment to an approved Minor Site Plan: \$100.00
- Small-scale amendment to an approved Major Site Plan: \$200.00
- Large-scale amendment to an approved Minor or Major Site Plan: 75% of original fee.

Special Land Use Application: \$750.00

Temporary Use Application: \$30.00

Land Divisions, Combinations, Plats and Site Condominiums, Public Easements

- Land Divisions: \$500.00 + \$50.00 per resulting parcel
- Land Divisions with new roads: \$750.00 + \$50.00 per resulting parcel
- Land Combinations: \$500.00
- Plats and Site Condominiums: \$1,000.00 + \$15.00 per unit for residential and \$75.00 per acre for nonresidential.
- Public Easement Vacation Application: \$500.00
- Encroachment into Public Easement: \$50.00

ZONING FEES

Received into 101-044-680-6701

Zoning Board of Appeals (ZBA)

- Dimensional Variance Application (Single-Family, Duplex, Multiplex, Townhomes): \$400.00
- Dimensional Variance Application (Multi-Family and Non-Residential): \$400.00 + \$300.00 for each additional variance request.
- Appeal of Administrative Decision: \$400.00
- Zoning Interpretation: \$400.00

Rezoning

- Petition for Traditional Rezoning or Rezoning with Conditions: \$1,500.00
- Planned Unit Development (PUD):
 - Pre-Application Conference (TRC): \$100.00
 - Determination of Qualification Application: \$750.00
 - PUD Plan Application: \$1,250.00

Zoning District Verification Letter: \$30.00

BROWNFIELD REDEVELOPMENT AUTHORITY FEES

Received into 101-044-680-6701

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

ENGINEERING FEES – (NON-TELECOMMUNICATION)

Received into 101-030-628-6701

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 ROW inspection below.)
	Private projects: Review fee	2% of site construction cost (\$200.00 minimum)
	Residential site/plot plan review	\$75.00
Engineering Inspections:	\$75 / 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 101-030-628-6701

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 5,000.00
GIS Fee:	\$150.00
Third or more Offenses (same growing season)	\$300 + Actual Contractor Charges

LANDLORD LICENSING

Received into 101-017-476-4771

<u>Four-Year Registration Fees:</u>	<u>New Registrations and Renewals Through Renewal Date*</u>
Single-family	\$210.00
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 \$75.00 per inspection shall be charged for all locked-out inspections and \$90 for a re-inspection of all failed inspections.

Note: All renewal licenses are for forty-eight (48) months. New and pro-rated licenses may be for less than forty-eight (48) months. All licenses for the same landlord will expire on the same date.

CODE ENFORCEMENT PROPERTY MAINTENANCE FEES

Service and Mowing

Received into 101-030-626-6260

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

Clean Up/Debris Removal

Received into 101-030-626-6270

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
Snow Removal <i>Receipted into 101-030-626-6270</i>	
Snow Removal (Public Walks)	<u>First Offense</u> \$100.00 Administrative Fee + Actual Contractor Charges <u>Second Offense</u> (same season) \$200 + Actual Contractor Charges <u>Third or more offenses</u> (same season) \$300 + Actual Contractor Charges

HOTEL INSPECTIONS

Annual Building and Fire Inspections	\$15.00 per unit / per year
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MEDICAL & ADULT USE MARIHUANA FACILITY/MEDICAL & ADULT USE MARIHUANA GROW OPERATION

Application Fee:	\$500.00 nonrefundable
Annual License Fee:	\$5,000.00 per year

GEOGRAPHIC INFORMATION SYSTEMS FEES

Receipted into 101-030-628-6075

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.

	Small Format (11 x 17)	Large Format (24 x 36 & up)
Hardcopy Maps		
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)

Layers	Prices	Per Section
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

FIRE SUPPRESSION AND FIRE ALARM

Administration Fee:	\$125.00
Mechanical/Electrical Inspection	\$75.00
Re-inspection Fee	\$90.00
Plan Review In-House:	
Suppression	Project cost x 0.03, minimum \$150.00
Alarm	Minimum \$150.00
Contractor Registration Fee:	\$30.00

Permit Fees

Suppression	
1 to 20 heads	\$205.00
21 to 100 heads	\$435.00
101 to 200 heads	\$580.00
201 to 300 heads	\$665.00
301 to 500 heads	\$980.00
Over 500 heads	\$980 plus \$1.09 per head over 500
Fire Pumps	\$200.00 per pump
Rush Plan Reviews	Add 100% to base fee. 1 to 3 days turnaround. In addition, add \$25 for overnight plan return.
Restaurant Hoods Systems	
1 to 15 nozzles wet chemical system	\$280.00
16 to 30 nozzles wet chemical system	\$390.00
31 to 50 nozzles wet chemical system	\$500.00
Mechanical Hood and Duct System	\$390.00 per hood system; additional hood at same time \$195.00
Gas or Dry Chemical Suppression Agent System	
1 to 50 pounds of suppression agent	\$265.00
51 to 100 pounds of suppression agent	\$320.00
101 to 200 pounds of suppression agent	\$330.00

201 to 300 pounds of suppression agent	\$345.00
301 to 400 pounds of suppression agent	\$375.00
401 to 500 pounds of suppression agent	\$400.00
501 to 750 pounds of suppression agent	\$465.00
751 to 1,000 pounds of suppression agent	\$580.00
Over 1,000 pounds of suppression agent	\$580.00 plus \$0.29 for each pound of agent over 1,000
1 to 10 fire alarm devices	\$200.00
11 to 25 fire alarm devices	\$290.00
26 to 50 fire alarm devices	\$435.00
51 to 75 fire alarm devices	\$700.00
76 to 100 fire alarm devices	\$850.00
101 to 125 fire alarm devices	\$1,020.00
Over 125 fire alarm devices	\$1,020.00 plus \$5.70 per additional device over 125
Small Project Fee (without substantial changes to suppression or alarm systems)	\$150.00

Section 2. CLERK DEPARTMENT SERVICES

SCHEDULE OF FEES FOR PERMITS AND SERVICES

BUSINESS LICENSE/PERMIT FEES

Receipted into 101-014-476-4570

Business Licenses: \$100.00 per year

Marihuana - Medical/Adult-Use Business License:	\$5,000.00 per year
Marihuana – Caregiver Business License:	\$2,500.00 per year + any applicable re-inspection fees
Massage Business License:	\$300.00 per year + \$150.00 per licensed massage therapist.
Hotel Business License:	\$300.00 + per unit fee

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

1.0 Dogs and Cats.

Receipted into 101-017-490-4800

- 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. Senior Defined as (65+) in age.
- Tags can be purchased from December 1st to June 1st
*Tags purchased after June 1st are subject to Oakland County Late Fees.

1 Year Spayed/Neutered	\$15
1 Year Male/Female	\$25
1 Year Spayed/Neutered Senior Discount	\$14
1 Year Male/Female Senior Discount	\$23

3 Year Spayed/Neutered	\$40
3 Year Male/Female	\$70
3 Year Spayed/Neutered Senior Discount	\$37
3 Year Male/Female Senior Discount	\$64

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

MISCELLANEOUS FEES

1.0 Bicycle Licenses

Receipted into 101-017-490-4810

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 101-030-628-6078

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 101-014-476-4570

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

No Charge for first document	\$10 for additional document
Non-Resident	\$10 for each document

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 592-010-642-6430

Commercial/industrial water receipted into 592-010-642-6440

Wastewater receipted into 592-020-630-6115

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 \$4.74 per unit

Wastewater \$6.96 per unit

2.0 Stormwater

Stormwater fees shall be eliminated.

SERVICE FEES

1.0 Service Tapping Fees

Meter & Materials receipted into 592-000-273-5000

Service Connection receipted into 592-000-273-6000

Transmission receipted into 592-010-629-6113

Paving receipted into 592-010-626-6111

Sewer Privilege Fee receipted into 592-020-630-6117

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

Description	Supply/ Meter Size					
	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 & Restoration	\$750	\$750	\$750	-	-	-
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 592-010-626-6111

GLWA pass through charges receipted into 592-010-642-6490

Description	5/8"	¾"	1"	1 ½"	2"	3"	4"	6"
Frozen Meter Charge w/service	\$180	\$180	\$350	\$725	\$925	\$3,000	\$3,950	\$6,500
Damaged/Missing Transmitter	\$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)	\$3.64	\$5.46	\$9.10	\$20.02	\$29.12	\$52.78	\$72.80	\$109.20

3.0 Miscellaneous Service Fees
Receipted into 592-010-626-6111

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 101-011-445-0000

A Property Affidavit must be filed within 45 days of the property transfer. Filing is mandatory and requires 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 101-011-447-0000

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 101-044-680-6701

If a duplicate bill must be printed for payment or customer records the City charges 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 101-044-680-6701

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 101-044-628-6705

If a customer has a payment returned for any reason including (non-sufficient funds, closed account, or 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 SERVICES

RENTAL AND LATE FEE

Receipted into 101-030-628-6085

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

Receipted into 101-033-628-6086

Self-service copier pages (<i>Page: one side of paper</i>)	\$0.10 per page, black and white \$0.25 per page, color
Paper pages (<i>Page: one side of paper</i>)	First five pages are free-of-charge daily. \$0.10 per additional page, black and white \$0.25 per additional page, color
3D printing	\$0.10 per gram
Buttons	\$0.25 small button
Specialty Printing Paper	\$1.00 per 8.5 x 11 sheet
Sublimation mug	\$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
USB drives	\$5.00 each
Headphones or earbuds	\$1.25 each
Large-format laminator	\$1.00 per linear foot
Poster Printer	\$1.00 per linear foot
Embroidery Thread	\$0.25 per 5,000 stitches (Stitches will be rounded up to the nearest 5,000)

MISCELLANEOUS FEES

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

All other receipted into 101-030-628-6085

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

Section 6. FIRE SERVICE FEES

AMBULANCE AND EMERGENCY RESPONSE FEES

1.0 **Advanced Life Support Services**

Receipted into 101-044-638-6707

ALS Emergency Transport	\$936
ALS Emergency Transport II	\$1,356
ALS Non-Emergency Transport	\$591
Treat No Transport	\$400

2.0 **Basic Life Support Services**

Receipted into 101-044-638-6707

BLS Emergency Transports	\$788
BLS Non-Emergency Transport	\$439

3.0 **Miscellaneous Fees**

Receipted into 101-044-638-6707

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 101-044-637-6709

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	\$100 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	1 st and 2 nd inspections no charge
	3 rd inspection \$100 each
	4 th inspection \$200 each
	5 th or more inspections \$300 each

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

Section 7. POLICE SERVICES

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 Tape	actual wages to prepare
Photographs	actual wages to prepare
File size requiring an external drive	\$7.50 in addition to the actual wages to prepare

2.0 Reports

Accident Reports	\$15 per report set by contract with Oakland County
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3.0 Gun Purchase Permit (LTP)

	\$10 for residents and \$20 for non-residents
IChat	\$15

Section 8. DEPARTMENT OF PUBLIC SERVICES

RV LOT RENTAL FEE

Receipted into 101-030-651-6285

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

BRUSH CHIPPING FEE

Receipted into 101-030-626-6270

Curbside brush chipping service	\$30 per every 15 minutes
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MOBILE HOME SOLID WASTE COLLECTION FEE

Receipted into 101-030-626-6240

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.

MEMORIAL PROGRAM

Receipted into 101-030-642-6431

Memorial Tree (tree only):	\$600.00
Memorial Plaque:	\$100.00
Park Bench (bench only):	\$1,575.00
Bike Rack (rack and associated pavement):	\$1,275.00
Drinking Fountain	\$13,000.00
(fountain, plumbing and service connection and associated pavement)	

Section 9. PARKS, PARK FACILITIES AND RECREATION SERVICE FEES

The City of Madison Heights allows the rental of multiple park pavilions (Civic Center Park A,B,C, Monroe Park, Soccer Complex), buildings (Civic Center Park, Rosie's Park, Soccer Complex), and the Civic Center Bandshell.

MEETING ROOM RENTALS

Receipted into 101-036-633-3511.

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

1.0 Groups for which No fee is charged:

- Programs sponsored by the City
- Meeting of Madison Heights non-profit (501 C3) political, and 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
- 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 31st each year. On or after April 1st 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.
Resident Bandshell Rental Fee	\$50/2 hour block of time, rounded to each 2-hour period +100 refundable damage/cleaning deposit
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.

ACTIVE ADULT CENTER RENTALS

Receipted into 101-036-667-6530

\$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

Receipted into 101-036-633-6511

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.

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

Receipted into 101-036-628-6532

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: Rides: \$1.00 each way within Madison Heights. \$2.00 each way outside Madison Heights, up to a 7-mile radius of the Active Adult Center.

MISCELLANEOUS

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

MESSAGE BOARD GREETINGS

City Hall Message Board	\$10 for one per day or \$20 for a week
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WEDDING CEREMONIES

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

Garbage Bags <i>Receipted into 101-033-642-6421</i>	Box of 100 Heavy Duty bags \$20 per box
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Recycling Bin and Lid <i>Receipted into 101-033-642-6422</i>	\$20
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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.