

Southgate City Council Agenda

Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday July 3, 2024

6:30pm **Work Study Session**

1. Officials Reports
2. Discussion of Agenda Items

7:00 pm **Regular Meeting**

Pledge of Allegiance

Roll Call: Ayres-Reiss, Gawlik, George, Graziani, Kowalsky, Kuspa, Rauch

Minutes:

1. Work Study Meeting Minutes dated June 20, 2024
2. Regular City Council Meeting Minutes dated June 20, 2024

Scheduled Persons in the Audience:

Consideration of Bids:

Scheduled Hearings:

Communications "A"

1. Letter from Mayor; Re: Extension of Agreement for 2025 Lead Water Services Replacement Program
(Waiver of Bid)
2. Letter from Mayor; Re: Agreement for Library Learning Management System (Waiver of Bid)
3. Letter from Mayor; Re: Appointment to Downtown Development Authority

Communications "B" – (Receive and File):

Ordinances:

1. Memo from Administrator; Re: Updates to Chapter 1444 Permits and Fees

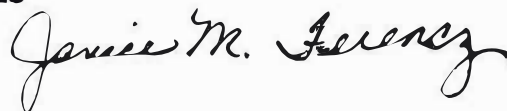
Old Business:

New Business:

Unscheduled Persons in the Audience:

Claims & Accounts: Warrant #1500 \$1,222,574.26

Adjournment:



Janice M. Ferencz, City Clerk

City Council

Work Study Session

June 20, 2024

An Informal Meeting of the Council of the City of Southgate was held on June 20, 2024 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

Present: Priscilla Ayres-Reiss, Edward Gawlik, Jr., Karen George, Christian Graziani, Greg Kowalsky, Zoey Kuspa,

Absent: *Phil Rauch *excused

Also Present: Mayor Joseph G. Kuspa, City Attorney Ed Zelenak, City Administrator Dan Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Clerk Janice Ferencz, Fire Chief Justin Graves, City Engineer John Hennessey, Public Safety Director Joseph Marsh, Police Chief Mark Mydlarz, DPS Director Kevin Anderson, Recreation Director Julie Goddard & Building Inspections Director Tim Leach

Discussed the following agenda items:

- Refurbishment of Flatbed Pickup Truck (Waiver of Bid)
- Waste Collection Contract Assignment to Priority Waste
- Planned Development Phase 1 – 15601 Northline (Aquinas)
- Fiscal Year 2023-24 Budget Amendment #2024-02
- Approve Change Order No. 1 for 2023-24 Sidewalk Replacement Program
- Approve Installation of Fire Department Weight Room Air Conditioner
- Senior Alliance Implementation Plan

This meeting ended at 6:51 p.m.

City of Southgate

Regular City Council Meeting

June 20, 2024

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, June 20, 2024 in the Southgate City Hall Council Chambers and was called to order at 7:00 PM by Council President Zoey Kuspa.

This meeting began with the Pledge of Allegiance.

Present: Priscilla Ayres-Reiss, Edward Gawlik Jr., Karen George, Christian Graziani, Greg Kowalsky, Zoey Kuspa

Absent: *Phil Rauch *excused

Also Present: Mayor Joseph G. Kuspa, City Attorney Ed Zelenak, City Administrator Dan Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Clerk Janice Ferencz, Fire Chief Justin Graves, City Engineer John Hennessey, Public Safety Director Marsh, Police Chief Mark Mydlarz, DPS Director Kevin Anderson, Recreation Director Julie Goddard & Building Inspections Director Tim Leach

Minutes:

Moved by George, supported Ayres-Reiss, RESOLVED, that the minutes of the City Council Work Study Session dated June 5, 2024 be approved as presented. Carried unanimously.

Moved by Ayres-Reiss, supported by Kowalsky, RESOLVED, that the minutes of the Regular City Council Meeting dated June 5, 2024 be approved as presented. Carried unanimously.

Communications "A":

1. Letter from Mayor; Re: Refurbishment of Flatbed Pickup Truck (Waiver of Bid) moved by Kowalsky, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council waive bid process and approve quotation from Truck & Trailer Specialties, Inc. for the refurbishment of an existing flatbed pickup truck in the amount of \$3,677.00, utilizing the State of Michigan bid for the parts and equipment prices. Motion carried unanimously.
2. Memo from Administrator; Re: Waste Collection Contract Assignment to Priority Waste moved by Gawlik, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve the transfer of the Commercial & Residential Solid Waste Collection and Disposal & Composting Program Agreement with Green for Life Environmental to Priority Waste LLC with an effective date of June 30, 2024, and approve the City Administrator to sign the consent letter for the Agreement Transfer. Motion carried unanimously.
3. Memo from Administrator; Re: Planned Development Phase 1 – 15601 Northline (Aquinas) moved by Ayres-Reiss, supported by Kowalsky, RESOLVED THAT the Southgate City Council approve the Phase 1 Site Plan for the Planned Development at 15601 Northline, according to the condition's recommended by the Planning Commission. Motion carried unanimously.
4. Memo from ACA/Finance Dir.; Re: Fiscal Year 2023-24 Budget Amendment #2024-02 moved by Graziani, supported by George, RESOLVED THAT the Southgate City Council approve proposed Budget Amendment #2024-02 as detailed on the attached report. Motion carried unanimously.
5. Letter from Mayor; Re: Approve Change Order No. 1 for 2023-24 Sidewalk Replacement Program moved by Gawlik, supported by George, RESOLVED THAT the Southgate City Council approve Change Order No. 001 with Royal Cement in the amount of \$185,000.00, plus 10% contingency in the amount of \$18,500.00, for restoration services, at the unit prices approved under the original agreement. Motion carried unanimously.

Regular City Council Meeting June 20, 2024

6. Letter from Mayor; Re: Approve Installation of Fire Department Weight Room Air Conditioner moved by Kowalsky, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council approve quote from Flo-Aire Heating, Cooling & Electrical for installation of new air conditioning unit in the fire station weight room in the amount of \$7,982.00. Motion carried unanimously.

Communications "B"- (Receive and File):

1. Memo from Administrator; Re: Senior Alliance Implementation Plan moved by George, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council receive and file the memo from Administration; Re: Senior Alliance Implementation Plan. Motion carried unanimously.

Claims and Accounts:

Moved by Graziani, supported by Ayres-Reiss, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1499 for \$3,004,994.35. Motion carried unanimously.

Adjournment:

Moved by George, supported by Gawlik, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:09 P.M. Carried unanimously.

Zoey Kuspa
Council President

Janice M. Ferencz
City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

ED GAWLIK JR.

June 27, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Recommendation to Approve Extension of Agreement for 2025 Lead Water
Services Replacement Program **(Waiver of Bid)**

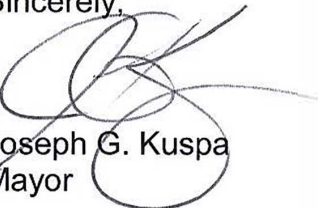
Ladies and Gentlemen:

I have reviewed the above and concur with the City Engineers recommendation to waive the bid procedure and approve the contract extension with RVP Construction, Inc. The agreement for the 2025 Lead Water Service Replacement was originally approved at the July 5, 2023 City Council Meeting through the bid process. Rates under the extension will not increase.

Your concurrence on this matter would be greatly appreciated.

Funds are available in the Water/Sewer Fund.

Sincerely,



Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



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PRISCILLA AYRES-REISS

GREG KOWALSKY

ED GAWLIK JR.

City of Southgate

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director *DWD*

DATE: June 27, 2024

RE: Recommendation to Approve Contract Extension for 2025 Lead Water Service Line Replacement Program (**WAIVER OF BID**)

I have reviewed the above with the City Engineer and concur with his recommendation to waive the bidding process and approve a contract extension with RVP Construction, Inc. (South Rockwood MI) for the 2025 Lead Water Service Replacement Program agreement.

The agreement with RVP Construction was originally approved by city council at their July 5, 2023 meeting, through a competitive bid process. Rates under the extension will not increase.

Adequate funds are available in the FY 2024/25 Water / Sewer Fund budget.

Proposed Motion

Waive the bid process and approve extension for the 2025 Lead Water Service Replacement Program with RVP Construction, Inc. at the original contract rates approved by City Council on July 5, 2023.



June 19, 2024

Mr. Dan Marsh, City Administrator
City of Southgate
14400 Dix-Toledo Highway
Southgate, Michigan 48195

**Re: 2025 Lead Water Service Replacement Program
Request for Contract Extension to RVP Construction, Inc.
City of Southgate
Hennessey Project No. 13139.25**

Dear Mr. Marsh:

Enclosed is a copy of the June 13, 2024 letter our office received from RVP Construction, Inc. (RVP) regarding an extension of their current 2023 contract for the Lead Water Service Replacement Program for the 2025 fiscal year. RVP is not requesting an increase in any of their unit prices.

RVP was awarded the 2023 Lead Water Service Replacement Program and was also awarded a contract extension for 2024. RVP has performed very well for the City and I have no reason not to recommend them for this contract extension and work. The bid received by RVP in 2023 was very reasonable and I would expect to see higher bid prices if this project were to be formally bid out for the upcoming 2025 Fiscal year. I have enclosed RVP's 2023 unit prices for your review.

Therefore, I recommend that City Council grant the extension for the 2025 Lead Water Service Replacement Program, to RVP Construction, Inc. The amount of work to be performed for the 2025 program will be determined from the approved budget. If the City Council grants the extension, an appropriate change order will be prepared after completion of the work.

If you have any questions or need additional information, please do not hesitate to contact me.



Very Truly Yours,

HENNESSEY ENGINEERS, INC

A handwritten signature in blue ink that reads 'John M. Miller'.

John M. Miller

Project / Construction Manager

Enclosure

cc: Doug Drysdale, Assistant City Administrator / Finance Director, City of Southgate
Kevin Anderson, Department of Public Services Director, City of Southgate
Phi Ferro, Water & Sewer Superintendent, City of Southgate
John J. Hennessey, P.E., Vice-President, Hennessey Engineers, Inc.
Robert Hoppes, President, RVP Construction, Inc.
Jim Wilson, RVP Construction, Inc.

File B.3

6/14/2024

Hennessey Engineers
John Miller
Construction Mgr. - Detroit / Southgate

2024 Lead Water Service Replacement Program

John,

RVP Construction would like to Thank the City of Southgate and Hennessey Engineering for the opportunity to replace your lead water line replacement program.

RVP would like to extend our services, holding our pricing (2023 pricing) for the next phase of your project.

If Hennessey or the City has any questions or concerns, feel free to contact our office.



Rob Hoppes - Owner
RVP Construction, Inc.
PO Box 143
S. Rockwood, MI. 48179
734 - 915 - 0664

**CITY OF SOUTHGATE - 2023 Lead Water Service Replacement Program
PROJECT NO. 13139**

RVP Construction, Inc.

P.O. Box 143
South Rockwood, MI 48179

Line Number	Description	Est Amount	Unit
1	Remove & Replace Lead Water Service, Long Service	6	EACH
2	Remove & Replace Lead Water Service, Short Service	8	EACH
3	Remove & Replace 4" Concrete Sidewalk	500	SFT
4	Remove & Replace 6" Concrete Sidewalk	100	SFT
5	Remove & Replace 6" Concrete Driveway Approach	50	SFT
6	Restoration	500	SYD
7	Traffic Maintenance & Control	1	LSUM
8	Construction Observation	\$488.00	DAYS
2023 LEAD WATER SERVICE TOTAL BID AMOUNT			

Unit Price in Figures	Line Total
\$9,550.00	\$57,300.00
\$8,600.00	\$68,800.00
\$9.32	\$4,660.00
\$10.00	\$1,000.00
\$70.00	\$3,500.00
\$12.00	\$6,000.00
\$1,500.00	\$1,500.00
8	\$3,904.00
	\$146,664.00

*

* = Correction in bid calculations determined by HEI

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

ED GAWLIK JR.

June 28, 2024

To the Honorable
City Council
Southgate, Michigan 48195

Re: Subscription Agreement for Library Learning Management System
(Waiver of Bid)

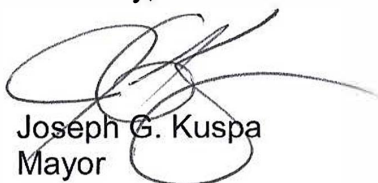
Ladies and Gentlemen:

I have reviewed the above and concur with the Library Director's recommendation to waive the bid process and approve a one-year subscription agreement with Niche Academy for their Library Learning Management System in the amount of \$3,900.00, plus a one-time set up fee of \$400.00. The waiver of bid is requested due to the uniqueness of this product.

Funds are available in the FY 2024/25 Library Fund Budget.

Your concurrence is greatly appreciated.

Sincerely,


Joseph G. Kuspa
Mayor

JGK/law

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



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GREG KOWALSKY

ED GAWLIK JR.

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Douglas Drysdale, Assistant City Administrator / Finance Director *DWD*

DATE: June 28, 2024

RE: Recommendation to Approve Subscription Agreement for Library Learning Management System **(WAIVER OF BID)**

I have reviewed the above with the Library Director and concur with his recommendation to waive the bidding process and approve a one-year subscription agreement with Niche Academy for their library Learning Management System (LMS) in the amount of \$3,900.00, plus a one-time setup fee of \$400.00. The waiver of bid is requested due to the uniqueness of this product.

Adequate funds are available in the FY 2024/25 Library Fund budget.

Proposed Motion

Waive the bid process and approve one-year subscription agreement with Niche Academy for their Learning Management System in the amount of \$3,900.00, plus a one-time setup fee of \$400.00, for a total amount of \$4,300.00.

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

To: Dan Marsh, City Administrator
From: Donald Priest, Library Director
Date: June 13, 2024
Re: Niche Academy

I propose purchasing the service Niche Academy for the Southgate Veterans Memorial Library in the 2024-25 fiscal year. Niche Academy is a Learning Management System (LMS) designed entirely for libraries. What they offer is videos and tutorials, for both patrons and staff, on a wide variety of different subjects of interest to libraries. Videos can be used for patron information, answering common questions or providing a resource for them to use, for staff training, even a series of videos for teaching important library concepts to boards/commissions.

Subscribing would give us access to the over 5,000 tutorials currently available, and more that are added every month. In addition, we would be able to create our own content, either for just our use, or to share with other subscribers, and we would have access to the content other libraries decided to share. It is my hope that Niche Academy would make it easier for patrons to make use of our electronic borrowing platforms, increase the use of those platforms, and enable us to better educate staff and enable them to provide better service.

A one year subscription to Niche Academy would be \$3,900, with a \$400 one time set up fee. We also have options for a 3 year contract, at a 10% discount, or 5 year at 20%, but that's more than I want to commit the library to at this point. I'd like to sign up for 1 year, to make sure it is worthwhile. This pricing is guaranteed until August 2024.

Donald C Priest II
Director
Southgate Veterans Memorial Library



Prepared for: Donald Priest

Prepared by: Dan Oldham

Date: April 22, 2024

Niche Academy Subscription Overview

A Niche Academy subscription includes:

- Access and monthly upgrades to the Niche Academy software
- Business hours access to Customer Success via phone or email
- Unlimited training
- Annual evaluation of your academies
- Over 40 tutorials published every year
- Access to the **Niche Academy Marketplace** with over 5,000 tutorials
- Monthly communication from Niche Academy

All tutorials created by Niche Academy are updated as needed to remain current. You can customize these ready-made tutorials—or create your own learning content with the platform’s easy-to-use tools. Powerful reports and integrations allow you to effortlessly track learner progress, integrate Niche Academy into your existing online presence, and more.

Pricing

Niche Academy LMS		Cost
Subscription Cost:		
☐ 1-year		\$3,900
☐ 3-year (10% Discount + pushes off the 3%-5% annual uplift fee for the duration of the contract)		\$10,530
☐ 5-year (20% Discount + pushes off the 3%-5% annual uplift fee for the duration of the contract)		\$15,600
Implementation Fee		\$400
Total/USD		

Acceptance

I accept this proposal and agree with the intent to do business.

Representative
Southgate Veterans Memorial Library

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

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GREG KOWALSKY

ED GAWLIK JR.

June 28, 2024

To The Honorable
Southgate City Council
Southgate, Michigan 48195

Re: Appointment to Boards/Commissions

Ladies and Gentlemen:

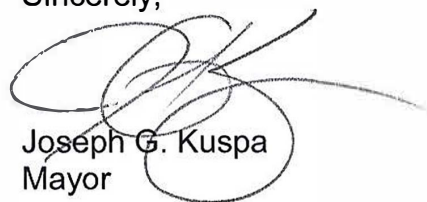
Please be advised I have made the following appointment:

Downtown Development Authority – for a term expiring December 2025

Mark Tremper 15261 Trenton Road Downriver Community Federal Credit Union

Your concurrence on this appointment is greatly appreciated.

Sincerely,



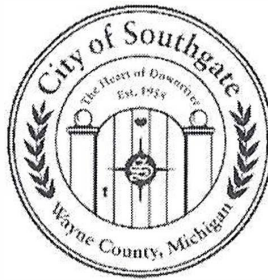
Joseph G. Kuspa
Mayor

Cc: City Clerk

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
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GREG KOWALSKY

ED GAWLIK JR.

City of Southgate

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator 

Date: June 27, 2024

Re: Updates to Chapter 1444 Permits and Fees

The Building Official has reviewed the City's Building Department fee schedule found in Chapter 1444 of the City Code. The recommended changes are in part due to a resolution passed at the July 17, 2019 Council Meeting, at which City Council approved a number of changes referenced in Chapter 1444 regarding application fees, review fees, and required escrow deposits. The Building Official has also recommended changes for fees for certain items that were not specifically mentioned in the original ordinance. The Administration is recommending adopting the proposed language, and waiving the second reading to update and clarify the Building Department Permits and Fees Schedule.

If you have any questions please contact me.

Proposed Motion: *To waive the second reading and adopt the recommended changes to Chapter 1444 of the City Code.*



City of Southgate

DEPARTMENT OF BUILDING AND SAFETY ENGINEERING
14400 DIX-TOLEDO ROAD, SOUTHGATE MICHIGAN 48195
PHONE: (734) 258-3027
FAX: (734) 281-6670
www.southgatemi.org

To: Dan Marsh, City Administrator
From: Tim Leach, Building Director
Re: Request to Update the Building Department Fee Schedule
Date: June 27th, 2024

Dear Dan Marsh,

After careful consideration of both Southgate and the surrounding communities Building Permit Fee Schedules, in order to clarify and unify the fee schedules both online and in the Codified Ordinances of Southgate binder I am submitting an updated fee schedule for the Building Department.

With your concurrence, I respectfully request this item to be placed on the City Council agenda for the meeting scheduled on July 3rd, 2024 for the purpose of approval.

Sincerely,

Timothy L. Leach
Building Inspections Director

TLL/mg

CHAPTER 1444

Permits and Fees

1444.01 Purposes.

1444.02 Application of chapter.

1444.03 Inspection fees.

1444.04 Building fees.

1444.05 Fees for registration of contractors.

1444.06 Electrical fees.

1444.07 Plumbing fees.

1444.08 Heating fees.

1444.09 Air conditioning, refrigeration and mechanical ventilation fees.

CROSS REFERENCES

Zoning provisions for building permits - see P. & Z. 1262.03, 1262.04

Registration of contractors prior to issuance of building permits - see B. & H. 1442.01

Electrical inspections - see B. & H. Ch. 1481

Electrical permits - see B. & H. 1481.05

Fire permits - see F.P. 1610.02(a)

1444.01 PURPOSES.

The purpose of this chapter is to incorporate, include and regulate all fees and charges authorized and directed to be collected for permits and services by the Building Department by the ordinances and resolutions of the City, these Codified Ordinances, the City Charter and State statute.

(Ord. 443. Passed 4-13-88; Ord. 791. Passed 6-2-04.)

1444.02 APPLICATION OF CHAPTER.

Any and all fees and charges authorized and directed to be collected for permits and services by the Building Department by the ordinances and resolutions of the City, these Codified Ordinances, the City Charter and State statute, which are not included in this chapter, are hereby declared to continue in existence and remain in full force and effect.

(Ord. 443 Passed 4-13-88; Ord. 791. Passed 6-2-04.)

1444.03 INSPECTION FEES.

The fee for each construction permit shall, unless otherwise provided, include only those required inspections. The fee for all permits shall normally include not more than one rough and/or one final inspection.

(a) All additional inspections necessitated by the work not being ready or not being properly completed at the time the inspection was called for, all reinspections of violation corrections, all inspections of repairs and/or alterations not covered in the various permit fee schedules, all overtime inspections, all special inspections not otherwise provided for, and all extra inspections made at the request of the owner or the contractor, shall be charged for as follows:

(1) Additional inspections (during normal working hours):

First one-half hour or fraction thereof \$35.00

Each additional one-half hour or fraction thereof \$25.00

(2) Overtime inspections (on regular working days):

First one-half hour or fraction thereof \$45.00

Each additional one-half hour or fraction thereof \$40.00

(3) Overtime inspections (Saturdays, Sundays and holidays). The charge for such inspections, when performed, shall be determined on an individual basis and shall reflect the entire cost to the City for the service provided, including wages, double time, minimum reporting time, fringe benefits, car allowances and office clerical time necessitated by the service provided.

(Ord. 443. Passed 4-13-88.)

(b) Failure to secure permit before the work is started:

First failure \$100.00

Second failure \$250.00

Third and additional failure \$500.00

(Ord. 791. Passed 6-2-04.)

1444.04 BUILDING FEES.

(a) Building Permit Fee Schedule.

(1) New building construction permit fees.

A. For the construction of all principal and accessory buildings, commercial, industrial, residential, and all additions, shall be based on the construction costs.

B. The construction cost shall serve as the basis for the charging of permit fees by multiplying the construction costs by the permit fee multiplier as indicated in subsection (a)(2) hereof.

C. The three methods for determining construction costs are as follows with the greater cost being used to calculate permit fees.

1. Utilizing the latest printed copy of the International Code Council Valuation Data and their provided instructions.

2. Sworn statement of the application for the permit and such statement shall be verified by the Director of Inspections.

3. Presentation of a copy of the contract between the builder and the property owner.

(2) Permit fee multiplier = .01.

(3) Additions and alterations to existing structures, miscellaneous construction, parking lots, swimming pools, patios, porches, sheds, towers, antennas, and for temporary construction, the permit fee shall be based on the construction costs. The two methods for determining construction cost are as follows with the greater cost being used to calculate permit fees.

A. Sworn statement of the applicant for the permit and such statement shall be verified by the Director of Inspections.

B. Presentation of a copy of the contract between the builder and the property owner.

1. Application fee \$50.00
2. First 1,000 valuation \$40.00
3. Each additional 1,000 valuation \$14.00
4. Site development permit \$100.00

(4) Refunds. Request for refunds must be made within six months of the date of issuance of the permit unless specifically approved otherwise by the Director of Inspections. In the case of a refund, a minimum of twenty-four dollars (\$24.00) shall be deducted to cover the cost of processing. If any inspections have been made prior to cancellation of a permit, an amount equal to the hourly rate of such inspections, as specified in Section 1444.03, shall also be deducted. No refunds will be given for temporary structures.

(b) Plan Review Fee Schedule.

(1) Nonstructural building related and zoning plan review. A nonrefundable fee for review of all building construction plans to be reviewed to insure compliance with the various Building Codes and the Zoning Ordinance as required by the Director of Inspections. The plan review fee will cover one review and one rereview.

The fee shall be based on the estimated cost of construction as calculated in subsections (a)(1) and (3) hereof, whichever applies and multiplied by the plan review fee multiplier as listed in the latest printed copy of the International Code Council Plan Review Fee Schedule.

(2) **Minimum review fee for residential building permits \$30.00**

(3) Engineer's plan review fees. A deposit of at least seven hundred and fifty (\$750.00) dollars for an initial review of engineering site plans, other than residential site plans, will be paid prior to or upon submission of such plans to the City.

Additional fees and charges, which may be incurred by the City or its representatives, must be paid prior to final approval being given to the submitted or revised plans. The additional fees or charges will be based on the prevailing hourly rate of the City Engineer's office.

Residential plans, which are submitted, will be billed at the City Engineer's hourly rate.

(4) Planning consultant's plan review. The following deposits will be paid prior to or upon submission of any initial review of a site plan:

A. Subdivision (plat) review (for conventional, manufactured home, commercial or industrial subdivision)

1. Tentative approval \$400.00 plus \$5.00 per lot

2. Final approval \$200.00 plus \$2.50 per lot

B. Final plat review \$200.00

C. Site plan reviews

1. Detached single-family condominium (site-condos), multiple-family or mobile home park developments \$500.00 plus \$5.00 per dwelling unit

2. Cluster housing development \$500.00 plus 45.00 per dwelling unit

3. Commercial or office development \$500.00 plus \$25.00 per acre or fraction thereof

4. Industrial development \$500.00 plus \$25.00 per acre or fraction thereof

5. Public or semi-public uses \$500.00 plus \$25.00 per acre or fraction thereof

6. Planned unit development, or mixed-use development

a. Preliminary review \$400.00 plus \$5.00 per unit or lot

- b. Final review \$200.00 plus \$2.50 per unit or lot
- c. Planned development review \$300.00
- 7. Special approval/conditional use filing fee \$500.00 Escrow Deposit \$2000.00
- 8. Rezoning review filing fee \$500.00 Escrow Deposit \$1500.00
 - a. Conditional rezoning filing fee \$500.00 Escrow Deposit \$1500.00
- 9. Lot split review \$300.00
- 10. Historic District/Architectural \$300.00

Commission Reviews

- 11. Variance review
 - a. Commercial \$1000.00
~~(a) Escrow \$1,500.00~~
 - b. Residential \$400.00
~~(a) Escrow \$750.00~~
- 12. Street/alley vacations \$500.00
- 13. Plan revisions 50% of initial review fee
- 14. Applicant assistance conferences Current hourly rate schedule
- 15. Review of woodlands and Current wetlands plans and/or hourly rate field inspection of same schedule
- 16. Site (traffic) impact analysis Current hourly rate schedule
- 17. The planning consultant shall review and submit comments regarding rezoning requests referred to the planning consultant by the City at the hourly rate hereinafter set forth.
- 18. Additional meetings (other than those set forth in subsection (b)(4)c.1. hereof attended by the planning consultant at the City's request and all other work undertaken by the planning consultant at the City's request (other than work undertaken by the planning consultant under separate agreement) shall be billed to the City by the planning consultant on a monthly basis at the hourly rates hereinafter set forth.

Additional fees and charges, which may be incurred by the City, its planning consultant or other agents of the City, must be paid by the applicant prior to final approval. The fees and charges of the planning consultant are set forth in the agreement between the City and the planning consultant and are available at the office of the Building Department.

(Ord. 550. Passed 2-23-94; Ord. 953. Passed 8-15-12.)

(c) Bonds.

(1) At the time of issuing each building permit, the Building Department shall require, in addition to any fees herein mentioned, a cash bond as follows:

A. Multiple dwelling (condominiums and apartments) \$2,000 per building

B. Commercial and industrial (new buildings and alterations or additions) cost of construction:

\$50,000 or less \$500.00

\$50,001 to 100,000 \$2,500

Over \$100,000 \$5,000

C. Complexes (shopping centers or groups of buildings) \$5,000 in excess of three acres

D. Building demolition \$1,000

(2) Any bond provided for in this subsection, shall continue for, and shall not be released before, a final certificate of occupancy is issued by the City for new buildings or upon successful completion of the terms of the permit in the case of all building permits and reoccupancy inspections. The bond shall be forfeited at the end of a six-month period following a called final inspection if the builder does not correct any inconsistencies with Building Code requirements, which inconsistencies were discovered when the final inspection was made.

(3) Bonds, refundable in accordance with this section, will be refunded upon presentation of a receipt and a completed refund request form provided by the Building Department.

(d) Revised Permit. Fees for revised permits shall be as follows:

(1) Residential permits. Revised permits shall be charged for the additional cost factor only; the minimum permit fee will not be incurred.

(2) Commercial permits. Revised permits shall be charged for the additional cost factor only; the minimum permit fee will not be incurred.

(e) Temporary Construction Permits. The nonrefundable fees for temporary permits issued to begin construction of foundations or site work or other preliminary construction work pending issuance of the regular full permit shall be as follows:

(1) For residential work \$40.00

(2) For commercial or industrial work Based on estimated cost of construction as calculated in subsection (a) hereof.

(f) Temporary Structure Permits. The fees for temporary permits for construction related temporary structures, such as barricades, fences, public obstructions, construction shanties, storage sheds, equipment yards or trailers, shall be fifty dollars (\$50.00) for each unit.

(g) Other Temporary Permits. The fees for temporary permits for maintaining or using other temporary facilities or the temporary use of property, as authorized by the Building Department, the Building Code Board of Appeals, the Board of Zoning Appeals or Council, shall be as follows:

Each permit \$100.00 per year

Signs \$100.00 per face

(h) Moving Permits.

(1) The permit fees for moving a building or structure from its location on a parcel of land to some other location with or without passing over or going upon a public street or way shall be as follows:

Structure moved one-quarter mile or under \$200.00

Over one-quarter mile \$200.00 plus
\$60.00 per each
additional
one-quarter mile

(2) Prior to issuance of a moving permit by the Building Department, approval of the date, time schedule, route and destination must be obtained from the Department of Public Services, Traffic Safety Division, the Department of Engineering and the Fire Marshal's office. A deposit of five thousand dollars (\$5,000) must be paid to the Building Department as a cash bond to cover any damage to public property on or along such route incurred as a result of moving operations, refundable upon successful completion of the permit terms.

(i) Wrecking Permits.

(1) The permit fees for the demolition of buildings or structures shall be as follows:

Residential garage \$40.00

Structures 6,000 cubic feet or under \$100.00

Structures over 6,000 cubic feet \$2.70 per 1,000
cubic feet over
6,000 cubic feet

(2) A bond is also required per subsection (c) hereof.

(j) Building Grades.

Residential \$35.00

Commercial and industrial (City Engineers)

(k) Utilities Plan Review (Underground). (City Engineers)

(l) Culverts. (City Engineers)

Late charge to be assessed at the time of issuance of the permit for work started without benefit of a permit for all types of permits covered under this chapter.

(m) Carnival Inspections, and Circuses. \$150.00

(n) Reoccupancy Inspections.

One and two family residential \$175.00

Multiple family dwellings \$130.00 first unit
\$30.00 each
additional unit

Commercial and industrial buildings:

0 - 4,000 sq. ft. \$200.00

4,001 - 10,000 sq. ft. \$300.00

10,001 - 50,000 sq. ft. \$400.00

50,001 -100,000 \$500.00

100,001 and up \$600.00

(o) Appeals Board. Applications to the Building Code Board of Appeals shall be accompanied by the following fees, payable prior to scheduling of the hearing:

Residential \$400.00

Commercial \$1000.00

(Ord. 443. Passed 4-13-88.)

(p) Planning Commission: Board of Zoning Appeals. Applications requesting hearings shall be accompanied by the following fees prior to scheduling such hearings:

(1) Planning Commission:

Rezoning \$500.00 Escrow \$1500.00

Vacate public right-of-way \$500.00

Planned Development District \$1,225 plus \$10.00 per acre

Zoning Code amendment \$475.00

(2) Board of Zoning Appeals:

Residential **\$400.00**

Commercial; industrial **\$1000.00**

(q) Signs. **Application fee \$50.00**

25 square feet or less (per face) \$35.00

Over 25 square feet (per face) \$80.00

(r) Public Sidewalk.

New public walk, per linear foot \$.70

Replacement of existing walks:

Under 15 square feet No charge

Over 15 square feet **Building Dept. Fee Schedule**

(Ord. 457. Passed 12-7-88; Ord. 460. Passed 2-15-89; Ord. 474. Passed 2-14-90.)

(s) **Conditional Rezoning Application fee \$500.00 Escrow Fee \$1500.00**

(t) Pre-Preliminary Plat. \$500.00

Preliminary plat \$400.00

Tentative plat \$300.00

Final plat \$200.00

(u) Lot Split Review. **\$300.00**

(v) Copy of Building Plans On Compact Disc. \$30.00

(w) Site Plan Review Committee Plan Review Fee: The following fees will be paid prior to or upon submission of any initial review of a site plan:

Application fee \$500.00

Escrow fee \$1500.00

(Ord. 791. Passed 6-2-04; Ord. 880. Passed 1-21-09.)

1444.05 FEES FOR REGISTRATION OF CONTRACTORS.

Registration fees for contractors shall be as follows:

(a) Residential builder \$35.00

(b) Maintenance and alteration contractor \$30.00

(above are fees for registration of applicable State license)

- (c) Sign erector \$30.00
 - (d) Sign specialist \$20.00
 - (e) Asphalt paving contractor \$30.00
 - (f) Fence erector \$30.00
 - (g) Wrecking contractor \$30.00
 - (h) Commercial building contractor \$35.00
 - (i) Electrical contractor \$30.00
 - (j) Low voltage contractor \$30.00
 - (k) Heating and refrigeration contractor \$15.00
 - (l) Plumbing company \$30.00
 - (m) Master plumber \$1.00
- (Ord. 443. Passed 4-13-88; Ord. 791. Passed 6-2-04.)

1444.06 ELECTRICAL FEES.

(a) Electrical Permits.

Application fee \$50.00

Minimum permit fee \$50.00

Re-inspection or additional rough inspection \$40.00

One circuit or less \$40.00

Each additional circuit \$8.00

Minor wiring repair, less than a circuit
not requiring rough inspection \$30.00

? O.D. cabinets, each location \$30.00

Temporary service (if applied for with
original permit and ready for inspection) \$10.00

Sub panel and 100 amp service or less \$30.00

Over 100 to 200 amp service / **sub panel \$40.00**

Over 200 to 400 amp service / **sub panel \$65.00**

Over 400 to 800 amp service / sub panel \$120.00

Over 800 amp service / sub panel \$185.00

Temporary secondary service \$40.00

IAC \$15.00

(b) Signs (Also Shop Inspections).

One circuit or less \$46.00

Each additional sign \$40.00

Sign relocation \$40.00

Outline tubing (shop or field inspection) \$40.00

Each additional 50 feet or fractional part thereof \$20.00

(c) Pools.

Above ground \$40.00

Below ground \$55.00

Pool water heater/lighting \$40.00

Hot tubs \$40.00

(d) Furnace and Temperature Control. For installing, altering or repairing electric wiring or temperature control equipment, or both:

Heating units: \$40.00

Refrigeration or ventilating units: \$40.00

Each additional unit in same building \$10.00

Each additional motor installed on same unit over 1/2 HP, not exceeding 1 HP \$10.00

The largest size motor considered in this schedule is 1 HP. When larger than 1 HP, the charge will be as for a power apparatus.

(e) Fixtures (Installation, Altering or Repairing).

First 25 lamps or tubes or fractional part thereof \$40.00

Each additional 25 lamps or fractional part thereof \$8.00

Parking lot light : Full lighting trench and base \$50.00

(f) Motor Generators, Rectifiers, Welders, Arc Lampsheets and Power Units Based on H.P. or K.W. Rate. For the installation of additional equipment which has been inspected

and not included in the original permit issued, the combination rate shall apply with a minimum fee of thirty dollars (\$30.00).

(g) Installation of Electrical Equipment in Existing Factory Buildings (Classified as General Maintenance Work.

Each circuit of wiring \$40.00

Each additional circuit \$8.00

Each motor, generator, welder or other power unit \$40.00

Fixtures (each 50 lamps or tubes or fractional part thereof) \$40.00

(h) Feeders, Mains, Bus Ducts, etc.

First 100 feet or less \$40.00

Each additional 50 feet or less \$10.00

If included on permits issued for motors, power wiring, etc., the power duct fee will be waived.

(i) Electric Range, Water Heater, Dryer. etc.

First installation \$32.00

Each additional installation \$10.00

(k) Motor Generators Rectifiers, Welders, Arc Lampsheats and Power Units Based on HP or K.W. Rating.

10HP or K.W. or less \$40.00

Over 10HP or K.W. \$60.00

(l) Low Voltage Wiring.

Cable TV, satellite or sound system wiring

Telephone outlets

Fire/burglar alarm systems:

First installation \$50.00

Each additional system or outlet \$50.00

Hardwired smoke detectors 6 or less in multiple family dwellings:

First unit \$50.00

Each additional unit \$10.00

The rates in this section also apply to units with K.V.A. rating but not charged for the largest unit, plus three dollars (\$3.00) for each additional unit. Where several motors of less than one-fourth h.p. capacity are properly connected to the same 1,200 watt circuit, the fee charged shall be based on the number of such circuits as for the wiring of incandescent lamps.

(Ord. 791. Passed 6-2-04; Ord. 884. Passed 4-1-09.)

1444.07 PLUMBING FEES.

(a) Plumbing Permits. Before receiving a plumbing permit, the owner or their agent shall pay a fee as prescribed in this section.

Application fee	\$50.00
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(b) Fixtures.

Minimum permit fee	\$50.00
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New stack or stack alteration

(soil, waste, vent and inside conductor) \$16.00

Sump or interceptor (any description) \$16.00

Pump or water lift \$16.00

Air admittance valve \$11.00

Backflow preventer \$15.00

Backwater valve \$15.00

Bathtub \$11.00

Catch basin \$17.00

Dishwashing machine \$11.00

Domestic laundry washer box \$11.00

Drinking fountain \$11.00

Floor drain \$11.00

Garbage disposal \$11.00

Grease trap (interior) \$30.00

Grease trap (exterior) \$45.00

Hot water tank \$50.00

Hose bibbs	\$11.00
Humidifiers	\$11.00
Indirect waste sink	\$15.00
Inside drains (sub-soil)	\$30.00
Kitchen sink	\$11.00
Laundry tray	\$11.00
Lawn sprinkler	\$15.00
Lavatory	\$11.00
Manhole	\$15.00
Shower	\$11.00
Sink (any description)	\$11.00
Urinal	\$11.00
Water closet	\$11.00
Water treatment device	\$15.00
Fixtures not included in this schedule	\$11.00
Automatic laundry machine (box) (commercial):	
Installed separately	\$54.00
If more than one machine is installed at the same	
location, at the same time, each additional unit shall be \$16.00	

(c) Sewers Installed Between Main Line and Building.

Lines not exceeding 6 in. in diameter	\$53.00
Lines not exceeding 8 in. in diameter	\$74.00
Lines not exceeding 10 in. in diameter	\$92.00
Lines not exceeding 12 in. in diameter	\$96.00
Lines not exceeding 14 in. in diameter	\$115.00
Lines not exceeding 16 in. in diameter	\$120.00
Lines not exceeding 18 in. in diameter	\$166.00
Lines over 18 in. in diameter	\$184.00

(d) Drains (Storm Drains Underground or Above Ground).

Lines not exceeding 6 in. in diameter \$53.00

Lines not exceeding 8 in. in diameter \$74.00

Lines not exceeding 10 in. in diameter \$92.00

Lines not exceeding 12 in. in diameter \$96.00

Lines not exceeding 14 in. in diameter \$115.00

Lines not exceeding 16 in. in diameter \$120.00

Lines not exceeding 18 in. in diameter \$166.00

Lines over 18 in. in diameter \$184.00

(e) Water Distribution Systems (Based on the Sizes of Distribution Pipe at Meter).

1 inch or less \$25.00

1-1/4 inch to 2 inches \$45.00

Larger than 2 inches \$85.00

(f) Residential Water Service.

3/4 inch to 1-1/2 inch (stop box to house) \$55.00

2 inches \$85.00

Larger than 2 inches \$120.00

(g) New Sewer or Repair. \$125.00

(Ord. 791. Passed 6-2-04; Ord. 884. Passed 4-1-09.)

1444.08 HEATING FEES.

(a) Installation Permit (New or Replacement). No person shall install or alter any gas-fire or oil fired heating equipment without first securing a permit for such installation or alteration from the Building Department. Permit fees shall be as follows:

Application fee \$50.00

Minimum permit fee \$50.00

Burners with input rating not exceeding:

50,000 BTU per hour

First five units at each occupancy, each unit \$53.00

Each additional unit over 5 at same occupancy \$46.00

50,001 to 70,000 BTU per hour

First five units at each occupancy, each unit \$67.00

Each additional unit over 5 at same occupancy \$60.00

70,001 to 500,000 BTU per hour

First five units at each occupancy, each unit \$80.00

Each additional unit over 5 at same occupancy \$74.00

Over 500,000 BTU per hour, each unit \$93.00

Alterations to existing burner or furnace, each unit \$40.00

Gas piping system permit, each system \$47.00

Ductwork \$40.00

(b) Space Heating Distribution Systems.

(1) Installation and alteration permits:

A. Installation of space heating distributive system

in existing dwelling \$53.00

B. Alteration of space heating distribution

system in existing dwelling \$40.00

(2) Humidifier (VAV) \$20.00

(3) Process piping \$40.00

(4) Chimneys and vents \$40.00

(5) Hot water tanks \$40.00

(6) Exhaust power fans:

0-200 c.f.m. \$13.00

201 c.f.m. and over \$40.00

(7) Solar systems \$40.00

(8) Pressure vessels \$40.00

(9) Air handlers \$40.00

(10) Baseboard heating (each zone) \$10.00

(11) Fireplaces \$65.00

(12) Air Cleaner \$20.00

(Ord. 791. Passed 6-2-04.)

1444.09 AIR CONDITIONING, REFRIGERATION AND MECHANICAL VENTILATION FEES.

Application fee \$50.00

(a) Minimum Permit Fee.

Minimum permit fee \$50.00

Self-contained systems activated by motors or engines 2 HP or less:

First 5 units at same location, each \$40.00

Additional units over 5 at same location, each \$18.00

Over 2 HP to 5 HP, each \$26.00

Remote systems activated by motors or

engines of 5 HP or less, each \$40.00

Systems and/or compressors activated by motors or engines:

Over 5 HP to 50 HP, each \$74.00

Over 50 HP, each \$87.00

Multiple domestic systems serving more than two families:

Each evaporator (new installation) \$13.00

Alterations to each system, not including additional

compressors requiring installation permits based on

their horsepower \$29.00

Special inspection of refrigeration equipment each unit,

each visit \$74.00

(Ord. 791. Passed 6-2-04.)