AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Jeremy Howard, City Manager
Date: May 28, 2026
Regarding: Fiscal Year 2026/27 Fee & Rate Schedules

For the Agenda of June 1, 2026

Background. In conjunction with the annual budget process, the City staff reviews and recommends appropriate changes to the City's Fee and Rate Schedules (*copies att'd*). That review has been completed, and the City staff recommends the changes as proposed in the attached documents to our current fee structures.

Issues & Questions Specified. Should the City Commission approve the 2026/27 Fee and Rate Schedules?

Alternatives.

1. Approve the fee and rate schedules as presented.
2. Approve the fee and rate schedules with amendments/modifications/changes.
3. Do not approve the fee and rate schedules.
4. Set aside the matter for further consideration and/or deliberation at a subsequent meeting.

Financial Impact. Approval of the proposed fee and rate schedules will ensure the City is not subsidizing its costs for services, and in the case of water and sewer fees, will promote the City's ability to continue accomplishing future water and sewer projects and improvements that are necessary to maintain the current system.

Recommendations. I recommend that the City Commission approve the proposed 2026/2027 Fee and Rate Schedule by adoption of Resolution 2026-037 (*copy att'd*).

Attachments.

1. Fee & Rate Schedules.
2. Resolution 2026-037.

PROPOSED FEE/RATE SCHEDULE
FISCAL YEAR 2026/2027
RESOLUTION 2026-_____

DEPARTMENT	*ITEM*	*CURRENT PRICE July 1, 2026 through June 30, 2027*	*PROPOSED CHANGE*
CITY HALL	Assessor Card	Cost of materials, postage and labor	
	Auction Permit	$10.00	
	Bags - Lawn Bags – Trash Colored	Cost including sales tax and fuel surcharges	
	Brownfield Application	Time & Materials;	
	Cemetery Abandonment	Time & Materials; no limit	
	NSF Checks, ACH and EFT's; to include all returned payments paper or electronic	$25.00	
	Chicken Permit	$15.00	
	Circus/Carnival	$150.00 w/o sponsor $10.00 w/sponsor	
	Civil Infractions	$75 1st Offense $150 2nd Offense $325 3rd Offense $500 4th Offense	**1st Offense $150.00** **2nd Offense $500.00**
	Conditional Use Permit Application	$175.00 Per Request or time & materials (whichever is greater)	
	Emergency Response Cost Recovery	Time & Materials	
	Facility Usage (for profit organizations)	$50.00 full day (up to 8 hours) $25.00 for 4 hours or less	
	Fax Fee	$1.00 1st page, .25 each additional page per number	
	FOIA Requests	Cost as allowed by law	
	Garage Sale Permits	$2.00	
	Land Division	$50.00 Per Split	
	Marriage Ceremony	$60.00	
	Medical Marihuana Facility Permit	Initial fee $5,000 per license/per facility. $1,000 annual renewal fee per license/per facility	
	Notary Service	$2 for taxpayers; $5 for all others	
	PA 425 request or District II Transfer Request	Time & Materials	
	Peddler/Solicitor/Vendor	Sliding Scale/Per Solicitor/ Per Vendor/Per Peddler	
	Payment In Lieu of Taxes (PILOT)	$1,000.00 Per Application or time & materials (whichever is greater)	

	Planned Unit Development (PUD)	$175.00 Per Application or time & materials (whichever is greater)	
	Private Well Request	$25.00	
	Rezone Request	$175.00 Per Request or time & materials (whichever is greater)	
	Right-of-Way Permit Residential Commercial	 $15.00 $100.00	
	Site Plan Review	$175.00 Per Application or time & materials (whichever is greater)	
	Special Event Permit	$50.00	
	Special Use Permit	$175.00 Per Application or time & materials (whichever is greater)	
	Street Abandonment/Vacate	$175.00 Per Request or time & materials (whichever is greater)	
	Subdivision Request	Time & Materials	
	Tax Exemption Program Applications (Industrial Facilities, Commercial Facilities, Commercial Rehabilitation, OPRA, or other not already listed)	$500.00 Per Application or time & materials (whichever is greater) $250 Per Application if District has already been created	
	Telecommunications Permit	$500.00	
	Waste Hauler Permit	$500 (1 x fee)	
	Zoning Change	$500.00 Per Application or time & materials (whichever is greater)	
	Zoning Maps	Cost of materials, postage and labor	
	Zoning Variance Request	$175.00 Per Request or time & materials (whichever is greater)	
AIRPORT	Aviation Services- Non-Essential	$25.00 1st permit $5 each additional year	
	FBO	$100.00 1st permit $25.00 each additional	
	Hangar (Building) Lease Fees	annual base fee, currently $172.62 + cost-escalator adjustment increase, predicated by the annual Consumer Price Index (CPI) or 3% of the lease cost, whichever is less, but not less than 0.	**2025 2.7% CPI increase annual base fee $177.28**
	T-Hangar – Box	$260 per month or $20 per day	$265 per month or $20 per day
	T-Hangar – Large	$180.00 per month or $20.00 per day	$185.00 per month or $20.00 per day

	T-Hangar – Standard	$150.00 per month or $20.00 per day	$155.00 per month or $20.00 per day
	Tie-down Ramp Fees	$5 Overnight $60 per Month	
PARKS Facility Usage	Depot Facility Usage	$100 Cleaning/Damage Deposit for each rental. ½ day = 4 hours; full day = 8 hrs. City Taxpayer Rates: Main Floor ½ day $50; full day $100. Both Floors-1/2 day $75; Full day $125. Non-Resident Fee: Main Floor ½ day $75; full day $125. Both Floors-1/2 day $100; Full day $150.	
	Pavilion 1-Shamrock & Pettit Park Pavilion City Park, Shamrock Park	Resident Fee $50 Non-refundable Non-Profit-no change Non-Resident Fee $100 non-refundable	
	Pavilions –Pavilion 2 & ½ of Shamrock Pavilion 1	Resident Fee $30 Non-refundable Non-Profit $30 Deposit Non-Resident Fee $75 non-refundable Remove rental of ½ pavilion Add City Park Gazebo to schedule	
	Ball Fields Weekdays	$40.00 per day $10.00 for lights	
	Ball – weekends	$75.00 per day	
	Pettit Park Camping	$25.00 electrical $20.00 primitive	
	Pettit Park Dump Station	$5.00 for Pettit campers; $10.00 for non-campers.	
	Soccer Registration Fees	Early Registration: $35/Non-Resident $45 Late Registration: Resident $40/Non-Resident $50	
WWT	Drinking water Total/ E.Coli Bacterial Analysis	$25	
	Fecal Coliform Membrane	$25	
	Cross Connections	High Hazard Account = $1.00/month on water bill Low Hazard Account = $0.20/month on water bill	
	Hauled Wastewater	$.10/gallon	
	BOD in excess of 300 mg/L	$1.00/pound	
	Total Suspended Solids in Excess of 350 mg/L	$1.00/pound	
	Ammonia Nitrogen in excess of 25 mg/L	$1.00/pound	
	Total Phosphorus in Excess of 20 mg/L	$12.00/pound	
	Industrial Pretreatment Inspection Fee	Outside analysis Cost + Shipping & Handling + $50 Admin Fee +	

		WWTP Analysis Prices	
	Biochemical Oxygen Demand	$30	
	Carbonaceous Biochemical Oxygen Demand	$35.00	
	Total Suspended Solids	$20.00	
	Total Phosphorus	$20.00	
	Ammonia Nitrogen	$30.00	
	Dissolved Oxygen	$10.00	
	pH	$10.00	
	Iron	$10.00	
	Hardness	$10.00	
	Water & Sewer Rates	See Utility Rate Schedule	
DPW	Curb Cut	$25.00/foot	
	Hydrant Water – City Resident	$75 + current commodity rate per 1,000 gallons or fraction thereof. Fee includes equipment and labor	
	Hydrant Water - Commercial & Non-Resident	$250 per hook-up + commodity rate per 1,000 gal. or fraction thereof.	
	Mowing	$90 minimum per lot or T&M + a 25% admin fee (whichever is greater)	
	Tree Permit	No Charge	
	Utility Deposit	See Utility Rate Schedule	
	Utility Customers – Print-out	$20 on paper, $30 on labels + postage if mailed	
	Water Turn-on Fee Water Turn-on Fee	$30.00 during regular DPW working hours $125.00 during non-regular DPW working hours (evenings, holidays, weekends, etc.)	
	Water/Sewer Buy-In Commercial	REU schedule x 1,000 + Time & Materials	
	Water/Sewer Buy-In Residential	$1,000 each + Time & Materials	
Cherry Grove Cemetery	Burials & Disinterment's Burials & Disinterment's	$200.00 under age 1 $400.00 over age 1 $100.00 cremation Add $75 for all weekday burials after 2 pm Add $150 for Saturday Burials. Add $400 for Sunday Burials. No Holiday Burials.	
	Cemetery Lots (per grave space)	$300 taxpayer $400 non-taxpayer Cremation Plot: $75 taxpayer $100 non-taxpayer	
	Niche (accommodates two cremains)	$600 per niche $100 open & close Engraving-Actual Cost	

	Foundations	$.45/square inch	
	Print-out of Cemetery "residents"	$2 per page	
St. Cecilia	Grave Opening	Current hourly equipment rate plus labor	
POLICE	Copy – Audio or Video Tape/CD/Reports & UD10	As allowed under FOIA	
	Copy – lost bond receipt	$5.00	
	False Alarm fees	$50.00 for 3rd & subsequent alarms	
	Release vehicles	$25.00	
	Reports -Supplemental	$1.00 each additional page	
	Handicapped Parking	$100.00	
	Loading Zone Violation	$25.00	
Infractions	Obstructing Traffic	$25.00	
	Other Prohibited Parking	$25.00	
	Overtime Parking	$15.00	
	Parked 3 am – 6 am	$30.00	
	Parked Within 15' of Fire Hydrant	$50.00	
	Parking between Sidewalk & Curb	$25.00	
	Parking in Alley	$25.00	
	Parking Too Far From Curb	$25.00	

CITY OF CLARE - FY26/27 UTILITY RATE SCHEDULE
RATE AND FEE SCHEDULE ADOPTED BY RESOLUTION 2026-xxx

SEWER RATES	**2025-26 RATES**	*9%* **2026-27 RATES**
3/4" Residential	$ 31.12	$ 33.92
3/4" Commercial	$ 31.12	$ 33.92
1" Commercial	$ 55.98	$ 61.02
1-1/2" Commercial	$ 124.41	$ 135.61
2" Commercial	$ 223.89	$ 244.04
3" Commercial	$ 497.54	$ 542.32
4" Commercial	$ 895.63	$ 976.24
Commodity Charge (per 1,000 gallons)	$ 6.62	$ 7.22

WATER RATES	**2025-26 RATES**	*9%* **2026-27 RATES**
3/4" Residential	$ 21.23	$ 23.14
3/4" Commercial	$ 34.42	$ 37.52
1" Commercial	$ 62.01	$ 67.59
1-1/2" Commercial	$ 137.46	$ 149.83
2" Commercial	$ 248.05	$ 270.37
3" Commercial	$ 551.05	$ 600.64
4" Commercial	$ 991.91	$ 1,081.18
Commodity Charge (per 1,000 gallons)	$ 4.98	$ 5.43

METER REPLACEMENT PROGRAM		
3/4" Residential OR Commercial	$ 2.08	$ 2.27

-Residential dwellings with multiple users on a single meter and commercial users are charged at the stated commodity charge for all usage (no minimum) plus the basic meter charge.

-Summer sewer credits for single-family Residential customers are typically approved for May, June, July, and August usage for customers having one meter per billing unit.

-all customers are charged the appropriate base meter charge plus the applicable water and sewer commodity charges.

-Water and sewer service rates shall increase 3% annually. Fees shall be evaluated periodically.

		2025-26 RATES	***% Increase Average***		**2026-27 RATES**
CITY UTILITY MONTHLY RESIDENTIAL BASE BILLING AMOUNT	$	54.43	9.0%	$	59.33
CONTRACTED WASTE HAULER FOR RESIDENTIAL DWELLINGS	$	19.39	3.0%	$	19.97
WASTE HAULER FUEL SURCHARGE					**(see below)
TOTAL MINIMUM RESIDENTIAL MONTHLY BILL City Utilities Plus Contracted Garbage Collection	$	73.82	7.4%	$	79.30

UTILITY TURN-ON FEES	**2025-26 RATES**	**2026-27 RATES**
Prescheduled during regular working hours	$ 30.00	$ 30.00
Nonscheduled after hours, weekends, and/or holidays	$ 125.00	$ 125.00

UTILITY DEPOSIT		
RENTAL UTILITY DEPOSIT	$300 / $100 / Utility	$300 / $100 / Utility

In accordance with Clare City Code, Section 46.278 rental customers establishing a new account for water, sewer, and/or solid waste-recycling service, shall pay to the City of Clare a Utility Security Deposit as established by resolution **prior** to receiving service.

**A fuel surcharge will not be imposed unless diesel prices rise above $4.00 per gallon as reported by the US Energy Information Administration Diesel Fuel Prices Midwest (PADD2)

CITY OF CLARE, MICHIGAN FIRE DEPARTMENT COST RECOVERY FEE SCHEDULE FY25/26

MITIGATION RATES
BASED ON PER HOUR

The mitigation rates below are average "billing levels", and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These rates are based on actual costs using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance). Labor rates include an average department's actual burdened labor costs and not just a firefighter's wage. These include wages, retirement, benefits, workers comp, etc.

MOTOR VEHICLE INCIDENTS

Level 1 - $618.00
Provide hazardous materials assessment and scene stabilization. This will be the most common "billing level". This occurs almost every time the fire department responds to an accident/incident.

Level 2 - $705.00
Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 – CAR FIRE - $860.00
Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:

Extrication - $1,859.00
Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - $567.00
Includes Air Care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

HAZMAT

Level 1 - $999.00
Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - $3,566.00
Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.

Level 3 – $8,420.00
Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - **each additional hour @ $391.00 per HAZMAT team**.

FIRES

Assignment - $568.00 per hour, per engine / $711.00 per hour, per truck

Includes:

- Scene Safety
- Investigation
- Fire / Hazard Control

This will be the most common “billing level”. This occurs almost every time the fire department responds to an incident.

OPTIONAL: A fire department has the option to bill each fire as an independent event with custom mitigation rates.

Itemized, per person, at various pay levels and for itemized products use.

ILLEGAL FIRES

Assignment - $568.00 per hour, per engine / $711.00 per hour, per truck
When a fire is started by any person or persons that requires a fire department response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

WATER INCIDENTS

Level 1
Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common “billing level”. This occurs almost every time the fire department responds to a water incident.

Billed at $583 plus $70 per hour, per rescue person.

Level 2
Intermediate Response: Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Billed at $1,170 plus $70 per hour, per rescue person.

Level 3
Advanced Response: Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene.

Billed at $2,897 plus $70 per hour per rescue person, plus $140 per hour per HAZMAT team member.

Level 4
Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

BACK COUNTRY OR SPECIAL RESCUE

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

Minimum billed $583 plus $70 per hour, per rescue person. Additional rates of $583 per hour per response vehicle and $70 per hour per rescue person.

MISCELLANEOUS / ADDITIONAL TIME ON-SCENE

ADDITIONAL TIME ON-SCENE (for all levels of service)
Engine billed at $568 per hour.
Truck billed at $771 per hour.
Command at $356 per hour
Miscellaneous equipment billed at $427.

MITIGATION RATE NOTES
The mitigation rates above are average “billing levels” for one hour of service, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department’s “actual personnel expense” and not just a firefighter's basic wage). The actual personnel expense includes costs such as wages, retirement, benefits, workers comp, insurance, etc.