

## AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission  
From: Jeremy Howard, City Manager  
Date: May 30, 2024  
Regarding: Fiscal Year 2024/25 Fee & Rate Schedule

For the Agenda of June 3, 2024

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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 following changes to our current fee structure to cover actual costs of services:

- Conditional Use Permit; PA 425 request or District II Transfer Request; Request to Rezone; Site Plan Review; Special Use Permit; or Zoning Variance - \$175.00 or time & materials (whichever is greater)
- Peddler/Solicitor/Vendor Permit – sliding scale per individual representative or employee of any solicitor/vendor/peddler
- T-Hangar (standard) - \$150.00 per month or \$20.00 per day
- Foundations - \$.45/sq. inch
- Cemetery or Utility Customer printout - \$2 per page
- A 10% increase in water/sewer fees and a 3% increase (per contract) in waste hauling service fees this fiscal year

Issues & Questions Specified. Should the City Commission approve the 2024/25 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.

Recommendations. I recommend that the City Commission approve the proposed 2024/2025 Fee and Rate Schedule by adoption of Resolution 2024-042 (*copy att'd*).

Attachments.

1. Fee & Rate Schedule Table.
2. Utility Rate Schedule.
3. Resolution 2024-042.

**APPROVED FEE/RATE SCHEDULE  
FISCAL YEAR 2023/2024**

**RESOLUTION 2024-**

**\*\*\*Indicates a rate change from the prior year**

<i>DEPARTMENT</i>	<i>ITEM</i>	<i>CURRENT PRICE EFFECTIVE July 1, 2023 through June 30, 2024</i>	
<b>CITY HALL</b>	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; not to exceed \$500	
	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 1 <sup>st</sup> Offense \$150 2 <sup>nd</sup> Offense \$325 3 <sup>rd</sup> Offense \$500 4 <sup>th</sup> Offense	
	Conditional Use Permit Application	\$150.00 Per Application or time & materials (whichever is greater)	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 1 <sup>st</sup> 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; not to exceed \$500	175.00 Per Request or time & materials (whichever is greater)

	Peddler/Solicitor/Vendor	Sliding Scale	Sliding Scale Per individual representative or employee of any Solicitor/per Vendor/Per Peddler
	Private Well Request	\$20.00	25.00
	Rezone Request	\$150.00 Per Request or time & materials (whichever is greater)	175.00 Per Request or time & materials (whichever is greater)
	Right-of-Way Permit	\$15.00	
	Site Plan Review	\$150.00 Per Application or time & materials (whichever is greater)	\$175.00 Per Application or time & materials (whichever is greater)
	Special Event Permit	\$50.00	
	Special Use Permit	\$150.00 Per Application or time & materials (whichever is greater)	\$175.00 Per Application or time & materials (whichever is greater)
	Street Abandonment	Time & Materials	\$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, etc.)	\$200.00 Per Application or time & materials (whichever is greater)	
	Telecommunications Permit	\$500.00	
	Waste Hauler Permit	\$500 (1 x fee)	
	Zoning Maps	Cost of materials, postage and labor	
	Zoning Variance Request	\$150.00 Per Application or time & materials (whichever is greater)	\$175.00 Per request or time & materials (whichever is greater)
<b>AIRPORT</b>	Aviation Services- Non-Essential	\$25.00 1 <sup>st</sup> permit \$5 each additional year	
	FBO	\$100.00 1 <sup>st</sup> permit \$25.00 each additional	
	Hangar (Building) Lease Fees	Current annual base fee + 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.	
	T-Hangar – Box	\$260 per month or \$20 per day	
	T-Hangar – Large	\$180.00 per month or \$20.00 per day	
	T-Hangar – Standard	\$145.00 per month or \$20.00 per day	\$150 per month or \$20.00 per day
	Tie-down Ramp Fees	\$5 Overnight \$60 per Month	

<b>PARKS Facility Usage</b>	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	Residents and Non-Profit Groups \$50.00 Deposit Non-Resident \$75.00	
	Pavilions –Pavilion 2 & ½ of Shamrock Pavilion 1	Residents (\$25.00 Deposit) Non-Resident \$50.00	
	Ball Fields – Non Tournaments-Weekdays	\$25.00 per day \$10.00 for lights	
	Ball Tournaments – weekends	\$150.00	
	Pettit Park Camping	\$25.00 electrical \$20.00 primitive	
	Pettit Park Dumping	\$5.00	
	Soccer Registration Fees	Early Registration: \$35/Non-Resident \$45 Late Registration: Resident \$40/Non-Resident \$50	
<b>WWT</b>	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	
<b>DPW</b>	Curb Cut	\$16.00/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	\$2 per page
	Water Turn-on Fee	\$30.00 during regular DPW working hours	
	Water Turn-on Fee	\$125.00 during non-regular DPW working hours (evenings, holidays, weekends, etc.)	
	Water/Sewer Tap-In	Time & Materials	
	Water/Sewer Buy-In	\$1,000 each	
<b>Cherry Grove Cemetery</b>	Burials & Disinterment's	\$200.00 under age 1 \$400.00 over age 1 \$100.00 cremation	
	Burials & Disinterment's	\$75 additional for all burials scheduled involving scheduled overtime. 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	\$.20/square inch	\$\$.45/sq. inch
	Print-out of Cemetery "residents"	\$30 for entire listing or \$2 per page	\$2 per page

<b>St. Cecilia</b>	Grave Opening	Current hourly equipment rate plus labor	
<b>POLICE</b>	Copy – Audio or Video Tape/CD/Reports & UD10	As allowed under FOIA	
	Copy – lost bond receipt	\$5.00	
***	False Alarm fees	\$50.00 for 3 <sup>rd</sup> & subsequent alarms	
	Release vehicles	\$25.00	
	Reports -Supplemental	\$1.00 each additional page	
	Handicapped Parking	\$100.00	
	Loading Zone Violation	\$25.00	
<b>Infractions</b>	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 Fire Department Equipment Rate Schedule FY24/25

<b>FIRE</b>	Emergency Response for vehicle accidents	\$300.00 + current per man per hour rate	
	Fire Reports	As allowed under FOIA	

<b>Apparatus</b>	<b>Rate</b>
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Engine	\$300.00 per hour
Aerial Apparatus	\$400.00 per hour
Tender	\$225.00 per hour
Grass Rig/Utility Vehicle	\$175.00 per hour
Traffic Control	\$125.00 per hour
Extrication	\$800.00 flat fee
***Supplies / Miscellaneous	Determined per incident

Billing rates are determined by the type of equipment provided, the number of personnel responding, hours of service, plus any associated incidental costs or fees related to providing service.

Personnel rates are charged at the current hourly rate.

CITY OF CLARE - FY24/25 UTILITY RATE SCHEDULE ESTIMATE  
 RATE AND FEE SCHEDULE ADOPTED BY RESOLUTION 2024-\_\_\_\_\_

<b>SEWER RATES</b>	<b>2023-24 RATES</b>		10%	
			<b>2024-25 RATES</b>	
3/4" Residential	\$	25.72	\$	28.29
3/4" Commercial	\$	25.72	\$	28.29
1" Commercial	\$	46.27	\$	50.89
1-1/2" Commercial	\$	102.81	\$	113.10
2" Commercial	\$	185.04	\$	203.54
3" Commercial	\$	411.19	\$	452.31
4" Commercial	\$	740.19	\$	814.21
Commodity Charge (per 1,000 gallons)	\$	5.47	\$	6.02
	\$	0.03		10%

<b>WATER RATES</b>	<b>2023-24 RATES</b>		10%	
			<b>2024-25 RATES</b>	
3/4" Residential	\$	17.55	\$	19.30
3/4" Commercial	\$	28.44	\$	31.29
1" Commercial	\$	51.24	\$	56.37
1-1/2" Commercial	\$	113.60	\$	124.96
2" Commercial	\$	205.00	\$	225.50
3" Commercial	\$	455.41	\$	500.95
4" Commercial	\$	819.77	\$	901.74
Commodity Charge (per 1,000 gallons)	\$	4.12	\$	4.53

**METER REPLACEMENT PROGRAM**

3/4" Residential OR Commercial	\$	1.72	\$	1.89
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- 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.

	<b>2023-24 RATES</b>		<b>% Increase</b>	<b>2024-25 RATES</b>	
			<b>Average</b>		
CITY UTILITY MONTHLY RESIDENTIAL BASE BILLING AMOUNT	\$	44.98	10.0%	\$	49.49
CONTRACTED WASTE HAULER FOR RESIDENTIAL DWELLINGS	\$	18.28	3.0%	\$	18.83
WASTE HAULER FUEL SURCHARGE					**(see below)
TOTAL MINIMUM RESIDENTIAL MONTHLY BILL					
City Utilities <u>Plus</u> Contracted Garbage Collection	\$	63.26	8.0%	\$	68.32

**UTILITY TURN-ON FEES**

	<b>2023-24 RATES</b>		<b>2024-25 RATES</b>	
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	\$240 / \$80 / Utility	\$300 / \$100 / Utility
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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)

**RESOLUTION 2024-043**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE ASSESSMENT ROLL FOR SINGLE LOT ASSESSMENTS.**

**WHEREAS**, the City Commission has deemed it necessary and appropriate to establish single lot assessments against specific properties within the City of Clare to recoup certain uncollected charges from the owners of said specific properties, the list of said uncollected charges submitted to the City Commission; and

**WHEREAS**, a single lot assessment roll delineating all individuals who were to be assessed for said uncollected charges has been prepared and filed with the City Clerk, who in turn has provided due and legal notice of a public hearing to review the assessment roll for said single lot assessments and to receive objections to said roll in writing; and

**WHEREAS**, said hearing date has been set for the 3<sup>rd</sup> day of June 2024; and

**WHEREAS**, the City Commission has held said public hearing, received no objections to said single lot assessments, and determined that said assessment roll is appropriate and correct.

**NOW THEREFORE BE IT RESOLVED THAT** said single lot assessment roll is determined to be fair and equitable and the assessments are determined to be in proportion to the services received.

**BE IT FURTHER RESOLVED THAT** said Roll, as prepared and reported to the City Commission, be and the same hereby is confirmed.

**BE IT FURTHER RESOLVED THAT** the City Treasurer shall utilize said Roll to place said uncollected/unpaid charges for services on the tax rolls of the City, thereby allowing the City to recoup its charges for uncollected/unpaid services, and that all said uncollected/unpaid charges for services shall be payable to the City in full in accordance with the payment instructions and schedules of said tax roll(s).

**BE IT FURTHER RESOLVED THAT** a warrant shall be attached by the City Clerk to a certified copy of the Roll within ten (10) days of this Resolution, herein commanding the City Treasurer to collect from each of the persons assessed on said Roll the amount of money assessed to and set opposite his name therein.

**ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.**

**This Resolution was introduced by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.  
The Resolution declared adopted by the following roll call vote:**

**YEAS:**

**NAYS:**

**ABSENT:**

Resolution approved for adoption on this 3<sup>rd</sup> day of June 2024.

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Diane M. Lyon, City Clerk