



City of East Grand Rapids
Regular City Commission Meeting
Agenda

YouTube Livestream:
<https://bit.ly/3s8WgQY>

Begins at 6 pm.

June 3, 2024 – 7:00 p.m.
(EGR Community Center – 750 Lakeside Drive)
Special Meeting

1. Call to Order.
2. Approval of Agenda
3. Public Comment.
4. Resolution adopting the FY 2024-2025 budget and setting of millage rates for FY 2024-2025 (*no hearing required; approval requested*).
5. Resolution adopting the FY 2024-2025 fee schedule (*no hearing required; approval requested*).
6. Resolution adopting water and sewer rates for FY 2024-2025 (*no hearing required; approval requested*).

* * *

Public hearings will be held if noted in each agenda item. If no hearing is noted, comments should be made during “Public Comment” in Item 3. The City will provide reasonable auxiliary aids for individuals requiring them for effective communication in programs and services of the City. Notice must be made to the City five (5) days prior to the program or service requesting the specific auxiliary aid.



CITY OF
EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

(616) 940-4817

www.eastgr.org

SHEA CHARLES
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Shea Charles, City Manager
DATE: May 29, 2024

RE: Adoption of 2024-2025 Annual Budget

Action Requested: That the City Commission approve the attached resolution that adopts the 2024-2025 budget and set the millage rates as presented in the resolution.

Background: Pursuant to the City Charter, the City Commission can adopt the annual budget at a special meeting to be held after a budget hearing. The This year's millage rate for the proposed budget is 11.3508, the same as the current fiscal year. The street and sidewalk millage rate will also match last year's rate of 1.7307.

The resolution also set the debt millage rates for Parks Improvement Bonds at 0.3748 and the Community Center Complex at 0.6309.

Shea Charles
City Manager

RESOLUTION

RESOLVED, that there be levied a tax upon all property subject to taxation by the municipal government of the City of East Grand Rapids in the City's General Fund for FY 2024-25, the total of which said amount and the amount estimated to be necessary for such purposes is hereby declared to be the sum of \$14,484,560 of which the sum of \$10,975,335 is to be raised by such levy; and that tax rate per \$1,000 valuation is hereby determined to be the maximum allowable under the Headlee Amendment at a rate of 11.3508 mills;

WHEREAS, that there be levied a tax upon all property subject to taxation by the municipal government of the City of East Grand Rapids sufficient, with other resources, to pay the principal and interest on all approved millage related municipal debts for FY 2024-25;

WHEREAS, that there be levied a tax upon all property subject to taxation by the municipal government of the City of East Grand Rapids sufficient, with other resources, to complete projects in accordance with the approved street and sidewalk millage to be raised by such levy; and that tax rate per \$1,000 valuation is hereby determined to be the maximum allowable under the Headlee Amendment at a rate of 1.7307 mills in FY 2024-25;

WHEREAS, that, in accordance with the Uniform Budgeting and Accounting Act (PA 2 of 1968, as amended by PA 621 of 1978), the City Commission adopts the FY 2024-25 budget of general and special revenue funds on a department basis as shown in the details of revenues and expenditures attached to this resolution but more summarily provided for below:

	Revenues & Transfers In	Expenditures & Transfers Out
GENERAL FUND	\$14,484,560	\$15,008,060
SPECIAL REVENUE FUNDS		
Major Street	\$1,075,420	\$1,638,150
Local Street	\$2,473,700	\$2,770,000
Municipal Street	\$2,185,900	\$2,398,390
Drug Law Enforcement Fund	\$-0-	\$0
Fed American Rescue Plan	\$-0-	\$180,000

WHEREAS, the Commission may adopt the non-general funds for FY 2024-25 as presented in the City Commission approved budget by fund total:

	Revenues & Transfers In	Expenditures & Transfers Out
OTHER FUNDS:		
Parks Millage Debt Service	\$364,000	\$362,950
Municipal Comp Debt Serv	\$612,700	\$610,650
Parks Capital Project Fund	\$455,000	\$3,606,500
Water & Sewer	\$5,369,870	\$6,211,060
Health Care Internal Serv	\$1,508,000	\$1,617,000
Motor Equip Replace Fund	\$921,000	\$1,398,350
Retirement Systems Fund	\$1,707,000	\$1,730,000
OPEB Trust Fund	\$295,000	\$297,000
Special Assessment	\$11,000	\$11,000

WHEREAS, the Commission may adopt a proposed schedule of various fees for services as presented in the document attached to this resolution; and

BE IT FURTHER RESOLVED that in accordance the Uniform Budgeting and Accounting Act Uniform Budgeting and Accounting Act (PA 2 of 1968, as amended by PA 621 of 1978), authority is hereby given to the City Manager, as the Chief Administrative Officer, to execute transfers within departmental appropriation subtotals of the City's general and special revenue funds without prior authorization of the City Commission, as long as each departmental appropriation subtotal authorization is not exceeded. Amendments to the adopted budget will be made quarterly with adequate documentation.

The City Manager is further authorized to carry out the line-item transfers within other City funds if the total budget appropriated for each fund is not exceeded. This authorization excludes major personnel changes and new capital equipment items over \$5,000 with the exception of emergency purchases.

Adopted by the East Grand Rapids City Commission
At their regular meeting on _____, 2024

Lori A. Parmenter, City Clerk



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SHEA CHARLES
CITY MANAGER

MEMORANDUM

TO: Finance Committee
FROM: Shea Charles, City Manager
DATE: May 29, 2024

RE: 2024-2025 Fee Schedule

Action Requested: That the City Commission approve the 2024-2025 fee schedule.

Background: As part of the annual budget process fees for assorted services are set by the Mayor & City Commission. This year the only changes in fees are for Parks & Recreation (memo attached). All other fees are proposed to remain the same.

The Finance Committee has reviewed this item and found it to be in order.

Shea Charles, City Manager



City of East Grand Rapids

PROPOSED Fee Schedule

Effective July 1, 2024

Service	Fee	Additional Costs/ Comments	City Code Section
City Manager			
Liquor License Application - New	300.00		7.52
Liquor License Application - Transfer	150.00		7.52
FOIA Request	35.73/hr	See FOIA form	
Marina License	100.00		3.101
Finance Department			
Data Base/Voting List	See FOIA form		
Snowplow License	100.00 + \$25 per truck		7.90
Lawn Care License	100.00 + \$25 per truck		7.86
Waste Hauler License	100.00 + \$50 per truck		2.5
NSF Checks	30.00		
Notary - Resident	No charge		
Notary - Non-resident	10.00		
Public Safety Department			
Accident Reports	See FOIA form		
Incident Report Copy - 1st page	See FOIA form		
Incident Report Copy - each add'l pg	See FOIA form		
Video Tape Copy	See FOIA form		
Digital Audio Recordings	See FOIA form		
Door-to-door/Transient Merchant	25/day, 100/wk, 200/yr + \$50 badge deposit		7.36
Local Background Checks	20.00		
PBT - resident	10.00		
PBT - non-resident	15.00		
OWI Cost Recovery	225.00		
False Alarm - 1st call per calendar yr	No Charge		
False Alarm - 2nd call	50.00		
False Alarm - 3rd Call	100.00		
False Alarm - 4+ Call	200.00		
Parking Violations	Separate schedule	Overdue: 10 days = fine doubles 45 days = fine quadruples	10.66
Parks & Recreation Department			
Community Center Rental	Separate schedule		
Athletic/Park Facilities	Separate schedule		
Media Production (Film/Photo)	250.00	\$500 if less than 10 day notice	3.141
Pool Rental	Separate schedule		
Special Events	250.00		

Service	Fee	Additional Costs/ Comments	City Code Section
Public Works Department			
Zoning Appeal	250.00		5.121
Zoning Variance - application/processing	500.00		5.121
Zoning Variance - Post-Construction	700.00	added to application fee	5.121
Fence Variance - application/processing	250.00		
Land Division	300.00		5.406
Special Use Permit	500.00		5.121
Site Plan Review - Administrative	200.00		5.121
Site Plan Review - Intermediate	300.00		5.121
Site Plan Review - Complete *	500.00	* Escrow fees also required	5.121
PUD Application/Site Condominium*	1,000.00	* Escrow fees also required	5.121
Rezoning Application	800.00		5.121
Rental Inspection/Certification per dwelling unit	100.00	EGR notice costs \$50; Cascade Twp \$50	8.809
Building Permits	Cascade Township		
Infrastructure Impact Fees:			
New Construction	150.00		
Demo Requiring Permit (primary structure)	150.00		
Demo Requiring Permit (accessory structure)	75.00		
Addition Requiring Permit	100.00		
Accessory Structure Building Permit	75.00		
Pool	50.00		
Plumbing/Mechanical/Electrical	Cascade Township		
Construction B.O.A. Hearing	Cascade Township		
Sign Permit Application	75.00		8.21
Sign Installation Building Permit	Cascade Township		
Mechanical Appurtenances	50.00		
Utility Tap (New):			4.5
1" Tap	200.00	plus cost of materials	
1.5" Tap	300.00	plus cost of materials	
2" Tap	400.00	plus cost of materials	
Meter Replacement or New Meter:			4.5
5/8" (3/4" short) Meter	480.00		
3/4" Meter	570.00		
1" Meter	650.00		
1.5" Meter	2,800.00		
2" Meter	3,600.00		
Replacement of Non-Functioning Meters	No Charge		
Right of Way Permits:			
Non-Utility ROW (Drive Approach/Sidewalk)	100.00		4.5
Water/Service Connection/Repair	100.00	\$200 in ROW	
Sewer Connection/Repair	100.00	\$200 in ROW	
Storm Connection	NC	\$100 in ROW	
Private Utility, annual permit	No Charge		4.5
Sidewalk Encroachment (café)	No Charge		4.4, 5.70(c)
Forestry	No Charge		3.33
Dumpster Placement permit	No Charge		2.15
Temporary Storage Unit	No Charge		5.75(B)
Fence Permit	No Charge		8.61(M)
House Print Copies	5.00 each		

2023/2024 Parks and Recreation Rental Fees

John Collins Park Rental Rates	Current Fees	Proposed
EGR Storefront Business Owners	\$15 per 1/2 hour	no change
Resident of East Grand Rapids	\$17.50 per 1/2 hour	no change
Non-Resident	\$20 per 1/2 hour	no change

Manhattan Park Green Space

EGR Storefront Business Owners	\$10 per 1/2 hour	no change
Resident of East Grand Rapids	\$12.50 per 1/2 hour	no change
Non-Resident	\$15 per 1/2 hour	no change

Athletic Field

Unprepared baseball fields	\$14 per 1/2 hour	no change
Prepared Fields Weekday	\$50/time	no change
Prepared Fields Weekends	\$70/time	no change
All day tournament	\$285 per field	no change
Mehney Artificial Turf Field	\$60 per 1/2 hour	no change
Memorial Artificial Turf Field	\$60 per 1/2 hour	no change
Mehney Turf Field (for profit)	\$75 per 1/2 hour	no change
Memorial Turf Field (for profit)	\$75 per 1/2 hour	no change
Manhattan Park Full Size Field	\$22 per 1/2 hour	no change
Lower Practice Field (inside track)	\$22 per 1/2 hour	no change
Middle School Back Field	\$18 per 1/2 hour	no change
Manhattan Youth Soccer Field	\$16 per 1/2 hour	no change
Wealthy Elementary Grass Field	\$20 per 1/2 hour	no change

Residents of East Grand Rapids receive a 20% discount on all field reservations except where noted. The discount does not apply to business owners, organizations or revenue generating events.

Amenities	Current Fees	Proposed
Full size soccer goals (when in storage)	\$125	no change
Lax Goals (when in storage)	\$75	no change
Lights at Mehney or Memorial Field	\$60	no change
Scoreboard/PA System	\$30	no change
Soccer Corner Flags -	\$30	no change
Staff Supervisor	\$20.00 hour	no change
First Down Chains/Pylons	\$30.00	no change
Manhattan Park Parking Lot	\$168 (Daily)	no change
Tennis & Pickleball Courts	\$8/hour	no change
Canepa Tennis Center full day rental	\$300	no change
Manhattan Park Sand Volleyball Courts	\$16/hour	no change

Manhattan Park Pavilion Rental

Mon.-Thur. Resident	\$69	no change
Mon.-Thur. Non-Resident	\$79	no change
Weekend; Fri.-Sun./Holidays Resident	\$84	no change
Weekend; Fri.-Sun./Holidays Non-Resident	\$94	no change

Residents of East Grand Rapids receive a 20% discount on all field reservations except where noted. The discount does not apply to business owners, organizations or revenue generating events.

Pool Rental Rates

Resident	Current Fees	Proposed
Wealthy Pool	\$80/hour	\$100/hour
Wealthy Party-Package (2 hours, use of party room)	\$150	\$160
High School Pool	\$165/hour	\$185/hour
Additional Lifeguard	\$18/hour	\$21.85/hour
Non-Resident	Current Fees	Proposed
Wealthy Pool	\$100/hour	\$125/hour
Wealthy Party-Package (2 hours, use of party room)	\$199	\$235
High School Pool	\$205/hour	\$225/hour
Additional Lifeguard	\$18/hour	\$21.85/hour

Facility Rental Rates and Information

The East Grand Rapids Parks and Recreation Department is pleased to offer facility rentals for residents, non-residents and organizations. For further details or a tour, contact our office at 616.949.1750.

Facility Rental Rates The rates include tables and chairs except Wege Plaza. A \$100 security deposit is required.	Room Dimensions In Feet	Square Feet	Resident Rate/hr	Non Resident Rate/hr	Organization Rate/hr
Wege Plaza (outdoors) Please review Wege Plaza guidelines	Multiform Shape	13,239	\$131	\$172	\$185
Program Room 101	29 x 30	870	\$41	\$53	\$58
Program Room 102	29 x 40	1,160	\$47	\$62	\$66
Program Room 101 and 102	29 x 70	2,030	\$84	\$109	\$119
Program Room 103	25 x 26	650	\$35	\$46	\$49
Program Room 105	30 x 28	840	\$41	\$53	\$58
Large Conference Room 107	24 x 19	456	\$29	\$37	\$41
Commission Chambers 201	30 x 30	900	\$41	\$53	\$58

Event supervisor(s) will be assigned to all rentals with large parties and parties during non-business hours at a rate of \$20/hour

Facility Capacities (# of people according to style of setup)	*Banquet Style	Theatre Style	Conference Style	Open Square Style	Classroom Style	U - Shape Style
Wege Plaza (outdoors)	300	400	NA	NA	NA	NA
Program Room 101	32	60	22	24	36	24
Program Room 102	48	80	38	28	45	30
Program Rooms 101 and 102	80	100	67	NA	81	NA
Program Room 103	32	40	22	19	27	18
Program Room 105	48	60	29	24	36	24
Large Conference Room 107	NA	30	14	18	18	15
Commission Chambers 201	48	60	31	25	40	21

Tables and Chairs Available (inside use only) Dimensions Total

Rectangle Tables.....30in. x 72in.....26

Round Tables.....60in.....15

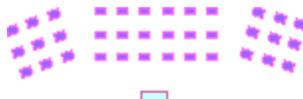
Chairs.....100

NO STAGE AVAILABLE

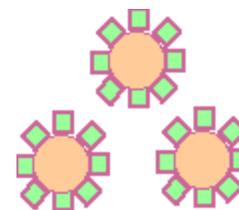
* seating capacity may be less due to food stations and/or dance area



Classroom Style



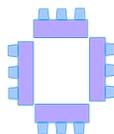
Theatre Style



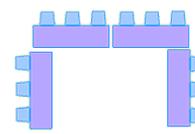
Banquet Style



Conference Style



Open Square Style



U - Shape Style



Derek Melville
DIRECTOR

CITY OF
EAST GRAND RAPIDS, MICHIGAN
PARKS & RECREATION DEPARTMENT

Memorandum

To: Honorable Mayor and City Commission
From: Derek Melville, Director of Parks & Recreation
Date: March 26, 2024

RE: Parks and Recreation Fee Change Recommendations

Action Requested: That the City Commission provide feedback related to the recommended rate changes for the 2024/2025 budget year.

Background: Each year the Parks and Recreation Department reviews the facility rental fees and other charges associated with using parks or City facilities, including supervisor staff fees, use of equipment fees, fees for specific services, etc.

The process for evaluating fees includes researching other local entities that offer similar rental facilities and services and comparing our fees to theirs to ensure we remain competitively priced. Also, for services that require support from city staff we review the time and wages for staff performing the services to ensure we are covering all costs for those requests.

Due to the increased costs of maintaining the pools (chemicals, natural gas, electricity, etc.) we are recommending increased prices for the rental of the Wealthy Pool and the Community Pool as well as increased costs to pool membership and punch card fees.

These hourly rate increases are based on 2023 costs of operation for the pool and would apply to outside rental groups that do not have an alternate agreement in place with the City.

REVIEWED & APPROVED FOR SUBMISSION:

Shea Charles
City Manager

Fiscal Year 2024-2025 Pool Pass Rate Increase Recommendations

Passes Sold and Revenue for 2023

	Curent	Quantity Sold*	Revenue
Adult 1 year	\$160	30	\$3,032
Adult 10 visit	\$25	637	\$16,275
Adult 3 month	\$52	31	\$1,730
Adult 6 month	\$91	11	\$1,236
Family 1 year	\$275	23	\$1,824
Family 3 month	\$108	15	\$634
Family 6 month	\$188	0	\$0
Family 10 visit	n/a	0	\$0
Senior/Youth 1 year	\$107	56	\$4,198
Senior/Youth 10 visit	\$18	836	\$12,405
Senior/Youth 3 month	\$36	15	\$648
Senior/Youth 6 month	\$62	18	\$1,137
Total			\$43,119

*Includes free passes for City staff and EGRPS staff.

Projected Revenue with pass price increases

	Recommended	Previous Revenue	Revenue
Adult 1 year	\$ 195.00	\$3,032	\$3,638.40
Adult 10 visit	\$ 30.00	\$16,275	\$19,530.00
Adult 3 month	\$ 65.00	\$1,730	\$2,076.00
Adult 6 month	\$ 110.00	\$1,236	\$1,483.20
Family 1 year	\$ 300.00	\$1,824	\$2,006.40
Family 3 month	\$ 110.00	\$634	\$697.40
Family 6 month	\$ 190.00	\$0	\$0.00
Family 10 visit	\$ 30.00	\$0	\$450.00
Senior/Youth 1 year	\$ 130.00	\$4,198	\$5,037.60
Senior/Youth 10 visit	\$ 20.00	\$12,405	\$14,886.00
Senior/Youth 3 month	\$ 45.00	\$648	\$777.60
Senior/Youth 6 month	\$ 70.00	\$1,137	\$1,364.40
Total		\$43,119	\$51,947

2024-2025 Pool Pass Rate Recommendations

	Current Resident	Proposed Resident	Current NonResident	Proposed NonResident
Adult 1 year	\$160	\$192	\$220	\$264
Adult 10 visit	\$25	\$30	\$35	\$42
Adult 3 month	\$52	\$63	\$72	\$86
Adult 6 month	\$91	\$110	\$126	\$151
Family 1 year	\$275	\$300	\$358	\$393
Family 3 month	\$108	\$118	\$152	\$167
Family 6 month	\$188	\$206	\$265	\$291
Family 10 visit	n/a	\$30	n/a	\$42
Senior/Youth 1 year	\$107	\$130	\$147	\$176
Senior/Youth 10 visit	\$18	\$22	\$24	\$28
Senior/Youth 3 month	\$36	\$43	\$49	\$58
Senior/Youth 6 month	\$62	\$74	\$84	\$100

Adult, Senior & Youth, 20% increase, Family 10% increase

Local Pool Pass Rate Comparison

Byron Center Pool \$5/day for Adults and \$3/day Youth/Senior 30 visit punch cards: \$60/Adult, \$40/youth, \$30 Senior
Forest Hills Aquatic Center \$3-\$4/day residents, \$4-\$5/day non-residents Resident Year: \$110 Adult, \$75 Senior, \$140 Family Nonresident Year: \$160 Adult, \$100 Senior, \$225 Family
Kentwood Aquatic Center \$2-\$3/day Residents, \$3-\$4/day non-residents 6 Month Resident: \$85/Adult, \$54/Student, \$37/Senior Year Resident: \$135/Resident, \$85/Student, \$52/ Senior



SHEA CHARLES
CITY MANAGER

CITY OF
EAST GRAND RAPIDS

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MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Shea Charles, City Manager
DATE: May 29, 2024

RE: 2024-2025 Water/Sewer Rate Approval

Action Requested: That the City Commission approve Water & Sewer Rates effective July 1, 2024 – June 30, 2025.

Background: The City of East Grand Rapids water and sanitary sewer system is funded by user fees billed monthly based on usage. These fees are broken out into two categories, readiness to serve (RTS) and a commodity charge. As East Grand Rapids partners for its water and sanitary sewer treatment with Grand Rapids our approach is that commodity charges cover these costs while RTS funds all other aspects of the system. RTS fees fund the following:

- City staff & equipment to maintain the distribution (water) and collection (sanitary sewer).
- Capital improvements for the systems including water & sewer pipes, sewer lift stations, etc.
- Meter reading, billing, accounting, and administration.

Rates are set by the Mayor & City Commission, generally during the budget process but can be adjusted at any time. For the 2024-2025 fiscal year it is recommended rates remain unchanged.

Shea Charles, City Manager

RESOLUTION ADOPTING WATER/SEWER RATES

WHEREAS Section 2.104 and 2.015 of the City Code provides that the City Commission shall by resolution establish a consumption rate and readiness-to-serve charge for water and sewer service.

BE IT RESOLVED that for the period from July 1, 2024, through June 30, 2025, water and sewer rates shall be as follows:

Residential		Non-Residential	
READINESS-TO-SERVE:		READINESS-TO-SERVE:	
<u>Average Monthly Consumption</u>	<u>Readiness-to-Serve Monthly Charge</u>	<u>Meter Size</u>	<u>Readiness-to-Serve Monthly Charge</u>
0 - 7,000	\$46.97	3/4"	46.97
7,001 and up	\$46.97 + \$3.54 per thousand gallons of usage over 7,000	1"	62.81
Multi-units	\$46.97 plus \$11.74 per unit	1-1/4"	98.04
		1-1/2"	140.90
		2"	250.69
		3"	563.62
		4"	1,002.17
		6"	3,005.95
	<u>Yard Meters Flat Fee:</u>	Multi-businesses	RTS (above) plus \$23.48 per additional business on meter
	\$32.89 per month (plus usage)		
	<u>Sewer Only Flat Fee:</u>	500,000 and up (gallons per month)	Add \$3.54 per thousand gallons of usage over 500,000
	\$14.07 per month (no usage charge)		
COMMODITY:		COMMODITY:	
WATER:	\$2.36 per 1,000 gallons	WATER:	\$2.36 per 1,000 gallons
SEWER:	\$4.79 per 1,000 gallons	SEWER:	\$4.79 per 1,000 gallons