

NOTICE OF COVID-19 PROCEDURES FOR WYOMING CITY COUNCIL MEETING

The current Michigan Department of Health and Human Services (MDHHS) Emergency Epidemic Order restricts gatherings to reduce viral spread during the COVID-19 pandemic. Due to this order and Open Meetings Act requirements, the City Council provides for remote participation by those not comfortable attending meetings in-person and modified seating accommodations for persons attending in-person.

ATTENDING REMOTELY

Watch Council Live Online

The meeting will be broadcast live on WKTV (Comcast Cable Channel 26) or online at wktv.org/live26.html and streamed live on WKTV Community Media's Facebook page at facebook.com/WKTV.org.

Provide Public Comment Remotely

Those wishing to comment on agenda items or to raise other issues to the City Council are encouraged to send written comments by e-mail, leave voice messages by phone, or call-in live during the meeting. The opportunity for public comment on agenda items is near the meeting's beginning, while the opportunity to address matters not on the agenda is near the meeting's end. If there is a public hearing scheduled for a meeting, it will also be near the meeting's beginning. All written comments and all voice messages will be provided in full to all City Council members.

Email Comments – Email to: CityCouncilComments@wyomingmi.gov.

Voicemail Comments – Call 616.228.6179 to leave up to a 3-minute voice message before the meeting. This number will transition to a live public comment number 30 minutes before the meeting begins. This allows time for staff to forward comments to council for review.

Live Phone Call Comments – The live call line will open 30 minutes before the scheduled meeting begins. Call 616.228.6179, listen carefully to the prompts, and follow them to be placed in line for the public comment period you would like. The public comment rules for speaking are the same for any City Council meeting.

1. When you connect to the meeting, turn down the volume on the TV or computer you are using to watch the council meeting.
2. State your name and address. You will have 3 minutes to speak.
3. You may speak once on each issue.
4. All comments are limited to 3 minutes.
5. Public comment is not an opportunity for dialogue or debate, please do not expect comment from the Council.
6. If you want to speak during another public comment period, call back and follow the appropriate prompts.

Email City Council Members Directly –City Council members may be directly contacted using contact information at wyomingmi.gov/CityCouncil.

ATTENDING IN-PERSON

Building Entry

To reduce viral spread, visitors to City Hall are required to follow safety protocols. Those who are ill or have COVID symptoms should stay home and participate remotely.

1. Wear a face covering.
2. Enter through the front entrance off 28th Street SW.
3. Sanitize hands using the hand sanitizer provided.
4. Complete a health questionnaire.
5. Follow meeting requirements and procedures, including seating instructions.

Meeting Room Requirements and Procedures

Council Chambers

Under the MDHHS order, occupancy is limited to 25 persons. The 7 City Council members will be seated at the dais with the city clerk, city manager, and other city officials and staff also present during the meeting. This leaves room for 15-17 guests or commenters at any time. All individuals must maintain 6-foot distancing. Masks must be worn to and from seats. Masks may be removed only when speaking.

West Conference Room

This room is reserved for up to 10 city staff members who will individually enter the council chambers to provide information as needed. 6-foot distancing and, except when speaking, masks are required.

Rotunda

Up to 10 meeting individuals may be seated in the city hall rotunda. Masks and 6-foot distancing are required. A television will display the broadcasted meeting and council chamber doors will remain open. During a public hearing and public comment periods, a city staff person will invite individuals to enter council chambers to comment at the podium. All guests are asked to provide their name and address. Masks may be removed if necessary, for understanding when speaking. There is a 3-minute limit.

Outside front entry of City Hall

Additional individuals will be asked to watch the meeting on their smart devices outside of city hall. During a public hearing and public comment periods, a city staff person will invite individuals to enter council chambers one at a time to comment at the podium. Masks and 6-foot distancing are required inside city hall. Masks may be removed if necessary, for understanding when speaking. All commenters are asked to provide their name and address. There is a 3-minute limit.

SPECIAL ACCOMMODATIONS

Persons with impairments or disabilities needing accommodations to participate in the meeting or persons who need language interpretation services may contact the City Clerk at either clerk_info@wyomingmi.gov or 616.530.7296 at least 36 hours before the meeting to make arrangements for appropriate accommodation.

ACOMODACIONES ESPECIALES

Personas que deseen asistir a esta reunión y necesiten acomodación para participar, como servicios de interpretación, deben comunicarse con la Oficina del Administrador de la Ciudad al 616.530.7296 o Clerk_info@wyomingmi.gov al menos 36 horas antes de la reunión para hacer arreglos para el alojamiento apropiado.

**WORK SESSION AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS**

Monday, May 10, 2021, 5:30 P.M.

- 1) Call to Order**
- 2) Student Recognition**
- 3) Public Comment on Agenda Items (3 minute limit per person)**
- 4) Write-off of Small Personal Property Tax Amounts**
- 5) FY 2022 Budget**
 - FY 2022 Budget Changes**
- 6) Component Units and Related Entities**
 - Retirement Board**
 - Greater Wyoming Community Resource Alliance**
 - Tree Commission**
 - Brownfield Redevelopment Authority**
 - Downtown Development Authority**
 - Community Enrichment Commission**
 - Contract with GWCRA for CEC Annual Allotment**
 - Grand Valley Regional Biosolids Authority**
- 7) 2022 Street and Utility Capital Improvement Program**
- 8) Fee Schedule Changes**
 - Engineering and Traffic Fees**
 - Water and Sewer Rates**
 - Water Service Installation Fees**
- 9) Water Treatment Plant Yard Piping Costs**
- 10) Community Services Updates**
 - CDBG-CV CARES Act**
 - Pinery Park Dog Restrictions Policy—Parks and Recreation Commission Evaluation**
 - Marquette Park—Master Planning Project**
- 11) Board and Commission Appointments and Reappointments**
- 12) Any Other Matters**
- 13) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

RESOLUTION NO. _____

RESOLUTION TO AMEND THE CITY COUNCIL POLICY MANUAL SECTION 3.08 TO
ALLOW THE WRITE-OFF OF PROPERTY TAX BALANCES OF \$5.00 OR LESS

WHEREAS:

1. Section 3.08 of the City Council Policy Manual authorizes the City Treasurer to accept partial payments and mark parcels with balances of less than \$5.00 for summer taxes and less than \$1.00 for winter taxes as paid in full prior to being turned over to the County Treasurer on March 1 of each year.
2. Unpaid personal property taxes remain under the jurisdiction of the City Treasurer.
3. Under certain circumstances payments for delinquent personal property taxes result in balances of \$5.00 or less.
4. Because of costs incurred in continued collection efforts, because small balances can be the result of misunderstandings by property taxpayers, and for other reasons, the City Treasurer is requesting City Council to amend the City Council Policy Manual to extend the authority to mark parcels with balances of less than \$5.00 of delinquent personal property taxes as paid in full.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council hereby amends the City Council Policy Manual Section 3.08 to read as follows:
3.08 Authorization for City Treasurer to accept partial payments.
 - A. The City Treasurer may accept partial payment for real and personal property taxes. If the partial payment on a parcel results in a balance of less than \$5.00 on summer taxes and less than \$1.00 on winter taxes, the City Treasurer may designate the parcel as paid in full prior to turning the tax roll over to the Kent County Treasurer on March 1 of each year.
 - B. For delinquent personal property taxes that remain under the jurisdiction of the City Treasurer after March 1 of each year, the City Treasurer may designate a parcel as paid in full if the partial payment on the parcel results in a balance of less than \$5.00.
2. All resolutions and parts of resolutions that conflict with this resolution are rescinded.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular meeting held May 17, 2021.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Staff Report
Amended Section 3.08

Resolution No. _____

STAFF REPORT

Date: April 22, 2021

Subject: Authorization for Treasurer to Write Off Small Personal Property Tax Amounts

From: Andrea Boot, Treasurer

Meeting Date: May 10, 2021

RECOMMENDATION:

It is recommended City Council approve the amendment to Section 3.08 of the City Council Policy Manual to include authorization for the City Treasurer to mark balances less than \$5.00 on delinquent personal property parcels as paid in full.

COMMUNITY, SAFETY, STEWARDSHIP:

The City of Wyoming recognizes that businesses are an important part in creating a vibrant community. Paying property taxes is necessary to live in a vibrant and safe community. The City of Wyoming strives to be fair and equitable when assessing and collecting these taxes. In addition to being fair and equitable the City strives to be reasonable in the collection process. This includes reasonable use of resources such as paper, printing, and postage.

DISCUSSION:

In April 2007, City Council approved an addition to the City Council Policy Manual which allows the City Treasurer to accept partial payments and mark balances under a certain threshold as paid in full prior to turning the tax roll over to the Kent County Treasurer on March 1 of each year.

This policy fails to address delinquent personal property taxes, which remain under the jurisdiction of the City Treasurer. I am seeking to expand City Council Policy section 3.08 to include authorization for the City Treasurer to mark delinquent personal property tax parcels as paid in full if a partial payment on the parcel results in a balance of less than \$5.00. This request is for parcels where taxpayers made payments, but for some reason the payment was slightly short of what was due. This happens occasionally when taxpayers omit or transpose numbers on their checks, they estimate the amount of the penalty, or they miss the postmark when submitting the payment. Rather than continuing to contact the taxpayer, which results in extra cost due to printing and postage, we would like to be able to mark these parcels as paid in full. This request is for parcels that have made payment, not parcels where the actual tax liability is less than \$5.00.

BUDGET IMPACT:

The impact on the budget is estimated to be less than \$100.00 in account 101-000-00000-445.000.

Amend City Council Policy Manual Section 3.08

3.08 Authorization for City Treasurer to accept partial payments.

- A. The City Treasurer may accept partial payment for real and personal property taxes. If the partial payment on a parcel results in a balance of less than \$5.00 on summer taxes and less than \$1.00 on winter taxes, the City Treasurer may designate the parcel as paid in full prior to turning the tax roll over to the Kent County Treasurer on March 1 of each year.
- B. For delinquent personal property taxes that remain under the jurisdiction of the City Treasurer after March 1 of each year, the City Treasurer may designate a parcel as paid in full if the partial payment on the parcel results in a balance of less than \$5.00.

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2021 Adopted Budget	2021 Amended Budget	2021 Estimated Amount	2022 Proposed
Fund: 731 Pension Fund				
Revenue				
Contributions from Local Units	\$ 3,786,199	\$ 3,786,199	\$ 3,198,362	\$ 4,106,771
Interest and Rentals	2,500,000	2,500,000	2,428,371	2,551,760
Other Revenues	10,135,331	10,135,331	28,549,196	9,650,584
Transfer In	133,000	133,000	211,508	161,683
Revenue Totals	<u>16,554,530</u>	<u>16,554,530</u>	<u>34,387,437</u>	<u>16,470,798</u>
Expenditures				
Administration	64,960	64,960	73,376	84,483
Investment Expense	614,100	614,100	517,221	537,518
Retirement Benefits	12,324,107	12,324,107	12,549,813	13,025,871
Transfers Out	143,400	143,400	211,508	161,683
Expenditure Totals	<u>13,146,567</u>	<u>13,146,567</u>	<u>13,351,918</u>	<u>13,809,555</u>
Fund Total	3,407,963	3,407,963	21,035,519	2,661,243
Net Position, Beginning	<u>178,941,996</u>	<u>178,941,996</u>	<u>178,941,996</u>	<u>199,977,515</u>
Net Position, Ending	<u>\$ 182,349,959</u>	<u>\$ 182,349,959</u>	<u>\$ 199,977,515</u>	<u>\$ 202,638,758</u>

- 2022 revenue based on actuarial valuation

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2021 Adopted Budget	2021 Amended Budget	2021 Estimated Amount	2022 Proposed
Fund: 732 OPEB Fund				
Revenue				
Contributions from Local Units	\$ 5,582,888	\$ 5,582,888	\$ 5,279,498	\$ 4,603,662
Interest and Rentals	-	-	9,086	-
Other Revenues	2,407,862	2,407,862	7,912,895	2,542,538
Other Financing Sources	-	-	1,500,000	50,000
Revenue Totals	<u>7,990,750</u>	<u>7,990,750</u>	<u>14,701,479</u>	<u>7,196,200</u>
Expenditures				
Administration	26,600	26,600	19,700	68,636
Investment Expense	150,100	150,100	159,797	172,261
Health Benefits	3,108,680	3,108,680	2,758,000	3,006,220
Expenditure Totals	<u>3,285,380</u>	<u>3,285,380</u>	<u>2,937,497</u>	<u>3,247,117</u>
Fund Total	4,705,370	4,705,370	11,763,982	3,949,083
Net Position, Beginning	<u>48,099,025</u>	<u>48,099,025</u>	<u>48,099,025</u>	<u>59,863,007</u>
Net Position, Ending	<u>\$ 52,804,395</u>	<u>\$ 52,804,395</u>	<u>\$ 59,863,007</u>	<u>\$ 63,812,090</u>

- 2021 transfer estimates include additional from health and workers compensation funds
- 2022 revenue based on actuarial valuation
- 2021 health benefits are based on the annualized actual expense incurred to date
- 2022 health benefits are based on the actual plus average prior year increases
- 2022 contributions reflect all groups making the full actuarial recommended contributions

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	<u>2021 Adopted Budget</u>	<u>2021 Amended Budget</u>	<u>2021 Estimated Amount</u>	<u>2022 Proposed</u>
Fund: 998 Greater Wyoming Community Alliance CU				
Revenue				
Charges for Services	\$ -	\$ -	\$ -	\$ -
Interest and Rentals	250	250	997	500
Other Revenues	25,000	25,000	19,408	18,400
Donations	-	-	6,000	-
Revenue Totals	<u>25,250</u>	<u>25,250</u>	<u>26,405</u>	<u>18,900</u>
Expenditures				
Supplies	8,500	8,500	864	8,500
Other Services and Charges	33,000	33,000	19,837	30,000
Capital Outlay	-	-	17,900	-
Expenditure Totals	<u>41,500</u>	<u>41,500</u>	<u>38,601</u>	<u>38,500</u>
Fund Total	(16,250)	(16,250)	(12,196)	(19,600)
Net Position, Beginning*	<u>103,490</u>	<u>103,490</u>	<u>103,490</u>	<u>91,294</u>
Net Position, Ending	<u>\$ 87,240</u>	<u>\$ 87,240</u>	<u>\$ 91,294</u>	<u>\$ 71,694</u>

*Beginning in 2020, Total Fund Balance includes Fund Balance dedicated to Police and Fire. Excludes the Community Enrichment Commission, Pinery Park Little League and Tree Commission.

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2021 Adopted Budget	2021 Amended Budget	2021 Estimated Amount	2022 Proposed
Wyoming Tree Commission*				
Revenue				
Charges for Services	\$ -	\$ -	\$ -	\$ -
Interest and Rentals	-	-	-	-
Other Revenues	2,000	2,000	1,890	2,000
Revenue Totals	<u>2,000</u>	<u>2,000</u>	<u>1,890</u>	<u>2,000</u>
Expenditures				
Supplies	-	-	-	-
Other Services and Charges	725	725	491	725
Capital Outlay	4,000	4,000	3,018	1,000
Expenditure Totals	<u>4,725</u>	<u>4,725</u>	<u>3,509</u>	<u>1,725</u>
Fund Total	(2,725)	(2,725)	(1,619)	275
Net Position, Beginning	<u>8,909</u>	<u>8,909</u>	<u>8,909</u>	<u>7,290</u>
Net Position, Ending	<u>\$ 6,184</u>	<u>\$ 6,184</u>	<u>\$ 7,290</u>	<u>\$ 7,565</u>

*Part of the Greater Wyoming Community Resource Alliance

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	<u>2021 Adopted Budget</u>	<u>2021 Amended Budget</u>	<u>2021 Estimated Amount</u>	<u>2022 Proposed</u>
Fund: 996 Brownfield Redevelopment Authority				
Revenue				
Taxes	\$ 90,000	\$ 90,000	\$ 60,365	\$ 80,000
State Grants	-	-	-	-
Interest and Rentals	-	-	698	-
Other Revenues	-	-	5,103	-
Other Financing Sources	-	-	-	-
Revenue Totals	<u>90,000</u>	<u>90,000</u>	<u>66,166</u>	<u>80,000</u>
Expenditures				
Supplies	-	-	-	-
Other Services and Charges	90,000	90,000	86,000	80,000
Capital Outlay	-	-	-	-
Transfers	-	-	-	-
Expenditure Totals	<u>90,000</u>	<u>90,000</u>	<u>86,000</u>	<u>80,000</u>
Fund Total	-	-	(19,834)	-
Net Position, Beginning	<u>25,376</u>	<u>25,376</u>	<u>25,376</u>	<u>5,542</u>
Net Position, Ending	<u>\$ 25,376</u>	<u>\$ 25,376</u>	<u>\$ 5,542</u>	<u>\$ 5,542</u>

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	2021 Adopted Budget	2021 Amended Budget	2021 Estimated Amount	2022 Proposed
Fund: 995 Downtown Development Authority				
Revenue				
Taxes	\$ 160,000	\$ 160,000	\$ 130,000	\$ 130,000
Interest and Rentals	-	-	3,901	-
Revenue Totals	<u>160,000</u>	<u>160,000</u>	<u>133,901</u>	<u>130,000</u>
Expenditures				
Supplies	100	100	100	200
Other Services and Charges	71,800	71,800	56,038	76,800
Transfers	25,000	25,000	25,000	25,000
Expenditure Totals	<u>96,900</u>	<u>96,900</u>	<u>81,138</u>	<u>102,000</u>
Fund Total	63,100	63,100	52,763	28,000
Net Position, Beginning*	<u>369,489</u>	<u>369,489</u>	<u>369,489</u>	<u>422,252</u>
Net Position, Ending	<u>\$ 432,589</u>	<u>\$ 432,589</u>	<u>\$ 422,252</u>	<u>\$ 450,252</u>

*Unrestricted

**City of Wyoming
Downtown Development Authority
2021-2022 Budget Proposals and Justification**

Revenue:

- Investment income has been quite small; nothing is budgeted.
- The Assessor's Office and Treasurer Andrea Boot indicate there may be a small tax capture this year; nothing is budgeted.
- The changes to Personal Property Tax law created a "Small Taxpayer Loss (STL) Reimbursement" payable from the State. Actual revenue from the STL has varied from \$55,000 to \$141,000 per year; \$130,000 is budgeted for this year based.

Expenses:

- **Staff: \$25,000** - The DDA will fund \$25,000 of the Director's salary.
- **Administrative Fee:** Fees paid by non-General Fund Departments for general government, building overhead, mailing etc. The DDA has been unable to fund this since 2013.
- **Supplies: \$200** is budgeted for other services. Office and event supplies.
- **Professional Services, Legal: \$1,000** is budgeted to provide any specialized legal services relating to TIF district.
- **Marketing: \$1,000** is budgeted to provide any necessary marketing services or materials for the District.
- **Travel, Training: \$1,500** - Covers part of the cost of one national marketing event; alternatively, local or regional staff training for retail/commercial development topics.
- **Printing and Advertising: \$300** - The DDA is required to publish an annual report in the newspaper.
- **Other Services: \$1,000** – Covers brownfield payments and other expenses that might arise.
- ***Corridor Property Maintenance: \$18,000** for installation, removal and storage of holiday decorations, repairs to the irrigation system or decorative sidewalks.
- ***Corridor Landscape Maintenance: \$28,000** (same) Annual maintenance of lawns and plantings in the ROW in the DDA.
- **Projects: \$5,000** has been budgeted for potential project costs in the District.
- **Wyoming Gives Back: \$3,500** - Supplies, marketing, advertising and sound equipment.
- **Metro Cruise: \$2,500** - In light of budget constraints, this expense may need to be reconsidered in this or future years.
- **Holiday Lights: \$5,000** to replace holiday rope lights that no longer work on light poles.
- **Pedestrian Lighting: \$10,000.** Plan continued inspection and repair of light fixtures, power outlets for holiday lighting; replacements as needed due to damage.

*Landscape contract with Heyboer Landscaping ends in December of 2021.

City of Wyoming, Michigan		Budget Worksheet Report									
	Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2020 Amended Budget	2021 Estimated Amount	2022 Department Requested		
Fund: 995 - Downtown Development Authority											
REVENUES											
Taxes 401 - Taxes											
	402.000	Property Taxes Property Taxes	94,293.9500	119,388.2800	134,834.4000	155,363.5400	130,000.0000	130,000.0000	130,000.0000		
	441.000	Property Tax PPT Reimbursement-LCSA	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
Account Classification Total: Taxes 401 - Taxes			\$94,293.95	\$119,388.28	\$134,834.40	\$155,363.54	\$130,000.00	\$130,000.00	\$130,000.00		
Int & Rent 664 - Interest and Rentals											
	664.000	Interest on Investments Interest on Investments	225.0600	627.0100	10,683.3300	6,347.7200	500.0000	0.0000	0.0000		
Account Classification Total: Int & Rent 664 - Interest and Rentals			\$225.06	\$627.01	\$10,683.33	\$6,347.72	\$500.00	\$0.00	\$0.00		
Other Rev 671 - Other Revenues											
	688.000	Miscellaneous Income Miscellaneous Income	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
Account Classification Total: Other Rev 671 - Other Revenues			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
REVENUES Total			\$94,519.01	\$120,015.29	\$145,517.73	\$161,711.26	\$130,500.00	\$130,000.00	\$130,000.00		
EXPENSES											
Department: 000 - General Government											
Activity: 72800 - Economic Development											
Cont 700 - Contingency											
	700.000	Contingency Contingency	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
Account Classification Total: Cont 700 - Contingency			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Sup 726 - Supplies											
	727.000	Office Supplies Office Supplies	0.0000	0.0000	6.7000	0.0000	200.0000	100.0000	200.0000		
Account Classification Total: Sup 726 - Supplies			\$0.00	\$0.00	\$6.70	\$0.00	\$200.00	\$100.00	\$200.00		
Other 800 - Other Services and Charges											
	801.000	Professional Services Professional Services	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
	801.009	Professional Services Marketing/Web Site	0.0000	0.0000	0.0000	0.0000	1,000.0000	0.0000	1,000.0000		
	801.021	Professional Services Legal Special Counsel	0.0000	0.0000	57.0000	0.0000	1,000.0000	0.0000	1,000.0000		
	802.000	Administrative Fee Administrative Fee	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
	810.000	Contract Labor Contract Labor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
	860.000	Travel and Training Travel and Training	0.0000	0.0000	0.0000	0.0000	1,500.0000	0.0000	1,500.0000		
	900.000	Printing & Advertising Printing & Advertising	13.8000	0.0000	0.0000	0.0000	300.0000	0.0000	300.0000		
	930.000	Repairs and Maintenance Repairs and Maintenance	9,007.0400	8,910.8700	9,557.8800	10,147.9600	18,000.0000	18,000.0000	18,000.0000		
	932.000	Payment Property Maintenance	29,983.7600	22,029.0100	27,714.5400	25,777.2000	27,000.0000	27,000.0000	28,000.0000		
	956.000	Other Services Other Services	140.1000	0.0000	0.0000	730.7000	1,000.0000	1,000.0000	1,000.0000		
	967.000	Project Costs Project Costs	0.0000	2,000.0000	1,797.9400	35.6800	5,000.0000	100.0000	5,000.0000		
	967.100	Project Costs Acquisitions/Gap Financing	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
	967.110	Project Costs Banners/Holiday	11,730.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
	967.120	Project Costs Business Development	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
	967.130	Project Costs Christmas Decorations	0.0000	0.0000	0.0000	0.0000	5,000.0000	0.0000	5,000.0000		
	967.140	Project Costs Metro Cruise	2,500.0000	2,500.0000	2,500.0000	2,500.0000	2,500.0000	2,500.0000	2,500.0000		
	967.141	Project Costs Wyoming Gives Back	1,791.3200	1,878.6600	2,880.4400	2,438.4800	3,500.0000	2,438.4800	3,500.0000		
	967.150	Project Costs Networking/Educational Events	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
	967.160	Project Costs Pedestrian Lighting	6,966.0800	3,920.0000	0.0000	0.0000	10,000.0000	5,000.0000	10,000.0000		
	967.165	Project Costs Mast Arm Signal	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
	967.170	Project Costs Realtor Services	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
	967.180	Project Costs Street Trees	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
Account Classification Total: Other 800 - Other Services and Charges			\$62,132.10	\$41,238.54	\$44,507.80	\$41,630.02	\$75,800.00	\$56,038.48	\$76,800.00		
Debt 990 - Debt Service											
	991.000	Bond Payments Bond Payments	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
	995.000	Interest on Bonds Interest on Bonds	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000		
Account Classification Total: Debt 990 - Debt Service			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Tran Out 999 - Transfers Out											
	999.101	Transfers General Fund	0.0000	25,000.0000	25,000.0000	24,999.9600	25,000.0000	25,000.0000	25,000.0000		
Account Classification Total: Tran Out 999 - Transfers Out			\$0.00	\$25,000.00	\$25,000.00	\$24,999.96	\$25,000.00	\$25,000.00	\$25,000.00		
Activity Total: 72800 - Economic Development			\$62,132.10	\$66,238.54	\$69,514.50	\$66,629.98	\$101,000.00	\$81,138.48	\$102,000.00		
Department Total: 000 - General Government			\$62,132.10	\$66,238.54	\$69,514.50	\$66,629.98	\$101,000.00	\$81,138.48	\$102,000.00		
EXPENSES Total			\$62,132.10	\$66,238.54	\$69,514.50	\$66,629.98	\$101,000.00	\$81,138.48	\$102,000.00		
Fund REVENUE Total: 995 - Downtown Development Authority			\$94,519.01	\$120,015.29	\$145,517.73	\$161,711.26	\$130,500.00	\$130,000.00	\$130,000.00		
Fund EXPENSE Total: 995 - Downtown Development Authority			\$62,132.10	\$66,238.54	\$69,514.50	\$66,629.98	\$101,000.00	\$81,138.48	\$102,000.00		
Fund Total: 995 - Downtown Development Authority			\$32,386.91	\$53,776.75	\$76,003.23	\$95,081.28	\$29,500.00	\$48,861.52	\$28,000.00		
REVENUE GRAND Totals:			\$94,519.01	\$120,015.29	\$145,517.73	\$161,711.26	\$130,500.00	\$0.00	\$0.00		
EXPENSE GRAND Totals:			\$62,132.10	\$66,238.54	\$69,514.50	\$66,629.98	\$101,000.00	\$0.00	\$0.00		
Grand Totals:			\$32,386.91	\$53,776.75	\$76,003.23	\$95,081.28	\$29,500.00	\$0.00	\$0.00		

City of Wyoming, Michigan
Annual Budget by Account Classification

Summary

	<u>2021 Adopted Budget</u>	<u>2021 Amended Budget</u>	<u>2021 Estimated Amount</u>	<u>2022 Proposed</u>
Community Enrichment Commission*				
Revenue				
Charges for Services	\$ -	\$ -	\$ -	\$ 1,300
Interest and Rentals	-	-	-	-
Other Revenues	-	-	-	29,273
Revenue Totals	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,573</u>
Expenditures				
Supplies	-	-	-	1,747
Other Services and Charges	-	-	-	27,519
Capital Outlay	-	-	-	-
Expenditure Totals	<u>-</u>	<u>-</u>	<u>-</u>	<u>29,266</u>
Fund Total	-	-	-	1,307
Net Position, Beginning	<u>17,359</u>	<u>17,359</u>	<u>17,359</u>	<u>17,359</u>
Net Position, Ending	<u>\$ 17,359</u>	<u>\$ 17,359</u>	<u>\$ 17,359</u>	<u>\$ 18,666</u>

*Part of the Greater Wyoming Community Resource Alliance

STAFF REPORT

Date: April 28, 2021
Subject: Grand Valley Regional Biosolids Authority FY22 Budget Approval
From: Jon Burke, CWP Superintendent
Date of Meeting: May 10, 2021

RECOMMENDATION:

It is recommended that the City Council approve the FY22 budget for the Grand Valley Regional Biosolids Authority (GVRBA), as required by Section 11 of the Joint Biosolids Management Project Agreement between the communities of Wyoming and Grand Rapids.

COMMUNITY, SAFETY, STEWARDSHIP:

The adoption of the FY22 GVRBA budget assures the continued commitment by Wyoming to provide a diversity of residuals disposition options that are environmentally beneficial and leverage the resources of both communities.

DISCUSSION:

The Operations Team of the GVRBA is required to develop an annual budget that must be approved by the GVRBA Board of Directors, the Wyoming City Council, and the Grand Rapids City Commission. Budget development occurred earlier this year by the staff at both facilities including the designated project manager. On April 23rd, the GVRBA Board of Directors approved the FY22 budget and recommended subsequent approval by both communities.

The FY22 GVRBA budget includes approximately an 8% increase for landfill tipping fees and trucking costs. There is also a 10% increase projected in land application costs due to rising chemical expenses as well as the need to advertise for land application services due to the expiring contract in January of 2022. The budget also includes money to replace the drive unit for another one of the centrifuge units at the Grand Rapids site. This is the second year of a 3-year replacement plan.

Per the Joint Biosolids Management Project Agreement, Wyoming's share of the FY22 GVRBA budget is based on the dry ton contribution from the previous biosolids reporting year, which ended September 30, 2020. This means that the Wyoming share of the FY22 budget will be 35.84% or \$4,208,519. This is an increase of \$336,848 from Wyoming's partner share of the GVRBA FY21 adopted budget.

BUDGET IMPACT:

Wyoming's share of the FY22 GVRBA budget is \$4,208,519. The proposed 2022 Sewer Fund budget includes approximately 95% of this amount or \$3,987,275 (account 590-590-54300-921000). Because Wyoming finalizes its own budgets earlier in the year than GVRBA does, it is likely that we will need a budget amendment later in the year to cover the additional expense.

GVRBA FY22 Proposed Budget

Projected and Historical Dry Ton Production Information			
Annual Biosolids Dry Tons		FY2022 Proposed Budget Budget	FY2021 Budget Budget
GRWRRF			
Amount sent to landfill		10,500	10,250
<i>GRWRRF Sub-Total</i>		10,500	10,250
WCWP			
Amount sent to landfill		1,700	1,700
Amount applied to land		4,600	4,600
<i>WCWP Sub-Total</i>		6,300	6,300
Total		16,800	16,550
Partner Percentage Calculation of Debt Service and Administration			
Partner Percentage of Total			
GRWRRF		64.16%	65.84%
WCWP		35.84%	34.16%
Annual Debt Service	\$	2,093,669	\$ 2,095,803
Storage Tank Rental	\$	417,146	\$ 417,146
Administrative Cost	\$	45,200	\$ 41,000
WAS Tank Lease	\$	60,000	\$ 60,000
Total	\$	2,616,015	\$ 2,613,949
Partner Share of Debt Service and Administration			
GRWRRF (Monthly = \$141,662)	\$	1,699,939	\$ 1,741,520
WCWP (Monthly = \$76,340)	\$	916,076	\$ 872,429
Partner Percentage Calculation of Operations and Maintenance			
Landfill			
GRWRRF		86.07%	85.77%
WCWP		13.93%	14.23%
Land Application			
GRWRRF		0.00%	0.00%
WCWP		100.00%	100.00%
Landfill Cost	\$	5,293,707	\$ 4,904,877
Land Application Cost	\$	2,554,796	\$ 2,301,478
Partner Share of Operations and Maintenance			
GRWRRF (Monthly = \$379,672)	\$	4,556,059	\$ 4,207,112
WCWP (Monthly = \$274,370)	\$	3,292,444	\$ 2,999,243

GVRBA FY22 Proposed Budget

Revenue		
Cash Balance		
Operations (Subfund 592)	1,628,325	3,384,816
Construction (Subfund 593)		
<i>Cash Balance Total</i>	1,628,325	3,384,816
Revenue Requirements	10,464,518	9,903,197
GRWRRF		
Debt Service and Administration	1,699,939	1,767,725
Landfill Cost	4,556,059	4,207,112
Land Application Cost	-	-
Total	6,255,999	5,974,837
WCWP		
Debt Service And Administration	916,076	872,429
Landfill Cost	737,648	697,765
Land Application Cost	2,554,796	2,301,478
Total	4,208,519	3,871,672
Partner Share of Revenue Requirements		
GRWRRF (Monthly = \$521,333)	6,255,999	5,974,837
WCWP (Monthly = \$350,710)	4,208,519	3,871,672
Dry Ton Rate		
	623	598
Expenses		
7520 Supplies		
Polymer	1,375,000	1,200,000
Miscellaneous	200,000	200,000
<i>Supplies Sub-Total</i>	1,575,000	1,400,000
8010 Contractual Services		
Trucking	466,000	450,000
Landfill	1,980,000	1,900,000
Land Application	2,554,796	2,301,478
GRWRRF O&M Segments 1 & 4	780,000	750,000
Financial Processing (Grand Rapids Comptrollers)	5,200	5,100
WCWP O&M Segments 2 & 3	137,707	40,670
Administration Services (Legal/Audit/Insurance)	40,000	38,000
Centrifuge Service		100,000
<i>Contractual Services Sub-Total</i>	5,963,703	5,585,248
9410 Equipment Rental/Lease		
WCWP Storage Tank Rental	417,146	417,146
Was Tank	60,000	60,000
<i>Equipment Rental or Lease Sub-Total</i>	477,146	477,146
9880 Capital Improvements		
VFD Maintenance		95,000
Process Evaluation	150,000	100,000
Centrifuge Drive	205,000	150,000
<i>Capital Improvements Sub-Total</i>	355,000	345,000
Debt Service		
GRWRRF	1,343,298	1,379,877
WCWP	750,371	715,926
<i>Debt Service Sub-Total</i>	2,093,669	2,095,803
Expenses Total	10,464,518	9,903,197

STAFF REPORT

Date: May 4, 2021
Subject: 2022 Street & Utility Capital Improvement Program
From: Myron Erickson, Director of Public Works
Meeting Date: May 10, 2021

Recommendation:

It is recommended that the City Council approve the attached street and utility capital programs for FY2022.

Discussion:

Updated copies of Wyoming's street and utility capital improvement programs are attached for the City Council's review and approval. Project schedules and cost estimates have been revised since the City Council's review and approval in May 2020. Following are summaries by fund.

Water Fund: For FY22, Wyoming will invest \$1.562M in its linear assets and up to \$47.7M in its treatment and transmission capabilities. The sale of debt to cover the construction of a third transmission main is still being considered. The attached table shows anticipated capital investments through 2030.

Sewer Fund: For FY22, Wyoming will invest \$1.045M in its linear assets and \$697,000 in treatment plant improvements and capability. The attached table shows anticipated capital investments through 2030.

Street Funds: For FY22, Wyoming will invest \$7.137M in resurfacing and federal and state projects. The attached infrastructure sustainability chart shows capital investments through 2040.

Public Works Capital Improvement Fund: This is a discretionary capital improvement fund for water, sanitary sewer, storm sewer, and street projects not funded elsewhere. For FY22, Wyoming will invest \$250,000 in storm sewers, \$700,000 in major streets, and \$2M in water mains from this fund. The attached infrastructure sustainability chart shows capital investments through 2040, although the discretionary nature of this fund means it is liable to change.

Budget Impact:

The budget impacts are identified in the above discussion information.

Water Fund (\$1,000's)

	Revenue			Expenses		Capital		Additional Capital Funding					Working Capital (Available for Capital)			1,25 Required DSCR
	RTS	Commodity	All Other	O & M	DS	PW/Engr	Plant	Res Funds	CIP 400 Fund	Bonding	OCRC	Begin	Change	End		
															591-644.100	
2020 final	2,947	5,723	9,844	11,355	3,337	2,687	725	0	391	0	342			8,109	2.15	
2021 est	3,000	6,500	11,080	12,531	3,457	4,395	4,341	1,135	3,300	0	350	8,109	641	8,750	2.46	
2022 req	3,280	6,590	11,175	13,225	3,451	1,562	47,700	0	0	22,000	20,051	8,750	(2,842)	5,908	2.39	
2023	3,330	7,070	11,510	13,620	2,874	1,550	2,829	0	0	0	920	5,908	1,957	7,865	3.08	
2024	3,380	7,550	11,860	14,030	2,463	1,550	41,050	0	0	18,000	17,265	7,865	(1,038)	6,827	3.84	
2025	3,430	8,080	12,220	14,450	4,870	1,550	12	0	0	0	0	6,827	2,848	9,675	1.98	
2026	3,480	8,560	12,590	14,880	4,540	1,000	0	0	0	0	860	9,675	5,070	14,745	2.24	
2027	3,530	8,820	12,970	15,330	4,540	3,000	0	0	0	0	430	14,745	2,880	17,625	2.29	
2028	3,580	9,080	13,360	15,790	4,540	5,000	0	0	0	0	430	17,625	1,120	18,745	2.35	
2029	3,630	9,350	13,760	16,260	4,540	5,000	0	0	0	0	430	18,745	1,370	20,115	2.40	
2030	3,680	9,630	14,170	16,750	4,540	5,000	0	0	0	0	430	20,115	1,620	21,735	2.46	
2031	3,740	9,920	14,600	17,250	4,540	5,000	0	0	0	0	430	21,735	1,900	23,635	2.53	
2032	3,800	10,220	15,040	17,770	4,540	5,000	0	0	0	0	430	23,635	2,180	26,515	2.59	
2033	3,860	10,530	15,490	18,300	2,420	5,000	0	0	0	0	430	26,515	4,590	31,105	5.17	
2034	3,920	10,850	15,950	18,850	2,420	4,000	80,000	0	0	0	34,830	31,105	(39,720)	(8,615)	5.30	
2035	3,980	11,180	16,430	19,420	2,420	13,000	0	0	0	0	2,150	(8,615)	(1,100)	(9,715)	5.43	
2036	4,040	11,520	16,920	20,000	2,420	13,000	0	0	0	0	2,150	(9,715)	(790)	(10,505)	5.57	
2037	4,100	11,870	17,430	20,600	2,420	13,000	0	0	0	0	2,150	(10,505)	(470)	(10,975)	5.71	
2038	4,160	12,230	17,950	21,220	2,420	13,000	0	0	0	0	2,150	(10,975)	(150)	(11,125)	5.86	
2039	4,220	12,600	18,490	21,860	2,420	13,000	0	0	0	0	2,150	(11,125)	180	(10,945)	6.00	
2040	4,280	12,980	19,040	22,520	2,420	13,000	0	0	0	0	2,150	(10,945)	510	(10,435)	6.15	
Totals	77,367	200,853	301,879	356,011	71,592	129,294	176,657	1,135	3,691	40,000	90,528					

Water Fund - CIP Working List

5/5/2021

Estimated FY		Cost Est \$1,000's	Budget Location For Current FY		Future Priority List	Notes	Account
			AM	Expansion			
2021	Dehumidification - Phase I			2,000	1	Const. begins 7/2021	591-57300-786.444
2021	Yard Piping			562	1	Egr Design Only	591-57300-786.444
2021	Gezon 5MG tank			210	2	GS tank rehabilitation	591-57300-786.444
2021	3rd Transmission Main			1,231	1	Egr Design Only	591-57300-786.444
2021	Burlingame Construction - Prof Svcs			338	1	Professional Services for Burl Pump Sta Const	591-57300-786.444
2021	AMI System		95		1	Year 2 of 6, split 50/50 with water	591-441-57300-986.480
2021	Watermains		1,000		1		591-441-57300-972.573
	Estimated FY Totals	5,436	1,095	4341			
2022	Yard Piping			7,000	1	Construction	591-57300-786.444
2022	3rd Transmission Main			40,000	1	Construction	591-57300-786.444
2022	Gezon Generator			1,100	2	Egr. Design & Construction	591-57300-786.444
2022	Dehumidification - Phase II			1,000	2	Complete Project	591-57300-786.444
2022	AMI System		550		1	Year 3 of 6, split 50/50 with water	591-441-57300-986.480
2022	Watermains		1,000		1		591-441-57300-972.573
2022	Watermains		2,000		1		400-441-57300-972.573
2022	Lighting Equip		12		1	portable gen/light setup, split w/yard waste	591-441-57300-987.000
2022	42" High Service Isolation Butterfly Valve		90				591-591-57300-986.444
2022	Change MP-2 to Lucy Asset Management		40				591-591-57300-986.444
2022	Filter and CFE Turbidimeters		135				591-591-57300-986.444
2022	John Deere Gator		22				591-591-57300-986.444
	Estimated FY Totals	52,949	3,849	49,100			
2023	2nd Intake			1,300	2	Egr. Design	591-57300-786.444
2023	Rotork Valve Operator Replacement			1,400	3	Replace outdated valve operators	591-57300-786.444
2023	AMI System		550		1	Year 4 of 6, split 50/50 with water	591-441-57300-986.480
2023	Watermains		3,000		1		591-441-57300-972.573
2023	Spectrophotometer			9	1	Replace 2008 unit	591-57300-786.444
2023	GC/MS System (THM & VOC analysis)			120	1	Replace 2008 unit	591-57300-786.444
2023							
2023							
	Estimated FY Totals	6,379	3,550	2,829			
2024	Low Service 2nd Intake			40,000	2	Construction	591-57300-786.444

Sewer Fund - CIP Working List

3/16/2021

Estimated FY	Description	Cost Est \$1,000's	Budget Location For Current FY		Future Priority List	Notes	Account
			AM	Expansion			
2021	Collection System Sliplining/Replacement		495			Annual amount	590-441-54400-972.544
2021	AMI System		95			Year 2 of 6, split 50/50 with water	590-441-54400-986.480
2021	UV			7933			590-590-54400-986.444
2021	Upgrade Cake Pump (1)			29			590-590-54400-986.444
2021	VFA Autosampler			8			590-590-54400-986.444
2021	BOD Dishwasher			12			590-590-54400-986.444
	Estimated FY Totals	8,572	590	7982.49			
2022	Collection System Sliplining/Replacement		420		1	Annual amount	590-441-54400-972.544
2022	Mallards Cove Sewer Rehab		75		1		590-441-54400-972.544
2022	AMI System		550		1	Year 3 of 6, split 50/50 with water	590-441-54400-986.480
2022	Control Room HVAC			17	1	may try to do in FY21	590-590-54400-986.444
2022	New Bar Screen Engineering			75	1		590-590-54400-986.444
2022	Pipe Gallery Demo			320	1		590-590-54400-986.444
2022	Control Room UPS Replacement			10	1		590-590-54400-986.444
2022	Headworks small MAU			20	1		590-590-54400-986.444
2022	Main Building & Shop Roof Replacement			220	1		590-590-54400-986.444
2022	FOG Extraction System			35	1		590-590-54400-986.444
	Estimated FY Totals	1,742	1,045	697			
2023	Collection System Sliplining/Replacement		500		1	Annual amount	590-441-54400-972.544
2023	AMI System		550		1	Year 4 of 6, split 50/50 with water	590-441-54400-986.480
2023	F Building Roof Replacement			70	2		590-590-54400-986.444
2023	New skid mounted FEW system			50	2		590-590-54400-986.444
2023	New Bar Screen			750	2		590-590-54400-986.444
2023	Headworks large MAU			30	2		590-590-54400-986.444
2023	TKN Distillation System			33	2		590-590-54400-986.444
2023	Muffle Furnace			8	2		590-590-54400-986.444
	Estimated FY Totals	1,991	1,050	941			
2024	Collection System Sliplining/Replacement		500		1	Annual amount	590-441-54400-972.544
2024	AMI System		550		1	Year 5 of 6, split 50/50 with water	590-441-54400-986.480
2024	Incubators (2)			13			590-590-54400-986.444
2024	GC System for VFA			25			590-590-54400-986.444

	Estimated FY Totals	1,088	1,050	38				
2025	Collection System Sliplining/Replacement		500		1	Annual amount	590-441-54400-972.544	
2025	AMI System		550		1	Year 6 of 6, split 50/50 with water	590-441-54400-986.480	
2025	ICP/OES for Metals			70			590-590-54400-986.444	
2025	Mercury Analyzer			25			590-590-54400-986.444	
	Estimated FY Totals	1,145	1,050	95				
2026	Collection System Sliplining/Replacement		500		1	Annual amount	590-441-54400-972.544	
2026	UV/Vis Spectrophotometer			10			590-590-54400-986.444	
	Estimated FY Totals	510	500	10				
2027	Collection System Sliplining/Replacement		500		1	Annual amount	590-441-54400-972.544	
2027	Autoclave			10			590-590-54400-986.444	
	Estimated FY Totals	510	500	10				
2028	Collection System Sliplining/Replacement		500		1	Annual amount	590-441-54400-972.544	
2028	Microwave Digestion System			30			590-590-54400-986.444	
	Estimated FY Totals	530	500	30				
2029	Collection System Sliplining/Replacement		500		1	Annual amount	590-441-54400-972.544	
2029	Analytical Balance			10			590-590-54400-986.444	
	Estimated FY Totals	510	500	10				
2030	Collection System Sliplining/Replacement		500		1	Annual amount	590-441-54400-972.544	
2030	qPCR System for DNA Analysis			30			590-590-54400-986.444	
	Estimated FY Totals	530	500	30				

Street Funds (\$1,000's)
Updated 3/9/21

	Revenue		Expenses			Capital		Additional Capital Funding				Fund Balance		
	Act 51	All Other	O & M	DS	Resurface	Fed/State Projects	Fed / State	CIP Fund	Bonding	Other	Begin	Change	End	DSCR
2020 act	8,182	741	4,821	0	4,521	0	0	0	0	0	4,863	(419)	4,444	
2021 est	8,540	458	5,401	0	4,680	2,444	1,882	0	0	0	4,444	(1,645)	2,799	
2022 bud	8,852	414	5,862	0	3,000	2,350	1,787	700	0	0	2,799	541	3,340	
2023	9,120	430	6,040	0	3,250	3,235	2,566	400	0	0	3,340	(9)	3,331	
2024	9,390	440	6,220	0	3,250	1,625	1,300	400	0	0	3,331	435	3,766	
2025	9,670	450	6,410	0	4,750	1,625	1,300	1,500	0	0	3,766	135	3,901	
2026	9,960	460	6,600	0	5,000	1,625	1,300	1,500	0	0	3,901	(5)	3,896	
2027	10,260	470	6,800	0	5,000	1,625	1,300	1,600	0	0	3,896	205	4,101	
2028	10,570	480	7,000	0	5,000	1,625	1,300	1,600	0	0	4,101	325	4,426	
2029	10,890	490	7,210	0	5,500	1,625	1,300	1,700	0	0	4,426	45	4,471	
2030	11,220	500	7,430	0	5,500	1,625	1,300	1,700	0	0	4,471	165	4,636	
2031	11,560	520	7,650	0	5,750	1,625	1,300	1,800	0	0	4,636	155	4,791	
2032	11,910	540	7,880	0	5,750	1,625	1,300	1,800	0	0	4,791	295	5,086	
2033	12,270	560	8,120	0	6,000	1,625	1,300	1,900	0	0	5,086	285	5,371	
2034	12,640	580	8,360	0	6,500	1,625	1,300	1,900	0	0	5,371	(65)	5,306	
2035	13,020	600	8,610	0	6,500	1,625	1,300	2,000	0	0	5,306	185	5,491	
2036	13,410	620	8,870	0	6,500	1,625	1,300	2,000	0	0	5,491	335	5,826	
2037	13,810	640	9,140	0	7,000	1,625	1,300	2,100	0	0	5,826	85	5,911	
2038	14,220	660	9,410	0	7,000	1,625	1,300	2,100	0	0	5,911	245	6,156	
2039	14,650	680	9,690	0	7,000	1,625	1,300	2,200	0	0	6,156	515	6,671	
2040	15,090	700	9,980	0	7,000	1,625	1,300	2,200	0	0	6,671	685	7,356	
Totals	239,234	11,433	157,504	0	114,451	35,654	28,335	31,100	0	0				

Increase assumptions
 Act 51 Revenue -- 3% annual increase
 All Other Revenue -- 3% annual increase
 O & M Expense -- 3% annual increase

400 Capital Outlay Fund (\$1,000's)

Updated 5/5/21

	Revenue		Expenses						Transfers				Fund Balance	
	Property Taxes	All Other	Admin (17500)	Capital Outlay Storm Sewer (972.452)	Capital Outlay Major Street Construction (972.502)	Capital Outlay Local Street Construction (972.503)	Capital Outlay Sanitary Sewer (972.544)	Capital Outlay Watermains (972.573)	To Major Streets (999.202)	To MTF Major Streets (999.320)	To Water Fund (999.591)	Begin	Change	End
2020 act	3,352	282	1,173	208	39	0	0	0	0	0	391	5,924	1,823	4,101
2021 est	3,372	189	1,081	685	97	0	0	4,800	0	0	0	4,101	(3,102)	999
2022 bud	3,489	108	1,036	250	700	0	0	2,000	0	0	0	999	(389)	610
2023	3,590	110	1,070	250	500	0	0	2,000	0	0	0	610	(120)	490
2024	3,700	110	1,100	250	500	0	0	2,000	0	0	0	490	(40)	450
2025	3,810	110	1,130	250	500	0	0	2,000	0	0	0	450	40	490
2026	3,920	110	1,160	250	500	0	0	2,000	0	0	0	490	120	610
2027	4,040	110	1,190	250	1,500	0	0	0	0	0	0	610	1,210	1,820
2028	4,160	110	1,230	250	2,500	0	0	0	0	0	0	1,820	290	2,110
2029	4,280	110	1,270	250	3,000	0	0	0	0	0	0	2,110	(130)	1,980
2030	4,410	110	1,310	250	3,000	0	0	0	0	0	0	1,980	(40)	1,940
2031	4,540	110	1,350	250	3,000	0	0	0	0	0	0	1,940	50	1,990
2032	4,680	110	1,390	250	3,000	0	0	0	0	0	0	1,990	150	2,140
2033	4,820	110	1,430	250	3,500	0	0	0	0	0	0	2,140	(250)	1,890
2034	4,960	110	1,470	250	3,500	0	0	0	0	0	0	1,890	(150)	1,740
2035	5,110	110	1,510	250	3,500	0	0	0	0	0	0	1,740	(40)	1,700
2036	5,260	110	1,560	250	3,500	0	0	0	0	0	0	1,700	60	1,760
2037	5,420	110	1,610	250	3,500	0	0	0	0	0	0	1,760	170	1,930
2038	5,580	110	1,660	250	3,500	0	0	0	0	0	0	1,930	280	2,210
2039	5,750	110	1,710	250	3,500	0	0	0	0	0	0	2,210	400	2,610
2040	5,920	110	1,760	250	3,500	0	0	0	0	0	0	2,610	520	3,130
Totals	94,163	2,559	28,200	5,643	46,836	0	0	14,800	0	0	391			

STAFF REPORT

Date: April 22, 2021
Subject: FY22 Fee Schedule Updates, Section IV
From: Russ Henckel, Assistant Director of Public Works - Engineering
Date of Meeting: May 10, 2021

RECOMMENDATION:

It is recommended that the City Council amend the City's fee schedule for fees associated with work performed in the Engineering and Traffic Department.

COMMUNITY, SAFETY, STEWARDSHIP:

In order to maintain the excellent service level provided to our citizens and developers alike, Wyoming must periodically collect fees for the services provided to offset the burden of cost. Maintaining reasonable fees is essential for the long-term financial strength of the City of Wyoming.

DISCUSSION:

The Public Works Engineering, Traffic, and Maintenance departments have updated the fees for various work items and highlighted the proposed fee changes. The proposed fee changes have been adjusted to offset the expenses incurred by City staff while performing each function using current wage rates, material costs, and equipment rates. The recommended adjustments affect special assessments, stormwater fees, street permits, and testing & chlorination fees.

Special Assessments: The attached table shows current rates and proposed 2021 rates, which are based on the costs to perform each type of improvement using typical construction unit prices and best-case scenarios to construct. As an example, the special assessment for a sanitary sewer main in front of a residence is estimated with the minimum size sewer main, at minimum depth, and constructed in ideal soil conditions. Those rates are then adjusted annually corresponding to inflation. With the inflationary increase, the special assessment rates are less than the estimated amounts based on construction.

The proposed rates were set in 2018 using construction unit prices and have not been adjusted annually since that time due to a lack of projects requiring special assessment rates. Current proposed rates are using inflation adjustments based on the Consumer Price Index inflation amounts for each year since 2018.

Stormwater Fees: Proposed stormwater fees are shown in the attachment.

Street Permits: Some street permit fees are in need of updating. Proposed fees are shown in the attachment.

Testing & Chlorination: These rates are charged to contractors when Public Works staff perform testing and chlorination activities on water mains, typically during new water main construction. Rates proposed capture the 2020-21 City standardized rates for two (2) average Public Services staff and a pickup truck utilizing Act 51 standard rates, which is a typical crew used for these activities. These rates were last updated in 2015.

Testing and Chlorination of water mains		
	<i>Current Rates</i>	<i>Proposed Rates</i>
Standard Rate	135.00/hr	170.00/hr
Overtime Rate	150.00/hr	175.00/hr
Double time Rate	180.00/hr	225.00/hr
<i>Rates include 2 City staff and truck for 1 hour</i>		

BUDGET IMPACT:

The updated fees will offset the current expenses of City staff, materials, and equipment.

2021 Proposed Standard Special Assessment Rates

<u>Street</u>	<u>Current Rates</u>	<u>2021 Rates</u>
Rural Improvement - Residential	\$ 53.10 /lf	\$ 56.30 /lf
Full Improvement - Residential	\$ 85.60 /lf	\$ 90.80 /lf
Full Improvement - Commercial	\$ 108.10 /lf	\$ 114.60 /lf
<u>Sanitary Sewer</u>		
Main - Residential	\$ 35.00 /lf	\$ 37.10 /lf
Main - Commercial	\$ 51.40 /lf	\$ 54.40 /lf
6 inch service	\$ 2,270.00 /ea	\$ 2,390.00 /ea
8 inch service	\$ 3,330.00 /ea	\$ 3,520.00 /ea
<u>Watermain</u>		
Main - Residential	\$ 21.60 /lf	\$ 22.80 /lf
Main - Commercial	\$ 25.90 /lf	\$ 27.30 /lf
1 inch service	\$ 1,300.00 /ea	\$ 1,360.00 /ea
1 1/2 inch service	\$ 1,300.00 /ea	\$ 1,360.00 /ea
2 inch service	\$ 1,520.00 /ea	\$ 1,600.00 /ea
6 inch service	\$ 3,740.00 /ea	\$ 3,950.00 /ea
8 inch service	\$ 4,550.00 /ea	\$ 4,810.00 /ea
<u>Storm Sewer</u>		
12 inch lateral	\$ 1,310.00 /ea	\$ 1,370.00 /ea
15 inch lateral	\$ 1,570.00 /ea	\$ 1,550.00 /ea
18 inch lateral	\$ 1,720.00 /ea	\$ 1,810.00 /ea
<u>Sidewalk</u>		
4 inch - Residential	\$ 16.70 /lf	\$ 17.60 /lf
6 inch - Commercial	\$ 23.30 /lf	\$ 24.60 /lf
8 inch - Industrial	\$ 27.30 /lf	\$ 28.90 /lf
<u>Drive Approach</u>		
Standard 4 inch - Residential	\$ 27.70 /sy	\$ 29.30 /sy
Standard 6 inch - Commercial	\$ 39.40 /sy	\$ 41.80 /sy
Standard 8 inch - Industrial	\$ 48.60 /sy	\$ 51.50 /sy
Curb Return	\$ 2,650.00 /ea	\$ 2,800.00 /ea
Tapered Curb Return	\$ 4,740.00 /ea	\$ 5,020.00 /ea

IV - ENGINEERING DEPARTMENT

Administrative Fees

Preparation of Lien Contract	\$50.00
Preparation of Restrictive Covenant (waived when prepared in connection with special assessment roll)	\$100.00
Preparation or review of Easements	\$200.00

General Engineering Fees

Fire Lines	
Based on Construction	4.00%
Minimum Fee	\$200.00
Subdivision Inspection	
Based on Construction Cost	4.00%
Minimum Fee	\$200.00

Standard Special Assessment Rates

Whenever the City Council decides to levy Special Assessment to defray the costs of any improvements, the following Standard Special Assessment Rates shall govern:

Street

Rural Improvement - Residential	\$56.30 If
Full Improvement - Residential	\$90.80 If
Full Improvement - Commercial	\$114.60 If

Sanitary Sewer

Main - Residential	\$37.10 If
Main - Commercial	\$54.40 If
6 inch service	\$2,390.00 ea
8 inch service	\$3,520.00 ea

Watermain

Main - Residential	\$22.80 If
Main - Commercial	\$27.30 If
1 inch service	\$1,360.00 ea
1 1/2 inch service	\$1,360.00 ea
2 inch service	\$1,600.00 ea
6 inch service	\$3,950.00 ea
8 inch service	\$4,810.00 ea

Storm Sewer

12 inch lateral	\$1,370.00 ea
15 inch lateral	\$1,550.00 ea
18 inch lateral	\$1,810.00 ea

Sidewalk

4 inch - Residential	\$17.60 If
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6 inch - Commercial	\$24.60	lf
8 inch - Industrial	\$28.90	lf

Drive Approach

Standard 4 inch - Residential	\$29.30	sy
Standard 4 inch - Commercial	\$41.80	sy
Standard 8 inch - Industrial	\$51.50	sy

Curb Return	\$2,800.00	ea
Tapered Curb Return	\$5,020.00	ea

Stormwater Fees

<u>Percent Impervious</u>	<u>Current Stormwater Fee (\$/AC)</u>	<u>Proposed Stormwater Fee (\$/AC)</u>
5%	\$1,690.00	\$ 1,850.00
10%	\$1,830.00	\$ 2,010.00
15%	\$1,970.00	\$ 2,160.00
20%	\$2,120.00	\$ 2,330.00
25%	\$2,260.00	\$ 2,480.00
30%	\$2,400.00	\$ 2,640.00
35%	\$2,540.00	\$ 2,790.00
40%	\$2,690.00	\$ 2,950.00
45%	\$2,830.00	\$ 3,110.00
50%	\$2,970.00	\$ 3,260.00
55%	\$3,110.00	\$ 3,420.00
60%	\$3,260.00	\$ 3,580.00
65%	\$3,400.00	\$ 3,740.00
70%	\$3,540.00	\$ 3,890.00
75%	\$3,680.00	\$ 4,040.00
80%	\$3,830.00	\$ 4,210.00
85%	\$3,970.00	\$ 4,360.00
90%	\$4,110.00	\$ 4,520.00
95%	\$4,250.00	\$ 4,670.00
100%	\$4,400.00	\$ 4,840.00

Street Permits

Minimum Insurance Policy Requirements Per Policy	
General Liability Coverages (Occurrence/Aggregate)	\$1,000,000/\$2,000,000
Automotive Liability/Combined Single Limit	\$1,000,000
Workers Compensation	\$500,000
Policy Must name the City of Wyoming As Additional Insured	

Banners and Signs over right of way	\$40.00
Building Mover's Permit	\$100.00
Moving Oversized objects, less than 13 feet in width (per occurrence)	\$10.00
Moving Oversized objects, greater than 13 feet in width (per occurrence)	\$25.00

Moving Overweight objects (per occurrence)	\$75.00
Work performed outside of normal working hours requiring City Supervision	Actual Cost
Drive Culverts (City Installed)	Actual Cost
Underground Utilities (parallel to centerline)	
Per lineal Foot	\$0.20
Minimum Fee	\$125.00
Residential Drive Approach Construction	
Concrete	\$100.00
Asphalt	\$30.00
Reconstruction	\$30.00
Drive Removal (if performed separate from new Construction)	\$30.00
Landscaping Grades	\$60.00
Drive Grade Stakes (Only)	\$60.00
Commercial Drive Approach Construction	
Flared	\$150.00
Radius	\$300.00
Tapered	
Based on Construction Cost	4%
Minimum Fee	\$150.00
Reconstruction	\$85.00
Drive Removal (not replaced)	\$40.00
Reconstruct Curb and Gutter	\$35.00
Sidewalk Construction	
New Construction	\$160.00
Reconstruction (>50 feet)	\$30.00
ADA Ramps	\$160.00
Restaking	\$60.00
Street Opening	\$400.00
Jack and Bore R.O.W	\$150.00
Traffic Closure (Detour)	\$500.00
Parkway Opening	\$50.00
Storm Sewer	\$30.00
Utility connection	\$60.00
Resurfacing Pavements	
Asphalt	Actual Cost plus 25%
Concrete	Actual Cost plus 25%
All street opening patches shall be replaced by a qualified Contractor or by the City of Wyoming (at the expense of the applicant)	
Miscellaneous	
All work within the right-of-way not covered in the above fees	\$25.00
Sign return	\$5.00
Telecommunications Permit	
Telecommunications providers permit	\$500.00

	Current	Proposed
	Permit Fee	Permit Fee
Residential Drive Approach		
New Flared Concrete Drive	\$85.00	\$100.00
New Asphalt Drive	\$30.00	\$30.00
Reconstruct Existing Drive	\$30.00	\$30.00
Drive Removal (Not replaced)	\$30.00	\$30.00
Drive Grade Stakes (Only)	\$50.00	\$60.00
Reconstruct Curb & Gutter	\$30.00	\$30.00
Commercial Drive Approach		
New Flared Concrete Drive	\$145.00	\$150.00
New Radius Drive	\$285.00	\$300.00
New Tapered Drive	4% (\$150)	4% (\$150)
Reconstruct Existing Drive	\$75.00	\$85.00
Drive Removal (Not replaced)	\$35.00	\$40.00
Reconstruct Curb & Gutter	\$35.00	\$35.00
Sidewalk		
New Construction	\$145.00	\$160.00
Reconstruction (>50 feet)	\$30.00	\$30.00
ADA Ramps	\$145.00	\$160.00
Restaking	\$50.00	\$60.00
Street Opening	\$365.00	\$400.00
Jack and Bore R.O.W	\$125.00	\$150.00
Traffic Closure (Detour)	\$425.00	\$425.00
Parkway Opening	\$45.00	\$50.00
Storm Sewer	\$30.00	\$30.00
Utility connection	\$60.00	\$60.00
Fire Lines	4% (\$200)	4% (\$200)
Other		

Memorandum

To: Curtis Holt, City Manager
 Kate Balfourt, Finance Director

From: Myron Erickson, PE, Director of Public Works

Date: May 6, 2021

Re: Water and Sewer Rate Recommendations

Preliminary rate recommendations are made early in the calendar year for upcoming fiscal year budgeting purposes. This year, due to pandemic-related decreases in projected sewer revenues and unforeseen capital expenses in the current fiscal year in the water fund (e.g., yard piping), a re-examination of rates was prudent.

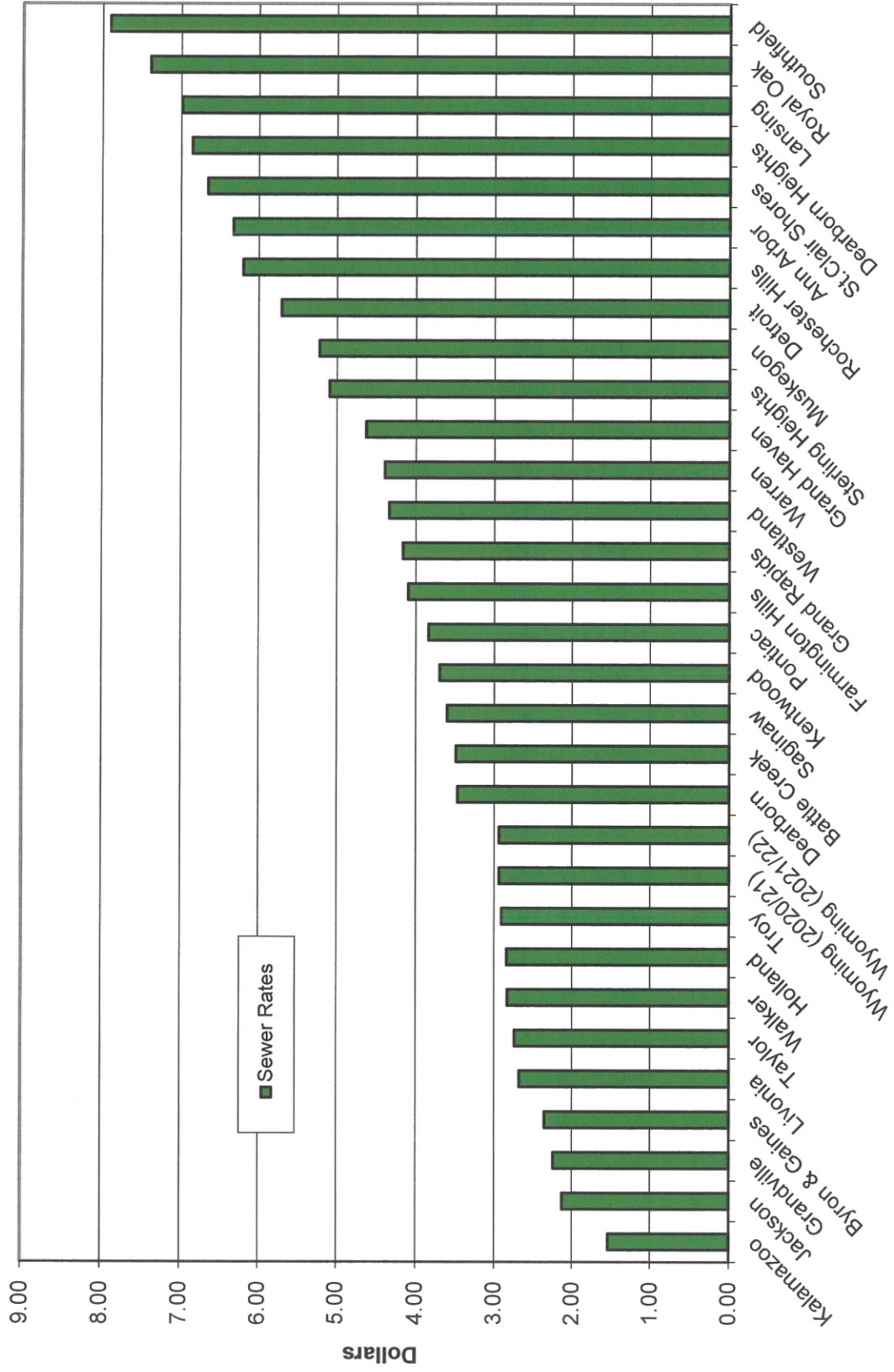
Recent strategy has been to hold the sewer rate steady and increase the water rate, with the goal being an overall impact to the rate payer of around 3% per year across both water and sewer. This overall impact includes 1.5% increases in the readiness to serve (RTS) charges in both water and sewer. I now recommend putting more of the total increase on sewer rates, imposing smaller increases on the water rates, and leaving alone the 1.5% RTS annual increases.

Following this strategy, the overall impact on the typical Wyoming rate payer remains the same at around 3% per year for the foreseeable future. The table below shows RTS charges and rates for the current fiscal year and recommendations for FY22.

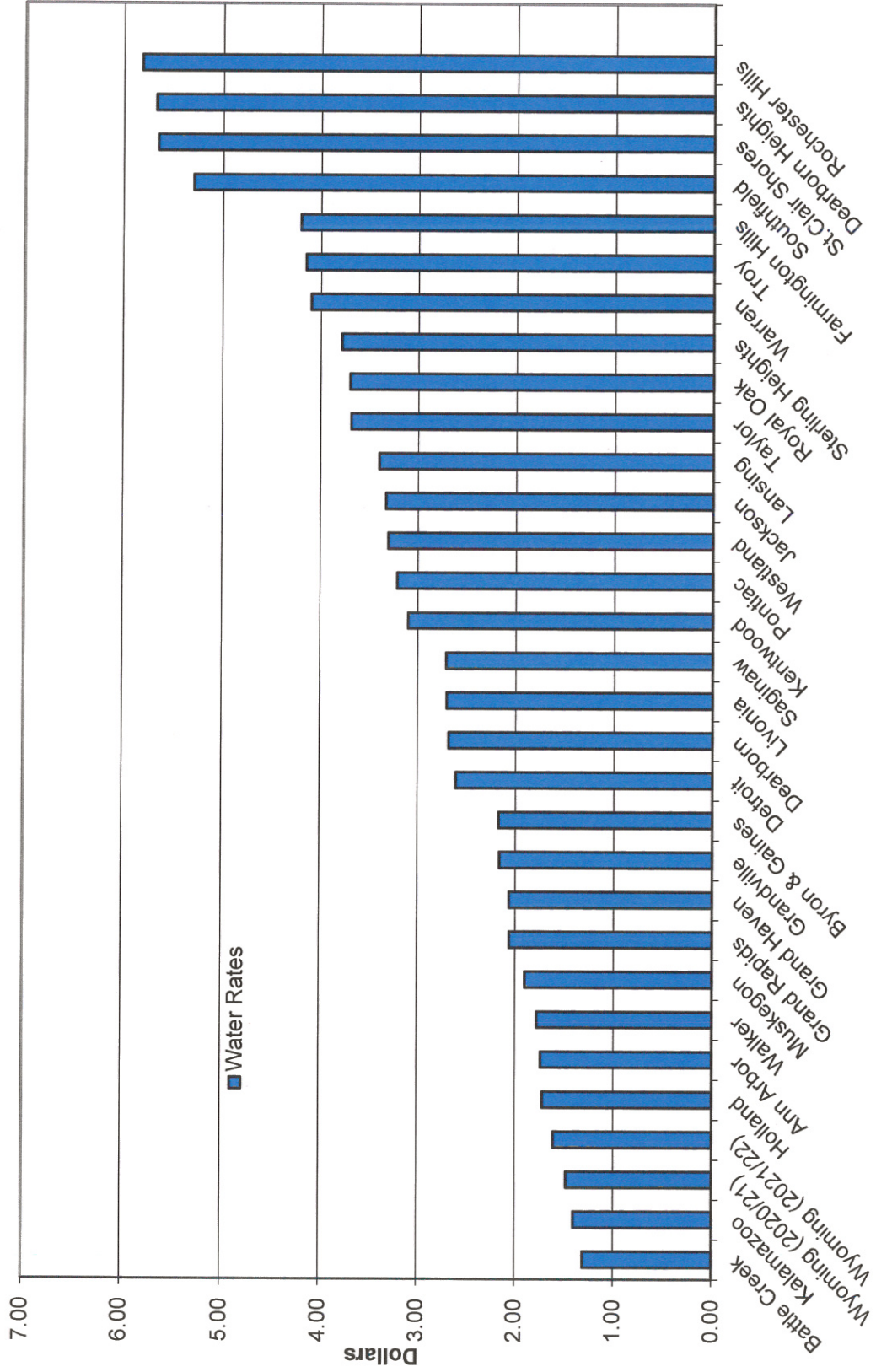
	<i>Ready to Serve</i>	<i>Rate / HCF</i>	<i>Avg Winter Qtr Bill (est)</i>	<i>Avg Non-Winter Qtr Bill (est)</i>	<i>Impact From Previous FY</i>
Current FY 2020-21					
Water	\$24.01	\$1.48	\$49	\$75	6.6%
Sewer	\$17.96	\$2.94	\$68	\$76	0.4%
Overall			\$117	\$151	3.3%

FY 2021-22					
Water	\$24.37	\$1.50	\$50	\$76	1.4%
Sewer	\$18.23	\$3.13	\$72	\$80	5.3%
Overall			\$122	\$156	3.4%

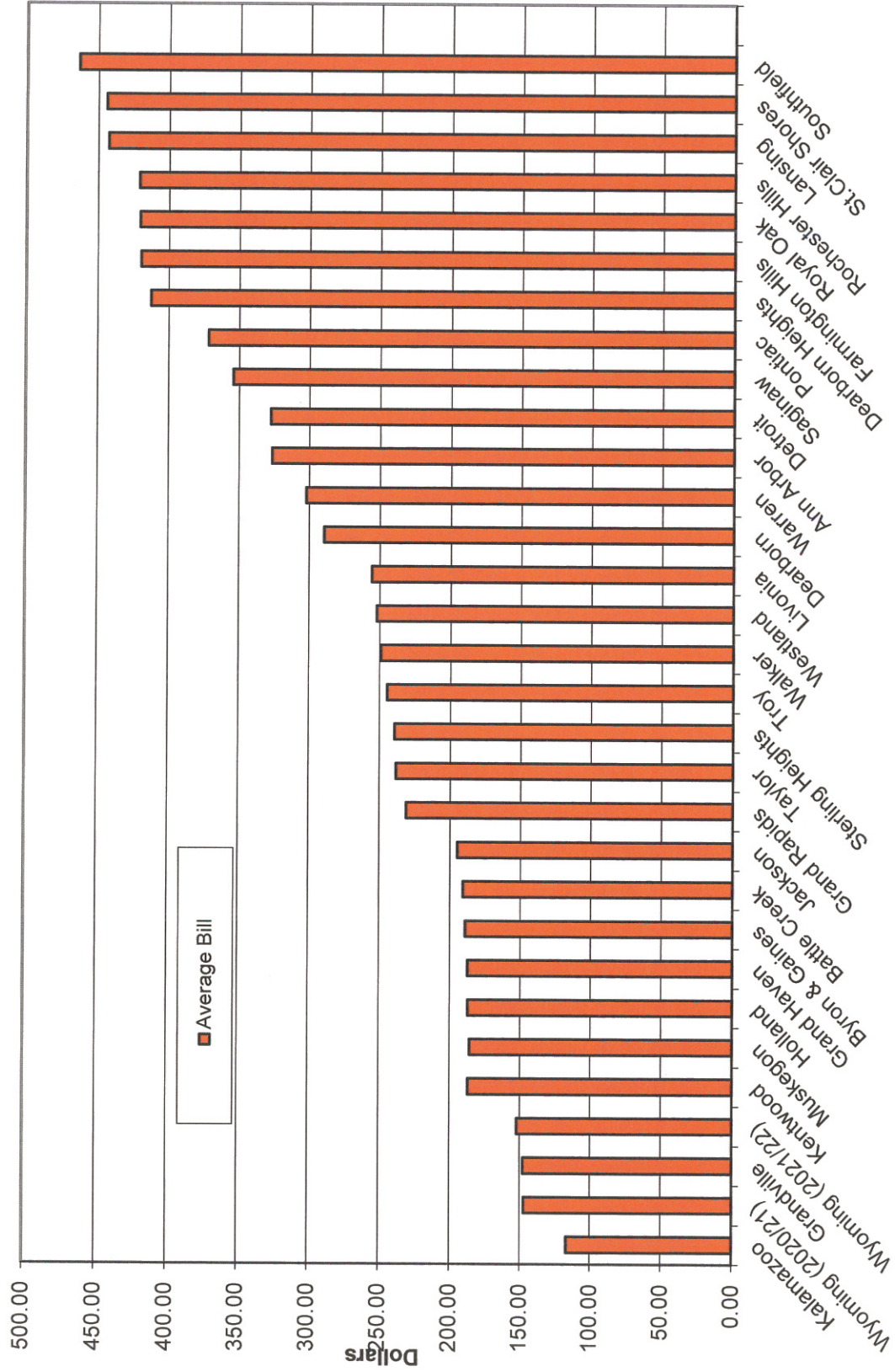
Sewer Commodity Rates (per HCF) - February 2021



Water Commodity Rates (per HCF) - February 2021



Average Residential Non-Winter Quarter Water & Sewer Bill - February 2021



STAFF REPORT

Date: April 28, 2021

Subject: 2021 Fee Schedule, Updates to Utilities Section X

From: Aaron Vis, Assistant Director of Public Works - Maintenance

Date of Meeting: May 10, 2021

RECOMMENDATION:

It is recommended that the City Council amend the City's Utilities Department Fee Schedule for fees associated with work performed by Public Services staff.

COMMUNITY, SAFETY, STEWARDSHIP:

The City collects fees for certain services from residents and developers to offset associated City labor, equipment, and material costs. These fees are regularly reviewed to ensure their accuracy and applicability. Maintaining reasonable fees is essential for the long-term financial strength of the City.

DISCUSSION:

Public Services staff perform work on City infrastructure that is compensated for by fees contained within the Utilities section (X) of the City fee schedule. These fees have been reviewed and changes recommended as detailed below. Current wage, equipment, and material costs were used to calculate the proposed fee changes.

Section X – Utilities, Water Service Installation

Public Works staff drill and tap into water mains to install new water services or fire lines up to 2 inches in diameter. These activities are typically performed during new water main construction activities, and rarely occur on existing water mains. Current fees were last updated in 2003. Staff are proposing updates to the current fee structure to reflect updated costs and provide a rate structure that is more appropriate and equitable depending on the activity performed.

The proposed fee structure splits the water service installation work into two (2) types: service installation work only; or excavation, service installation, and restoration. The majority of service installation work currently performed is on new watermains as part of new developments, and no restoration or excavation work by City staff is necessary. Actual City costs for this work are less than the current fee schedule. A small amount of service installation work is done on existing watermains, primarily for infill development. This work costs significantly more than what is done on new watermains due to the street, curb, and sidewalk restoration needed to return the site to its original condition. We are therefore proposing to split the current fee structure for water service installation into a more accurate and equitable format. Standardized City rates, Act

51 equipment rates, and average service length and work time based on historical information were used to calculate the proposed individual service installation fees.

Current fee structure and verbiage is below:

The Public Works Department makes taps to the water system. Fees must be paid at the Water Customer Service Department before a tap can be made. The Public Works Department requires a minimum of three days' notice for Miss Dig to schedule a tap. Costing as indicated below, or actual charges based on time and material plus 25% overhead billed by Public Works. Water service installation to stop box only.

1"	1,750
1.5"	2,727
2"	2,727

Watermain tapping Actual cost plus 25%

Proposed fee structure and verbiage is below:

The Public Works Department performs service installations to the water distribution system. Fees for 1-, 1.5-, and 2-inch installations must be paid in full at the Utility Billing Office before work can be done. Costing as indicated below, or actual charges based on Testing and Chlorinating hourly rates noted in Section IV plus additional equipment at current Act 51 rates plus actual material costs plus any additional necessary contracted work as billed by Public Works. A minimum of three working days' notice is necessary to ensure Miss Dig can mark all utilities prior to work being performed.

For water service installation work only, the following fees apply. Fee includes labor, equipment, and materials necessary to tap and install a water service up to and including the curbstop and stopbox. Charges associated with excavating, dewatering, restoration, traffic control, or any other work necessary to provide access to the watermain is the responsibility of the requesting party and may be subject to other permitting and inspection fees.

Service Size	Fee
1"	\$900
1.5"	\$1,400
2"	\$1,750
>2"	Testing and Chlorinating hourly rates noted in Section IV plus additional equipment at current Act 51 rates plus actual material costs plus any additional necessary contracted work

For water service installation work requiring excavation, installation, and restoration, the following fees apply. Fee includes labor, equipment, and materials necessary to tap and

install a water service up to and including the curbstop and stopbox. This fee includes any costs associated with excavating, dewatering, boring, restoration, traffic control, or any other work necessary to provide access to the watermain and restore the excavated area to its original status.

Service Size	Fee
1”	\$4,000
1.5”	\$4,250
2”	\$5,000
>2”	Testing and Chlorinating hourly rates noted in Section IV plus additional equipment at current Act 51 rates plus actual material costs plus any additional necessary contracted work

BUDGET IMPACT:

The updated fees will offset the current expenses of City staff, materials and equipment.

X - UTILITIES

These fees will be effective as of **July 01, 2021**

WASTEWATER PENALTIES

Concentration Level	Primary, Secondary and Tertiary Pollutants Average Quarterly Flow, gpd			
	0-10,000 Gals/Day*	10,000- 50,000 Gals/Day*	50,000- 100,000 Gals/Day*	>100,000 Gals/Day*
0-Limit (x)	No penalty	No penalty	No penalty	No penalty
>1(x) - 2(x)	\$56.87	\$113.74	\$170.64	\$227.51
>2(x) - 3(x)	113.74	227.51	341.26	455.02
>3(x) - 4(x)	170.64	341.26	511.90	682.53
>4(x)	284.38	568.77	853.16	1,000.00**

(x) Individual limits as listed in Sections 86-292 (b) (1) (b) and 86-292 (b) (2) (b) and 86-292 (b) (3) (b), General Maximum Limits for Primary, Secondary and Tertiary Toxic Pollutants.

pH	pH Penalty Average Quarterly Flow, gpd			
	0-10,000 Gals/Day*	10,000- 50,000 Gals/Day*	50,000- 100,000 Gals/Day*	>100,000 Gals/Day*
5.0 - 10.5	No penalty	No penalty	No penalty	No penalty
4.0 - 4.9	\$17.08	\$34.14	\$51.20	\$68.27
3.0 - 3.9	45.50	91.00	136.51	182.01
0 - 2.9	85.32	170.64	341.26	853.16
10.6 – 10.9	17.08	34.14	51.20	68.27
11.0 - 11.9	45.50	91.00	136.51	182.01
≥ 12.0	85.32	170.64	341.26	853.16

*Based on average day for previous quarter

** Maximum penalty allowed by law

TREATED GROUNDWATER DISCHARGE

The following fees for treated groundwater discharges to the POTW are established:

(1) Permit fee, per permit issuance	199.07
(2) Inspection fee, per inspection	170.64

WASTEWATER SURCHARGE RATES

BOD	Up to 460 mg/L	> 460 mg/L
Rate/lb.	\$0.00	\$0.174
SS	Up to 260 mg/L	> 260 mg/L
Rate/lb.	\$0.00	\$0.268
Phosphorus	Up to 12 mg/L	> 12 mg/L
Rate/lb.	\$0.00	\$3.180
Oil and Grease	Up to 91 mg/L	> 91 mg/L
Rate/lb.	\$0.00	\$0.118
Ammonia	Up to 32 mg/L	> 32 mg/L
Rate/lb.	\$0.00	\$0.420

WATER METER INSTALLATIONS

Water Meters*:

Meter Size	Charge
5/8 inch	\$ 224.09
1 inch	298.04

*For water meters larger than 1 inch, actual cost plus 10% will be charged.

WATER SERVICE INSTALLATIONS

The Public Works Department performs service installations to the water distribution system. Fees for 1-, 1.5-, and 2-inch installations must be paid in full at the Utility Billing Office before work can be done. Costing as indicated below, or actual charges based on Testing and Chlorinating hourly rates noted in Section IV plus additional equipment at current Act 51 rates plus actual material costs plus any additional necessary contracted work as billed by Public Works. A minimum of three working days' notice is necessary to ensure Miss Dig can mark all utilities prior to work being performed.

Water Service Installation to Stop Box (no excavation and/or restoration)

For water service installation work only, the following fees apply. Fee includes labor, equipment, and materials necessary to tap and install a water service up to and including the curb stop and stop box. Charges associated with excavating, dewatering, restoration, traffic control, or any other work necessary to provide access to the watermain is the responsibility of the requesting party and may be subject to other permitting and inspection fees.

1"	900.00
1.5"	1,400.00
2"	1,750.00
>2"	Testing and Chlorinating hourly rates noted in Section IV plus additional equipment at current Act 51 rates plus actual material cost plus any additional necessary contracted work.

Water Service Installation to Stop Box (requiring excavation and/or restoration)

For water service installation work requiring excavation, installation, and restoration, the following fees apply. Fee includes labor, equipment, and materials necessary to tap and install a water service up to and including the curb stop and stop box. This fee includes any costs associated with excavating, dewatering, boring, restoration, traffic control, or any other work necessary to provide access to the watermain and restore the excavated area to its original status.

1"	4,000.00
1.5"	4,250.00
2"	5,000.00
>2"	Testing and Chlorinating hourly rates noted in Section IV plus additional equipment at current Act 51 rates plus actual material cost plus any additional necessary contracted work.

Water System Development Charge
by tap size

1 inch	1,308.18
1 ½ inch	4,174.82
2 inch	5,221.36
3 inch	11,728.14
4 inch	31,237.13
6 inch	78,058.68
8 inch	104,074.40
12 inch	148,939.40

Sewer System Development Charge
by water tap size

1 inch	1,301.36
1 ½ inch	4,166.84
2 inch	5,192.92
3 inch	11,687.18
4 inch	31,119.95
6 inch	77,831.17
8 inch	103,770.70
12 inch	155,649.80

WATER SERVICE

Quarterly Ready-to-Serve Charge applicable to all customers with public water service. Ready-to-Serve Charge will be assessed whether or not the water meter is installed and whether or not water is being used. The ready-to-serve is not charged if the water lateral is capped because of destruction or demolition of the structure served by the lateral or for specific cases as decided by the Director of Utilities.

Water Meter Size	Charges
5/8 inch	\$ 24.37
1 inch	49.98
1 1/2 inch	107.25
2 inch	165.77
3 inch	287.65
4 inch	537.52
6 inch	1,107.19
8 inch	1,863.63

Water commodity rate (in addition to Readiness to Serve Charge):
Quantity steps applicable rate, per 100 cubic feet: \$1.50

SEWER SERVICE

Quarterly Ready-to-Serve Charge applicable to all customers with public sewer service. Ready-to-Serve Charge will be assessed whether or not sewer is being used. The ready-to-serve is not charged if the sewer lateral is capped because of destruction or demolition of the structure served by the lateral or for specific cases as decided by the Director of Utilities.

Water Meter Size	Charges
5/8 inch or no meter	\$ 18.23
1 inch	31.82
1 1/2 inch	59.06
2 inch	86.23
3 inch	208.68
4 inch	344.75
6 inch	684.82
8 inch	1,024.92
12 inch	1,574.59

Sanitary Sewer commodity rate (in addition to Readiness to Serve Charge):
per 100 cubic feet (hereinafter referred to as billing unit) of water use per quarter: \$3.13

Residential sewer billing units shall be determined by using 1.15 times the water use for the winter quarter which is hereby defined as any 3 months between November 1 and April 30. However, when the winter quarter use is less than 10 billing units, then 10 billing units shall be used. Provided, however, that in no case shall the billing units for sewer be greater than the total water use for any particular quarter.

Effective **July 1, 2021**, the minimum charge per quarter for those residential sewer users not served by the City's water system shall be **\$50.08** plus the applicable Ready to Serve Charge.

LATE CHARGE

A penalty of 10% of current charges for water and sewer will be added to any bill paid after the due date on the bill.

Customers with sewer only service shall have a service charge of 1 ½ percent per month assessed on the unpaid balance for that delinquent portion of their bill which becomes a lien placed on the property tax roll.

FIRE SPRINKLER CONNECTION

(per year charge applicable to unmetered connections):

4 inch and smaller connections to City main	\$ 164.96
6 inch connection to City main	519.88
8 inch connection to City main	883.88
10 inch connection to City main	1,820.08
12 inch connection to City main	2,959.88

MISCELLANEOUS FEES

Cash deposit for Section 86.43(4)	150.00
Collection Cost Recovery Fee	40.00
Deposit for Hydrant Backflow Preventor	500.00
Water Construction Fee (60 days)	75.00
Pool Filling Permit:	
Homeowner and contractor	75.00
Miscellaneous Hydrant Usage:	
Used one day	75.00
Used after first day	75.00
Plus metered usage at current water rate, plus 100%	
Unauthorized hydrant use, penalty of	500.00
Unauthorized water use, penalty of	500.00

NPDES Permit Treated Groundwater

The permit fee for treated groundwater discharge shall be
\$.08 per 100 cubic feet.

WASTE HAULERS

The following fees for waste haulers permitted to discharge to the POTW are established.
Fees shall be assessed quarterly.

Leachate haulers Treatment Fee, per 100 cubic feet discharged \$8.98

Miscellaneous waste haulers including septage haulers:

(to be paid in advance)

\$80.47 per 1000 gallons per load, or fraction thereof

Memorandum

To: Curtis Holt, City Manager
From: Myron Erickson, PE, Director of Public Works & Utilities
Date: 5 May 2021
Re: WTP Yard Piping Costs

As you know, we've been working against an accelerated timeline to comprehensively redesign and construct the water treatment plant's yard piping. Specifications were posted and distributed to contractors, and sealed bids were opened yesterday, May 4, 2021. Two responsive bids were received on the project and are as follows:

Kamminga & Roodvoets	\$6,993,691.00
Jackson-Merkey Contractors	\$7,249,321.00

Kamminga & Roodvoets (K&R) was the low bidder with a bid price of \$6,993,691.00. Our consulting engineer, Prein & Newhof (P&N), has followed up with K&R post-bid and assures us that they have a complete understanding of the project and a high quality sub-contracting team lined up. Based upon P&N's recommendation and our own experience with K&R, I will be recommending to Council that their bid be accepted.

Now that we know the probable total cost of this project, I have updated our Water Fund capital projects list, notified our colleagues in Finance, and have notified our Ottawa County partners of their share of these capital improvements. I've attached an Estimate of Probable Costs from Prein & Newhof, which arrives at a total of \$8,630,000 for this project.

There are a few of things to keep in mind with this project. First, our Ottawa County partners will share in this cost at 43% according to our contract with them. Second, approximately 2.5-3 million dollars of this project cost is work we would have done with the upcoming third transmission main project. We are essentially front-loading those parts of the third transmission main project which, in turn, will drive down the total cost of that future project.

Finally, I want to draw attention to the valve procurement item on P&N's Estimate of Probable Costs. You will recall that to meet the very tight timeline for this project, we had to order and place a 10% down payment on the larger valves some months ago due to the long lead time their construction requires. So, the \$268K line item is money we've already paid, and the 90% balance of the purchase price will be included in the contract we enter into with the contractor.

For the purposes of Council's May 10, 2021 work session, the total project cost breaks down as follows:

Valve procurement (10% down payment)	\$268,284
Site investigation (conducted in Nov 2020)	\$15,167
Contractor's base bid	\$6,993,691
Alternates (cathodic protection)	\$39,000
Total Construction Cost	<hr/> \$7,316,142
Engineering & Admin (P&N)	\$575,510
Contingency funds (10% of construction)	\$731,614
Total Project Cost (rounded)	<hr/> \$8,630,000

I hope this is helpful. I will be happy to address the project with the Council at both the May 10 work session and the May 17 regular session.

May 5, 2021
2200689

Mr. Robert Veneklasen
City of Wyoming
16700 New Holland Street
Holland, MI 49424

RE: Water Treatment Plant - Discharge Piping Improvements

Dear Bob:

Bids were received on May 4, 2021 for the above referenced project. Two responsive bids were received on the project and are as follows:

Kamminga & Roodvoets	\$6,993,691.00
Jackson-Merkey Contractors	\$7,249,321.00*

Jackson-Merkey Contractors had a minor mathematical error in their bid proposal and the bid number above reflects the correction. The correction did not change the apparent low bidder.

Kamminga & Roodvoets was the low bidder with a bid price of \$6,993,691.00.

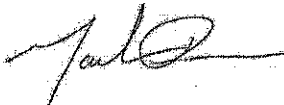
Post bid Prein&Newhof followed up with Kamminga & Roodvoets to confirm their project understanding, confirm bid completeness, and review proposed sub-contractors. Based on the conversation, Kamminga & Roodvoets appears to have a good understanding of the project and have a quality subcontracting team.

Kamminga & Roodvoets has constructed numerous projects of similar scope with successful outcomes for the City. We recommend awarding the project to Kamminga & Roodvoets.

If you have any questions or need anything further feel free to contact me.

Sincerely,

Prein&Newhof



Mark R. Prein, P.E.

Enclosures: Bid Tabulation

Bid Tabulation Summary

Bid Date:

4-May-21

Bid Time (Local):

11:00 a.m.

Owner:

City of Wyoming

Project Title:

WTP Discharge Piping Improvements

Project #:

2200689

Number	Contractor Name	Bid Amount
1st	Kammaing & Roodvoets	\$6,993,691.00
2nd	Jackson-Merkey Contractors	\$7,249,321.00 *

*Denotes correction made by Engineer

Estimate of Probable Costs

Owner:

City of Wyoming

Project Title:

WTP Discharge Piping Improvements

Date:

May 5, 2021

Item

<i>No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total Amount</i>
1	Valve Procurement	1	sum	\$268,284	\$268,284
2	K&R Contract				
	• Site Investigation	1	sum	\$15,167	\$15,167
	• Base Bid	1	sum	\$6,993,691	\$6,993,691
	• Alternates	1	sum	\$39,000	\$39,000
Total Construction Cost:					\$7,316,142
3	Engineering, Legal and Admin	1	sum	\$575,510	\$575,510
4	Contingency (10% of Construction Estimate)	1	sum	\$731,614	\$731,614
Total Project Cost:					\$8,630,000

Parks and Recreation Commission
Public Engagement and Hearing Process for Review of Pinery Park Dog Restrictions
May 1 through October 1

July	Develop Public Engagement, Hearing Notice Dissemination/Engagement Plan
Aug. 2 – 19	Community Resident survey (Survey Monkey, Facebook)
Aug. 30 – Sept. 7	Public Hearing notice sent for publishing by August 31 for publication week of September 6 for hearing to be held by Parks and Recreation Commission on September 8 Social media event calendar; Citizens for Dog Park notices; media releases
Sept. 8	Public Hearing at Parks and Recreation Commission meeting Recommendation to staff for consideration of FY 2022 implementation
If changed:	Update reservations systems for December 1 scheduling of Calendar 2022 activities Remove signs winter 2021-2022 Update brochure verbiage for Spring/Summer Update Dog Ordinance/education cards Notify Pinery Park Little League

Marquette Park Master Plan Project Timeline

May 10:	Through May 27. Develop consultant RFP
June 1:	Release consultant RFP
June 15:	RFP Bid Opening
June 21:	Staff review and recommend consultants for interview to Parks and Recreation Commission
June 30:	Special meeting, Parks and Recreation Commission Consultant interviews and recommendation of selection
July 12:	City Council Work Session
July 19:	Consultant award
July 26:	Consultant Kick-off meeting with Director/staff

Following tentative to be further refined with the consultant

Aug. 2 – 31	Base maps, historical document reviews/collections Maintenance, recreation, community policing staff interviews Staff development of public engagement notices (postcards, social media posts, etc.)
Aug. 23-Sept. 12	Public engagement marketing campaign
Sept. 13	Week of: Resident input meeting at GFLPS, 6:30 p.m. (potential 2 time slots, one English, one Spanish) Week of: Resident input meeting at Wyoming Library, 6:30 p.m. (integrated bilingual)
Sept. 13 – 23	Resident Survey of desires (Facebook)
Sept. 20	Week of: Engineering, MI EGLE, Kent County Drain Commission input meeting
Sept. 27-Oct. 15	Development of 3 concepts based on all input Presentation of concepts to Director
Oct. 18-31	Facebook survey of preferred concepts
Nov. 8	Week of: Resident input meeting at GFLPS, 6:30 pm (potential 2 time slots, one English, one Spanish); presentation of Concepts survey results, vetting/affirming Week of: Resident input meeting at WSC, 6:30 pm (integrated bilingual); presentation of Concepts survey results, vetting/affirming
Nov. 15-25	Draft Plan
Dec. 8	Parks and Recreation Commission, Planning Commission joint meeting
Dec. 13	City Council Work Session
Dec. 14-Jan. 3	Final refinement if any needs arise
Jan. 12:	Parks and Recreation Commission (if needed)
Jan. 3 or 17:	City Council Adoption

STAFF REPORT

Date: May 5, 2021
Subject: Board and Commission Appointments and Reappointments
From: Kelli A. VandenBerg, City Clerk
Meeting Date: May 10, 2021

BACKGROUND:

The City Council recently adopted an amended policy addressing the process and procedure used in recommending and making appointments to city bodies, including boards and commissions. In accordance with this policy and with few exceptions, all board and commission appointments are to be reviewed at a work session prior to the City Council taking action.

RECOMMENDATION:

It is recommended the City Council consider and/or recommend appointments to vacant board and commission seats where qualified applicants exist.

COMMUNITY, SAFETY, STEWARDSHIP:

Community – Community is served when (i) community members serve on city boards and commissions, (ii) when board and commission members have needed qualifications and desired abilities and characteristics, and (iii) when boards and commissions broadly reflect the community.

Safety – This resolution will have no impact on safety.

Stewardship – This resolution will not affect stewardship issues.

DISCUSSION:

Vacant positions exist on several boards and commissions and in the following circumstances, qualified applicants have expressed interest and are currently available to serve:

Board/Commission	Term Ends	Applicant(s)	Appointed by:
Construction Board of Appeals	06/30/2022	Robert DeKryger	City Manager
Downtown Development Authority	01/01/2024	Anthony Torres	Mayor
EDC/BRA	02/13/2027	Nicole Hofert	Mayor
Parks & Recreation Commission – Godwin Height Representative	06/30/2022	Lee Ann Platschorre	Council
Zoning Board of Appeals	06/30/2023	Ciarra Adkins	Mayor

With Council support, resolutions will be prepared for the May 17 City Council meeting to appoint these individuals.

The following board and commission vacancies exist and applicants are either not qualified due to requirements of the vacant position or they are in the process of being routed to staff and/or the board or commission for review and are not yet ready for consideration.

Board/Commission	Positions	Applicant(s)	Appointed by:
Board of Review	1 – expiring 01/31/22	No qualified applicants	Council
Downtown Development Authority	1 – expiring 01/01/23 1 – expiring 01/01/24	4 applications under review	Mayor
EDC/BRA	1 – expiring 02/13/26	3 applications under review	Mayor
Greater Wyoming Community Resource Alliance	1 – expiring 01/01/22	2 applications under review	Council
Historical Commission	2 – expiring 06/30/22	1 application under review	Mayor
Officers Compensation Commission	1 – expiring 06/30/26 1 – expiring 06/30/27	1 application under review	Mayor
Zoning Board of Appeals	1 – expiring 06/30/22	3 applications under review	Council

During the month of June, in addition to continued efforts to address existing vacancies, the City Council will also be asked to consider reappointment of members whose terms are expiring. Please note Section 4.01 – Appointment Preference of the City Council Policy addresses the reappointment of members and consideration of new applicants once incumbent members reach a certain number of terms or years of service. The following table identifies members whose terms are expiring and those members who have reached maximum service are identified in bold.

Board/Commission	Applicant(s)	Appointed on:
Community Development Committee	Luke Moekel	02/01/2021
Community Enrichment Commission	Vicki Briggs	06/19/2006
	Renee Gardner	11/02/2015
	Sonia Riley	10/07/2019
Construction Board of Appeals	Richard Postema	04/21/1997
	Joe Simon	09/21/2015
Election Commission	Bruce Robey	08/19/2013
Historical Commission	Jackie Moore	06/01/2015
	Catherine Bueche	12/03/2001
	Ronald Strauss	02/15/1999
Housing Board of Appeals	William Kerby	05/07/2007
Housing Commission	Diana Lanser	03/06/2017
Officers Compensation Commission	Barbara VanDuren	07/21/2014
Parks & Recreation Commission	Douglas Broek	04/16/2012
Planning Commission	David Micele	06/15/2009
	James DeLange	12/19/2016

	Audrey Zapata	03/01/2021
Retirement Board	Sam Bolt	01/03/2006
Tree Commission	Margaret Cartwright	06/17/2017
WKTV Commission	Amy Tzintzun	12/21/2020
	Hung Nguyen	10/19/2015
Zoning Board of Appeals	Canda Lomonaco	07/17/2006
	Dan Burrill	06/16/2003

Historically, the Clerk's Office has worked with board and commission liaisons and individual members to determine whether members would continue to serve. While the Clerk's Office will continue this communication, members will be advised that service beyond the designated terms or years of service may be contingent on the City Council waiving the requirements of Section 4.01.

I look forward to discussing this with you at the City Council Work Session on Monday, May 10 and addressing any questions or concerns that you might have.

City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board(s) or Commission(s) applying for:

Construction Board of Appeals; Housing Commission; Planning Commission; Zoning Board of Appeals

Name: Robert James DeKryger Home phone: [REDACTED] Cell phone: [REDACTED]

Home Address: 5238 Rischow Ct Sw Wyoming MI 49509

Email Address: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Business/Occupation: RJDK Builders LLC Position: Owner

Business Address: 49509

Business Phone: _____

Name of Immediate Supervisor: _____

Work Experience:

I have worked in residential construction for 10 years.

Volunteer Experience and Involvement:

I volunteer at resurrection life church on a weekly basis.

Educational Background:

I graduated from Tri-unity Christian school in 2016 and attended WMU for 2 years studying aerospace engineering.

Reason(s) for wanting to serve on this board or commission:

I believe it is important to serve in the community, and being as young as I am I think this is a good place to start. With my background in construction it gives me unique insight into problems that may arise in these different areas.

Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? Yes

Are you a registered voter in the City of Wyoming (Y/N)? Yes

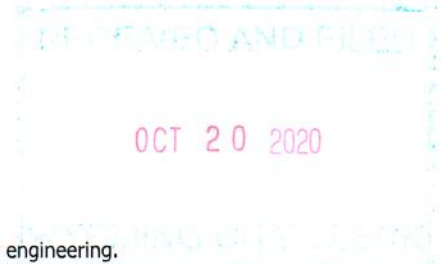
I have resided continuously in the City of Wyoming since: 04/08/1998

What school district do you reside in? Wyoming Public Schools

I agree my application will be reviewed against City records for dues owed and I may be ineligible? YES

Signature: Robert DeKryger Date: 10/19/2020

This application will be active for no more than three (3) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.



City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board(s) or Commission(s) applying for:

Board of Review; Downtown Development Authority; [REDACTED]

Name: Anthony Torres Home phone: [REDACTED] Cell phone: _____

Home Address: 1952 Huizenga Ave SW Wyoming MI 49509

Email Address: [REDACTED]

Business/Occupation: Fresh Coast Kitchen Position: Owner

Business Address: 1633 28th street SW stel

Business Phone: 6166085121

Name of Immediate Supervisor: _____

Work Experience:

Founder - Fresh Coast (07/2014-present)
Collections unit supervisor 5/3 Bank(09/2011-11/2013)
Operations and workforce planning supervisor - UPS (05/2004-11/2008)
General Manager -Jets Pizza (05/2004-08/2011)

Volunteer Experience and Involvement:

Habitat for humanity
GR urban league

Educational Background:

Diploma -Rockford high school (2003)
Associates degree - GRCC (2006)



Reason(s) for wanting to serve on this board or commission:

Wyoming has been a terrific community to found and grow my restaurant I think it is a destination community for more business development and a phenomenal area to call home

Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? Yes

Are you a registered voter in the City of Wyoming (Y/N)? _____

I have resided continuously in the City of Wyoming since: 08/01/2017

What school district do you reside in? Godfrey-Lee Public Schools

I agree my application will be reviewed against City records for dues owed and I may be ineligible? YES

Signature: Anthony Torres Date: [REDACTED]

This application will be active for no more than two (2) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.

City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board(s) or Commission(s) applying for:

Zoning Board of Appeals

Name: Ciarra C Adkins Home phone: [REDACTED] Cell phone: _____

Home Address: 2511 Newstead Ave SW Wyoming MI 49509

Email Address: [REDACTED]

[REDACTED] _____ [REDACTED] _____ [REDACTED] _____

[REDACTED] _____

[REDACTED] _____

Business/Occupation: Law Office of Ciarra C Adkins PLLC Position: Attorney

Business Address: 2511 Newstead Ave SW

Business Phone: AQUME Law PLLC

Name of Immediate Supervisor: Ciarra Adkins

Work Experience:

- 2018 - present Attorney
- 2019 years to present Analyst - City of Grand Rapids
- 2015-2018 years Manager - Health Net

Volunteer Experience and Involvement:

Board Member - Grand Rapids Initiative for Leaders 2017-2020.

Educational Background:

- BA - Calvin College
- JD - WMU Cooley Law School

Reason(s) for wanting to serve on this board or commission:

To use my skill set to serve my local community,



Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? Yes

Are you a registered voter in the City of Wyoming (Y/N)? Yes

I have resided continuously in the City of Wyoming since: 07/08/2010

What school district do you reside in? Wyoming Public Schools

I agree my application will be reviewed against City records for dues owed and I may be ineligible? _____

Signature: Ciarra C Adkins Date: 3/23/2021

This application will be active for no more than three (3) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.

City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board(s) or Commission(s) applying for:

Board of Review; Community Enrichment Commission; Downtown Development Authority; Officers' Compensation Commission; Planning Commission; T

Name: Renee L. Hill Home phone: [REDACTED] Cell phone: _____

Home Address: 854 52nd St SW Wyoming MI 49509

Email Address: [REDACTED]

Business/Occupation: na Position: _____

Business Address: na

Business Phone: na

Name of Immediate Supervisor: Renee L. Hill

Work Experience:

Doctor of Physical Therapy as a Career.

Volunteer Experience and Involvement:

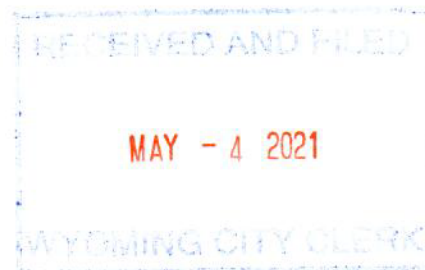
While my children were in School, I was very involved with school PTO as well as on the Health Committee at Roger's High School.
Planted Frontline Church with my Husband and friends about 23 years ago which extended into various volunteer opportunities through out these years.
Kent County Millennium Park Commissioner Member.

Educational Background:

Doctor of Physical Therapy is my highest degree.
BS in Biology. Post Baccalaureate in Physical Therapy.

Reason(s) for wanting to serve on this board or commission:

It is time to get involved at the City level and also School Board.



Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? Yes

Are you a registered voter in the City of Wyoming (Y/N)? Yes

I have resided continuously in the City of Wyoming since: 11/15/1994

What school district do you reside in? Wyoming Public Schools

I agree my application will be reviewed against City records for dues owed and I may be ineligible? YES

Signature: Renee Hill Date: 05/03/2021

This application will be active for no more than two (2) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.

City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board(s) or Commission(s) applying for:

Community Development Committee; Community Enrichment Commission; Downtown Development Authority; Economic Development Corporation & Br

Name: LeighAnn Marie TeBos Home phone: [REDACTED] Cell phone: [REDACTED]

Home Address: 2455 36th St SW Wyoming MI 49519

Email Address: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Business/Occupation: Capstone Financial soon to be Victory Financi Position: Administrative Assistant

Business Address: 4125 Embassy Dr SE (moving fall 2020)

Business Phone: 616.949.7130

Name of Immediate Supervisor: [REDACTED]

Work Experience:

I have worked in the service sector, education, HR, and finance

Volunteer Experience and Involvement:

I organized the volunteers and logistics for the Hispanic Festival in Grand Rapids for several years.

Educational Background:

I have a BA in History with a Political Science minor from GVSU. Had a certificate for secondary education with an endorsement in social studies

Reason(s) for wanting to serve on this board or commission:

I have skills that would serve the community. I have ideas and would like to meet with people to help improve our community.

Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? Yes

Are you a registered voter in the City of Wyoming (Y/N)? Yes

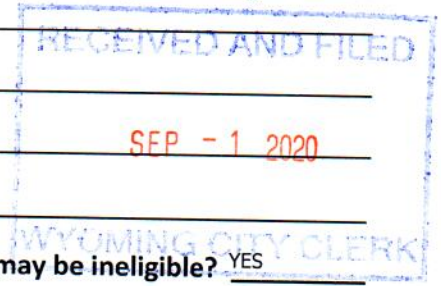
I have resided continuously in the City of Wyoming since: 10/1/2014

What school district do you reside in? Wyoming Public Schools

I agree my application will be reviewed against City records for dues owed and I may be ineligible? YES

Signature: LeighAnn M TeBos Date: 9/1/2020

This application will be active for no more than three (3) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.



City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board(s) or Commission(s) applying for:

Community Development Committee; Community Enrichment Commission; Downtown Development Authority; Economic Development Corporation & Br

Name: Aaron Thelenwood Home phone: [REDACTED] Cell phone: _____

Home Address: 5824 Walnut Ridge Dr Wyoming MI 49418

Email Address: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Business/Occupation: City of Holland Position: Operations Manager - West Michigan Regional Airport Aut

Business Address: 270 S. River Ave.

Business Phone: 6163551363

Name of Immediate Supervisor: [REDACTED]

Work Experience:

Six years progressively advanced Public Service Experience; Board Certified - Johnson Center of Philanthropy; development & management of municipal/public sector budgets; extensive experience reading, interpreting and writing City ordinances; experience in grant application, award, and administration; experience managing Federal & State capital improvement grants; experience managing operations and facilitating meetings of Public

Volunteer Experience and Involvement:

Volunteered as part of the GVSU PALS Program; Served as a group leader for the Wyoming Public Schools TEAM 21 Program; served as a board member for Wildwood Adventured; currently Appointed to the GVSU School of Public, Nonprofit, and Health Administration Alumni Board

Educational Background:

Masters of Public Administration
Bachelors of Science in Film and Video production

Reason(s) for wanting to serve on this board or commission:

I would like to apply my extensive Public Administration experience in support of the Community I call home.

Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? Yes

Are you a registered voter in the City of Wyoming (Y/N)? Yes

I have resided continuously in the City of Wyoming since: 08/26/2019

What school district do you reside in? Grandville Public Schools

I agree my application will be reviewed against City records for dues owed and I may be ineligible? YES

Signature: Aaron R Thelemwood Date: 07/21/2020

This application will be active for no more than three (3) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.

City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board(s) or Commission(s) applying for:

Downtown Development Authority

Name: ryan vandergraaf Home phone: [REDACTED] Cell phone: _____

Home Address: 2334 138TH AVE DORR MI 49423

Email Address: [REDACTED]

[REDACTED] _____

[REDACTED] _____

[REDACTED] _____

Business/Occupation: 02173508880 Position: _____

Business Address: 2250 28th st.

Business Phone: 6168263322

Name of Immediate Supervisor: ryan vandergraaf

Work Experience:

7 years business owner
10 years finance career

Volunteer Experience and Involvement:

Hosts mentor
Assisted in 12 local events in past 2 years volunteering.

Educational Background:

Bachelors degrees in business with finance concentration.



Reason(s) for wanting to serve on this board or commission:

I want to serve my community by helping shape the future of Wyoming dda. I also want to make a positive impact from all the violence and crime happening recently.

Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? _____

Are you a registered voter in the City of Wyoming (Y/N)? _____

I have resided continuously in the City of Wyoming since: _____

What school district do you reside in? Other _____

I agree my application will be reviewed against City records for dues owed and I may be ineligible? _____

Signature: Ryan vandergraaf Date: 03/15/21

This application will be active for no more than three (3) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.

City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board or Commission applying for: Economic Development Corporation & Brownfield Redevelopment Authority

Name: Nicole Turner Home phone: [REDACTED] Cell phone: [REDACTED]

Home Address: 3835 Hazelwood Ave SW, Wyoming, MI 49519

Email Address: [REDACTED]

Business/Occupation: Benchmark Capital Management Position: Mortgage Originator/Property Manager

Business Address: 3919 Remembrance Rd NW, Grand Rapids, MI 49534

Business Phone: 6167359800

Name of Immediate Supervisor: [REDACTED]

Work Experience: _____

Benchmark Capital Management - MLO/Property Manager
Develop plan and strategy to meet client financial goals

Volunteer Experience and Involvement: _____

2018-2019 Grand Rapids GROW Ted Talk - Volunteered as committee lead for 'Day of Help'
Scheduled volunteers to certain areas for set up and removal of all furniture.

Educational Background: _____

East Kentwood High School
Michigan State University - Bachelors of Economics

Reason(s) for wanting to serve on this board or commission: _____

Ive been a resident of the Wyoming community far beyond the 5 years ive lived here. Growing up in surrounding areas ive witnessed Wyoming at different peaks and valleys, which is why I would be honore

Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? Yes

Are you a registered voter in the City of Wyoming (Y/N)? Yes

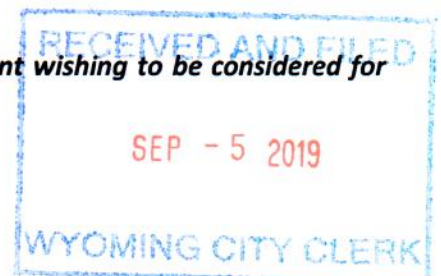
I have resided continuously in the City of Wyoming since: 04/01/2014

What school district do you reside in? Wyoming Public Schools

Signature: Nicole Turner

Date: 09/05/2019

This application will be active for no more than three (3) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.



City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board(s) or Commission(s) applying for:

Greater Wyoming Community Resource Alliance

Name: Gregory Stewart King Home phone: [REDACTED] Cell phone: [REDACTED]

Home Address: 4618 Pinehurst Avenue SW Wyoming Michigan 49548

Email Address: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Business/Occupation: Lakeshore Advantage Position: Business Solutions Manager

Business Address: 201 W. Washington Avenue, Loft 410, Zeeland, MI 49464

Business Phone: 616-772-5226

Name of Immediate Supervisor: [REDACTED]

Work Experience:

- Lakeshore Advantage, Business Solutions Manager
- Junior Achievement, Development Manager
- Grand Valley State University, Graduate Assistant

Volunteer Experience and Involvement:

- Wyoming Community Foundation, Board Chair
- Junior Achievement, Classroom Volunteer

Educational Background:

- Master of Public Administration, Grand Valley State University
- Bachelor of Business Administration, Grand Valley State University
- High School Diploma, Brandon High School

Reason(s) for wanting to serve on this board or commission:

I was asked to serve on this board by City Council Member Kenneth Walter, but more importantly I want to serve on this board because I believe there should be an established, friendly relationship between the GWCRA and the Wyoming Community Foundation based on similar goals and objectives and I would love to act as that conduit given my role with the foundation. I believe the opportunity to serve the city in this capacity will help, in some

Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? Yes

Are you a registered voter in the City of Wyoming (Y/N)? Yes

I have resided continuously in the City of Wyoming since: 04/17/2017

What school district do you reside in? Kelloggsville Public Schools

I agree my application will be reviewed against City records for dues owed and I may be ineligible? YES

Signature: Gregory King Date: 3/15/2021



This application will be active for no more than three (3) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.

City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board(s) or Commission(s) applying for:

Greater Wyoming Community Resource Alliance

Name: Christine Nyawira Mwangi Home phone: _____ Cell phone: [REDACTED]

Home Address: 36 34th St. SE Grand Rapids Michigan 49548

Email Address: [REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

Business/Occupation: Kent District Library Position: Director of Fund Development

Business Address: 814 West River Center Dr. NE, Comstock Park, MI 49321

Business Phone: 616.784.2092

Name of Immediate Supervisor: [REDACTED]

Work Experience:

CURRENT EXPERIENCE

*Director of Fund Development - Kent District Library

Volunteer Experience and Involvement:

Board Membership:

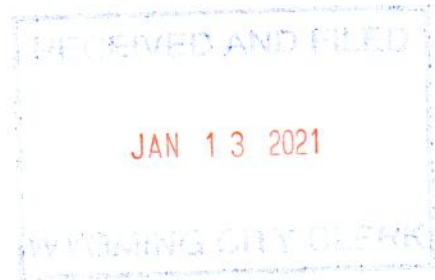
GreenHome Institute

Affinity Mentoring

Educational Background:

Master of Pharmacy - University of Manchester, UK

Bachelor of Science - Biology - Towson University, Maryland



Reason(s) for wanting to serve on this board or commission:

As a first generation immigrant, I have always felt so welcome and culturally supported in the city of Wyoming. So much so, that when I was ready to purchase a home in 2019, I couldn't think of a better city. I would be honored to participate and give back to my community by serving on this board and providing my perspective and leveraging my extensive network to promote social, cultural, environmental, economic and health and wellness

Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? Yes

Are you a registered voter in the City of Wyoming (Y/N)? Yes

I have resided continuously in the City of Wyoming since: 09/17/2019

What school district do you reside in? Godwin Public Schools

I agree my application will be reviewed against City records for dues owed and I may be ineligible? YES

Signature: Christine Mwangi Date: 01/13/2021

This application will be active for no more than three (3) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.

City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board(s) or Commission(s) applying for:

Historical Commission

Name: Kristian Joseph Daniel Home phone: [REDACTED] Cell phone: [REDACTED]

Home Address: 705 Den Hertog St SW Wyoming Michigan 49509

Email Address: [REDACTED]

Business/Occupation: CU*Answers/Financial Technology Position: Vice President of Mobile Technologies Group

Business Address: 6000 28th St SE, Grand Rapids, MI, 49548

Business Phone: 616-285-5711

Name of Immediate Supervisor: [REDACTED]

Work Experience:

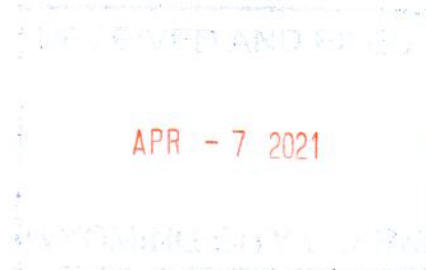
CU*Answers - 8 years
Western Michigan University -

Volunteer Experience and Involvement:

Kent County Credit Union Board of Directors
Michigan Maritime Museum - Internship

Educational Background:

Western Michigan University - Bachelor of Arts in Public History



Reason(s) for wanting to serve on this board or commission:

I graduated in 2010 from Western Michigan University with a bachelors degree in Public History and truly miss working with history and want to continue to learn more. I also have lived in the Grand Rapids area my entire life and have always been interested in local history.

Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? Yes

Are you a registered voter in the City of Wyoming (Y/N)? Yes

I have resided continuously in the City of Wyoming since: 9/1/2020

What school district do you reside in? Wyoming Public Schools

I agree my application will be reviewed against City records for dues owed and I may be ineligible? YES

Signature: Kristian Daniel Date: 4/7/2021

This application will be active for no more than three (3) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.

City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board or Commission applying for: Zoning Board of Appeals

Name: Nicole Zuidema

Home phone: [REDACTED]

Cell phone: [REDACTED]

Home Address: 1558 Den Hertog SW

Email Address: [REDACTED]

Business/Occupation: Keller & Almassian, PLC

Position: Paralegal

Business Address: 230 East Fulton St.

Business Phone: 616-364-2100

Name of Immediate Supervisor: [REDACTED]

Work Experience: _____

I have worked at the firm for 13 years and have experience in litigation, bankruptcy, and some family law.

Volunteer Experience and Involvement: _____

I sat on multiple boards at Second Congregational UCC, have volunteered at my daughters schools, and at Blandford Nature Center.

Educational Background: _____

High School graduate with some college

Reason(s) for wanting to serve on this board or commission: _____

I believe it will be an opportunity to help Wyoming grow and allow me the opportunity to understand zoning laws. I grew up in Wyoming and spent the first 20 years of my life here. Now I have moved bac

Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? Yes

Are you a registered voter in the City of Wyoming (Y/N)? Yes

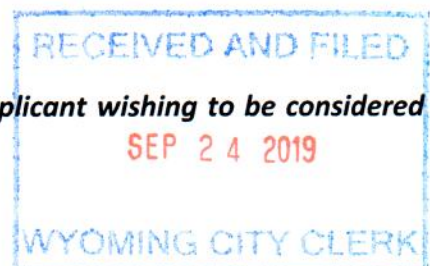
I have resided continuously in the City of Wyoming since: 04/01/2018

What school district do you reside in? Wyoming Public Schools

Signature: Nicole Zuidema

Date: 09/24/2019

This application will be active for no more than three (3) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.



RESUME/APPLICATION

Name: Matt Wierenga Telephone: [REDACTED]

Home Address: 3936 Wedgewood Dr. SW

E-mail Address [REDACTED]

Applicant for Wyoming Zoning Board of Appeals Board or Commission

Name of your Business/Firm/Occupation: JWK Construction Inc.

Address of Business/Firm/Occupation: 3340 LaRue St.
Grandville Mi 49418

Business Telephone Number: (616) 538-9102

Position: Vice President/owner

Name of Immediate Supervisor: —

Work Experience: 20 years - JWK Construction
3 years - owner

Educational Background: Graduate Jenison High school 1999

Graduate GRCC 2005 - Associates in Business Admin-

Volunteer Experience and Involvement: —

Why would you like to serve on this Board? Civic Duty

Would you be able to take time off from your business, work or occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours?

Yes No

Are you a registered elector (voter) in the City of Wyoming?

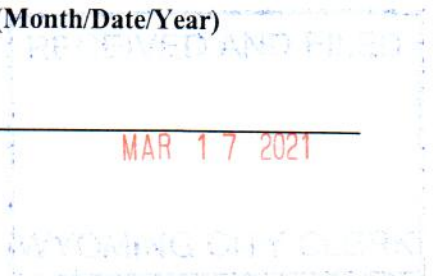
Yes No

I have resided continuously in the City of Wyoming since: 5/6/04 (Month/Date/Year)

Date: 3/16/21 Signed: Matthew O Wierenga

Please return to:

Wyoming City Clerk's Office
1155 - 28th Street, S.W.
P.O. Box 905
Wyoming, MI 49509-0905



City of **Wyoming** Michigan

BOARD/COMMISSION APPLICATION

Board(s) or Commission(s) applying for:

Election Commission; Parks and Recreation Commission; Zoning Board of Appeals

Name: Alexander M Fera Home phone: [REDACTED] Cell phone: [REDACTED]

Home Address: 3921 Hillock St SW, Apt. 12 Wyoming MI 49418

Email Address: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Business/Occupation: Fera Group, LLC Position: Owner

Business Address: 3921 Hillock St Apt 12

Business Phone: 6162582079

Name of Immediate Supervisor: None

Work Experience:

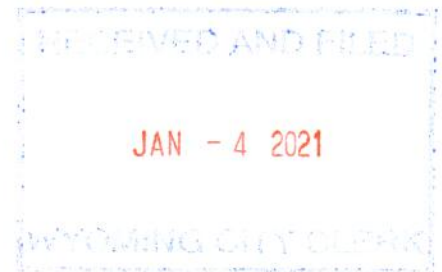
10+ Years of IT Consulting and Telecom

Volunteer Experience and Involvement:

Eagle Scout, FIRST Robotics, KCEST

Educational Background:

Novi High School 2011



Reason(s) for wanting to serve on this board or commission:

I have been a volunteer and love giving back to the community, my passion is the outdoors and want to help take care of the community I live in.

Are you able to take time off from your business/occupation to attend a meeting or meetings of a City Board or Commission if it is scheduled during your regular working hours (Y/N)? Yes

Are you a registered voter in the City of Wyoming (Y/N)? Yes

I have resided continuously in the City of Wyoming since: 01/01/2021

What school district do you reside in? Grandville Public Schools

I agree my application will be reviewed against City records for dues owed and I may be ineligible? YES

Signature: Alexander M Fera Date: 01/01/2021

This application will be active for no more than three (3) years. Any applicant wishing to be considered for appointment beyond this time must complete a new application.