

CITY OF WYOMING, MICHIGAN
Minutes of the City Council Work Session
Monday, May 10, 2021

PRESENT: Councilmembers DeKryger (virtual), Fitzgerald, Postema, Postler, Mayor Poll (virtual) and Mayor Pro Tem Bolt

ABSENT: Councilmember Vanderwood

STAFF: Balfourt, Erickson, Hofert, Holt, Koster, McCarter, McKinley, Rynbrandt, Stowell and VandenBerg

1. Call to Order

Mayor Pro Tem Bolt called the meeting to order at 5:30 p.m. and the City Clerk read the virtual meeting rules.

2. Student Recognition

None.

3. Public Comment on Agenda Items

None.

4. Write-Off of Small Personal Property Tax Amounts

Boot shared the desire to amend the City Council Policy Manual to authorize the City Treasurer to mark balances totaling less than \$5.00 on delinquent personal property parcels as paid in full. Boot noted this policy was previously amended in 2007, allowing the City Treasurer to accept partial payments and mark balances under a certain threshold as paid in full, but did not address delinquent personal property taxes. This amendment will allow the City to be reasonable in its use of resources such as paper, printing and postage in its collection efforts.

Council supports moving this item forward to the next regular City Council meeting.

5. FY 2022 Budget – Budget Changes

McKinley discussed adjustments that have been made to the proposed FY 2022 budget. McKinley noted the overall net change to each fund and indicated estimated amounts have been updated since original estimates were provided in February.

6. Component Units and Related Entities

a. Retirement Board

McKinley noted this report is informational only and does not require Council action. McKinley provided some highlights and explanation on how these funds are estimated and those estimated amounts. As of June 30, 2020, the pension fund is funded at 89.6% and as of June 30, 2019, the OPEB fund is funded at 59.4%. A budget amendment will

be presented to the City Council to consider a transfer of \$1.5 million from the Health and Workers Compensation Insurance funds to the OPEB fund.

Mayor Pro Tem Bolt asked what the current funding levels are as of today. Balfoort noted the pension is funded at 102% and the OPEB fund is at 80%. Balfoort cautioned these funds are market driven and subject to change.

b. Greater Wyoming Community Resource Alliance

McKinley explained the Alliance serves as a fiduciary for several entities, including the Tree Commission, the Community Enrichment Commission and others. The Alliance provides grants to area organizations and scholarships for parks and recreation programs and the spring carnival is the primary fundraiser for this group.

c. Tree Commission

Stowell noted the limited funds held by the Tree Commission and explained the commission's goal to explore fundraising. Stowell also spoke about projects recently completed by the commission.

d. Brownfield Redevelopment Authority

Stowell noted the current fund balance is approximately \$19,000 and approximately \$80,000 is anticipated through tax revenue. Stowell also discussed expenses and noted this budget could change drastically if a sale occurs at Site 36.

e. Downtown Development Authority

Stowell discussed expenses and revenues of the DDA, noting the DDA contributes to a portion of the DDA director's salary, donates to Metro Cruise and funds Wyoming Gives Back. The biggest expense is maintaining the corridor property maintenance along 28th Street. A major undertaking for this year will be replacement of the streetlights, as repairs and maintenance for existing fixtures have become costly and difficult.

f. Community Enrichment Commission

McCarter noted the CEC has a fund balance of \$30,000 which will be used to host events this summer. The commission's first event will be a Juneteenth event. The commission will also have four concerts planned for their summer concert series. Revenue is largely based on fundraising, but a \$10,000 contribution from the City also assists in funding this commission. A budget amendment and contract will be presented at an upcoming City Council meeting to authorize this contribution and the Alliance to act as the fiduciary for these funds.

g. Grand Valley Regional Biosolids Authority

Erickson explained the budget has been approved by the authority's board of directors and is now moving to the Wyoming City Council and Grand Rapids City Commission for consideration. Erickson reported on some of the budgetary highlights related to revenues and expenses.

7. 2022 Street and Utility Capital Improvement Changes

Erickson explained the various funds and service area affected by the capital improvement program. Erickson discussed the highlights and investments planned in FY 2022. Some of the investment amounts are variable, pending further consideration and understanding of federal funding that may be available.

Council supports moving this item forward to the next regular City Council meeting.

8. Fee Schedule Changes

a. Engineering and Traffic Fees

Erickson explained the various fee changes proposed in this section of the fee schedule and specifically noting proposed changes to special assessment rates, storm water fees and various street permit fees.

b. Water and Sewer Rates

Erickson outlined the rate changes that have been proposed. These rates were presented to the City Council in March and have not been changed. Erickson shared how these rates compare to rates in other Michigan communities.

c. Water Service Installation Fees

Erickson explained the proposed change to this fee schedule, noting the need to restructure the fees to identify stand-alone service installations versus service installations that include excavation and restoration. The service installations that include excavation can be more costly and this adjustment to the fee schedule ensures the City is able to recoup its costs with more complicated water service installations.

These items will be presented at the next regular City Council meeting.

9. Water Treatment Plant Yard Piping Costs

Erickson provided an update to the Council on the yard piping project. Two bids were received and opened last week for this project. The bids received were very close, with Kamminga & Roodvoets being the low bidder. Overall, the yard piping project will total roughly \$8.6 million and will begin in the fall.

Council supports moving this item forward to the next regular City Council meeting.

10. Community Services Updates

a. CDBG-CV CARES Act

Rynbrandt discussed the CDBG funds received by the City and explained the additional CDBG-CV funds that have become available to assist communities in addressing pandemic-related issues. Due to the expectations tied to these additional funds, staff is strongly recommending no further pursuit of these funds. This was reviewed with the Community Development Commission and the commission is supportive of this position.

Council expressed no concern with this approach.

b. Pinery Park Dog Restrictions Policy – Parks & Recreation Commission Evaluation

Rynbrandt noted the history of allowing dogs in city parks and a decision made over 20 years ago to ban dogs from one city park, ensuring those with allergies or concerns about dogs could be assured access to a city park that would be dog-free. Pinery Park was identified as the designated park and since then, dogs have been prohibited from Pinery Park on a seasonal basis. A recent inquiry has relaunched this conversation and the Parks & Recreation Commission would like to explore whether this practice should continue.

Rynbrandt presented a proposed timeline for public engagement, a resident survey and a communications plan to navigate this process. If this process results in a change, it would be implemented in 2022. Rynbrandt noted previous changes were policy amendments approved by the Parks & Recreation Commission, but is seeking Council input.

Council provided suggestions for survey questions and offered general support of this effort.

c. Marquette Park – Master Planning Project

Rynbrandt provided information on the plans to update Marquette Park, noting the timeline and significant efforts for public engagement. The current timeline calls for a draft plan in late November, with Council consideration of a new Marquette Park master plan scheduled for early 2022. A funding plan would then be developed in 2023 or 2024, with construction taking place in 2025. Rynbrandt noted a council representative would be welcomed in this process.

11. Board and Commission Appointments and Reappointments

VandenBerg reviewed the recent changes to the policy regarding appointments and reappointments. VandenBerg reviewed appointments that could be presented at the May 17 City Council meeting. Council was supportive of the appointments presented and these will appear on the consent agenda at the next regular City Council meeting.

Next, VandenBerg reviewed current vacant positions and the applications on file. In some cases, no qualified applicants exist. In other cases, applications have been routed to boards, commissions or staff liaisons for review. Recommendations for filling these positions will be presented at the June work session, with potential appointments occurring at the June 21 regular meeting.

Finally, VandenBerg presented the list of members whose terms will expire on June 30, 2021, including members who have fulfilled the maximum years of service or terms of service. The Clerk's Office will begin communications regarding continued service, initially with the boards, commissions and/or staff liaisons, and then directly with members. Once those communications are finalized, reappointment information will be presented to the City Council.

12. Any Other Matters

Bolt noted the challenges staff has had in researching private building inspection companies, noting some have stated they would not be interested in providing this service to Wyoming and another would not return calls. Bolt suggested halting the exploration of this service model. Several members of the Council supported ending this effort.

13. Acknowledgement of Visitors

None.

14. Adjournment

The meeting adjourned at 6:51 p.m.

Kelli A. VandenBerg, City Clerk