

AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, FEBRUARY 19, 2018, 7:00 P.M.

1) Call to Order

2) Invocation – Pastor Mike Young, Newhall Christian Fellowship Church

If you wish and are able, please stand for the invocation. The Pledge of Allegiance will immediately follow the invocation.

3) Pledge of Allegiance

4) Roll Call

5) Student Recognition

6) Approval of Minutes

From the February 5, 2018 Regular Meeting and the February 12, 2018 Work Session

7) Approval of Agenda

8) Public Hearings

If you wish to speak to an item during a public hearing you are welcome to do so. It is important to note this is not an opportunity for dialog or debate; this is an opportunity to provide comment to the City Council. Comments made during a public hearing may become part of the meeting's permanent record. Upon approaching the podium, please begin by providing your name and address. There is a 3 minute limit per person.

7:01 p.m. To Consider the Establishment of an Industrial Development District for Gable Holdings II, LLC, in the City of Wyoming

9) Public Comment on Agenda Items

This public comment period is reserved for comment on agenda items only. If you wish to speak about an item that is not on the agenda, please hold your comments until the acknowledgement of visitors at the end of the meeting. It is important to note this is not an opportunity for dialog or debate; this is an opportunity to provide comment to the City Council. Upon approaching the podium, please begin by providing your name and address. There is a 3 minute limit per person.

10) Presentations and Proclamations

- a) Presentations
- b) Proclamations

11) Petitions and Communications

- a) Petitions
- b) Communications

12) Reports from City Officers

- a) From City Council
 - 1. Expense Report for Councilmember Vanderwood – Wyoming/Kentwood Area Chamber of Commerce Annual Meeting
- b) From City Manager

13) Budget Amendments

14) Consent Agenda

All items under this section are considered to be routine and will be enacted by one motion with no discussion. If discussion is desired by a Councilmember, that member may request removal from the Consent Agenda.

- a) To Set a Date for a Public Hearing on the Proposed Wyoming Community Development 2018/2019 One Year Action Plan (April 2, 2018 at 7:01 p.m.)
- b) To Set a Time and Place for a Public Hearing to Determine the Necessity of Constructing 56th Street Improvements from Byron Center Avenue to Ivanrest Avenue, Special Assessment Roll 18-801 (March 5, 2018 at 7:01 p.m.)

15) Resolutions

- c) To Establish an Industrial Development District Pursuant to Act 198, Public Acts of 1974, as Amended for Gable Holdings II, LLC
- d) To Amend Section 1 and Section 3 of the City Council Policy Manual

16) Award of Bids, Contracts, Purchases, and Renewal of Bids and Contracts

- e) To Approve a Reimbursement Request from Franklin Partners, L.L.C., and to Pre-Authorize Additional Expenses for Work Performed at or on Behalf of 300 & 301 36th Street SW (Site 36)
- f) To Authorize the Purchase of LED Sports Lighting Equipment (Budget Amendment No. 49)
- g) To Accept Proposals from Corrpro Companies for the Purchase and Installation of Rectifier Units Used for Cathodic Protection Systems
- h) To Accept a Proposal from Breathing Air Systems for the Purchase of an Air Compressor System and Accessories
- i) To Award a Bid for the Buck Creek Restroom Building Replacement Project (Budget Amendment No. 52)
- j) To Award a Bid for the Ferrand Park Improvement Project (Budget Amendment No. 51)
- k) For Award of Bid
 - 1. Fertilizer

17) Ordinances

2-18 To Amend Section 10-179(4)(g) and to Add Section 10-179(4)(h) to the Code of the City of Wyoming (Rental Inspection Fees) (First Reading)

18) Informational Material

19) Acknowledgment of Visitors

This public comment period is an opportunity to share concerns or present topics to the City Council that were not part of this meeting's agenda. This is not an opportunity for dialog with Council, but Council may make referrals or request staff to follow up. Please provide your name and address when approaching the podium. There is a 3 minute limit per person.

20) Closed Session (as necessary)

21) Adjournment

**City of Wyoming
TRAVEL EXPENSE ESTIMATE AND AUTHORIZATION**

REQUIRED TO BE FILLED OUT PRIOR TO APPROVAL

Registration Deadline: 01/10/18

Is this required training for continued education to keep a license or certification?

YES _____ NO

How does this training apply towards providing quality service to our Citizens?

Approval

Department Head [Signature]
City Manager [Signature]

Employee: Councilmember Kent Vanderwood & Bev (wife)
Department: City Council
Destination: Wyoming-Kentwood Annual Meeting - Grand Rapids, MI

Date Submitted: 01/11/17
Date(s) of Travel: 01/26/18 to 01/26/18
Account Charged: 101-101-10100-860.000

PLEASE ATTACH ALL DOCUMENTATION RELEVANT TO THIS REQUEST

	Estimated	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast - \$10.00								
Lunch - \$15.00								
Dinner - \$25.00								
Lodging								
Air Fare/Train								
Car Rental								
Mileage-.535/Mile								
Parking/Toll/etc								
Registration	\$ 100.00							
TOTAL	\$ 100.00							

SIGN WHEN SUBMITTING FINAL EXPENSES

Date Submitted: 1-15-18
Submitted by (Print): J. Stowell
Finance Designee: _____

Total Expenses	\$ 100.00
5/3 CC Charges	
Due to Employee	

Check for: \$ 100.00 Date: 1/15/18
Payable to: Wyoming-Kentwood Chamber of Commerce
Address: _____

Check for: _____ Date: _____
Payable to: _____
Address: _____

Check for: _____ Date: _____
Payable to: _____
Address: _____

Check for: _____ Date: _____
Payable to: _____
Address: _____

Wyoming-Kentwood Area Chamber of Commerce
 4415 Byron Center Ave SW
 Wyoming, MI 49519

PH. 616-531-5990 Fax 616-531-5990
 Janine@southkent.org



Date	Invoice #
1/11/2018	283824

Bill To

City of Wyoming
 1155 - 28th Street SW
 Wyoming, MI 49509

			Due Date
			1/22/2018
Description	Qty	Rate	Amount
Annual Meeting Tickets 2018	4	50.00	200.00
<p><i>2 tickets for Council - \$100.00</i> <i>2 tickets for staff - \$100.00</i></p>			
<p>The Chamber is a non-profit organization, but it is not a charity. Contributions, gifts or Membership dues are not tax deductible as charitable contributions for Federal income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses. Please consult your own tax advisor.</p>		<p>Total \$200.00</p>	
		<p>Payments/Credits \$0.00</p>	
		<p>Balance Due \$200.00</p>	

RESOLUTION NO. _____

A RESOLUTION TO SET A DATE FOR A PUBLIC HEARING ON THE PROPOSED
WYOMING COMMUNITY DEVELOPMENT 2018/2019 ONE YEAR ACTION PLAN

WHEREAS:

1. The City of Wyoming has applied for and obtained 42 years of Community Development Block Grant (C.D.B.G.) funds from the Department of Housing and Urban Development.
2. It is necessary to submit a One Year Action Plan application for the 43rd program year covering the period of July 1, 2018, through June 30, 2019.
3. On January 31, 2018, the Wyoming Community Development Committee unanimously recommended a proposed Wyoming Community Development 2018/2019 One Year Action Plan.
4. A City Council public hearing is a requirement prior to City Council approval of the Wyoming Community Development 2018/2019 One Year Action Plan.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby set the date of April 2, 2018 at 7:01 P.M. for a public hearing on the Wyoming Community Development 2018/2019 One Year Action Plan.

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 session held on February 19, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

RESOLUTION NO. _____

RESOLUTION TO SET A TIME AND PLACE FOR A PUBLIC HEARING TO DETERMINE THE NECESSITY OF CONSTRUCTING 56th STREET IMPROVEMENTS FROM BYRON CENTER AVENUE TO IVANREST AVENUE, SPECIAL ASSESSMENT ROLL 18-801

WHEREAS:

1. The City Council has directed the City Manager to prepare plans and specifications and an estimate of cost for a public improvement as described below.
2. The City Manager has prepared the same, and has filed the same with the City Clerk, together with certain recommendations as required by the City Code of the City of Wyoming.

NOW, THEREFORE, BE IT RESOLVED:

1. The plans and specifications and estimate of cost and the report of the City Manager for this public improvement, shall be filed in the office of the City Clerk, and shall be available for public examination.
2. The City Council shall meet at Wyoming City Hall, 1155-28th Street SW, Wyoming, Michigan, on **March 5, 2018, at 7:01 p.m.**, for the purpose of hearing all persons to be affected by the proposed public improvement (see attached list).
3. The City Clerk is directed to provide notice of the time and place of the hearing as follows:
 - a. Published once in the Grand Rapids Press, an official newspaper of the City of Wyoming, not less than five (5) days prior to the date of the hearing; and
 - b. Sent by first class mail to each owner of property subject to assessment, as shown on the general tax rolls of the City, at least ten (10) days before the time of the hearing.
4. The notice of the hearing to be published and mailed, shall be in substantially the following form:

NOTICE OF SPECIAL ASSESSMENT HEARING TO THE OWNER OF THE LOT AND PARCEL OF LAND INCLUDED WITHIN THE FOLLOWING PUBLIC IMPROVEMENT:

56TH STREET IMPROVEMENTS FROM BYRON CENTER AVENUE TO IVANREST AVENUE, SPECIAL ASSESSMENT ROLL 18-801

5. The City Council intends to acquire and construct the following described improvements: 56th Street Improvements, from Byron Center Avenue to Ivanrest Avenue, Special Assessment Roll 18-801. The City Council intends to defray a part or all of the cost of the above described public improvement by special assessment against the above described property.
6. The City Council has caused plans and specifications and an estimate of the cost of the above described public improvement, together with certain recommendations, to be

prepared and made by the City Manager and the same is on file with the City Clerk and available for public examination.

7. The City Council will meet at Wyoming City Hall, 1155-28th Street SW, Wyoming, Michigan, on **March 5, 2018, at 7:01 p.m.**, for the purpose of hearing all persons to be affected by the proposed public improvement.
8. Property owners may appeal the assessment to the Michigan Tax Tribunal within 30 days after confirmation of the assessment roll. Appearance and protest at the local hearing is required in order to appeal the amount of the special assessment to the Michigan Tax Tribunal. An owner or party in interest, or his agent, may appear in person at the hearing, or may file his appearance or protest by letter and his personal appearance shall not be required.

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 session held on February 19, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Parcel List

Resolution No. _____

**56th Street Improvements, from Byron Center Avenue
to Ivanrest Avenue
Special Assessment No. 18-801**

Parcels Numbers (Parent Parcel Number)

41 - 17 - 33 - 301 - 024
41 - 17 - 33 - 301 - 019
41 - 17 - 33 - 301 - 020
41 - 17 - 33 - 181 - 022
41 - 17 - 33 - 181 - 023
41 - 17 - 33 - 252 - 022
41 - 17 - 33 - 401 - 011
41 - 17 - 33 - 401 - 010
41 - 17 - 33 - 402 - 001
41 - 17 - 33 - 402 - 002
41 - 17 - 33 - 426 - 001
41 - 17 - 33 - 251 - 044
41 - 17 - 33 - 276 - 039
41 - 17 - 33 - 276 - 037
41 - 17 - 33 - 276 - 038
41 - 17 - 33 - 427 - 014

RESOLUTION NO. _____

RESOLUTION TO ESTABLISH AN INDUSTRIAL DEVELOPMENT
DISTRICT PURSUANT TO ACT 198, PUBLIC ACTS OF 1974,
AS AMENDED FOR GABLE HOLDINGS II, LLC

WHEREAS:

1. The City of Wyoming has the authority to establish Industrial Development Districts within the City of Wyoming under the provisions of Act 198 of Public Acts of 1974, as amended.
2. Gable Holdings II, LLC has requested that the City establish an Industrial Development District for the properties located at 6156 Burlingame Ave SW, 6010 Burlingame Ave SW, and 1240 60th Street SW in Wyoming, Michigan and legally described on the attachment.
3. Staff has reviewed the request and found that the project to be located within the district will promote the economic health of the community by encouraging private capital investment and creating new employment opportunities in the City of Wyoming.
4. Staff has recommended that the City Council establish this district.

NOW, THEREFORE, BE IT RESOLVED:

1. A public hearing was held on February 19, 2018 at 7:01 p.m. at which time the property owners of real property within the proposed district and all residents and taxpayers of the City of Wyoming were afforded the opportunity to be heard.
2. The Wyoming City Council establishes an Industrial Development District in the City of Wyoming, Kent County, Michigan, under the provisions of Act 198 of the Public Acts of 1974 as amended, for real property located at 6156 Burlingame Ave SW, 6010 Burlingame Ave SW, and 1240 60th Street SW in Wyoming, Michigan, and legally described on the attachment.

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 session held on February 19, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

Attachment: Exhibit A - Legal Description

Resolution No. _____

Exhibit A

6156 Burlingame Ave SW:

Parcel Number: 41-21-02-600-004

412102600004 NFRL 1/2 NWFRL 1/4 EX N 412.5 FT ALSO PART OF SW 1/4 NWFRL 1/4 COM 1166.30 FT S 1D 05M 15S W ALONG W SEC LINE FROM NW COR OF SEC TH N 89D 22M 00S E 1323 FT M/L TO W 1/8 LINE TH N 0D 10M 00S W 14.0 FT M/L ALONG W 1/8 LINE TO N 1/8 LINE TH N 89D 23M 00S W ALONG N 1/8 LINE 1322.95 FT TO W SEC LINE TH S 1D 05M 15S W 33.62 FT TO BEG EX THAT PART LYING SLY & WLY OF A LINE COM 1166.30 FT S 1D 05M 15S W ALONG W SEC LINE & S 89D 20M 00S E FROM NW COR OF SEC 1133.55 FT TO NLY LINE OF M-6 & BEG OF SD LINE - TH N 68D 15M 10S WLY ALONG SD NLY R/W 523.58 FT TH N 72D 43M 48S W ALONG SD NLY R/W 567.67 FT TO A PT BEING 98.43 FT PERP FROM W SEC LINE TH N 1D 05M 15S E 440.81 FT TH N 6D 23M 51S W TO N SEC LINE & PT OF ENDING SD LINE * SEC 2 T5N R12W 37.81 A. SPLIT/COMBINED ON 06/29/2016 FROM 41-21-02-100-056; Split on 10/25/2017 into 41-21-02-600-008, 41-21-02-600-009, 41-21-02-600-010;

6010 Burlingame Ave SW:

Parcel Number: 41-21-02-600-001

N 280.5 FT OF NFRL 1/2 NWFRL 1/4 LYING E OF A LINE COM 407.79 FT S 1D 05M 15S W ALONG W SEC LINE & 98.43 FT S 88D 54M 45S E FROM NW COR OF SEC TH N 6D 23M 51S W ALONG SD LINE TO S R/W OF 60TH ST /66 FT WIDE/ EX E 500 FT * SEC 2 T5N R12W 13.41 A. SPLIT/COMBINED ON 06/29/2016 FROM 41-21-02-100-054; Split on 10/25/2017 into 41-21-02-600-005, 41-21-02-600-006, 41-21-02-600-007;

1240 60th St SW:

Parcel Number: 41-21-02-600-002

N 280.5 FT OF E 300 FT OF NWFRL 1/4 * SEC 2 T5N R12W 1.93 A.

RESOLUTION NO. _____

RESOLUTION TO AMEND SECTION 1 AND SECTION 3
OF THE CITY COUNCIL POLICY MANUAL

WHEREAS:

1. A recent review of the City Council Policy Manual as well as the manual's amendment history identified opportunities where practice and policy were inconsistent or where amendments are necessary due to a change in operations.
2. It is recommended that the City Council amend Section 1 and Section 3 of the City Council Policy Manual to ensure the manual accurately reflects amendments approved by the City Council, as well as current practices and operations.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby amend Section 1 and Section 3 of the City Council Policy Manual to read as follows in the attached documents.

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 session held on February 19, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Staff Report

Section 1 and Section 3 – Draft

STAFF REPORT

Date: January 24, 2018

Subject: City Council Policy Manual Amendments and Additions – Sections 1 and 3

From: Kelli VandenBerg, City Clerk

Meeting Date: February 12, 2018 – Work Session, February 19, 2018 – Regular Meeting

Recommendation:

It is recommended that the City Council approve the proposed amendments to Section 1 to reflect changes that have occurred in the Council's order of business and the delivery of the agenda to Councilmembers. It is also recommended that the City Council approve the recommendations pertaining to Section 3 partly to clarify the policy and to reflect the name change of a federal policy.

Sustainability Criteria:

Environmental Quality – There is no environmental impact.

Social Equity – There is no social equity impact.

Economic Strength – There is no economic impact.

Discussion:

During a recent review of the City Council Policy Manual, inconsistencies were discovered which prompted a thorough review of policy's amendment history and a review of the entire policy manual document. Based on that review, the following excerpts highlight the proposed recommendations:

1.03 Order of Business

- (8) Public Hearings (*3 minute limit per person*)
- (19) Acknowledgement of Visitors (*3 minute limit per person*)

In this case, Council practice has limited public comment at City Council meetings to 3 minutes per person, the agenda notes this as well. The Council Policy Manual only identifies item (9) Public Comment on Agenda Items as having a 3 minute limit. This amendment will make the policy manual consistent with practice.

1.04 Agenda

The agenda and supporting material shall be available for the City Council by 5:00 p.m. *Thursday* prior to the meeting.

This recommendation is based on the City's move to a four-day work week and the fact that the City Council Agenda is available by end of business on Thursday prior to the meeting.

1.07 Audio Recording of Business

It is recommended the last two sentences of this section be deleted, as they are already independently established in the policy as 1.09 Closed Session Minutes.

3.02 62-A District Court Judges

Notes in the Council Policy Manual files suggest this section was rescinded on July 2, 2012, however there is no documentation to support that statement. Furthermore, the City Council took action amending this section of the policy in 2013. The purpose of presenting this to Council is to confirm its inclusion in the Council Policy Manual and reaffirm the amendments made in 2013.

3.07 *Equal Employment Opportunity*

This recommendation stems from a program name change.

Incorporating these recommended changes would ensure the Council Policy Manual accurately reflects amendments approved by the City Council, as well as current practices and operations.

CITY COUNCIL POLICY MANUAL

City of Wyoming, Michigan

Section 1 - RULES OF PROCEDURE

1.01 Meetings of the City Council shall be conducted according to Roberts Rules of Order Newly Revised, most recent edition, subject to provisions of the Charter and these rules.

1.02 These Rules of Procedure may be amended by a majority of the City Council and may be suspended at a regular meeting by a majority attending such meeting.

1.03 Order of Business

The order of business for regular council meetings shall be as follows:

- (1) Call to Order
- (2) Invocation
- (3) Pledge of Allegiance
- (4) Roll Call
- (5) Student Recognition
- (6) Approval of Minutes
- (7) Approval of Agenda
- (8) Public Hearings (3 minute limit per person)
- (9) Public Comment on Agenda Items (3 minute limit per person)
- (10) Presentations and Proclamations
- (11) Petitions and Communications
- (12) Reports from City Officers
- (13) Budget Amendments
- (14) Consent Agenda
- (15) Resolutions
- (16) Award of Bids, Contracts, Purchases, and Renewal of Bids and Contracts
- (17) Ordinances
- (18) Informational Material
- (19) Acknowledgement of Visitors (3 minute limit per person)
- (20) Executive Session (as necessary)
- (21) Adjournment

1.04 Agenda. The City Manager shall prepare the agenda for each Regular Council meeting and Work Session. The Agenda shall include petitions and communications and items approved for consideration at the Work Session. The agenda and supporting material shall be available for the City Council by 5:00 p.m. Thursday prior to the meeting.

1.05 Public Discussion at Meetings. All persons may address the City Council at any meeting which is open to the public during Public Comment or Acknowledgement of Visitors. The person may be asked to give their name and address at the beginning of their comments. The Chairman may limit the comments of any person to items on the agenda or to such matters as may be relevant to the City.

At the discretion of the Chairman, persons may be allowed to speak only once on the same matter. The Chairman may limit to 3 minutes the time that any person is allowed to speak.

1.06 Regular Meeting Date and Time. Meeting dates for regular City Council Meetings are hereby established as the first and third Mondays of each month. There shall be an additional meeting on the first Monday following the City Election, except when the first Monday falls on a City holiday. In that case, that meeting shall be on the first Tuesday following the City Election. All regular meetings shall begin at 7:00 p.m.

The City Council work session meetings shall be on the second Monday of each month, and at any time as determined by the City Manager.

1.07 Audio Recording of Meetings. The City Clerk shall electronically record all proceedings of the City Council at regular meetings and work sessions. These recordings are to be used by the City Clerk's office for the preparation of minutes of the various meetings. Tape recordings of regular meetings and work sessions shall be disposed of, destroyed or reused at the discretion of the City Clerk. No tape recordings of closed sessions shall be made.

1.08 Committees. There shall be no standing committees of Council. Special committees and their members may be appointed by the Mayor, subject to the approval of the City Council, or by City Council itself.

Whenever the final report of any special committee of the City Council has been submitted and approved by the City Council, such committee shall be considered as dissolved.

1.09 Closed Session Minutes. The City Clerk shall prepare the required minutes of any closed session, and they shall be approved by the Council before the closed session ends. The minutes of the closed session shall be retained as required in PA 1976, No. 267, as amended, MCL 15.261(2).

Section 3 - STAFF AND EMPLOYEES

3.01 City Manager. The City Manager is hereby authorized to make settlement of claims without the prior approval of the City Council in all cases where the settlement does not exceed \$10,000.

The City Manager is hereby authorized to give such assistance as is needed in the form of equipment or employees to another municipality within the immediate area in the event that such municipality has been affected with a disaster such as a tornado, conflagration or other emergency situation in which the municipality needs assistance.

3.02 62-A District Court Judges. Beginning June 1, 1986, the annual salary supplement provided by the City of Wyoming to each 62-A District Court Judge shall be equal to the annual salary set by the State of Michigan for District Court Judges, less the amount of the State contribution.

The fringe benefits of health, dental, vision and life insurance, and post-employment retirement medical insurance provided to the 62-A District Court Judges shall be on the same basis as provided to the Administrative and Supervisory Association.

State and local bar dues and one annual in-state judicial conference shall be paid by the City.

3.03 City Attorney. In order to obtain a written opinion from the city attorney, the request will be put in writing signed by at least two members of the City Council, or by verbal request at a public meeting with support from at least one other member of the Council.

The Attorney or designee shall attend all meetings of the City Council.

3.04 Reserved

3.05 Employee Service Awards. Service awards for all employees shall be given annually for continuous years of employment with the City at: 10 years, 15 years, 20 years, 25 years, and 30 years or more of service.

3.06 Unemployment Compensation. The City adopts the Michigan State plan for unemployment compensation whereby the City will reimburse the State for the unemployment expenses incurred on its behalf.

3.07 Equal Employment Opportunity. The City subscribes to Equal Employment Opportunity for employment and purchasing practices.

3.08 Authorization for City Treasurer to accept partial payments. The City Treasurer is hereby authorized to accept partial payments 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 is authorized to mark the parcel as paid in full prior to the turning the tax roll over to the Kent County Treasurer on March 1 of each year.

3.09 De Minimis Benefits. Employee compensation includes additional de minimis benefits as provided at the discretion of the City Manager within the annual budget.

RESOLUTION NO. _____

RESOLUTION TO APPROVE A REIMBURSEMENT REQUEST FROM FRANKLIN PARTNERS, L.L.C., AND TO PRE-AUTHORIZE ADDITIONAL EXPENSES FOR WORK PERFORMED AT OR ON BEHALF OF 300 & 301 36TH STREET SW (SITE 36)

WHEREAS:

1. The City of Wyoming, City of Wyoming Brownfield Redevelopment Authority and Franklin Partners, L.L.C entered into a Development Agreement (the “**Agreement**”) on October 6, 2016 for the property located at 300 36th St SE, Wyoming (Site 36) and pre-authorized up to \$50,000 in expenses.
2. The City of Wyoming and City of Wyoming Brownfield Redevelopment Authority executed an amendment on November 6, 2017 to extend the Agreement from October 2, 2017 to October 2, 2018 with Franklin Partners, L.L.C. and did not pre-authorize additional funding for expenses at that time.
3. Franklin Partners, L.L.C. recently submitted a reimbursement request that exceeds the \$50,000 pre-authorization.
4. The City of Wyoming Brownfield Redevelopment Authority approved the reimbursement request at their meeting on February 5, 2018.
5. The City of Wyoming and City of Wyoming Brownfield Redevelopment Authority wish to pre-authorize additional funding for expenses incurred to further redevelopment at Site 36.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council of the City of Wyoming approves the reimbursement request submitted by Franklin Partners, L.L.C. for payment.
2. The City Council of the City of Wyoming pre-authorizes an additional \$50,000 of funding for work performed at or on behalf of Site 36.

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 session held on February 19, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Staff Report

Franklin Partners Invoice

STAFF REPORT

Date: February 14, 2018
Subject: Site 36 – Reimbursement Request from Franklin Partners, L.L.C.
From: Megan Sall, Assistant City Manager
Meeting Date: February 19, 2018

Recommendation:

Staff recommends approval of the reimbursement request from Franklin Partners in the amount of \$41,026.02. In addition, staff recommends pre-authorization of an additional \$50,000 for work performed at or on behalf of Site 36. This recommendation follows review and approval of the reimbursement request by the Brownfield Redevelopment Authority at their meeting on February 5, 2018.

Sustainability Criteria:

Environmental Quality – Approval of this reimbursement request and pre-authorization will not affect the environmental quality of the community.

Social Equity – Approval of this request will ideally lead to the identification of a user for Site 36, thereby bringing jobs and investment that will be accessible for all residents in the City of Wyoming.

Economic Strength – Approval of this request will ideally lead to a significant investment in jobs, real and personal property at Site 36. These investments will serve to strengthen the City's tax base, as well as the overall business community in Wyoming.

Discussion:

In November 2017, the City of Wyoming extended its partnership agreement with Franklin Partners for the redevelopment of Site 36. However, it did not authorize additional funds for work performed at or on behalf of the site at that time. The original agreement pre-authorized up to \$50,000 in expenses that would be incurred by Franklin Partners, L.L.C., primarily related to marketing, demolition and site work.

Franklin Partners recently submitted a reimbursement request in the amount of \$41,206.02. This request, taken with an earlier approved request of \$15,868.74 from July 2017, exceeds the originally established \$50,000 limit by \$7,074.76. Approval by the Wyoming Brownfield Authority and City Council is now needed.

The Wyoming Brownfield Authority reviewed and approved Franklin Partners reimbursement request at their meeting on February 5, 2018. Staff are now requesting Council approval of the request, as well as pre-authorization of another \$50,000 for work to be performed at or on behalf of Site 36.

Franklin Partners, LLC
 1900 Spring Road, Suite 420
 Oak Brook, Illinois 60523
 Tel 630.574.5133



SITE 36 EXPENSE REIMBURSEMENT REQUEST #2 **1.9.2018**

<u>BILL TO</u>	<u>REMIT TO</u>
City of Wyoming, Michigan 1155 28 th Street SW Wyoming, Michigan 49509	Franklin Partners, LLC 1900 Spring Road, Suite 420 Oak Brook, Illinois 60523

MARKETING			
<u>Invoice No.</u>	<u>Vendor Name (Description)</u>	<u>Budget Category</u>	<u>Invoice Amount</u>
2017-282	Paracom, LLC Colliers International (8 4x8 Aluminite Signs)	Site Signage	\$3,000.00
2017-282	Paracom, LLC Colliers International (8 4x8 Aluminite Signs)	Contingency (Site Signage Overage)	\$593.40
13226	MiBiz (Crystal Ball Issue)	Digital Print Ads	\$999.00
N/A	Franklin Partners, LLC (SBD Tour Van Rental – SteadyFare)	Contingency	\$180.00
N/A	Franklin Partners, LLC (Wolverine Glass Presentation Material)	Contingency	\$154.93
N/A	Franklin Partners, LLC (Facebook Online Ad)	Digital Print Ads	\$50.00
N/A	Franklin Partners, LLC (Hoekstra Specialty Vehicle – SBD Tour)	Contingency	\$312.70
INVOICES TOTAL			\$5,290.03
MARKETING REIMBURSEMENT TOTAL (50%)			\$2,645.02



LANDSCAPE / FENCE REPAIRS / DEMOLITION

<u>Invoice No.</u>	<u>Vendor Name</u>	<u>Budget Category</u>	<u>Invoice Amount</u>
18378	Kloosterman Landscaping	Landscape Clean Up	\$4,000.00
4926	X-Treme Demolition	Demolition of Pedestrian Walkway & Asbestos Survey	\$21,200.00
5015	X-Treme Demolition	Demolition of Pedestrian Walkway	\$12,100.00
138064	Buist Electric	Verification of NO Power in Pedestrian Walkway	\$166.00
18658	Kloosterman Landscaping	Landscape Clean Up	\$915.00
INVOICES TOTAL			\$38,381.00
REIMBURSEMENT TOTAL (100%)			\$38,381.00

ATTACHMENTS: Invoice copies & proof of payment for each	REIMBURSEMENT TOTAL	\$41,026.02
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ParaCom, LLC.
 Colliers International
 333 Bridge St NW, Suite 1200
 Grand Rapids, MI 49504

Invoice

DATE	INVOICE #
6/26/2017	2017-282

INVOICED TO:
Mr. Donald Shoemaker Franklin Partners, LLC 55 Shuman Blvd, Suite 178 Naperville, IL 60563

DUE DATE	TERMS
6/26/2017	

DESCRIPTION	AMOUNT
Site 36 Industrial Park - 8'x8' Signs	3,593.40
We appreciate the opportunity to have provided this service and the consideration going forward.	

To contact us, please call 616-774-3500.	Total	\$3,593.40
--	--------------	-------------------

Fwd: Invoice #1 from SteadyFare

Julie Maue

Wed 9/6/2017 2:59 PM

Inbox

To: Diana LaVaque <DLaVaque@franklinpartners.net>; Bernadette Rodeghero <BRodeghero@franklinpartners.net>;

Diana,

Below is the SteadyFare receipt. I will forward the others shortly.

JULIE MAUE / DIRECTOR OF MARKETING

FRANKLIN PARTNERS, LLC

220 Lyon Street NW, Suite 540
GRAND RAPIDS / MI 49503
T / 616.805.5066 | C / 616.915.8910
JMAUE@FRANKLINPARTNERS.NET
WWW.FRANKLINPARTNERS.NET

Begin forwarded message:

From: "SteadyFare" <mailer@waveapps.com>

Subject: Invoice #1 from SteadyFare

Date: August 11, 2017 at 4:19:18 PM EDT

To: Jmaue@franklinpartners.net

Reply-To: james@steadyfare.com

SteadyFare

Invoice #1

For Franklin Partners

\$180.00 USD

Due on Aug 11, 2017

[View Online](#)

For questions about this invoice, please contact
james@steadyfare.com

Powered by  wave

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Transaction Detail

Hierarchy

>> 5394-Grand Rapids MI Downtown >> Register 006

Transaction

Transaction Number:53940063750

Date:07/19/2017

Time:01:06

Type:Sale

Employee ID:2273685

Items Sold

Item Number	Description	Quantity	Discount	Price Paid	Tax
0887	Coil Mixed Covers	10	4.99	44.91	T
	Discount Amount: \$4.99				
0224	CLR 1S on 32# Wht	150	11.25	101.25	T
	Discount Amount: \$11.25				

Totals

Subtotal	Discount	Tax	Quantity	Total
162.40	16.24	8.77	160.00	154.93

Tenders Applied

Type	ID	Amount
AmEx	XXXXXXXXXXXX1029	154.93

Entry: MagSwipe

Number Keyed Reason:

Auth Method: Automatic

Auth Code: 501012

Auth Response: Approved or completed successfully



You are targeting men and women, ages 25 - 65+ who live in 7 locations.

Location - Living In:

United States: Naperville (+25 mi) Illinois; Gary (+25 mi) Indiana; Kentucky; Detroit (+25 mi), Grand Rapids, Lansing (+25 mi) Michigan; Ohio

Age:

25 - 65+

Hide full summary



This promotion will run for 4 days.



Your total budget for this promotion is \$50.00.

1,396

People Reached [?]

92

Engagements

\$50.00

Total Spend [?]

Actions

People

Countries

Photo Clicks

16

Link Clicks

2

Page Likes

4

Shares

2



Franklin Partners, Grand Rapids, MI is at City of Wyoming - City Hall.

Sponsored · 🌐

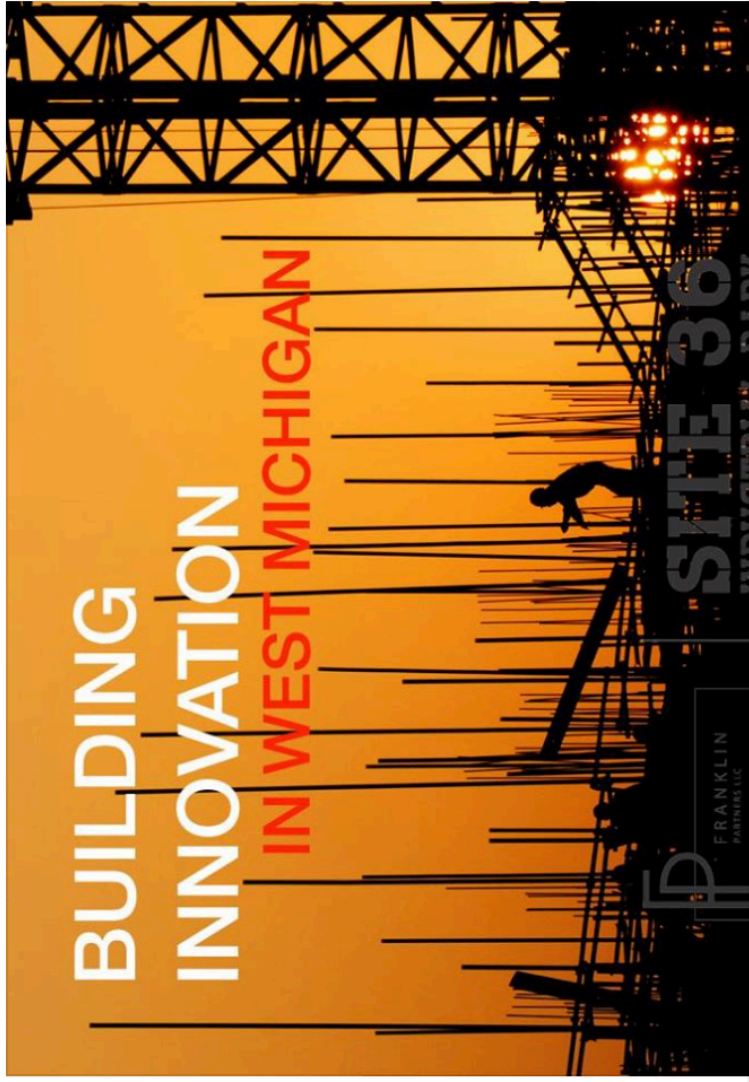


We are full steam ahead at Site 36 Industrial Park.

Now is the perfect time to address goals and growth projections for your organization. We have 90 shovel ready acres, fully improved for your industry specific needs.

Check out the link below!

<https://lnkd.in/evkEf4E>



Help Center

Boost Another Post

Close



HSV - GRAND RAPIDS
 3741 ROGER B. CHAFFEE BLVD.
 GRAND RAPIDS, MI 49548
 PHONE: (616) 245-7440 FAX: (616) 245-7726

BILL TO
 FRANKLIN PARTNERS

 NAPERVILLE IL 60563
 P: (616) 581-7777
 F:

Invoice No. B201000325
 Date 8/16/2017
 Order Type BILL
 Customer ID FRANKLIN PARTNERS - 20001

CONTRACT TO
 FRANKLIN PARTNERS
 55 SHUMAN BLVD
 NAPERVILLE IL 60563
 P: (616) 581-7777
 F:

Contract	Type	Billing#	Date Due	PO	Fleet Unit ID	Vehicle	Unit ID	VIN
C201000272	CM	1	08/16/2017			2015 MERCEDES-BENZ VAN	109138	WD3PF4CB2FP150655
QTY	UOM	DESCRIPTION	Begin Date:	End Date:	UNIT PRICE	EXTD PRICE		
1.00		DAILY RENTAL FEE	08/16/2017	08/16/2017	295.00	295.00		

CONTRACT SUBTOTAL 295.00
 TAX 17.70
 EXTENDED 312.70

HOEKSTRA SPECIALTY VEHICLES
 3741 ROGER B. CHAFFEE BLVD
 GRAND RAPIDS, MI 49548
 (616) 241-5304

Bank ID: 6011
 Merchant ID: 520001523888
 Term ID: 001

Phone Order

XXXXXXXXXXXX1029

AMEX

Entry Method: Manual

Total: \$ 312.70

08/15/17

11:43:45

Inv #: 0000001

Appr Code: 261058

Apprvd: OnLine

Batch#: 227001

AVS Code: ZIP MATCH Z

CW2 Code: MATCH M

Retrieval Ref. #: 00100001

Customer Copy

PAID

BILL SUBTOTAL	\$295.00
TAX	\$17.70
TOTAL	\$312.70



7892 Cherry Valley Ave, SE
 Caledonia, MI 49316
 Ph: (616)891-9380

Invoice

Date	Invoice #
8/14/2017	18378

Bill To
Franklin Partners LLC (Site 36) 55 Shuman Blvd., Suite 17B Naperville, IL 60563

P.O. No.	Terms	Project
	Net 10 days	

Quantity	Description	Rate	Amount
	Cleanup of fence line along 36th St. property, cut trees, chip brush and general cleanup on December 27-29, 2016	3,025.00	3,025.00
	Cleanup of weeds and brush along 36th St., brush hogging and weed whipping on July 29 and August 7, 2017	975.00	975.00
		Total	\$4,000.00

X-treme Demolition Inc
 1547 Buchanan Ave SW
 Grand Rapids MI 49507

Invoice

Date	Invoice #
6/6/2017	4926

Bill To
Franklin Partners

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	NET 10 Days		6/6/2017			D2016127GMPedestrianWalk...

Quantity	Item Code	Description	Price Each	Amount
	Demolition Sales	GM Pedestrian Walkway - Pay App #1	20,100.00	20,100.00
	Demolition Sales	Asbestos Survey	1,100.00	1,100.00

Total			\$21,200.00
--------------	--	--	-------------

X-treme Demolition Inc

1547 Buchanan Ave SW
Grand Rapids MI 49507

Invoice

Date	Invoice #
9/15/2017	5015

Bill To
Franklin Partners FRANKLIN 1340 MONROE, LLC SITE 36 DEMOLITION WORK

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	NET 10 Days		9/15/2017			D2016127GMPedestrianWalk...
Quantity	Item Code	Description			Price Each	Amount
	Demolition Sales	Demolition @ GM Pedestrian Walkway - Completed			12,100.00	12,100.00
					Total	\$12,100.00



BUIST ELECTRIC

Raising The Standard

commercial • industrial • design/build • communications • outdoor utilities • automation • testing

Invoice 138064

Bill to:

Franklin Partners Kentwood LLC
Suite 178
55 Shuman Blvd
Naperville, IL 60563

Job: S171947

Old GM Plant
36th St
Old GM site
Wyoming, MI

Invoice #: 138064

Date: 09/13/17

Customer P.O. #: GARY TAMMINGA

Payment Terms: NET 15 DAYS

Customer Code: F11203

Remarks: JOB #S171947 -- FINAL BILLING

Description

Extension

FINAL BILLING *SERVICE COMPLETED 08/31/17*

- 1) ANSWERED EMERGENCY CALL TO VERIFY OLD CROSSWALK HAD NO POWER
- 2) WAITED FOR DEMOLITION PERSONNEL TO UNLOCK MECHANICAL ROOM DOOR

LABOR

166.00

THANK YOU FOR YOUR BUSINESS

Total: 166.00

Less Retention: _____

Current Due: 166.00

Buist Electric

2 - 84th Street SW
Byron Center, MI 49315

www.buistelectric.com
billing@buistelectric.com

Phone: (616) 878-3315
Fax: (616) 878-3556



7892 Cherry Valley Ave, SE
 Caledonia, MI 49316
 Ph: (616)891-9380

Invoice

Date	Invoice #
10/5/2017	18658

Bill To
Franklin Partners LLC (Site 36) 55 Shuman Blvd., Suite 17B Naperville, IL 60563

P.O. No.	Terms	Project
	Net 10 days	

Quantity	Description	Rate	Amount
	Cleanup at 36th St. Property on 10/2/2017	825.00	825.00
	Dump Fees	90.00	90.00
		Total	\$915.00

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE
OF LED SPORTS LIGHTING EQUIPMENT

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended the City purchase LED sports lighting equipment for the Lamar Park north softball field from Musco Sports Lighting, LLC, using the National Joint Purchasing Alliance (NJPA) contract in the total amount of \$143,000.00.
2. Funds for the LED lighting equipment will require the approval of the attached budget amendment.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of a LED sports lighting equipment from Musco Sports Lighting, LLC using the NJPA contract in the total amount of \$143,000.00.
2. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.
3. The City Council does hereby approve the attached budget amendment.

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 session held on February 19, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Budget Amendment

Staff Report

Quote

Resolution No. _____

STAFF REPORT

Date: January 25, 2018

Subject: Award of Purchase – LED Sports Lighting Equipment

From: Rebecca Rynbrandt, Director of Community Services

Cc: Kenny Westrate, Recreation Programmer I, Community Services

Meeting Date: February 19, 2018

RECOMMENDATION:

It is recommended that the City Council award the purchase of LED sports lighting equipment to Musco Sports Lighting, LLC for the lighting project at the north softball field at Lamar Park through the National Joint Purchasing Alliance, Contract Number: 082114-MSL, in the amount of \$143,000.00 and approve the attached budget amendment in the amount of \$262,730 to provide for the overall project.

SUSTAINABILITY CRITERIA:

Environmental Quality – The use of LED lighting consumes a fraction of the energy relative to other sources of lighting.

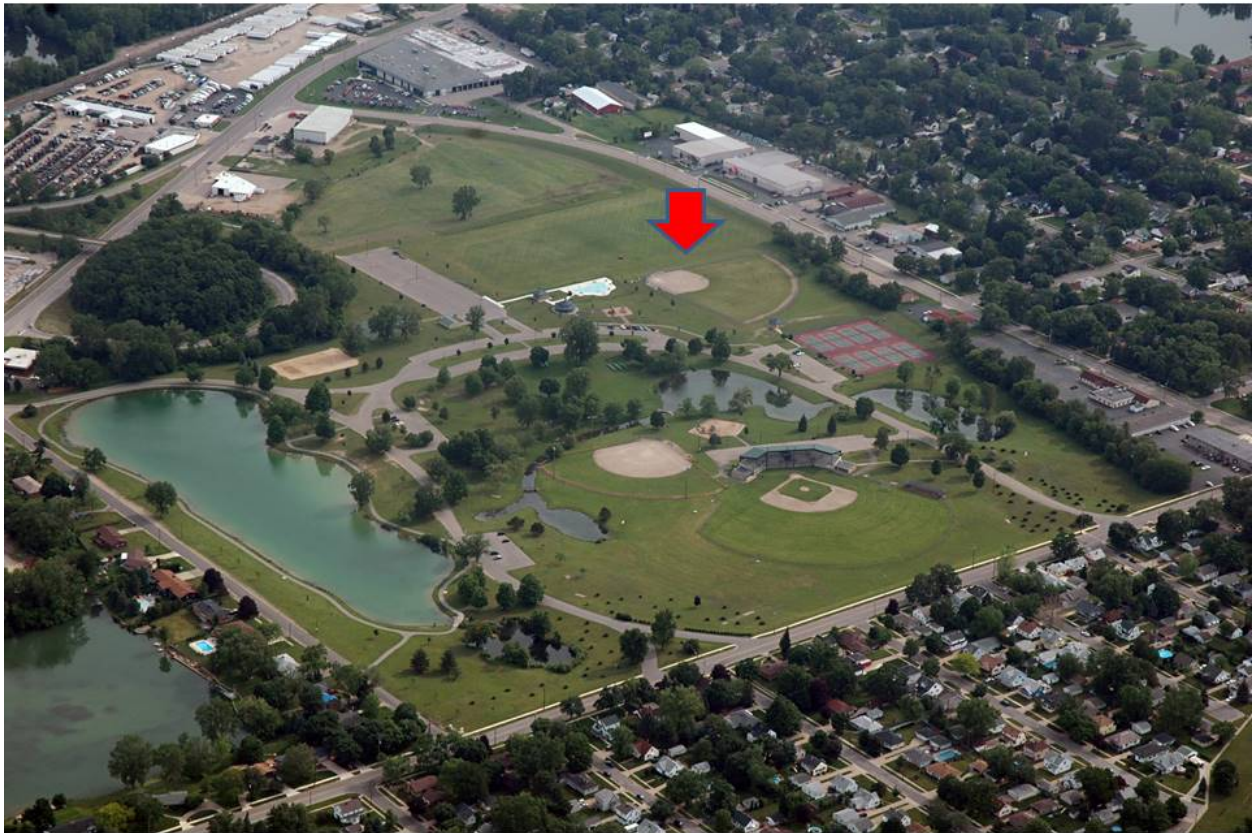
Social Equity – Our programs, facilities and services create community for individuals and neighborhoods by fostering connections for families and friends while building strong minds and bodies. Expanding the availability for use of the ballfield will provide more opportunities for community members to participate and make those community connections.

Economic Strength – With expanded availability of the field, there will be more opportunities to bring in additional revenue through league offerings and field rentals. The 25 year warranty for the LED lights will also provide a better benefit over the 10 year warranty available for the HID lighting option in terms of maintenance and repair costs, and staff time, along with the savings from lower energy consumption.

Optimum Customer Service - The City practices continuous financial stability, utilizing various techniques and practices to ensure its financial status. Use of the National Joint Purchasing Alliance, coupled with the exercise of financial discipline, allows us to achieve a high level of stewardship of funds. Additionally, the expanded availability of the field will allow for more use at times that better fit with the schedules of community members.

DISCUSSION:

This specific project is prioritized in the 5-Year Community Recreation Master Plan. Previous development projects for Lamar Park included the sizing of electrical service (load) to the park in anticipation of this expansion. Electrical panels had been installed at the north field in anticipation of this lighting project.



Specific recognition is given to Kenny Westrate for this work as project lead. In addition, the following team members were crucial to this projects work scope development: Bob Hoekwater, Jeff Anderson, Russ Henckel, and Laura Jackson.

BUDGET IMPACT:

This specific project is prioritized in the 5-Year Community Recreation Master Plan, and \$100,000 in funds has been set aside by City Council in the FY 2018 budget in anticipation of the project. The price for the purchase of the sports lighting equipment is \$143,000.00. By direct purchasing from the national bid, the City projected a cost savings of 15-20%, or \$21,000-\$28,000.

The purchase of the product does not include installation, which is anticipated to be up to an additional 125% mark-up. The product will be provided by the City to the General Contractor. A general contractor will be secured through a competitive bid process; which is currently underway. In reviewing construction costs, significant charges are anticipated for crane rental; we are also seeing an increase in costs associated with the general market – contractors are busy. In planning for overall cost of the project the following illustrates the requested budget amendment:

Item	Amount
Lighting Product (Costs firm)	\$143,000
General Contractor for Installation (Projected)	\$178,000
Contingency (13%)	\$41,730
Total Project Estimated Cost (including Contingency)	\$362,730
Amount currently authorized in FY 2018 Budget	\$100,000
Budget Amendment needed	\$262,730

With City Council support of a budget amendment to account #208-752-756.00-975.110, the Community Services Department’s Parks and Recreation staff can move forward with this project.

###

Project: Lamar Park Ballfield
Wyoming, MI
Date: 12/14/2017

Quotation Price – Materials Only Delivered to Job Site

LED Ball field.....\$143,000

(25 years warranty)

HID Ball field.....\$101,000

(10 year warranty)

*Sales tax, bonding, labor, and unloading of the equipment are not included.
Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.*

Light-Structure System with Green Generation Lighting® metal halide technology or Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

- Guaranteed light levels of 50 foot-candles infield and 30 foot-candles outfield
- BallTracker™ technology – targeted light, optimizing visibility of the ball in play with no glare in the players typical line-of-sight (LED only)

System Description [Light-Structure System]

- Pre-cast concrete bases with integrated lightning grounding
- Galvanized steel poles
- Factory wired and tested remote electrical component enclosures
- Pole length, factory assembled wire harnesses
- Factory wired poletop luminaire assemblies
- Factory aimed and assembled luminaries, including BallTracker™ luminaires
- UL Listed as a complete system

Control Systems and Services

- Control-Link® System for remote on/off control and performance monitoring with 24/7 customer support
- Control-Link® System with Contactors for remote on/off control

Operation and Warranty Services

- Reduction of energy and maintenance costs by 50% to 85% over typical 1500W metal halide equipment
- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for **25 years (LED) and 10 years (HID)**
- Support from Musco’s Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors

Delivery Timing

4 - 6 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole locations.

Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.



Notes

Quote is based on:

- Shipment of entire project together to one location
- Sized for voltage and phasing on site
- Structural code and wind speed = 2012 IBC, 115 MPH, exposure C.
- Owner is responsible for getting electrical power to the site, coordination with the utility, and any power company fees
- Standard soil conditions – rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost
- Confirmation of pole locations prior to production

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Jefferson Barber
Musco Sales Representative
Musco Sports Lighting, LLC
Phone: (616)510-7146
E-mail: Jefferson.Barber@Musco.com

RESOLUTION NO. _____

RESOLUTION TO ACCEPT PROPOSALS FROM CORRPRO COMPANIES FOR THE PURCHASE AND INSTALLATION OF RECTIFIER UNITS USED FOR CATHODIC PROTECTION SYSTEMS

WHEREAS:

- 1. As detailed in the attached Staff Report, the rectifier units used for cathodic protection systems on the two Burlingame water tanks are in need of replacement.
- 2. Corrpro Companies, Inc. has provided the City with proposals for the purchase and installation of new rectifier units at a cost of \$4,800 per tank.
- 3. It is recommended the City Council accept the proposals from Corrpro Companies, Inc. in the total amount of \$9,600.
- 4. Funds are available in the Water Fund account number 591-591-56100-930000.

NOW, THEREFORE, BE IT RESOLVED:

- 1. The City Council does hereby accept proposals from Corrpro Companies, Inc. for the purchase and installation of rectifier units used for cathodic protection systems in the total amount of \$9,600.
- 2. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

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 session held on February 19, 2018.

ATTACHMENTS:
Staff Report
Proposals

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: February 7, 2018

Subject: Purchase and Installation of Rectifier Units used for Cathodic Protection Systems

From: Tom Wilson, Utility Maintenance Manager

Meeting Date: February 19, 2018

Recommendation:

It is recommended that the City Council accept proposals from Corpro Waterworks for the purchase and installation of new rectifier units used for cathodic protection on both Burlingame ground storage tanks at a cost of \$4,800 per tank.

Sustainability Criteria:

Environmental Quality – The Wyoming Utilities Department is actively engaged in the protection of Michigan’s natural water environment and the public health of Wyoming’s citizens. As part of our efforts to continue making a positive impact on the environment, it is necessary that our infrastructure and the equipment that keeps it running are maintained in a safe, reliable, and optimal working condition.

Social Equity – The Utility function within the City of Wyoming provides the same high quality service to all areas of the City without regard to income level or socio-economic status. All of Wyoming’s utility users enjoy equal access to the benefits of our state-of-the-art wastewater and drinking water treatment technologies.

Economic Strength – Keeping equipment up to date means greater reliability and fewer unexpected expenses.

Quality Service Impact:

Utilizing a company like Corpro Waterworks that is a recognized leader in the field of cathodic protection corrosion control offers comfort in knowing that we are doing everything possible to keep our tanks in a reliable condition and to provide safe drinking water to our City residents.

Discussion:

We recently hired Corpro Waterworks, who provides cathodic protection services for all of our water tanks and 60 miles of transmission piping, to inspect the cathodic protection systems on the two 2.5-million-gallon Burlingame tanks. It was noted by their technician that the current systems were not functioning, are outdated, and have exceeded their original design life. Due to the systems’ age and lack of available repair parts, Corpro can no longer obtain the components required to perform any necessary repairs.

Corrpro recommends and we concur that we should replace the existing systems with a solid state, automatically controlled system. The new system will regulate a protective current to maintain a preselected potential value. This results in the entire submerged area of the tank receiving proper levels of corrosion control regardless of changes in water level, water chemistry or temperature.

Corrpro will supply all necessary labor, materials and equipment required to install new rectifier units used for cathodic protection systems at a cost of \$9,600, (\$4,800 per each 2.5-million-gallon tank).

Budget Impact:

Adequate funds exist in the Water Fund Account #591-591-56100-930000.



Houston • Cleveland • Atlanta • Phoenix • Los Angeles • Calgary • Edmonton • Montreal • London
Waterworks Division
1055 West Smith Road
Medina, OH 44256
Tel: 330.725.6681
Fax: 330.723.6065
www.corrpro.com

Tuesday, November 14, 2017

City of Wyoming
Department of Public Works
Wyoming, MI 49509-0905

Attention: Mr. Tom Wilson
Fax: (616) 399-2555
Phone: (616) 261-3573

Reference: Cathodic Protection - (quote #MI-11-32)
2,500,000 Gallon - Burlingame Tank, East Reservoir; System #18678

Corpro Waterworks recently completed the inspection of the cathodic protection system on your 2,500,000 Gallon - Burlingame Tank East Reservoir. This proposal is offered as a follow-up on recommendations that were made by our field technician.

It was noted by our technician that this system utilizes an outdated rectifier unit that has exceeded its original design life. Due to its age and the lack of available repair parts, we can no longer obtain the components required to perform any necessary repairs.

We recommend that you consider replacing the rectifier with a solid state, automatically controlled, TASC VIII unit. The advantages to using the TASC VIII unit are that it regulates the protective current to maintain a pre-selected potential value. This results in the entire submerged area of the tank receiving proper levels of corrosion control regardless of changes in the water level, water chemistry, temperature, turbulence or coating condition. The TASC VIII rectifier complies with AWWA Standard D-104 for automatically controlled rectifiers.

Corpro Waterworks will supply all necessary labor, materials, equipment and supervision required to install a new TASC VIII automatic rectifier unit, make any necessary wiring modifications, energize the system upon completion and provide operating instructions to your personnel for the lump sum price of **\$4,800.00**. This price does not include any applicable taxes. Please forward tax exemption certificate as required. AC power from the existing rectifier must be maintained so that it can be transferred to the new rectifier. All materials and labor would be guaranteed for a period of one year by Corpro's standard warranty.

Please note, this replacement can be performed with the tank in service.

Our terms are due upon receipt subject to credit approval and Corpro Companies, Inc. professional services term & conditions, available upon request. Invoicing will be issued upon completion. I have enclosed some literature on Corpro Waterworks TASC VIII automatic rectifier for your review. Please inform us as to how you wish to proceed with this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

Respectfully submitted,
CORRPRO WATERWORKS

Michele Ault
Sales

acceptance acknowledgement - please sign & return to
indicate acceptance of this proposal. _____ date



Stronger. Safer. Infrastructure.



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Waterworks Division
1055 West Smith Road
Medina, OH 44256
Tel: 330.725.8881
Fax: 330.723.8065
www.corrpro.com

Tuesday, November 14, 2017

City of Wyoming
Department of Public Works
Wyoming, MI 49509-0905

Attention: Mr. Tom Wilson
Fax: (616) 399-2555
Phone: (616) 261-3573

Reference: Cathodic Protection - (quote #MI-11-30)
2,500,000 Gallon - Burlingame Tank, West Reservoir; System #18679

Corrpro Waterworks recently completed the inspection of the cathodic protection system on your 2,500,000 Gallon - Burlingame Tank, West Reservoir. This proposal is offered as a follow-up on recommendations that were made by our field technician.

It was noted by our technician that this system utilizes an outdated rectifier unit that has exceeded its original design life. Due to its age and the lack of available repair parts, we can no longer obtain the components required to perform any necessary repairs.

We recommend that you consider replacing the rectifier with a solid state, automatically controlled, TASC VIII unit. The advantages to using the TASC VIII unit are that it regulates the protective current to maintain a pre-selected potential value. This results in the entire submerged area of the tank receiving proper levels of corrosion control regardless of changes in the water level, water chemistry, temperature, turbulence or coating condition. The TASC VIII rectifier complies with AWWA Standard D-104 for automatically controlled rectifiers.

Corrpro Waterworks will supply all necessary labor, materials, equipment and supervision required to install a new TASC VIII automatic rectifier unit, make any necessary wiring modifications, energize the system upon completion and provide operating instructions to your personnel for the lump sum price of **\$4,800.00**. This price does not include any applicable taxes. Please forward tax exemption certificate as required. AC power from the existing rectifier must be maintained so that it can be transferred to the new rectifier. All materials and labor would be guaranteed for a period of one year by Corrpro's standard warranty.

Please note, this replacement can be performed with the tank in service.

Our terms are due upon receipt subject to credit approval and Corrpro Companies, Inc. professional services term & conditions, available upon request. Invoicing will be issued upon completion. I have enclosed some literature on Corrpro Waterworks TASC VIII automatic rectifier for your review. Please inform us as to how you wish to proceed with this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

Respectfully submitted,
CORRPRO WATERWORKS

Michele Ault
Sales

Acceptance acknowledgement - please sign & return to
indicate acceptance of this proposal. _____ date

RESOLUTION NO. _____

RESOLUTION TO ACCEPT A PROPOSAL FROM BREATHING AIR SYSTEMS
FOR THE PURCHASE OF AN AIR COMPRESSOR SYSTEM AND ACCESSORIES

WHEREAS:

1. As detailed in the attached Staff Report, the air compressor system used to fill the high pressure breathing air cylinders for Public Safety-Fire is in need of replacement.
2. Breathing Air Systems has provided the City with a proposal for the purchase of a compressor, three port fill station, carbon dioxide detector and airline/connections in the total estimated amount of \$42,967.00.
3. Funds for the purchase are available in the Motor Pool Fund account number 662-441-58500-987000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept a proposal from Breathing Air Systems for the purchase of air compressor system and accessories in the total estimated amount of \$42,967.00.
2. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

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 session held on February 19, 2018.

ATTACHMENTS:
Staff Report
Proposal

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

DATE: February 1, 2018

SUBJECT: Wyoming Department of Public Safety Headquarter Office Renovation

FROM: Fire Chief Chuck Lark

MEETING DATE: February 19, 2018

RECOMMENDATION:

Staff is recommending replacement of our Air Fill System Compressor with a Bauer 13 cfm compressor (S3-6K13E3-VTC) at \$25,475 and the three port fill station (CFS5.5-3SX4X4) at \$12,917. The NFPA required CO detector at \$2,575 and the airline/connections necessary to run from the compressor to the fixed fill station for \$2,000. The total purchase amount is \$42,967.00.

SUSTAINABILITY CRITERIA:

Environmental Quality: The Department strives to be environmentally responsible and is contracting with a reputable company for the replacement of the Air Fill System Compressor. The current 21 year old compressor will be removed for scrap reimbursement.

Social Equity: This recommendation will provide service to all residents of the City of Wyoming, and any other individual requiring emergency services through the Wyoming Department of Public Safety, without regard to income level or socio-economic status.

Economic Strength: The Wyoming Department of Public Safety is committed to providing excellent customer service. Providing an improved Air Fill System Compressor allows the City of Wyoming to maintain our high quality infrastructure and response system.

Quality Customer Service: The Department of Public Safety relies on its employees to provide quality customer service to the City of Wyoming residents and its visitors. To assist them in fulfilling that mission, we strive to provide our employees with quality equipment. By purchasing the equipment needed to ensure that our breathing systems are maintained and refilled to their capacity, we can ensure the highest level of safety possible to our employees and the citizens we serve.

DISCUSSION:

In December of 2016 the City of Wyoming approved the emergency purchase of six (6) high pressure breathing air cylinders. At that time we considered replacing our Air Compressor. It was decided that we would allocate funds for the replacement through our motor pool funds budget. Our current compressor is in the process of failing. It has been leaking oil for quite some time (which we manage to contain with a “dam” of soak up) but it is now losing its ability to completely fill the mobile unit’s cascade cylinders. In the last several months we have lost approximately 10% of its filling capacity – it simply is not able to put out the required air

pressures and it seems to be worsening. The last time it was serviced we were told that the compressor is one failure away from being unfixable, due to its age and the difficulty of getting replacement parts.

We request processing this as a sole source purchase from Breathing Air Systems. This is an Ohio based company that has been in the breathing air business since 1969. Breathing Air Systems has been the distributor for Bauer Compressors in our area. Breathing Air Systems has been servicing our compressor and fill station for the last 20 years, and are the region's dealer of Bauer compressors – which are considered to be one of the industry's best. We will not require the purchase of new cascade bottles as we replaced ours approximately a year ago when they reached the end of their service life. Breathing Air Systems supplied those to our department as well and they have always been a reputable and reliable company to work with.

Now is the time to replace the compressor, and add a small fixed fill station to fire station #4 in case our mobile station is unavailable or located at a different location in the future. There is a lead time of approximately six weeks on the purchase, delivery, and installation of a compressor of this size, and if we wait until our current compressor fails we will have a difficult time keeping up with our air supply needs. Adding a small fill station to fire station #4 will allow us to keep in service the emergency purchased six (6) high pressure breathing air cylinders from Dec. /2016 and also opens up our options for changes to future deployment options when it comes to filling SCBA bottles. A new compressor will be smaller, more efficient, and will guarantee a continued air source for our department's needs.

BUDGET IMPACT:

Funds for this purchase exist in the Motor Pool Capital Outlay Fund Account (662-441-58500-987000) in the amount of \$42,967.00.



BREATHING AIR SYSTEMS

Division of Sub-Aquatics, Inc.

8855 East Broad Street, Reynoldsburg, OH 43068

Sales: (800) 937-2479 Fax: (614) 864-0071 Net: www.breathingair.com

Reynoldsburg, OH • Ocala, FL • Chattanooga, TN • Moweaqua, IL • Michigan Ctr, MI • Coolspring, PA

DATE: January 25, 2018

PROPOSAL

SUBMITTED TO: Wyoming Dept. of Public Safety
1155-28th ST SW
GRAND RAPIDS, MI 49509

REQUESTED BY: ERIC CAMPBELL

PHONE: (616) 530-7250

MOBILE PHONE: 6166-299-9673

FAX:

TERMS: Net 30 days

ESTIMATED DELIVERY TIME: 10 weeks

ITEMS QUOTED:

F.O.B.: Shipping is included

JOB LOCATION:

NOTE: Our quote does not include off loading, uncrating, placement or the wiring to or into an electrical compressor to the electrical supply. Warranty is as proposed.

PROPOSAL

I would like to offer:

1. QTY of 1 - S3-6K13E3-VTC - \$25,475.00 each - Compressor system - 13 cfm. Bauer Vertecon Air System 6000 psi. 13 cfm. Charging rate with pressure switch for automatic start & stop control. Locally mounted interstage pressure gauges. P2S 67,000 cu ft purification system with SECURUS electronic cartridge monitor. Pressure lubricated with low oil protection. Automatic condensate drain system and PLC controller with E-Stop Button. Entire electrical assembly is UL LISTED. Three phase electric.
2. QTY of 1 - S3-6K13E3-EV - \$31,746.00 each - Compressor - 6000 psi. - 13 cfm. Bauer Mini Verticus fully Enclosed Air System 6000 psi. 13.0 cfm. charging rate with pressure switch for automatic start & stop control. Locally mounted interstage pressure gauges. P2S 67,000 cu ft purification system with SECURUS electronic cartridge monitor. Pressure lubricated with low oil protection. Automatic condensate drain system and PLC controller with smart pad operator interface console and E-Stop Button. Entire electrical assembly is UL LISTED. All in an attractive sound attenuating enclosure. Three phase electric.
3. QTY of 1 - S7-18E3-VTC - \$35,975.00 each - Compressor System 7 - 18.0 cfm. Bauer Vertecon Air System 6000 psi. 18.0 cfm. Charging rate with pressure switch for automatic start & stop control. Locally mounted interstage pressure gauges. P5S 150,000 cu ft purification system with SECURUS electronic cartridge monitor. Pressure lubricated with low oil protection. Automatic condensate drain system and PLC controller with E-Stop Button. Entire electrical assembly is UL LISTED. Three phase electric.
4. QTY of 1 - S7-18E3-EV - \$38,143.00 each - Compressor - 6000 psi - 18.0 cfm. Bauer Enclosed Horizontal Air System 6000 psi. 18.0 cfm. Charging rate with pressure switch for automatic start and stop control. Aesthetically pleasing cabinet enclosure with complete gauge panel including interstage pressure gauges and hourmeter. P5S 150,000 cu ft purification system with SECURUS electronic cartridge monitor and purification system pressure gauge. Pressure lubricated with low oil protection and oil pressure gauge. Automatic condensate drain system, PLC based controller and E-Stop Button. High temperature switch. NEMA 4 electrical enclosure. Entire electrical assembly is UL LISTED. Three Phase Electric.
5. QTY of 1 - BAS218 - \$2,575.00 each - Monitor, carbon monoxide, Includes air reduction panel with flow control and flow meter. CO20 test gas included. 6000 psi inlet pressure. (ADD TO EITHER OF THE ABOVE COMPRESSORS)

- 6. QTY of 1 - CFS5.5-2SX4X4 - \$10,789.00 each - Fill Station - Bauer - Class 2. Independently tested containment fill station meets NFPA 1901. Fills two SCBA cylinders and has four cascade controls with valves and gauges. Features cylinder scuff guard - fill control panel with adjustable regulator - SCBA fill connection - top mounted cascade control panel with regulated remote outlet - Two fill hoses with bleed valves and safety door interlock. 5500 psi fill pressure.
- 7. QTY of 1 - CFS5.5-3SX4X4 - \$12,917.00 each - Fill Station - Bauer - Class 2. Independently tested containment fill station meets NFPA 1901. Fills three SCBA cylinders and has four cascade controls with valves and gauges. Features cylinder scuff guard - fill control panel with adjustable regulator - SCBA fill connection - top mounted cascade control panel with regulated remote outlet - Three fill hoses with bleed valves and safety door interlock. 5500 psi fill pressure.

Our company, Breathing Air Systems, is an Ohio based company that has been in the breathing air business since 1969. Our only business is breathing air and related products. It's not a sideline with us. We don't sell trucks or fire extinguishers. We sell and service only the highest quality American made breathing air equipment available. Since 1984 Breathing Air Systems has been the distributor for Bauer Compressors in your area.

The Bauer compressor in this system will greatly exceed your expectations. Items included as standard equipment on Bauer Compressors include PLC computer controls, cycle counter for the final separator, stainless steel cooling coils, forged connecting rods, gear driven oil pump, minimum of 2000 hour valve life, minimum of 3000 hour ring life and a 30,000 hour bearing life. The entire electrical system is UL listed. Other brands only use UL Listed components. Our warranty is for two full years ! covers parts and labor, on-site. Additional five year warranty for Municipal fire departments on the Compressor block, parts only after second year. As you do your research, you will discover that Bauer Compressors is the most reliable and dependable manufacturer on the market today.

Of course our system will include a service that we pioneered years ago, an On-Site Start Up. Our factory trained service technician will set up the system and train you in safe operation and maintenance.

We are 100% full service. We have a full size repair shop and are the largest stocking parts distributor in the U.S. today. We offer emergency service, routine service, preventative maintenance, air analysis, training seminars, an "800" number for parts and service, and more.

We propose hereby to furnish—complete in accordance with above specifications for the sum of See above

PAYMENT TO BE MADE AS FOLLOWS: (UNLESS OTHERWISE NOTED, TERMS ARE NET PAYMENT DUE WITHIN 30 DAYS AFTER DELIVERY)

Note: Payment by Credit Card will incur a convenience fee totaling 3.0% of the transaction amount on all transactions exceeding \$1,500.00.

Proposal Submitted By: Patrick D. Linn Prices Good For 60 Days

RESOLUTION NO. _____

RESOLUTION TO AWARD A BID FOR THE
BUCK CREEK RESTROOM BUILDING REPLACEMENT PROJECT

WHEREAS:

1. As detailed in the attached staff report, bids were received for the Buck Creek restroom building replacement project.
2. It is recommended the City Council accept the low bid received from Vander Kodde Construction in the total estimated amount of \$136,990.00.
3. Funds for the Buck Creek restroom building replacement project will require approval of the attached budget amendment.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby award the bid for the Buck Creek restroom building replacement project in the total estimated amount of \$136,990.00.
2. The City Council does hereby approve the attached budget amendment.

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 session held on February 19, 2018.

ATTACHMENTS:
 Budget Amendment
 Staff Report
 Letter
 Tab Sheet

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: February 12, 2018

Subject: Buck Creek Restroom Building Replacement Project (Includes Budget Amendment Request)

From: Rebecca Rynbrandt, Director of Community Services

Meeting Date: February 19, 2018

RECOMMENDATION:

It is recommended that the City Council award the Buck Creek Restroom Replacement Project to low bidder Vander Kodde Construction of Grand Rapids in the amount of \$136,990 and approve the attached budget amendment in the amount of \$64,290 to provide for the overall project.

SUSTAINABILITY CRITERIA:

Environmental Quality – The current Buck Creek Nature Preserve restroom was stick built constructed in 1989. Recognizing the building is almost 30 years old, is weathered, and deteriorated and in need of replacement, the City Council approved its replacement in the FY 2018 budget.

Social Equity – The City is committed to providing leisure and recreation opportunities by developing and maintaining green spaces, facilities, and programs to enrich the quality of life for the citizens of the City of Wyoming. Buck Creek Nature Preserve is located within a dense residential neighborhood and connects Lemery Park to the west. The improvement of the preserve's facilities increases our ability to equitably provide for recreation and leisure services to a region of our community.

Economic Strength – The City of Wyoming strives to provide a safe, convenient, and pleasant living environment, with minimal burden to the taxpayer. Well-maintained park lands and recreation facilities directly impact property values, community aesthetics and the economic vitality of the city.

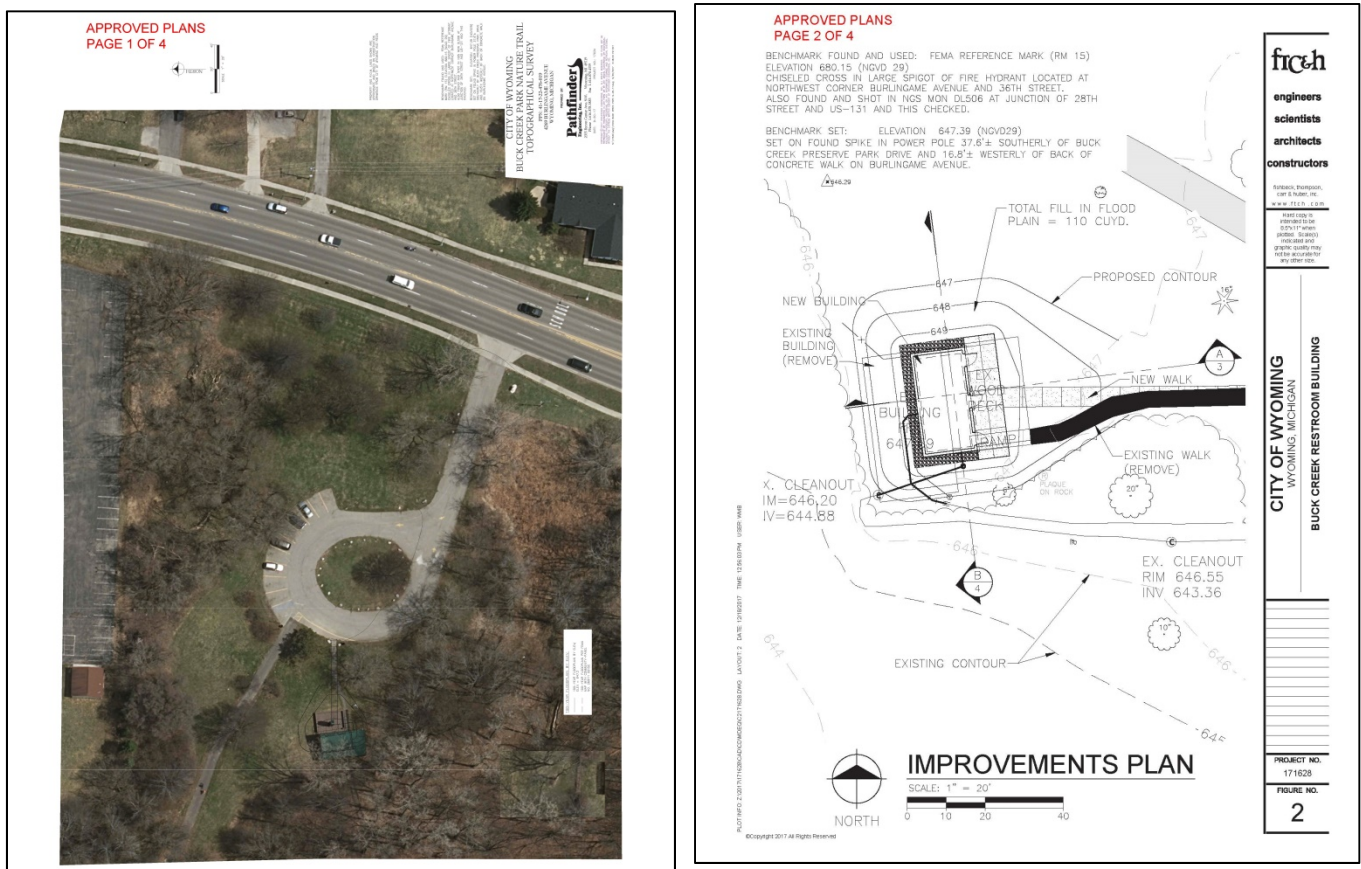
Optimum Customer Service - The City practices continuous financial stability, utilizing various techniques and practices to ensure its financial status. The City strives to provide a safe, convenient, and pleasant living environment, with minimal burden to the taxpayer. Access to well-maintained park lands and recreation facilities, such as restrooms, directly improve the park patron's experience.

DISCUSSION:

This specific project is prioritized in the 5-Year Community Recreation Master Plan. Fourteen (14) bids were received, with the average being \$168,165.

Construction/Site Plan: By re-using the architectural plans from the Fishbeck, Thompson, Carr and Huber, Inc. (FTCH) designed Frog Hollow restroom, with minor changes to allow for its construction in the floodplain, we were able to minimize costs for the overall project. By replacing the 30+ year old restroom with new, the facility will meet ADA requirements. It will also be converted from wood to a brick structure ensuring a longer life as well as reducing fire hazard.

The new restroom will be placed on the general footprint of the current building. The following graphics illustrate the projects location and site plan.



Project consultant FTCH, has thoroughly reviewed the bids and have found the low bidder Vander Kodde Construction of Grand Rapids' bid to be complete. Their references have been positive.

BUDGET IMPACT:

This specific project is prioritized in the 5-Year Community Recreation Master Plan. The City Council initially budgeted \$115,000 for this project. It added an additional \$34,500 for architectural fees. The complexity of building within the floodplain, additional needs related to the MDEQ permitting process and regulations, increases in masonry product costs, as well as the current economic conditions (it's a very tight bidding market, with advantage to the contractor) all are attributed to the higher than initially anticipated project cost.

Construction Cost Estimate (base without contingencies, or professional services)	Actual Bid	Percent Difference
\$115,000	\$136,990	19%

In planning for overall cost of the project, the following illustrates the requested budget amendment:

Item	Amount
Professional Fees	\$34,500
General Contractor	\$136,990
Contingency (13%)	\$17,800
Total Project Estimated Cost (including Contingency)	\$189,290
Amount currently authorized in FY 2018 Budget	\$125,000
Budget Amendment needed	\$64,290

With City Council support of a budget amendment utilizing the reserve fund balance of the Parks and Recreation Operational Fund to the Parks and Facilities, Capital Outlay account 208-752-75600-975.120, the Community Services Department's Parks and Recreation staff can move forward with this project.

###

February 7, 2018

Ms. Rebecca L. Rynbrandt, CPRP
Director of Community Services
City of Wyoming
1155 28th Street
Wyoming, MI 49509

Re: Wyoming Buck Creek Restroom Building
General Contractor Recommendation

Ms. Rynbrandt:

On February 6th, 2018 the City of Wyoming received 14 bids for the Wyoming Buck Creek Restroom Building. The average bid was \$168,165.00. Vander Kodde Construction of Grand Rapids submitted the low bid of \$136,990.00.

I discussed Vander Kodde's bid with Jack Jolman, their Project Executive and I feel that their bid includes the entire scope of the work and is complete. I reviewed their Company financial information and found nothing irregular.

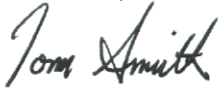
I recommend that the City issue a Purchase Order to Vander Kodde Construction in the amount of \$136,990.00 for the construction of the Buck Creek Restroom Building.

Please remember that this is not the entire cost of the project. The City will also need to budget for Architectural and Engineering fees, plan review fees (if any) and should include in their budget a construction contingency of ten percent of the construction cost (roughly \$14,000.00).

Feel free to call me if you have any questions or comments regarding this recommendation.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.



Thomas R. Smith, RA

BID OPENING FORM



PROJECT NAME Wyoming Buck Creek Restroom Building PROJECT NO. 171628
 BID DATE February 6, 2018 TIME OF BID 11:00 AM

BIDDER	ADD	BID AMOUNT
	1	
RIVERTOWN PAINTING & CONST.		\$108,711. ⁰⁰
LJ TRUMBLE BUILDERS		168,436. ⁰⁰
TER HORST & RINZEMA		169,850. ⁰⁰
JWK CONSTRUCTION		188,000. ⁰⁰
D & D BUILDING INC.		177,000. ⁰⁰
BRUSSEE BRADLEY, INC		174,900. ⁰⁰
PRIDE BUILDERS GROUP		161,400. ⁰⁰
M & C GRAY CONSTRUCTION		152,322. ⁰⁰
VANDER KODDE CONST		136,990. ⁰⁰
D & K ENGINEERED CONST		176,673. ⁰⁰
BCI CONSTRUCTION		139,500. ⁰⁰
FREDERICK CONST, INC		205,000. ⁰⁰
BULTSMA CONST CO.		160,800. ⁰⁰
F & V CONST. MNGMNT.		174,728. ⁰⁰
AVERAGE BID		\$168,165. ⁰⁰

RESOLUTION NO. _____

RESOLUTION TO AWARD A BID FOR
THE FERRAND PARK IMPROVEMENT PROJECT

WHEREAS:

1. As detailed in the attached Staff Report, bids were received for the Ferrand Park improvement project.
2. It is recommended the City Council accept low bid received from Denny's Excavating Inc. in the total estimated amount of \$344,376.70.
3. Funds for the Ferrand Park improvement project will require approval of the attached budget amendment.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby award the bid for the Ferrand Park improvements in the total estimated amount of \$344,376.70.
2. The City Council does hereby approve the attached budget amendment.

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 session held on February 19, 2018.

ATTACHMENTS:
Budget Amendment
Staff Report
Letter

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: February 12, 2018

Subject: Ferrand Park Improvements Bid Award

From: Rebecca Rynbrandt, Director of Community Services

Meeting Date: February 19, 2018

RECOMMENDATION:

It is recommended that the City Council award the Ferrand Park Improvements project to low bidder Denny's Excavating Inc. in the amount of \$344,376.70 and approve the attached budget amendment in the amount of \$389,145.70 to provide for the overall project.

SUSTAINABILITY CRITERIA:

Environmental Quality – Ferrand Park is a neighborhood pocket park, acquired in 1960, and dedicated as park property (Resolution 6469) in 1971. The City Council approved a new master development plan for Ferrand Park (Resolution #24047) in 2011. This project will significantly improve turf quality and play experiences through new and contemporary playground equipment.

Social Equity – Our programs, facilities and services create community for individuals and neighborhoods by fostering connections for families and friends while building strong minds and bodies. Expanding the availability for use through the construction of a picnic shelter and accessible pathways will provide more opportunities for community members to participate and make those community connections.

Economic Strength – The City of Wyoming strives to provide a safe, convenient, and pleasant living environment, with minimal burden to the taxpayer. Well-maintained park lands and recreation facilities directly impact property values, community aesthetics and the economic vitality of the city.

Optimum Customer Service - The City practices continuous financial stability, utilizing various techniques and practices to ensure its financial status. The project will leverage and reinvest Capital Revolving Funds into community facility development. As we serve to create an attractive, comfortable, engaged community, this project improves the appearance and safety of Ferrand Park.

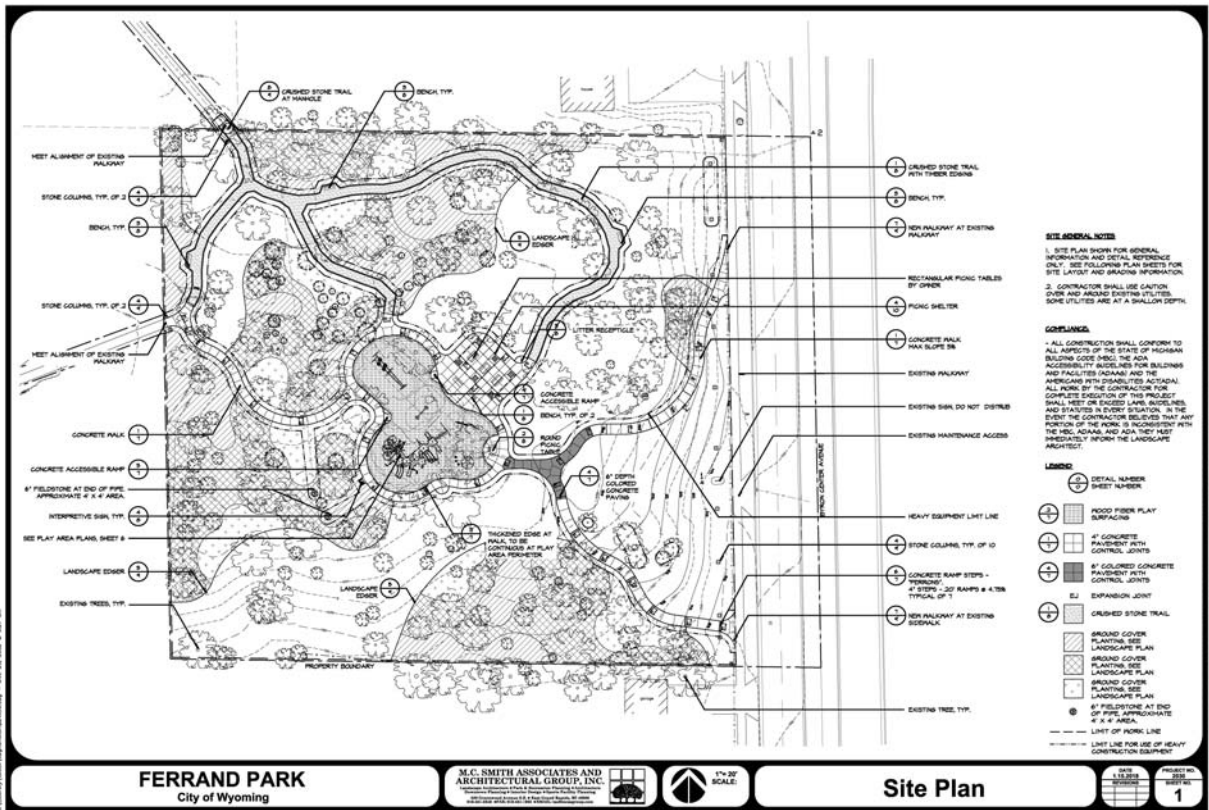
DISCUSSION:

This specific project is prioritized in the 5-Year Community Recreation Master Plan.

Current Conditions: No accessible pathways, no shelter, no swings, antiquated playground equipment, poor turf conditions.



Construction/Site Plan: Accessible pathways, shelter, picnic tables, new and expanded play equipment, including swings, and improved turf conditions.



Project consultant MCSA Group, Inc., has thoroughly reviewed the bids and have found the low bidder Denny's Excavating, Inc.'s bid to be complete. Their references have been positive.

BUDGET IMPACT:

This specific project is prioritized in the 5-Year Community Recreation Master Plan. City Council has identified the use of the Capital Revolving Fund to pay for the project. The City Council initially authorized \$30,600 to fund the development of a revised construction cost estimate, prepare construction plans and to bid the project.

Construction Cost Estimate (base without contingencies, or professional services)	Actual Bid	Percent Difference
\$344,383.50	\$344,376.70	Less than 1%

In planning for overall cost of the project the following illustrates the requested budget amendment:

Item	Amount
Professional Fees	\$30,600.00
General Contractor	\$344,376.70
Contingency (13%)	\$44,769.00
Total Project Estimated Cost (including Contingency)	\$419,745.70
Amount currently authorized in FY 2018 Budget	\$30,600
Budget Amendment needed	\$389,145.70

With City Council support of a budget amendment to the Capital Revolving Fund, Capital Outlay account #800-000-57300-975.000, the Community Services Department's Parks and Recreation staff can move forward with this project.

###



Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

February 8, 2018

Ms. Rebecca Rynbrandt, Director of Community Services
City of Wyoming
P.O. Box 905
1155 - 28th Street SW
Wyoming, MI 49509

RE: Ferrand Park Improvements Bids

Dear Rebecca,

Bids for Ferrand Park Improvements were received and opened at the City Offices on Tuesday, February 6, 2018 at 11:00 a.m. There were three (3) bids received on the project. Bids were received from Denny's Excavating, Inc., Jordan Intercoastal, LLC., and Katerburg Verhage, Inc.

Improvements for this project include new playground, shelter building, paved walks and landscaping.

Denny's Excavating was the low bidder with a base bid of \$304,000. Denny's provided a cost of \$3,000 for Alternate No. 1 (Interpretive Sign); \$10,500 for Alternate No. 2, 3 (Basic Playground Equipment); and \$3,375 for Alternate No. 4 (Permanent Edging) and \$34,001.70 for Alternate No. 5-7 (Denser Groundcover Planting)

We recommend that Denny's Excavating, Inc of West Olive, Michigan, be awarded the project with a low bid of \$304,000 including Alternate's No. 1, 3 and 4 for a total construction cost of \$344,376.70.

I spoke with Dan Leeuw, of Denny's Excavating, and he indicated he was excited to work with the City of Wyoming. Denny's Excavating has worked on projects for the City of Wyoming Engineers and has completed many projects with similar scope for MCSA Group, Inc.

If you have any questions or need additional information concerning this recommendation, please feel free to contact me.

Sincerely,

Tiffany Smith
President
MCSA Group, Inc.

BID TABULATION

**PROJECT: City of Wyoming
Ferrand Park**



PROJECT NO.: 2030

BID DATE: Tuesday, February 6, 2017

CONTRACTOR	BID BOND	BASE BID	A1 INTERPRETIVE SIGN	A2, A3 BASIC PLAYGROUND EQUIPMENT	A4 PERMANENT EDGING	A5 – A7 GROUND- COVER
Denny's Excavating	X	\$304,000.00	\$3,000	\$10,050	\$3375	\$34,001.70
Jordan Intercoastal	X	\$360,163.73	\$2,200	\$7,300	3,390	\$58,621.00
Katerburg Verhage	X	\$385,138.05	\$1,773	\$8,665	\$3,476	\$47,835.56

RESOLUTION NO. _____

RESOLUTION FOR AWARD OF BID

WHEREAS:

1. Formal bids have been obtained on the below listed item.
2. The bids received have been reviewed and evaluated as per the attached Staff Report.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby award the bid for the listed items as recommended in the attached Staff Reports and summarized below.

Item	Recommended Bidder	Cost
Fertilizer	Site One Landscape Supply	Bid prices as shown on the attached tabulation sheet

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 session held on February 19, 2018.

ATTACHMENTS:

Staff Report

Tabulation Sheet

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

DATE: February 12, 2018
SUBJECT: Fertilizer
FROM: Jeff Anderson, Parks & Facilities Supervisor
CC: Rebecca Rynbrandt, Director of Community Services
MEETING DATE: February 19, 2018

RECOMMENDATION:

It is recommended that the bid for fertilizer be awarded to Site One Landscape Supply in the amounts indicated on the attached tabulation sheet.

SUSTAINABILITY CRITERIA:

Environmental Quality – The City uses fertilizer to maintain the City’s parks and municipal building properties. Healthy turf reduces water run-off and erosion into our sewer system.

Social Equity – Does not significantly impact social equity.

Economic Strength – Well maintained properties have a positive direct impact on property values. Healthy turf in athletic fields creates safer playing surfaces for recreation programs.

QUALITY SERVICE IMPACT:

Healthy fertilized turf will serve all City of Wyoming user groups and citizens.

DISCUSSION:

On February 6, 2018 two bids were received to provide fertilizer for the City’s Parks and Facilities. Sixty-six invitations to bid were sent to prospective bidders.

The bids received are as shown on the attached tabulation sheet and it is recommended the bid be awarded to Site One Landscape Supply based on the type of fertilizer, analysis, square foot per bag, minimum truckload and delivery charges.

BUDGET IMPACT:

Funds for the purchase of the fertilizer are budgeted in various departmental accounts with the appropriate account being charged at the time of requisition. It is estimated the annual expenditure for fertilizer will total approximately \$7,500.00.

TABULATION OF BIDS
 FOR FERTILIZER
 OPENED BY THE CITY CLERK ON FEBRUARY 6, 2018 AT 11:00 A.M. O'CLOCK

	Site One Landscape Supply				Michigan Turf & Ornamental			
	Bid Price (per bag)	Manufacturer		Sq. Ft. (per bag)	Bid Price (per bag)	Manufacturer		Sq. Ft. (per bag)
19-0-6 50%STN w/.10%Dimension	\$14.06	Lesco	18-0-4	12,000	\$ 15.73	E.C. Grow	19-0-6	12,500
32-0-6 60%PCSCU 2%Fe	\$14.99	Shaw	30-0-6	15,000	\$ 16.85	E.C. Grow	32-0-6	16,000
22-0-5 30%PCSCU 1%Fe w/Trimec	\$17.57	Lesco	18-0-4	14,000	\$ 17.10	E.C. Grow	22-0-5	12,500
Number of days required for deliveries from date of receipt of order:	2-10				5-7			
Minimum truck load quantity deliveries required:	40				80			
Additional delivery charges for deliveries that fall below the minimum requirements:	\$25.00				\$35.00			

ORDINANCE NO. 2-18

AN ORDINANCE TO AMEND SECTION 10-179(4)(g)
AND TO ADD SECTION 10-179(4)(h) TO
THE CODE OF THE CITY OF WYOMING

THE CITY OF WYOMING ORDAINS:

Section 1. That Section 10-179(4)(g) of the Code of the City of Wyoming is hereby amended to read as follows:

(g) Fees for licenses and registration, including rental inspection fees shall be periodically set by resolution of the city council. Fees shall reflect the cost of processing, inspection, supervision and other related costs of regulation. The city council may by resolution establish a fee for failure to comply with the rental inspection program.

Section 2. That Section 10-179(4)(h) is hereby added to the Code of the City of Wyoming to read as follows:

(h) **Unpaid Fees.** The property owner shall be notified of the amount of any fees unpaid for a period in excess of 60 days by first-class mail at the address shown on the property tax records maintained by the City Assessor. If the owner fails to pay the amount owed within 30 days after mailing of the notice, the city may add the amount owed to the next tax roll of the City and the amount may be collected in the same manner as provided by law for the collection of city taxes.

Section 3. This ordinance shall be in full force and effect on the _____ day of _____, 2018.

I hereby certify that the above-entitled Ordinance was adopted by the City of Wyoming at a _____ session of the City Council held on the _____ day of _____, 2018.

Kelli A. Vandenberg
Wyoming City Clerk

STAFF REPORT

Date: January 24, 2018

Subject: Property Maintenance Code Update to Affirm City Practices (Rental Inspection Program)

From: Dave Rupert, Building Inspection Supervisor, Community Services

CC: Rebecca Rynbrandt, Director of Community Services

Meeting Date: February 12, 2018

RECOMMENDATION: It is recommended that the City Council approve changes to the Property Maintenance Code to affirm the practice of adding unpaid fees to the tax rolls, ensuring collection when past due notices go unanswered.

SUSTAINABILITY CRITERIA:

Environmental Quality – The Rental Inspection Program is a tool to ensure safe, habitable and maintained buildings for our residents. The program is designed to be self-funded, where by fees are charged for inspections directly related to services performed and fines related to a rental property's failure to certify (register) with the City.

Social Equity – As rental properties are dwellings for people to live in and raise their families, our inspection program requires that dwellings be maintained at minimum housing standards.

Economic Strength – The program works to maintain and improve all neighborhood property values, via the proximity affect, while protecting current and future owner investment. Economic strength of property values directly affects the City's sustainability.

DISCUSSION: Following consultation with City Treasurer Andrea Boot, City Attorney Jack Sluiter, and Director of Community Services Rebecca Rynbrandt, it was decided that an ordinance should be presented to Council to affirm past practice, and assure transparency to the community of the placement on the tax rolls for related non-payment of fees owned to the City. Placement of fees due on the tax rolls is a commonly accepted practice to ensure collection; and the City has been using this method for years. An ordinance, affirming this practice, prepared by the City Attorney and recommended by staff to ensure transparency to the community, is attached. To summarize, the ordinance does the following:

- Provides language to clarify and affirm past practice of adding unpaid fees to the tax rolls.
- Ensures the payment for unpaid rental program fees.
- Maintains an equitable collection system for unpaid fees.

BUDGET IMPACT:

This is an ongoing practice for the collection of rental inspection fees. Without the ability to maintain a tax roll collection option, expenses will increase as staff or contract service will be required to perform ongoing collections; revenue will decrease due to delayed collection or inability to collect. Our ability to meet council expectation that the Rental Inspection Program be self-funded through fees will be compromised.

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