

**AGENDA**  
**WYOMING CITY COUNCIL MEETING**  
**CITY COUNCIL CHAMBERS**  
**MONDAY, APRIL 2, 2018, 7:00 P.M.**

**1) Call to Order**

**2) Invocation** – Pastor Rick South, Abundant Life Church of God

*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 March 19, 2018 Regular Meeting and the March 26, 2018 Special Meeting

**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 Proposed 2018/2019 Wyoming Consolidated Housing and Community Development One Year Action Plan

**7:02 p.m.** To Confirm Special Assessment Roll 18-802 for a Gypsy Moth Suppression Program

**7:03 p.m.** To Confirm Special Assessment Roll 18-803 for a Gypsy Moth Suppression Program

**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

1. Parks and Recreation Annual Report
2. Gezon Park Master Plan

b) Proclamations

**11) Petitions and Communications**

a) Petitions

b) Communications

1. From the Planning Commission – Request to Amend Zoning Ordinance Chapter 90 Article 11 Form Based Code

**12) Reports from City Officers**

- a) From City Council
  - 1. Expense Report for Councilmember Bolt – Michigan Municipal League Capital Conference
- b) From City Manager

**13) Budget Amendments**

- a) Budget Amendment No. 57 – To Appropriate \$87,900.00 of Budgetary Authority for the Expenditures Related to the Gypsy Moth Suppression Program to be Funded Through a Special Assessment

**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 Public Hearing to Establish an Industrial Development District for 1905 Chicago Drive SW in the City of Wyoming (April 16, 2018 at 7:01 p.m.)

**15) Resolutions**

- b) To Set a Public Hearing for the Proposed 2018-2019 Budget for the City of Wyoming (May 7, 2018 at 7:01 p.m.)
- c) To Confirm Special Assessment Roll 18-802 for the Purpose of Providing Aerial Insecticide Spray for a Gypsy Moth Suppression Program
- d) To Confirm Special Assessment Roll 18-803 for the Purpose of Providing Aerial Insecticide Spray for a Gypsy Moth Suppression Program
- e) To Adopt the Wyoming Consolidated Housing and Community Development 2018/2019 One-Year Action Plan
- f) To Approve the Gezon Park Development Master Plan
- g) To Grant Preliminary Plat Tentative Approval for the Proposed Buck Creek Hill Subdivision

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

- h) To Authorize Michigan Pavement Markings, LLC to Perform the 2018 Annual Pavement Markings in the City of Wyoming
- i) To Authorize the Purchase of Hot Rubber Crack Sealer and Material for Concrete Joint Repairs
- j) To Award the Bid for the Replacement of the Existing Gasoline/Diesel Fueling System and to Accept an Agreement with AssetWorks LLC for Software and Licenses to Implement a Fuel Focus Module
- k) To Accept an Agreement from Dixon for Technical Services during the Repainting of the Gezon Elevated Water Tank and to Authorize the Mayor and City Clerk to Execute the Agreement
- l) To Accept a Proposal from Underwater Construction Corporation for Diving Services
- m) To Approve Change Order Number Two for Software and Software Support and Maintenance Services for Police Reporting and to Authorize the Mayor and City Clerk to Execute the Change Order
- n) For Award of Bid
  - 1. Fitness/Health and Wellness Equipment (Budget Amendment No. 59)

**17) Ordinances**

4-18 To Amend Section 90-32 of the Code of the City of Wyoming by Adding Subsection (111) Thereto to Rezone 2.3 Acres from R-2 Single Family Residential to R-7 Residential (Northeast Corner of Burlingame Avenue and 36<sup>th</sup> Street SW) (Final Reading)

5-18 To Amend Section 90-32 of the Code of the City of Wyoming by Adding Subsection (112) Thereto to Rezone 21 and 27 Floyd Street SW from Form Based Code to R-2 Single Family Residential (Final 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**

A young boy in a blue shirt is the central focus, smiling and playing at a splash pad. He is holding a yellow ring. Water is spraying all around him, creating a misty atmosphere. In the background, other children are visible, including a girl in a colorful swimsuit and a boy in a striped shirt. The setting is outdoors with green lounge chairs and a paved area.

## MISSION: CREATING COMMUNITY THROUGH PEOPLE PARKS AND PROGRAMS

The Parks and Recreation Department 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.

“ I love that I have a park in walking distance from my house that has a beautiful paved trail for walking. I see a lot of wildlife and love walking next to a creek. ”

“ My family is grateful for your sports programs which all of my children and grandchildren have played on. Also grateful for all of the wonderful classes you provide for the community. ”

“ Love all that Wyoming Parks have to offer the family! Lots of safe walking trails and playgrounds that have equipment for all ages! ”

“ I'm thankful that the City of Wyoming Parks has something for the whole family. My kids enjoy the splash pad at Lamar Park and I like the exercise equipment available on the trail at Pinery Park. ”

# PLAYING TOGETHER



# A NOTE FROM OUR DIRECTOR



Director of Community Services  
Rebecca Rynbrandt

In Parks and Recreation services, we strive to empower residents in personal growth, through physical activity in our athletic leagues, exercise on our trails, experiences in our health and wellness programs, and spiritual and peaceful journeys within our 700 acre park system. We come together as a community, through the convening of play dates and pick-up basketball games with friends, the comradery of billiards, card and walk clubs of the Wyoming Senior Center , and the welcoming of family and neighbors to our many special events.

This year we are especially proud of the high quality, safe and affordable recreation, fitness, athletic events, special events and many health and wellness services for our residents and patrons of all ages. Together, from resident to instructor, staff member to Parks and Recreation Commissioner, and the City Council, we work to create community through people, parks and programs.

This annual report provides a glimpse of the work we did on behalf of our Wyoming community through Parks and Recreation services in 2017, affirming the value and impact of community investment through the dedicated parks and recreation operational millage. Thank you for your support.

Sincerely Yours,

A handwritten signature in black ink that reads "Rebecca J. Rynbrandt".

## WYOMING CITY COUNCIL

Jack Poll, Mayor  
Sam Bolt, Mayor Pro-tem  
Dan Burrill  
Robert Postema  
Marissa Postler  
Kent Vanderwood  
William A. VerHulst



Mayor  
Jack Poll

## PARKS & RECREATION COMMISSION

Douglas Wusterman, Chair	Steven Meyer
Douglas Broek	David Skinner
Kathryn Crow-DeYoung	Aaron Velthouse
Lillian Cummings-Pulliams	Marissa Postler, City Council Liaison
Edward McGregor	

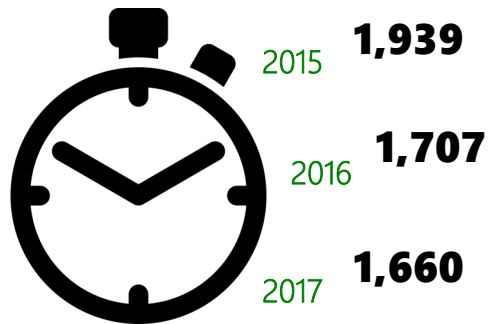
# CREATING COMMUNITY













# SPECIAL EVENTS 2017



Park Hours Reserved for Special Events



## Signature Events

- Maranda Park Party  +
  - St. Joseph the Worker Church Parish Festival  +
  - Wyoming Community Enrichment Commission Concerts in the Park Series  +
  - Holy Name of Jesus Parish Festival  +
  - Pumpkin Path  +
  - South Godwin Neighborhood Association National Night Out  600 +
  - Wyoming Area School Picnics  600 +
  - Our Lady of LaVang Church Picnic  500 +
  - Wyoming Animal Hospital Charity Walk  200 +
-  = 1000 people

# PLAYING TOGETHER



# RECREATION SERVICES



“ My kids were in the 5-7 year old group and had a blast! They looked forward to it daily! ”

-Parent of Soccer Camp Participant

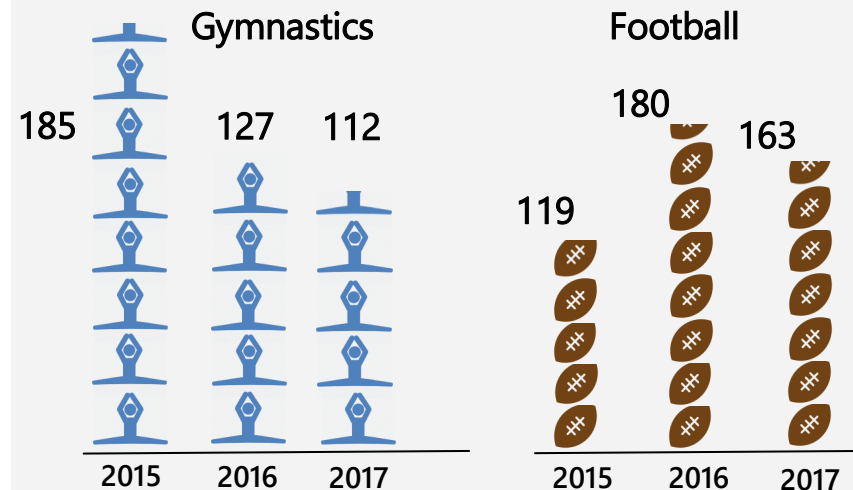
“ I had so much fun this season! In my Tuesday night league I met so many people and it was really fun, friendly competition. Also the umpires are super nice and fun to have officiate. ”

-Softball Participant

## Yearly Participants

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Youth	1,893	1,589	1,610
Family	7,475	6,621	5,430
Adult	4,509	4,437	5,735
<b>TOTAL PARTICIPANTS</b>			
	<b>13,877</b>	<b>12,647</b>	<b>12,775</b>

## Youth Program Participation



# LIVING ACTIVELY



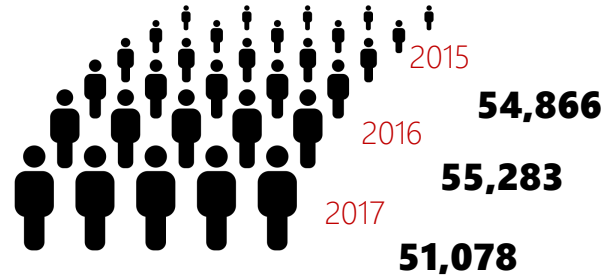
“The WSC is my *home away from home*. It's a wonderful place to get together with my friends and meet new people. It's a great service to the Wyoming community.”

- WSC participant

# WYOMING SENIOR CENTER



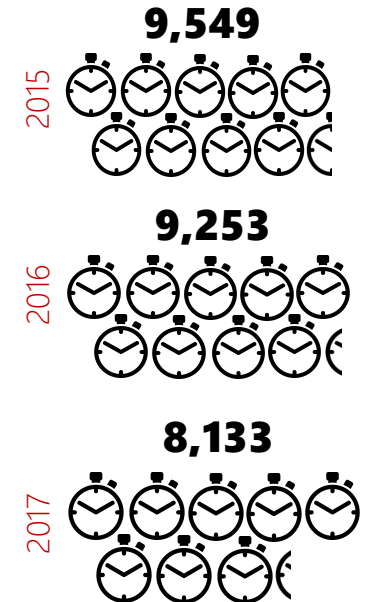
## Attendance by the Year



**148** different programs offered



## Volunteer Hours



**209** average daily participants

Walk Club members walked over **1,800** miles

WSC Fellowship Club, Inc. invested **\$98,329** in WSC programming, scholarships and supplies



# DEVELOPING CHARACTER



“ My kids have basically grown up at Pinery playing in their Little League. Learning the sport and playing on a team has helped them to grow and develop into great leaders as adults now. ”

- Parent of Pinery Park Little League Participant

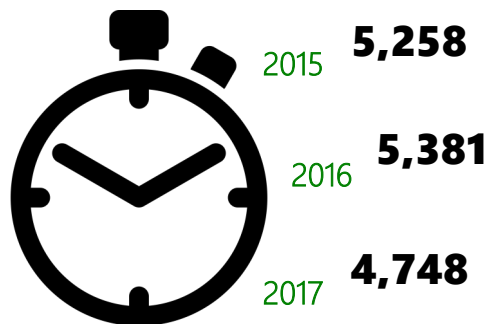
# ATHLETIC EVENTS



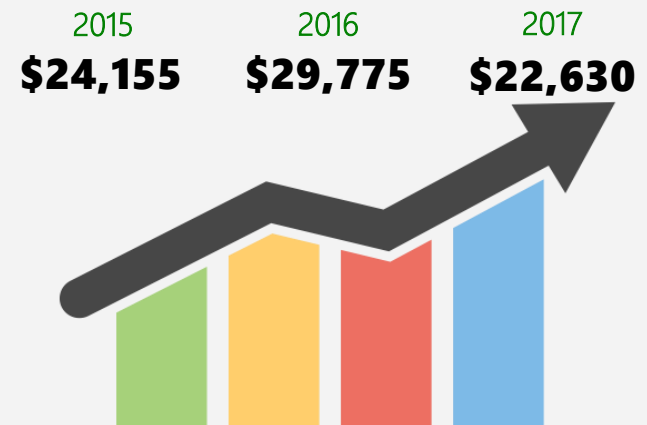
## Featured Athletic Events

- Pinery Park Little League
- Special Olympic Events
- Travel Baseball Programs (Flames Baseball, Starz Baseball, West Michigan Outlaws)
- Godwin Heights Public Schools (Soccer, Track & Field, Baseball)
- Godfrey-Lee Public Schools (Baseball, Football, Cross-Country)
- Wyoming Public Schools (Baseball, Tennis, Soccer)
- Tri-Unity Christian Schools (Soccer, Baseball, Softball, Football)
- Potter's House Christian Schools (Soccer, Baseball)

Park Hours Reserved for Athletic Events



Park System Athletic Events Hours Reserved



# LEARNING & EXPLORING



“ We were new to the area last fall, as a foster family with two working parents and caring for a relative, T.E.A.M. 21 provided a safe place for our child and went above and beyond to help us by including her in the program.”

- Parent of Participant

# T.E.A.M. 21 PROGRAM



## OFFERING YEAR-ROUND, CITY WIDE AFTER SCHOOL PROGRAMMING FOR GRADES K-9



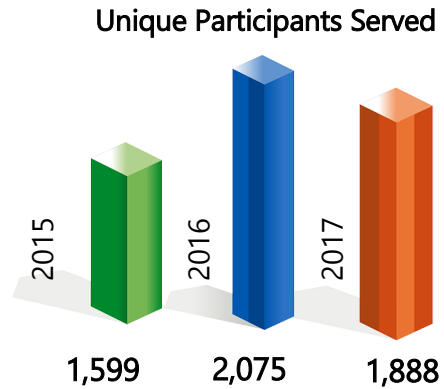
15 schools served



2,502 volunteer hours served



8,538 unique participants served since inception, 2004



Identified by the Michigan Department of Education as being in the **top %15** of Michigan after-school programs in:



Overall attendance per site



Recruitment and retention of students who struggle academically



Academic improvement in the area of Math for academically at-risk students

### School Sites:

- |                        |                             |
|------------------------|-----------------------------|
| Gladiola Elementary    | SE Kelloggsville Elementary |
| Oriole Park Elementary | W. Kelloggsville Elementary |
| Parkview Elementary    | Godfrey-Lee ECC             |
| West Elementary        | Godfrey Elementary          |
| Godwin Middle          | Lee Middle                  |
| N. Godwin Elementary   | Wyoming Junior High         |
| W. Godwin Elementary   | Wyoming Intermediate        |
| Kelloggsville Middle   |                             |

# COMMUNITY PRIDE



VETERANS MEMORIAL GARDEN

# PARK SERVICES

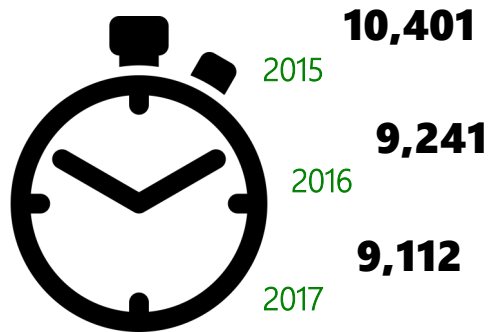


### Maintenance Staffing Hours Dedicated

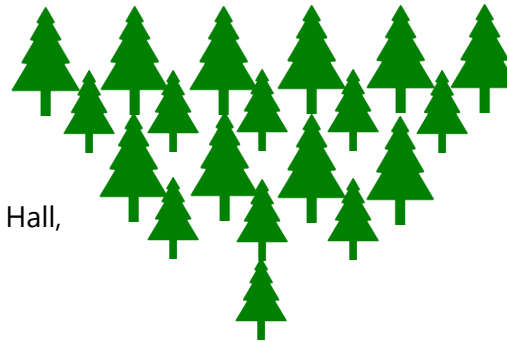
	2015	2016	2017
Facilities (Shelter, Lodge, etc.)	13,742	13,332	14,261
Landscape	12,551	13,,205	12,832
Equipment	1,528	1,433	1,353
Athletic Facilities	3,122	3,238	3,118



### Parks Facilities Maintenance Support Hours



**19** trees planted at Pinery Park  
funded by a Consumers Energy  
Grant



\*Facilities maintained include the Court Building, City Hall, Fire Stations, Fire Training/Response, Library, Police Building, & the Wyoming Senior Center



# ENGAGING VOLUNTEERS



# ADOPT-A-PARK

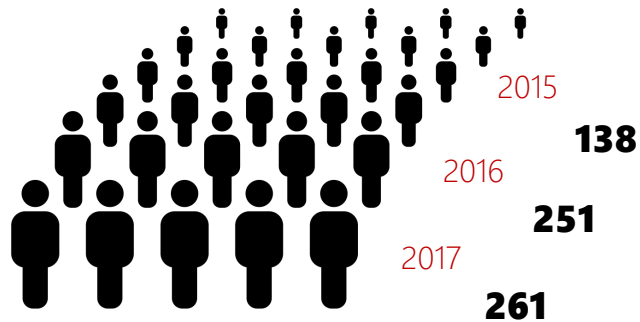


## Adopt-a-Park Partners

Chateau Estate Neighborhood  
Cindy Wabanimkee  
Godwin Heights High School—  
National Honors Society  
Grand River Preparatory High  
School

Harbor Churches  
Hope Network  
One Wyoming  
South Kent Rotary

## Adopt-a-Park Volunteers



# SHARING EXPERIENCES



# 2017 FINANCIALS

## REVENUE:

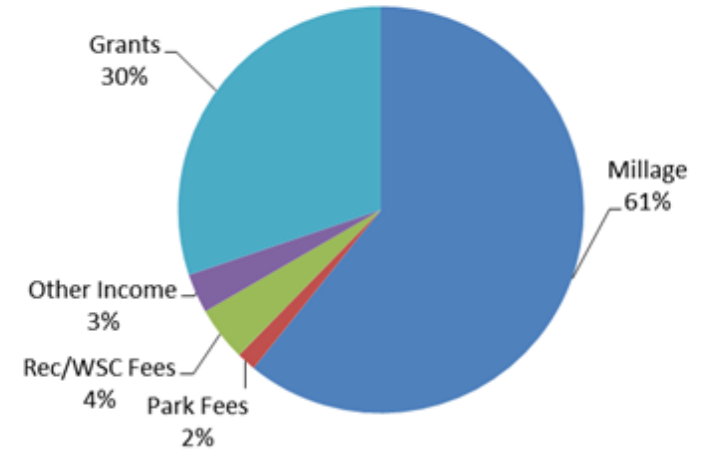
Millage	\$2,997,266.50
Grants	\$1,487,503.16
Park Fees	\$74,531.50
Rec/WSC Fees	\$214,096.15
Other Income	\$164,727.28
<b>TOTAL</b>	<b>\$4,938,124.59</b>

## EXPENSES:

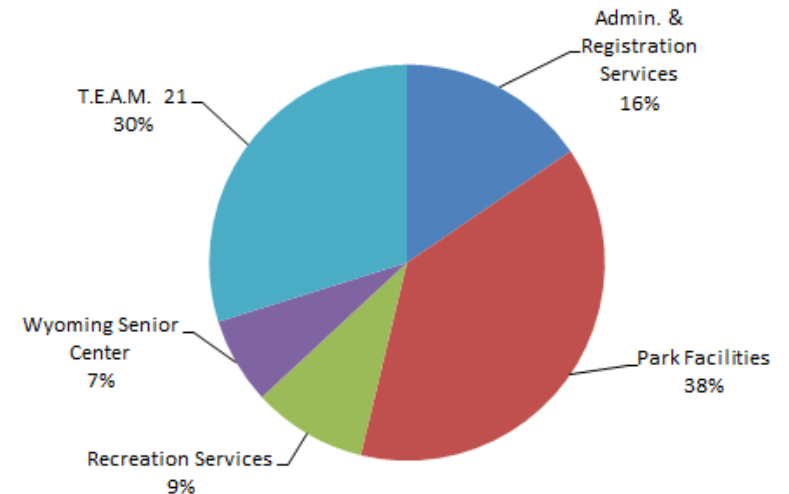
Admin & Registration Services	\$766,498.03
Park Facilities	\$1,892,606.08
Recreation Services	\$462,772.04
Wyoming Senior Center	\$349,080.69
T.E.A.M. 21	\$1,475,105.16
<b>TOTAL:</b>	<b>\$4,946,062.00</b>
<b>NET:</b>	<b>(\$7,937.41)</b>

*Net is returned to the dedicated fund balance to be used for future emergency needs, capital projects and grant matches.*

## 2017 Parks & Recreation Income



## 2017 Parks & Recreation Services



# WORKING TOGETHER



# THANK YOU TO ALL OUR COMMUNITY SUPPORTERS!

Area Agency on Aging Western Michigan	David D. Hunting YMCA	J & H Family Stores	Ron Courser & Associates
AARP	District 7 Umpires Association	John Mitus, Attorney at Law	Samaritas Senior Living
AARP Foundation	Elmcroft Senior Living	Kellogg Snacks	Seeds of Hope
Abundant Life Church	Expressions Dance Academy	Kelloggsville Public Schools	Spartan Stores YMCA
American Red Cross	Family Outreach Center	Kent County Health Department	Spectrum Health
Anchor Pointe Christian School	Family Video	Kent County Medical Society	Speedway
Approved Cash Advance	Fazoli's	Wyoming Kent District Library	Tarry Hall Roller Rink
ATL Federal Credit Union	Fortitude Computers	Kids Food Basket	Taylor Marketing Group
Avalon Building Concepts	Godfrey-Lee Education Association	LA Insurance	The First Tee of West Michigan – Golf Lessons
Basic Payroll Plus	Godfrey-Lee Public Schools	La Poderosa 93.3FM Cano's Broadcasting	The Pines Golf Course
Big Boy	Godwin Heights Public Schools	Lake Michigan Credit Union	Two Men and a Truck
Bigby Coffee	GR Running Tours	Lindo Mexico	Vanguard Academy
Bowtie Dental	Grace Bible College	Little Caesar's Pizza	Visser YMCA
Car City	Grand Rapids First Church	Main Street Pub	Waldon Woods
Celebration Cinema	Grand Rapids Lodge No. 34	McDonald's	Walgreens
Center for Vein Restoration	Grand Rapids Towing & Merls Towing Service	MedExpress Urgent Care	Weller Self Serve Auto parts
Champion Force Fitness - Cheerleading	Guardian Angel Home Health Care	Mercy Health Physician Partners - Wyoming Office	West Michigan Junior Football League
Champion Force Academy - Wyoming	GVSU College of Education	MeridianCare	West Michigan Tennis Association
Martial Arts	GVSU Exercise Science Department	Mooreteq Technologies LLC	Westerbeke Law Firm, PLLC Estate Planning and Elder Law
Check n' Go	GVSU Kids In Motion	MSU Extension	Wyoming Senior Fellowship Club
Cherry Health Wyoming Community Health Center	GVSU School Psychology Practicum	My Personal Credit Union	Wyoming Community Church
City2Shore Real Estate	Health Bridge Post-Acute Rehabilitation	Network 180	Wyoming Department of Public Safety
Clear Captions	Heartland	Nic Nac's Tasty Treats	Wyoming Fire Department
Clyde Park Church of Nazarene	Holy Trinity Lutheran Church	Novo Chiropractic Sports & Wellness Center	Wyoming Lions Club
Clyde Park Veterinary Clinic	Home Repair Services	Park Center Lanes	Wyoming Public Schools
Community Care Givers	Humane Society of West Michigan	Premier Athletic & Tennis Club	
Contractors Steel Company	Keller Williams	Railside Assisted Living Center	
Craig's Cruisers	Instant Cash Advance	Rivertown Family Chiropractic	
Daily Deals	Italy's Pizza	RoMan Manufacturing	



Wyoming Parks & Recreation Department

P.O. Box 905

1155 28th St. SW

Wyoming, MI 49509

[parks\\_info@wyomingmi.gov](mailto:parks_info@wyomingmi.gov)

[www.wyomingmi.gov](http://www.wyomingmi.gov)

March 21, 2018

Ms. Kelli A. VandenBerg  
City Clerk  
Wyoming, MI

**Subject:** Request to amend Zoning Ordinance Chapter 90 Article 11 Form Based Code. The amendments extend the applicable provisions to the Burton street corridor.

**Recommendation:** To approve the subject amended Form Based Code.

Dear Ms. VandenBerg:

The above referenced request was reviewed by the Wyoming Planning Commission at its regular meeting on March 20, 2018. A motion was made by Hegyi, supported by Smart, to recommend the proposed Form Based Code amendments to City Council. The motion passed unanimously. While a more detailed review is available in the Planning Commission minutes, the following is provided as basic background information.

**Amendment Information:**

The FBC contains six potential context districts which may be assigned to particular areas. For the Burton Street corridor, three context areas Corridor Center, Corridor Edge and Corridor Neighborhood are relevant due to both the existing development pattern and potential for integrating new redevelopments (see attached study maps). The Corridor Center Context Area would replace the existing B-1 Local Business and B-2 General Business districts through the central area around Godfrey and Cleveland Avenues. New development in this area should place the buildings at the sidewalks with parking to the side or rear. The FBC would require a quality building façade, which current zoning does not dictate. Developers will also be able to obtain greater building mass on their properties as landscape greenbelts are removed and parking requirements are reduced due to businesses serving the adjoining walk-in neighborhoods. The Corridor Edge Context area would apply at Clyde Park Avenue where the existing gas station and car wash are suburban designs and there is B-2 General Business zoning. The Corridor Neighborhood Context Area would replace the R-2 and R-3 Residential zonings for the homes. Many of these homes are aged and rented. The likelihood of replacing these homes with another new home is doubtful. However, the potential to assemble properties to redevelop as two-family or row houses creates significant investment opportunities.



CITY COUNCIL


Bill VerHulst   Dan Burrill   Kent Vanderwood   Marissa Postler   Robert Postema   Sam Bolt  
**Jack A. Poll, Mayor**

Specific Amendments Proposed to the FBC:

- Cover and inside cover: Added placeholder for amended date.
- Table of Contents: Changed Division 4 to include Burton Street context maps (90-1405), and this impacted all subsequent numbering.
- Division 1, page 1: Added Burton corridor to purpose (item 3) in 90-1101 and added a sentence about it in 90-1102.
- Division 2, page 1: Added placeholder for amendment.
- Division 3, page 1: Added Burton Street to 90-1301, item D.
- Division 4, page 1: Changed CC area description to include “and to preserve business district character along Burton Street”.
- Division 4, page 1: Changed CE area description to include Burton Street.
- Division 4, page 3: New page to add Burton Corridor context maps. This became 90-1405, and all subsequent sections in this division increased by one. This has been changed in each section and corresponding use table.
- Division 4, page 5: Changed section numbering, added map, changed description and also changed use table numbering for this section.
- Division 4, page 9: Changed section numbering and also changed use table numbering for this section.
- Division 4, page 13: Changed section numbering and also changed use table numbering for this section.
- Division 4, page 17: Changed section numbering and also changed use table numbering for this section.
- Division 4, page 21: Changed section numbering, added map, changed description, and also changed use table numbering for this section.
- Division 4, page 25: Changed section numbering and also changed use table numbering for this section.
- Division 6, page 9: Changed the item in 6.0 to reflect Burton Street.

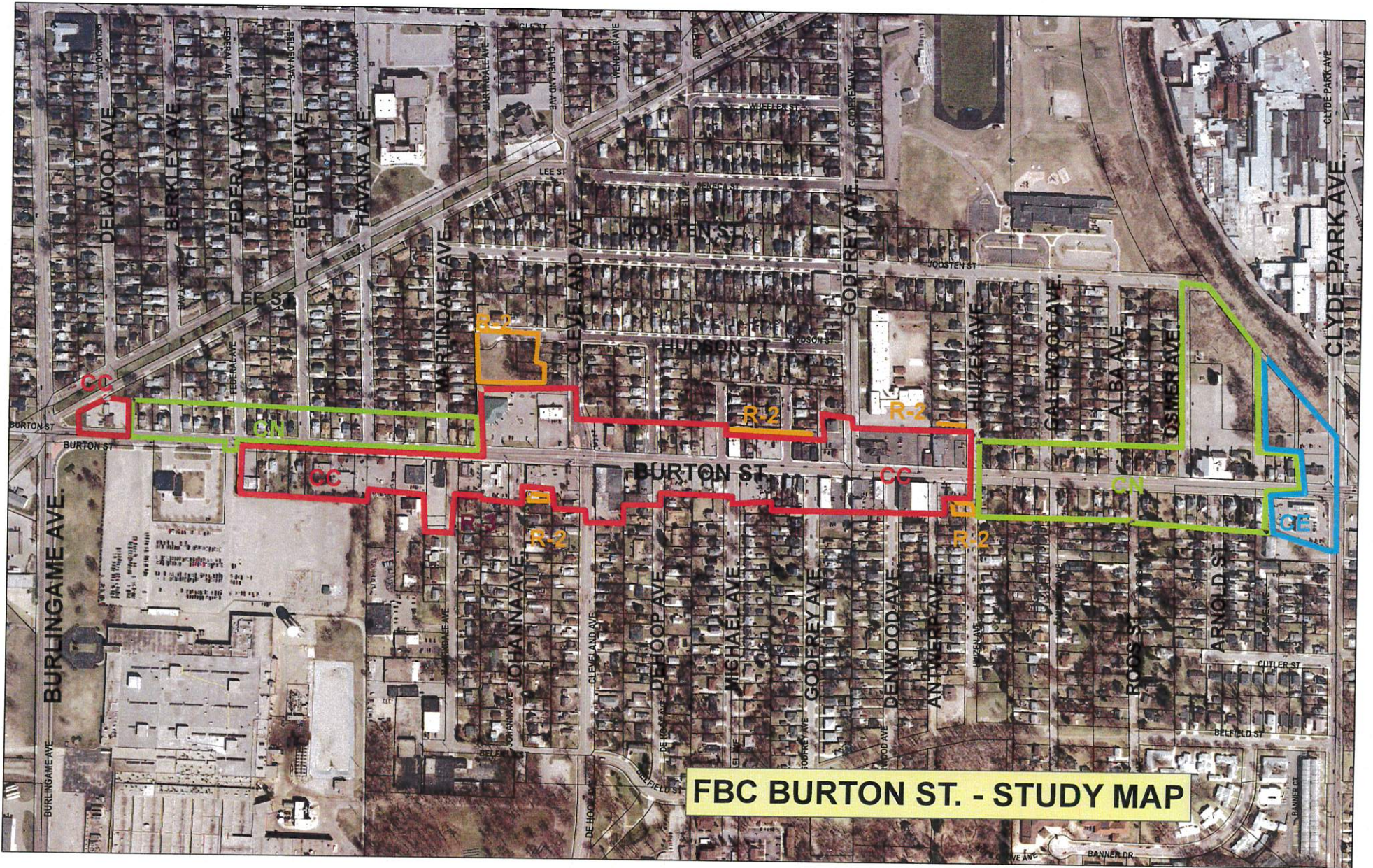
The Development Review Team suggested the Planning Commission recommend approval of the proposed amendments to the Form Based Code to the City Council. No public comments were offered at the hearing.

Respectfully submitted,

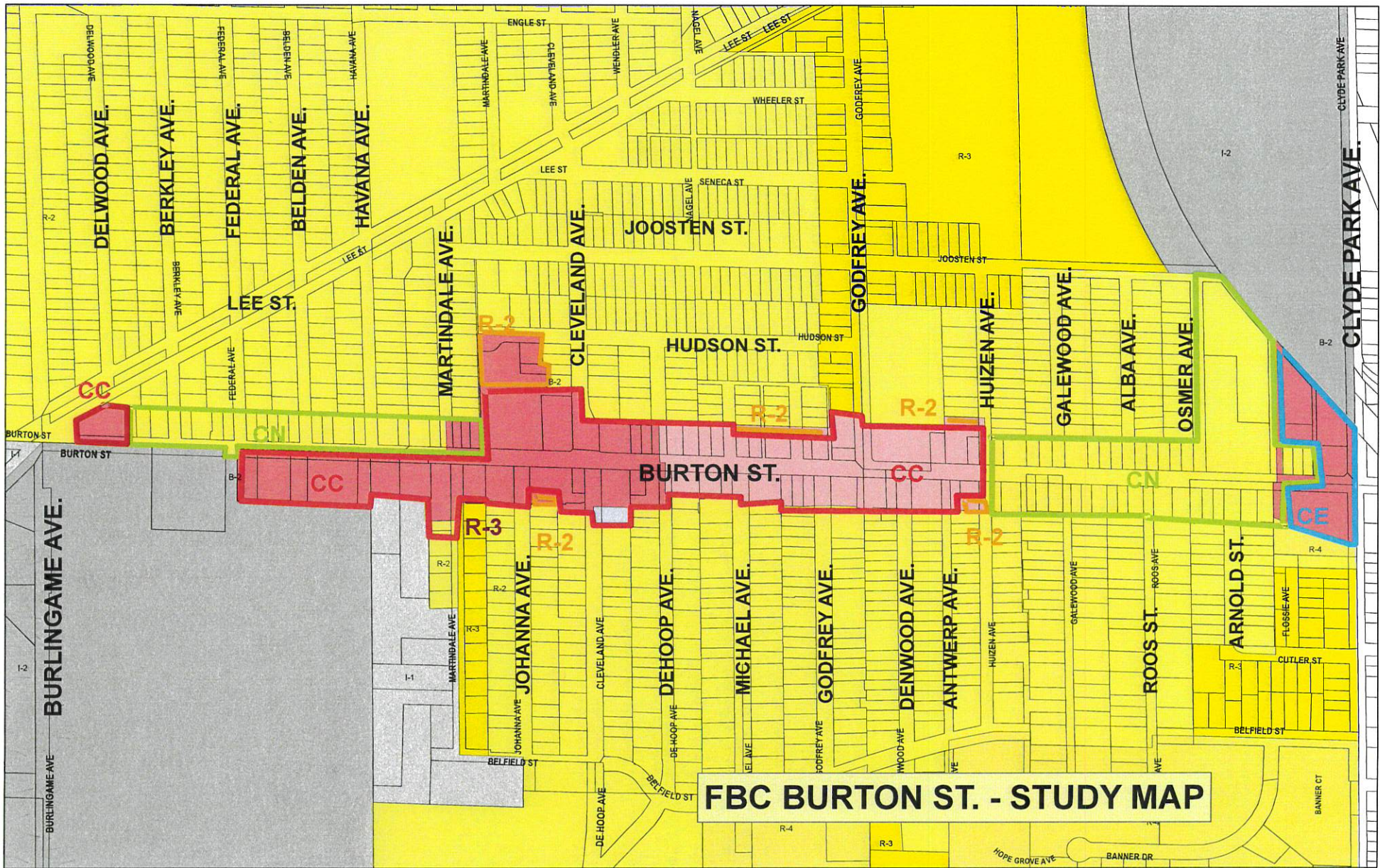


Timothy Cochran, City Planner  
Planning and Development Department

cc: Curtis Holt, City Manager  
Rebecca Rynbrandt, Director of Community Services



**FBC BURTON ST. - STUDY MAP**



**FBC BURTON ST. - STUDY MAP**

City of Wyoming  
TRAVEL EXPENSE ESTIMATE AND AUTHORIZATION

**REQUIRED TO BE FILLED OUT PRIOR TO APPROVAL**

Registration Deadline: 02/28/18

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 \_\_\_\_\_

City Manager \_\_\_\_\_

Employee: Sam Bolt  
Department: City Council  
Destination: MML Capital Conference

Date Submitted: 01/10/18  
Date(s) of Travel: 03/21/18 to 03/21/18  
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	<del>\$ 75.00</del>	81.32						
Parking/Toll/etc		7.00						
Registration	\$ 225.00							
TOTAL	\$ 300.00							

**SIGN WHEN SUBMITTING FINAL EXPENSES**

Total Expenses	\$ 300.00 <sup>\$ 306.32</sup>
5/3 CC Charges	\$ 225.00
Due to Employee	

Date Submitted: \_\_\_\_\_  
Submitted by (Print): \_\_\_\_\_  
Finance Designee: \_\_\_\_\_

Check for: \$ 225.00 Date: \_\_\_\_\_  
Payable to: 5/3rd cc #6458 - due upon receipt  
Address: \_\_\_\_\_

Check for: \$ 88.32 Date: upon recit  
Payable to: Sam Bolt  
Address: \_\_\_\_\_

Check for: \_\_\_\_\_ Date: \_\_\_\_\_  
Payable to: \_\_\_\_\_  
Address: \_\_\_\_\_

Check for: \_\_\_\_\_ Date: \_\_\_\_\_  
Payable to: \_\_\_\_\_  
Address: \_\_\_\_\_

*SM* *15<sup>2</sup> miles*  
Lansing Municipal Parking  
219 N Grand  
517.483.4240

Fee Computer Number: 21  
Cashier: MICHAEL ID #26  
Transaction Number: 18523  
Entered: 03/21/18 08:09  
Prepaid  
Rate: \$7.00 Rate  
Total Fee: \$7.00  
Cash: \$7.00

Thank you for choosing  
Lansing Municipal Parking  
Have a nice day



RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO SET A PUBLIC HEARING  
TO ESTABLISH AN INDUSTRIAL DEVELOPMENT DISTRICT FOR  
1905 CHICAGO DRIVE SW IN THE CITY OF WYOMING

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. HME Incorporated has requested that the City establish an Industrial Development District for the property located at 1905 Chicago Drive SW, Wyoming, MI.
3. Prior to establishing such districts, it is necessary to first hold a public hearing at which the owners of the affected property and any other resident or taxpayer of the City can be given an opportunity to comment on the establishment of an Industrial Development District.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council shall hold a public hearing on April 16, 2018 at 7:01 p.m., at Wyoming City Hall, 1155 28<sup>th</sup> Street SW, Wyoming, MI 49509, at which the owners of property located within the proposed Industrial Development District and other residents or taxpayers of the City shall be given an opportunity to comment on the establishment of the proposed district to be comprised of the property described on the attached Exhibit A, which is incorporated by reference, and commonly known as 1905 Chicago Drive SW, Wyoming, MI.
2. Notice of this hearing shall be given to the applicant, the Assessor, and a representative of each affected taxing unit, and shall be posted in City Hall.

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 April 2, 2018

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Staff Memo

Exhibit A – Legal Description

Resolution No. \_\_\_\_\_

## STAFF REPORT

Date: March 22, 2018

Subject: HME – 1905 Chicago Drive SW

From: Jennifer Stowell, Administrative Assistant to the City Manager

Meeting Date: April 2, 2018

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### Recommendation:

Staff recommends the creation of an Industrial Development District at 1905 Chicago Drive SW, Wyoming, MI.

### Sustainability Criteria:

Environmental Quality – Approval of this district will promote economic development activity on this property. Furthermore, the proposed development plans are consistent with Wyoming’s land use plan.

Social Equity – Approval of this district will contribute to development in the area of 1905 Chicago Drive SW, thereby increasing accessibility to employment for Wyoming residents.

Economic Strength – Approval of this district will encourage investment and grow the City’s tax base. It will also provide additional employment opportunities to the area.

### Discussion:

HME Incorporated is in the process of purchasing 1905 Chicago Drive SW, and is requesting the approval of an Industrial Development District at the aforementioned property. An Industrial Development District (IDD) is a municipal-approved designation that allows qualified property owners and tenants to apply for PA 198 Industrial Facility Tax Abatements (IFT), which provide a 50% abatement on real property investments. Per the abatement policy, projects cannot begin prior to establishment of an IDD.

In the past, IDD’s have been established on a case by case basis in accordance with each IFT application. However, in an effort to move at the speed of business and maximize efficiency, staff is supportive of HME’s request so that HME can start their project right away as needed, without having to wait for an IDD to be established. An IFT application will be expected at a later date, in accordance with the abatement policy.

As previously stated HME is in the process of purchasing this property. Their plan is to start construction in May, 2018. In addition, there are no ill consequences for properties that possess an IDD designation.

Exhibit A

1905 Chicago Drive SW Legal Description

Y88: PART E 1/2 OF SEC COM 1063.1 FT ELY A- LONG CL OF STL M21 FROM CL OF ACME PLASTER CO'S SPUR TRACK TH NELY ALONG SD HWY CL 229.6 FT TH N PAR WITH E SEC LINE 841.04 FT TO S LINE OF C&O RR MAIN-LINE R/W TH SWLY ALONG SD R/W LINE TO INT OF A LINE WHICH IS PERP TO SD HWY CL AT THE PLACE OF BEG TH SELY 710.06 FT TO BEG SEC 3 T6N R12W 6.74 A.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO SET A PUBLIC HEARING FOR THE  
PROPOSED 2018-2019 BUDGET FOR THE CITY OF WYOMING

WHEREAS:

1. State law and the City Charter require that a public hearing be held concerning the proposed 2018-2019 budget for the City of Wyoming.
2. Said budget has been presented to the City Council.
3. It is deemed advisable to establish a date for a public hearing on the budget.
4. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize a public hearing on the proposed annual budget for the City of Wyoming to be held May 7, 2018 at 7:01 PM in the Wyoming City Hall Council Chambers, 1155 – 28<sup>th</sup> Street SW, Wyoming, Michigan
2. Notice of this hearing shall be published in a newspaper of the general circulation in the City and posted in City Hall in the form as attached.

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 April 2, 2018.

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENT:

Notice of Public Hearing on the proposed budget for 2018-2019

Resolution No. \_\_\_\_\_

**CITY OF WYOMING**  
**Notice of Public Hearing**  
***On the proposed budget for 2018-2019***

Pursuant to Section 8.3 of the Charter of the City of Wyoming, notice is hereby given that a public hearing on the following proposed budget will be held at the Wyoming City Council Chambers, 1155 28th Street SW, on May 7, 2018, at 7:01 pm.

**The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

**July 1, 2018 – June 30, 2019**

General Fund *	\$ 32,723,352
Major Streets	11,817,056
Local Streets	1,911,116
Public Safety	2,656,981
Fire	1,604,856
Police	2,673,231
Parks and Recreation	3,720,230
Sidewalk Snow Removal and Repair	417,025
Solid Waste Disposal	937,166
Building Inspections	1,539,864
Community Development Block Grant	746,088
Drug Law Enforcement	148,886
Library	449,798
MTF Debt Service	422,163
Capital Improvement Fund	5,802,548
Sewer	17,936,007
Water	21,864,177
Motor Pool	5,073,709
Less Transfers Between Funds	(13,387,231)
Less Admin Fee Transfers	<u>(3,379,199)</u>
 Grand Total of Budgeted Expenditures	 <u><u>\$ 95,677,823</u></u>

*\* Includes all police and fire expenditures*

A summary of the proposed budget is on file in the office of the City Clerk and is available for public inspection during regular office hours.

Kelli A. VandenBerg  
Wyoming City Clerk

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO CONFIRM SPECIAL ASSESSMENT ROLL 18-802  
FOR THE PURPOSE OF PROVIDING AERIAL INSECTICIDE SPRAY  
FOR A GYPSY MOTH SUPPRESSION PROGRAM

WHEREAS:

1. The City Council, after due and legal notice, has met and reviewed the special assessment roll prepared for the purpose of defraying the special assessment district's share of the public improvement, hereafter described as: Aerial Insecticide Spray for a Gypsy Moth Suppression Program – Special Assessment Roll 18-802.
2. After hearing all interested persons and carefully reviewing the special assessment roll, the Council deems this public improvement to be fair, just and equitable, and that each of the assessments contained therein results in the special assessment being in accordance with the benefits derived by the parcel of land assessed.
3. Any objections offered by those persons owning property to be assessed for this improvement were not deemed by the Council to render the improvement inadvisable, unnecessary or improper.

NOW, THEREFORE, BE IT RESOLVED:

1. This special assessment, as prepared by the City Assessor, in the amount of \$26.00 per parcel is hereby confirmed and shall be known as Special Assessment Roll 18-802.
2. Assessments will become due and payable at the time of completion of the aerial spray.
3. This special assessment will be billed with the City tax bill and paid in one (1) one-time installment, this installment of the special assessment roll will be due and payable on August 31, in the year after the completion of the aerial spray. Interest not to exceed One and One Half (1.5%) percent on the unpaid balance will be added as provided in the City Charter in the same manner as interest on the late payment of taxes.
4. The City Clerk shall endorse the date of confirmation with this special assessment roll, and the City Treasurer shall issue an initial statement with the first property tax bill issued following completion of the aerial spray, which shall include the total assessment and shall advise the property owner of payment options. Said statement shall be mailed by First Class mail to each property owner in the special assessment district as shown on the current tax assessment rolls of the City.
5. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution are hereby rescinded.
6. 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 April 2, 2018.

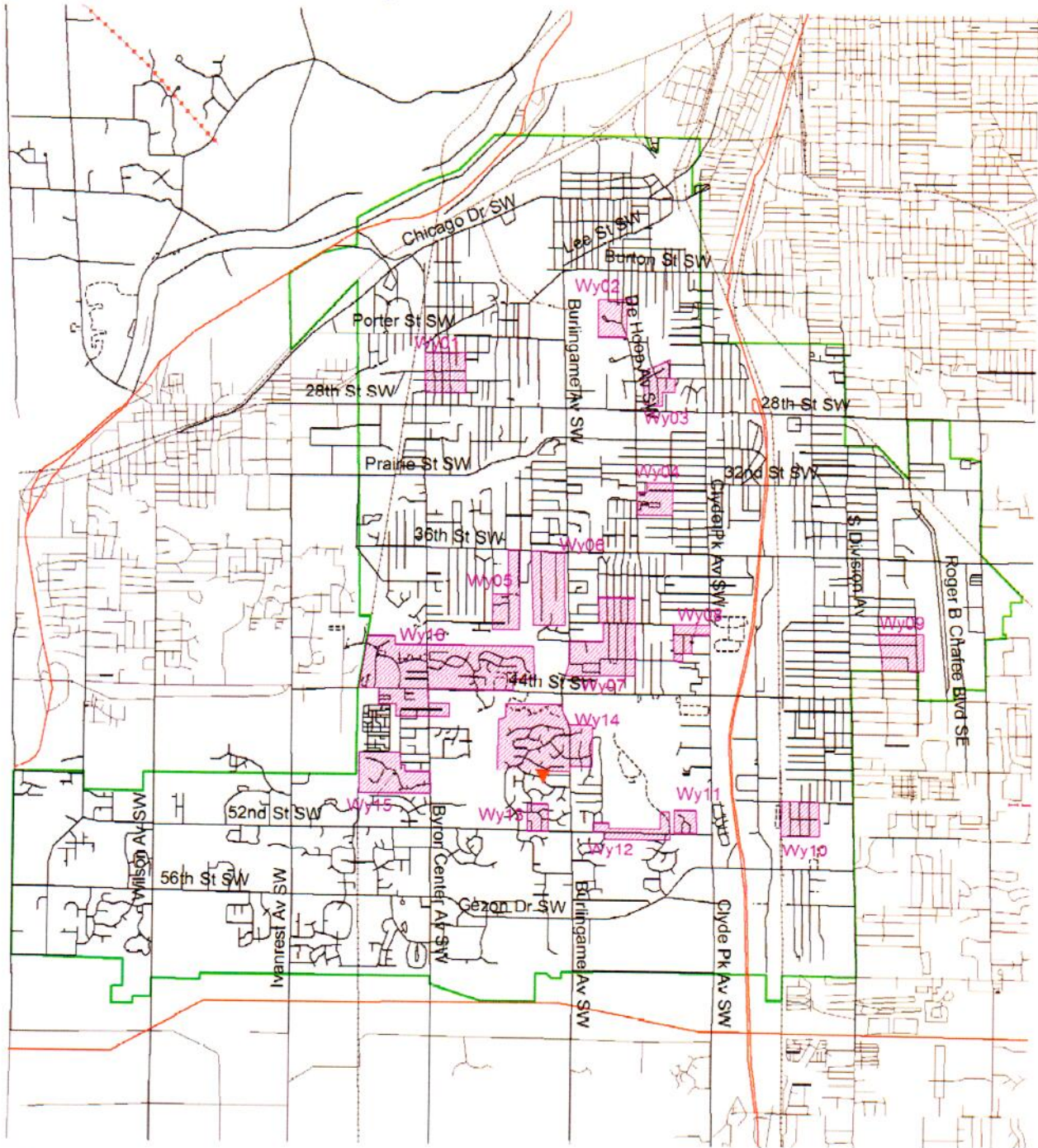
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Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:  
Aerial Spray Map  
Parcel List

Resolution No. \_\_\_\_\_

# City of Wyoming Gypsy Moth Survey Report for 2018 Season



**Shaded Areas are Recommended  
for Aerial Spray in Spring 2018**



**— City Border**  
2017 Aquatic Consulting Services

Parcel Numbers for Gypsy Moth Suppression Program, Special Assessment 18-802

41-17-10-302-004	41-17-10-306-035	41-17-10-327-017
41-17-10-302-011	41-17-10-306-036	41-17-10-327-018
41-17-10-303-010	41-17-10-306-037	41-17-10-327-020
41-17-10-303-017	41-17-10-306-038	41-17-10-327-021
41-17-10-304-001	41-17-10-306-039	41-17-10-351-001
41-17-10-304-003	41-17-10-306-040	41-17-10-351-002
41-17-10-304-004	41-17-10-306-041	41-17-10-351-003
41-17-10-304-005	41-17-10-306-042	41-17-10-351-005
41-17-10-304-006	41-17-10-306-043	41-17-10-351-006
41-17-10-304-007	41-17-10-306-045	41-17-10-351-007
41-17-10-304-008	41-17-10-306-047	41-17-10-351-008
41-17-10-304-009	41-17-10-306-053	41-17-10-351-010
41-17-10-304-010	41-17-10-308-001	41-17-10-351-011
41-17-10-304-011	41-17-10-308-002	41-17-10-351-012
41-17-10-304-011	41-17-10-308-003	41-17-10-351-013
41-17-10-304-012	41-17-10-308-004	41-17-10-352-001
41-17-10-304-013	41-17-10-308-005	41-17-10-352-002
41-17-10-304-014	41-17-10-308-006	41-17-10-352-003
41-17-10-304-015	41-17-10-308-007	41-17-10-352-004
41-17-10-305-001	41-17-10-308-008	41-17-10-352-005
41-17-10-305-002	41-17-10-308-010	41-17-10-352-006
41-17-10-305-003	41-17-10-308-011	41-17-10-352-007
41-17-10-305-003	41-17-10-308-011	41-17-10-352-008
41-17-10-305-004	41-17-10-308-012	41-17-10-352-009
41-17-10-305-005	41-17-10-308-013	41-17-10-352-010
41-17-10-305-006	41-17-10-308-014	41-17-10-352-011
41-17-10-305-008	41-17-10-308-016	41-17-10-353-001
41-17-10-305-009	41-17-10-308-017	41-17-10-353-002
41-17-10-305-012	41-17-10-308-018	41-17-10-353-003
41-17-10-305-013	41-17-10-308-019	41-17-10-353-003
41-17-10-305-014	41-17-10-327-001	41-17-10-353-004
41-17-10-305-015	41-17-10-327-002	41-17-10-353-005
41-17-10-305-016	41-17-10-327-003	41-17-10-353-006
41-17-10-305-017	41-17-10-327-004	41-17-10-353-008
41-17-10-305-018	41-17-10-327-005	41-17-10-353-009
41-17-10-306-015	41-17-10-327-006	41-17-10-353-010
41-17-10-306-016	41-17-10-327-007	41-17-10-353-011
41-17-10-306-017	41-17-10-327-009	41-17-10-353-012
41-17-10-306-018	41-17-10-327-010	41-17-10-354-001
41-17-10-306-019	41-17-10-327-011	41-17-10-354-002
41-17-10-306-022	41-17-10-327-012	41-17-10-354-003
41-17-10-306-023	41-17-10-327-013	41-17-10-354-006
41-17-10-306-024	41-17-10-327-016	41-17-10-354-007

Parcel Numbers for Gypsy Moth Suppression Program, Special Assessment 18-802

41-17-10-354-008	41-17-10-358-003	41-17-11-403-021
41-17-10-354-009	41-17-10-358-004	41-17-11-403-022
41-17-10-354-010	41-17-10-358-005	41-17-11-404-001
41-17-10-354-011	41-17-10-358-006	41-17-11-404-002
41-17-10-354-012	41-17-10-358-007	41-17-11-404-003
41-17-10-354-013	41-17-10-358-008	41-17-11-404-004
41-17-10-354-014	41-17-10-358-009	41-17-11-404-005
41-17-10-355-001	41-17-10-358-010	41-17-11-404-006
41-17-10-355-002	41-17-10-358-011	41-17-11-404-007
41-17-10-355-003	41-17-10-358-012	41-17-11-404-008
41-17-10-355-004	41-17-10-358-013	41-17-11-404-009
41-17-10-355-005	41-17-10-358-014	41-17-11-404-010
41-17-10-355-006	41-17-10-358-015	41-17-11-404-011
41-17-10-355-007	41-17-10-358-016	41-17-11-451-005
41-17-10-355-008	41-17-10-358-017	41-17-11-451-009
41-17-10-355-009	41-17-10-376-001	41-17-11-451-010
41-17-10-355-010	41-17-10-376-002	41-17-11-451-011
41-17-10-355-011	41-17-10-376-003	41-17-11-451-012
41-17-10-356-001	41-17-10-376-004	41-17-11-451-013
41-17-10-356-002	41-17-10-376-005	41-17-11-451-014
41-17-10-356-003	41-17-11-127-040	41-17-11-451-015
41-17-10-356-004	41-17-11-128-022	41-17-11-451-016
41-17-10-356-005	41-17-11-128-051	41-17-11-451-017
41-17-10-356-006	41-17-11-129-039	41-17-11-451-018
41-17-10-356-007	41-17-11-129-046	41-17-11-451-027
41-17-10-356-008	41-17-11-129-048	41-17-11-452-001
41-17-10-356-009	41-17-11-131-006	41-17-11-452-002
41-17-10-356-010	41-17-11-132-007	41-17-11-452-003
41-17-10-356-011	41-17-11-402-039	41-17-11-452-004
41-17-10-357-001	41-17-11-402-041	41-17-11-452-005
41-17-10-357-002	41-17-11-402-042	41-17-11-452-006
41-17-10-357-003	41-17-11-402-043	41-17-11-452-007
41-17-10-357-005	41-17-11-402-044	41-17-11-452-008
41-17-10-357-006	41-17-11-402-045	41-17-11-452-009
41-17-10-357-007	41-17-11-403-014	41-17-11-452-010
41-17-10-357-010	41-17-11-403-015	41-17-11-452-011
41-17-10-357-011	41-17-11-403-016	41-17-11-452-011
41-17-10-357-012	41-17-11-403-017	41-17-11-452-012
41-17-10-357-013	41-17-11-403-018	41-17-11-452-013
41-17-10-357-014	41-17-11-403-019	41-17-11-452-014
41-17-10-358-001	41-17-11-403-019	41-17-11-452-016
41-17-10-358-002	41-17-11-403-020	41-17-11-452-018
		41-17-11-452-019

Parcel Numbers for Gypsy Moth Suppression Program, Special Assessment 18-802

41-17-11-452-020	41-17-14-401-005	41-17-14-403-002
41-17-11-452-021	41-17-14-401-009	41-17-14-403-003
41-17-11-452-022	41-17-14-401-010	41-17-14-404-017
41-17-11-452-023	41-17-14-401-011	41-17-14-404-018
41-17-11-452-024	41-17-14-401-012	41-17-21-451-029
41-17-11-452-025	41-17-14-401-013	41-17-21-451-037
41-17-11-452-026	41-17-14-401-014	41-17-21-476-001
41-17-11-452-027	41-17-14-401-015	41-17-21-476-002
41-17-11-452-028	41-17-14-401-016	41-17-21-476-003
41-17-11-452-029	41-17-14-401-017	41-17-21-476-004
41-17-11-452-030	41-17-14-401-018	41-17-21-476-005
41-17-11-452-031	41-17-14-401-019	41-17-21-476-006
41-17-11-452-032	41-17-14-401-020	41-17-21-476-007
41-17-11-452-033	41-17-14-401-021	41-17-21-476-008
41-17-11-452-034	41-17-14-401-022	41-17-21-476-009
41-17-11-453-002	41-17-14-401-023	41-17-21-476-010
41-17-11-453-003	41-17-14-401-024	41-17-21-476-011
41-17-11-453-003	41-17-14-401-025	41-17-21-477-001
41-17-11-453-004	41-17-14-401-026	41-17-21-477-002
41-17-11-453-005	41-17-14-401-029	41-17-21-477-003
41-17-11-453-006	41-17-14-401-030	41-17-21-477-003
41-17-11-453-007	41-17-14-401-031	41-17-21-477-004
41-17-11-453-009	41-17-14-401-036	41-17-21-477-005
41-17-11-453-010	41-17-14-401-037	41-17-21-477-006
41-17-11-453-011	41-17-14-402-002	41-17-21-477-007
41-17-11-453-012	41-17-14-402-005	41-17-21-477-009
41-17-11-453-013	41-17-14-402-006	41-17-21-477-010
41-17-11-453-014	41-17-14-402-008	41-17-21-477-011
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41-17-11-476-001	41-17-14-402-013	41-17-21-477-013
41-17-11-476-002	41-17-14-402-014	41-17-21-477-014
41-17-11-476-011	41-17-14-402-016	41-17-21-477-015
41-17-11-476-012	41-17-14-402-017	41-17-21-477-016
41-17-11-476-013	41-17-14-402-025	41-17-21-477-017
41-17-11-476-014	41-17-14-402-027	41-17-21-477-018
41-17-11-476-016	41-17-14-402-027	41-17-21-477-019
41-17-11-476-019	41-17-14-402-028	41-17-21-477-020
41-17-11-476-041	41-17-14-402-029	41-17-21-477-021
41-17-11-476-042	41-17-14-402-032	41-17-21-477-022
41-17-14-401-001	41-17-14-402-035	41-17-21-477-023
41-17-14-401-002	41-17-14-402-036	41-17-21-478-001
41-17-14-401-003	41-17-14-402-037	41-17-21-478-002
41-17-14-401-004	41-17-14-403-001	41-17-21-478-003

Parcel Numbers for Gypsy Moth Suppression Program, Special Assessment 18-802

41-17-21-478-004	41-17-22-201-048	41-17-22-202-035
41-17-21-478-005	41-17-22-201-049	41-17-22-202-036
41-17-21-478-006	41-17-22-201-058	41-17-22-202-037
41-17-21-478-007	41-17-22-201-060	41-17-22-202-038
41-17-21-478-008	41-17-22-201-061	41-17-22-202-039
41-17-21-478-009	41-17-22-201-062	41-17-22-202-040
41-17-21-478-010	41-17-22-201-063	41-17-22-202-041
41-17-21-478-011	41-17-22-201-067	41-17-22-202-042
41-17-21-478-012	41-17-22-201-068	41-17-22-202-043
41-17-21-478-013	41-17-22-201-073	41-17-22-202-044
41-17-21-478-014	41-17-22-201-075	41-17-22-202-045
41-17-21-478-015	41-17-22-202-001	41-17-22-202-046
41-17-21-478-016	41-17-22-202-002	41-17-22-202-047
41-17-21-478-017	41-17-22-202-003	41-17-22-202-049
41-17-21-478-018	41-17-22-202-004	41-17-22-202-059
41-17-21-478-019	41-17-22-202-005	41-17-22-202-060
41-17-21-478-020	41-17-22-202-006	41-17-22-226-003
41-17-21-478-024	41-17-22-202-008	41-17-22-226-004
41-17-21-478-026	41-17-22-202-009	41-17-22-226-005
41-17-21-478-027	41-17-22-202-011	41-17-22-226-006
41-17-22-132-014	41-17-22-202-012	41-17-22-226-009
41-17-22-132-016	41-17-22-202-013	41-17-22-226-017
41-17-22-132-017	41-17-22-202-014	41-17-22-226-029
41-17-22-132-018	41-17-22-202-015	41-17-22-226-030
41-17-22-132-019	41-17-22-202-016	41-17-22-226-035
41-17-22-132-020	41-17-22-202-017	41-17-22-226-037
41-17-22-132-021	41-17-22-202-018	41-17-22-226-038
41-17-22-132-022	41-17-22-202-019	41-17-22-226-039
41-17-22-132-024	41-17-22-202-020	41-17-22-226-040
41-17-22-132-025	41-17-22-202-021	41-17-22-226-041
41-17-22-132-027	41-17-22-202-022	41-17-22-226-042
41-17-22-132-028	41-17-22-202-023	41-17-22-226-043
41-17-22-177-004	41-17-22-202-024	41-17-22-226-044
41-17-22-177-005	41-17-22-202-025	41-17-22-226-045
41-17-22-177-007	41-17-22-202-026	41-17-22-226-046
41-17-22-201-030	41-17-22-202-027	41-17-22-226-050
41-17-22-201-031	41-17-22-202-027	41-17-22-226-052
41-17-22-201-035	41-17-22-202-028	41-17-22-226-053
41-17-22-201-035	41-17-22-202-029	41-17-22-226-054
41-17-22-201-038	41-17-22-202-030	41-17-22-226-055
41-17-22-201-039	41-17-22-202-032	41-17-22-226-056
41-17-22-201-041	41-17-22-202-033	41-17-22-226-057
41-17-22-201-047	41-17-22-202-034	41-17-22-226-058

Parcel Numbers for Gypsy Moth Suppression Program, Special Assessment 18-802

41-17-22-226-059	41-17-22-227-096	41-17-22-276-005
41-17-22-226-059	41-17-22-227-099	41-17-22-276-006
41-17-22-226-060	41-17-22-227-102	41-17-22-276-007
41-17-22-227-004	41-17-22-227-999	41-17-22-276-008
41-17-22-227-005	41-17-22-228-003	41-17-22-276-009
41-17-22-227-019	41-17-22-228-010	41-17-22-276-010
41-17-22-227-020	41-17-22-228-011	41-17-22-276-011
41-17-22-227-021	41-17-22-228-011	41-17-22-276-011
41-17-22-227-026	41-17-22-228-012	41-17-22-303-003
41-17-22-227-027	41-17-22-228-017	41-17-22-303-004
41-17-22-227-028	41-17-22-228-020	41-17-22-326-004
41-17-22-227-029	41-17-22-228-025	41-17-22-326-005
41-17-22-227-030	41-17-22-228-026	41-17-22-326-006
41-17-22-227-031	41-17-22-228-027	41-17-22-328-007
41-17-22-227-032	41-17-22-228-028	41-17-22-328-008
41-17-22-227-033	41-17-22-228-029	41-17-22-328-009
41-17-22-227-034	41-17-22-228-030	41-17-22-351-001
41-17-22-227-038	41-17-22-228-044	41-17-22-351-002
41-17-22-227-041	41-17-22-228-045	41-17-22-351-003
41-17-22-227-046	41-17-22-228-050	41-17-22-351-004
41-17-22-227-047	41-17-22-228-054	41-17-22-351-005
41-17-22-227-048	41-17-22-228-055	41-17-22-351-006
41-17-22-227-049	41-17-22-228-057	41-17-22-351-007
41-17-22-227-050	41-17-22-228-058	41-17-22-351-008
41-17-22-227-051	41-17-22-228-063	41-17-22-351-010
41-17-22-227-051	41-17-22-228-067	41-17-22-351-011
41-17-22-227-060	41-17-22-228-068	41-17-22-351-012
41-17-22-227-061	41-17-22-228-076	41-17-22-351-013
41-17-22-227-062	41-17-22-228-077	41-17-22-351-014
41-17-22-227-063	41-17-22-228-092	41-17-22-351-015
41-17-22-227-064	41-17-22-228-096	41-17-22-351-016
41-17-22-227-065	41-17-22-228-097	41-17-22-351-017
41-17-22-227-066	41-17-22-228-098	41-17-22-351-018
41-17-22-227-067	41-17-22-228-099	41-17-22-351-020
41-17-22-227-070	41-17-22-228-102	41-17-22-351-021
41-17-22-227-072	41-17-22-228-103	41-17-22-351-026
41-17-22-227-076	41-17-22-228-104	41-17-22-351-027
41-17-22-227-079	41-17-22-228-105	41-17-22-352-001
41-17-22-227-082	41-17-22-251-002	41-17-22-352-002
41-17-22-227-083	41-17-22-251-015	41-17-22-352-003
41-17-22-227-086	41-17-22-276-002	41-17-22-352-004
41-17-22-227-087	41-17-22-276-003	41-17-22-352-005
41-17-22-227-089	41-17-22-276-004	41-17-22-352-007

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41-17-22-352-008	41-17-22-354-058	41-17-22-376-033
41-17-22-352-009	41-17-22-354-065	41-17-22-376-035
41-17-22-352-010	41-17-22-354-067	41-17-22-377-001
41-17-22-352-011	41-17-22-374-002	41-17-22-377-004
41-17-22-352-011	41-17-22-374-003	41-17-22-377-005
41-17-22-352-012	41-17-22-374-004	41-17-22-377-006
41-17-22-352-014	41-17-22-374-005	41-17-22-377-008
41-17-22-353-001	41-17-22-374-006	41-17-22-377-009
41-17-22-353-002	41-17-22-374-007	41-17-22-377-010
41-17-22-353-003	41-17-22-374-008	41-17-22-377-011
41-17-22-353-003	41-17-22-374-009	41-17-22-377-012
41-17-22-353-004	41-17-22-376-001	41-17-22-377-013
41-17-22-353-005	41-17-22-376-002	41-17-22-377-014
41-17-22-353-006	41-17-22-376-003	41-17-22-377-017
41-17-22-353-008	41-17-22-376-004	41-17-22-377-018
41-17-22-353-009	41-17-22-376-005	41-17-22-377-019
41-17-22-353-010	41-17-22-376-006	41-17-22-377-020
41-17-22-353-011	41-17-22-376-007	41-17-22-377-021
41-17-22-353-012	41-17-22-376-008	41-17-22-377-023
41-17-22-353-013	41-17-22-376-009	41-17-22-377-024
41-17-22-353-014	41-17-22-376-010	41-17-22-377-029
41-17-22-353-015	41-17-22-376-011	41-17-22-377-030
41-17-22-353-016	41-17-22-376-011	41-17-22-377-031
41-17-22-354-002	41-17-22-376-012	41-17-22-377-032
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41-17-22-354-007	41-17-22-376-014	41-17-22-377-035
41-17-22-354-008	41-17-22-376-015	41-17-22-378-001
41-17-22-354-009	41-17-22-376-017	41-17-22-378-002
41-17-22-354-010	41-17-22-376-018	41-17-22-378-003
41-17-22-354-012	41-17-22-376-019	41-17-22-378-004
41-17-22-354-013	41-17-22-376-020	41-17-22-378-005
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41-17-22-354-032	41-17-22-376-024	41-17-22-378-010
41-17-22-354-034	41-17-22-376-025	41-17-22-378-011
41-17-22-354-036	41-17-22-376-026	41-17-22-379-001
41-17-22-354-038	41-17-22-376-027	41-17-22-379-003
41-17-22-354-050	41-17-22-376-028	41-17-22-379-004
41-17-22-354-052	41-17-22-376-029	41-17-22-379-005
41-17-22-354-053	41-17-22-376-030	41-17-22-379-011
41-17-22-354-054	41-17-22-376-031	41-17-22-379-012
41-17-22-354-057	41-17-22-376-032	41-17-22-379-013

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41-17-22-379-014	41-17-22-382-007	41-17-22-451-028
41-17-22-379-015	41-17-22-382-008	41-17-22-451-029
41-17-22-379-016	41-17-22-382-009	41-17-22-451-030
41-17-22-379-017	41-17-22-382-010	41-17-22-451-032
41-17-22-379-019	41-17-22-382-011	41-17-22-451-033
41-17-22-379-019	41-17-22-382-012	41-17-22-451-035
41-17-22-379-020	41-17-22-382-013	41-17-22-451-036
41-17-22-379-021	41-17-22-382-014	41-17-22-451-037
41-17-22-379-022	41-17-22-382-015	41-17-22-451-038
41-17-22-379-023	41-17-22-382-016	41-17-22-451-039
41-17-22-379-025	41-17-22-382-017	41-17-22-451-040
41-17-22-379-026	41-17-22-382-018	41-17-22-451-041
41-17-22-379-028	41-17-22-382-019	41-17-22-451-043
41-17-22-379-029	41-17-22-401-001	41-17-22-451-044
41-17-22-380-004	41-17-22-401-002	41-17-22-451-045
41-17-22-380-005	41-17-22-401-003	41-17-22-451-047
41-17-22-380-006	41-17-22-402-001	41-17-22-451-048
41-17-22-380-007	41-17-22-402-002	41-17-22-451-049
41-17-22-380-008	41-17-22-402-005	41-17-22-452-002
41-17-22-380-010	41-17-22-402-008	41-17-22-452-003
41-17-22-380-011	41-17-22-403-009	41-17-22-452-004
41-17-22-380-011	41-17-22-404-002	41-17-22-452-007
41-17-22-380-014	41-17-22-404-003	41-17-22-452-008
41-17-22-380-019	41-17-22-404-004	41-17-22-452-010
41-17-22-380-020	41-17-22-428-003	41-17-22-452-011
41-17-22-381-001	41-17-22-428-004	41-17-22-452-011
41-17-22-381-002	41-17-22-428-005	41-17-22-452-014
41-17-22-381-003	41-17-22-428-010	41-17-22-452-016
41-17-22-381-003	41-17-22-428-011	41-17-22-456-002
41-17-22-381-005	41-17-22-429-001	41-17-22-456-003
41-17-22-381-007	41-17-22-429-002	41-17-22-456-004
41-17-22-381-009	41-17-22-429-003	41-17-22-456-005
41-17-22-381-010	41-17-22-429-003	41-17-22-456-006
41-17-22-381-011	41-17-22-429-004	41-17-22-456-007
41-17-22-381-012	41-17-22-429-005	41-17-22-456-012
41-17-22-381-013	41-17-22-429-006	41-17-22-456-013
41-17-22-381-999	41-17-22-451-002	41-17-22-456-014
41-17-22-382-001	41-17-22-451-003	41-17-22-456-017
41-17-22-382-002	41-17-22-451-004	41-17-22-456-020
41-17-22-382-003	41-17-22-451-005	41-17-22-456-021
41-17-22-382-004	41-17-22-451-015	41-17-23-105-026
41-17-22-382-005	41-17-22-451-016	41-17-23-154-001
41-17-22-382-006	41-17-22-451-017	41-17-23-154-002

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41-17-23-154-003	41-17-23-176-025	41-17-23-178-013
41-17-23-154-004	41-17-23-176-026	41-17-23-178-014
41-17-23-154-005	41-17-23-176-027	41-17-23-178-020
41-17-23-154-006	41-17-23-176-028	41-17-23-178-021
41-17-23-154-007	41-17-23-176-029	41-17-23-178-022
41-17-23-154-008	41-17-23-176-031	41-17-23-178-023
41-17-23-154-009	41-17-23-176-033	41-17-23-178-024
41-17-23-154-010	41-17-23-176-034	41-17-23-178-025
41-17-23-154-011	41-17-23-177-001	41-17-23-178-026
41-17-23-154-013	41-17-23-177-002	41-17-23-178-027
41-17-23-154-014	41-17-23-177-003	41-17-23-178-027
41-17-23-154-015	41-17-23-177-003	41-17-23-178-028
41-17-23-154-016	41-17-23-177-004	41-17-23-178-033
41-17-23-154-018	41-17-23-177-005	41-17-23-178-034
41-17-23-154-019	41-17-23-177-006	41-17-23-178-035
41-17-23-154-020	41-17-23-177-008	41-17-23-178-037
41-17-23-154-023	41-17-23-177-009	41-17-23-178-038
41-17-23-154-026	41-17-23-177-010	41-17-23-178-039
41-17-23-154-027	41-17-23-177-011	41-17-23-178-040
41-17-23-154-027	41-17-23-177-012	41-17-23-179-001
41-17-23-154-028	41-17-23-177-016	41-17-23-179-002
41-17-23-154-029	41-17-23-177-017	41-17-23-179-003
41-17-23-168-007	41-17-23-177-018	41-17-23-179-006
41-17-23-168-008	41-17-23-177-019	41-17-23-179-007
41-17-23-176-001	41-17-23-177-021	41-17-23-179-010
41-17-23-176-002	41-17-23-177-022	41-17-23-179-011
41-17-23-176-003	41-17-23-177-025	41-17-23-179-012
41-17-23-176-004	41-17-23-177-026	41-17-23-179-013
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41-17-23-176-007	41-17-23-177-028	41-17-23-179-018
41-17-23-176-008	41-17-23-177-029	41-17-23-179-019
41-17-23-176-009	41-17-23-177-030	41-17-23-179-019
41-17-23-176-011	41-17-23-177-031	41-17-23-179-021
41-17-23-176-011	41-17-23-177-032	41-17-23-179-023
41-17-23-176-014	41-17-23-177-033	41-17-23-179-025
41-17-23-176-015	41-17-23-178-002	41-17-23-179-028
41-17-23-176-017	41-17-23-178-003	41-17-23-179-029
41-17-23-176-018	41-17-23-178-004	41-17-23-179-030
41-17-23-176-019	41-17-23-178-005	41-17-23-179-031
41-17-23-176-020	41-17-23-178-008	41-17-23-179-032
41-17-23-176-021	41-17-23-178-009	41-17-23-179-033
41-17-23-176-023	41-17-23-178-010	41-17-23-179-034
41-17-23-176-024	41-17-23-178-012	41-17-23-301-005

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41-17-23-302-018	41-17-23-327-003	41-17-23-328-008
41-17-23-302-019	41-17-23-327-004	41-17-23-328-009
41-17-23-303-004	41-17-23-327-005	41-17-23-328-010
41-17-23-303-005	41-17-23-327-006	41-17-23-328-011
41-17-23-303-006	41-17-23-327-007	41-17-23-328-011
41-17-23-303-007	41-17-23-327-008	41-17-23-328-012
41-17-23-303-008	41-17-23-327-009	41-17-23-328-013
41-17-23-303-013	41-17-23-327-010	41-17-23-328-014
41-17-23-303-014	41-17-23-327-011	41-17-23-328-015
41-17-23-303-020	41-17-23-327-012	41-17-23-328-017
41-17-23-303-021	41-17-23-327-013	41-17-23-328-018
41-17-23-303-025	41-17-23-327-014	41-17-23-328-020
41-17-23-303-026	41-17-23-327-015	41-17-23-328-021
41-17-23-303-027	41-17-23-327-016	41-17-23-328-022
41-17-23-303-028	41-17-23-327-017	41-17-23-328-023
41-17-23-303-029	41-17-23-327-018	41-17-23-328-024
41-17-23-303-030	41-17-23-327-019	41-17-23-328-025
41-17-23-303-031	41-17-23-327-019	41-17-23-328-026
41-17-23-303-032	41-17-23-327-020	41-17-23-328-027
41-17-23-303-037	41-17-23-327-021	41-17-23-328-028
41-17-23-303-038	41-17-23-327-022	41-17-23-328-029
41-17-23-303-042	41-17-23-327-024	41-17-23-328-030
41-17-23-303-047	41-17-23-327-025	41-17-23-328-031
41-17-23-326-001	41-17-23-327-026	41-17-23-328-032
41-17-23-326-002	41-17-23-327-027	41-17-23-328-033
41-17-23-326-003	41-17-23-327-028	41-17-23-328-034
41-17-23-326-004	41-17-23-327-029	41-17-23-328-035
41-17-23-326-005	41-17-23-327-030	41-17-23-328-036
41-17-23-326-006	41-17-23-327-031	41-17-23-328-037
41-17-23-326-007	41-17-23-327-032	41-17-23-328-048
41-17-23-326-008	41-17-23-327-033	41-17-23-328-050
41-17-23-326-009	41-17-23-327-034	41-17-23-328-051
41-17-23-326-010	41-17-23-327-035	41-17-23-329-001
41-17-23-326-011	41-17-23-327-036	41-17-23-329-002
41-17-23-326-012	41-17-23-327-037	41-17-23-329-003
41-17-23-326-013	41-17-23-327-038	41-17-23-329-003
41-17-23-326-014	41-17-23-327-039	41-17-23-329-004
41-17-23-326-015	41-17-23-328-002	41-17-23-329-005
41-17-23-326-016	41-17-23-328-003	41-17-23-329-006
41-17-23-326-017	41-17-23-328-004	41-17-23-329-008
41-17-23-326-018	41-17-23-328-005	41-17-23-329-009
41-17-23-327-001	41-17-23-328-006	41-17-23-329-010
41-17-23-327-002	41-17-23-328-007	41-17-23-329-011

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41-17-23-329-013	41-17-23-352-006	41-17-23-354-042
41-17-23-329-014	41-17-23-352-007	41-17-23-377-004
41-17-23-329-015	41-17-23-352-008	41-17-23-377-005
41-17-23-329-016	41-17-23-352-009	41-17-23-377-006
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41-17-23-329-024	41-17-23-352-015	41-17-23-377-014
41-17-23-329-025	41-17-23-352-017	41-17-23-378-001
41-17-23-329-026	41-17-23-352-018	41-17-23-378-002
41-17-23-329-027	41-17-23-353-001	41-17-23-378-003
41-17-23-329-028	41-17-23-353-002	41-17-23-378-004
41-17-23-329-029	41-17-23-353-003	41-17-23-378-005
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41-17-23-351-012	41-17-23-354-014	41-17-23-426-001
41-17-23-351-013	41-17-23-354-015	41-17-23-426-002
41-17-23-351-015	41-17-23-354-016	41-17-23-426-003
41-17-23-351-016	41-17-23-354-017	41-17-23-426-004
41-17-23-351-017	41-17-23-354-018	41-17-23-426-005
41-17-23-351-018	41-17-23-354-019	41-17-23-426-006
41-17-23-352-001	41-17-23-354-034	41-17-23-426-007
41-17-23-352-002	41-17-23-354-037	41-17-23-426-008
41-17-23-352-003	41-17-23-354-039	41-17-23-426-009
41-17-23-352-004	41-17-23-354-040	41-17-23-426-010

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41-17-23-426-012	41-17-23-427-017	41-17-25-453-004
41-17-23-426-013	41-17-23-428-003	41-17-25-453-005
41-17-23-426-014	41-17-23-476-002	41-17-25-453-006
41-17-23-426-015	41-17-23-476-003	41-17-25-453-012
41-17-23-426-016	41-17-23-476-014	41-17-25-453-013
41-17-23-426-017	41-17-23-476-016	41-17-25-453-014
41-17-23-426-018	41-17-23-476-017	41-17-25-453-015
41-17-23-426-021	41-17-23-476-018	41-17-25-453-016
41-17-23-426-022	41-17-23-476-042	41-17-25-453-017
41-17-23-426-023	41-17-25-300-037	41-17-25-453-018
41-17-23-426-024	41-17-25-451-001	41-17-25-453-019
41-17-23-426-025	41-17-25-451-013	41-17-25-453-021
41-17-23-426-026	41-17-25-451-014	41-17-25-453-022
41-17-23-426-027	41-17-25-451-015	41-17-25-453-027
41-17-23-426-027	41-17-25-451-016	41-17-25-453-028
41-17-23-426-028	41-17-25-451-017	41-17-25-454-001
41-17-23-426-029	41-17-25-451-018	41-17-25-454-002
41-17-23-426-030	41-17-25-451-019	41-17-25-454-003
41-17-23-426-032	41-17-25-451-019	41-17-25-454-004
41-17-23-426-033	41-17-25-451-025	41-17-25-454-007
41-17-23-426-034	41-17-25-451-029	41-17-25-454-008
41-17-23-426-035	41-17-25-451-031	41-17-25-454-009
41-17-23-426-036	41-17-25-451-034	41-17-25-454-010
41-17-23-426-037	41-17-25-452-001	41-17-25-454-011
41-17-23-426-042	41-17-25-452-005	41-17-25-454-012
41-17-23-426-043	41-17-25-452-006	41-17-25-454-013
41-17-23-426-045	41-17-25-452-007	41-17-25-454-014
41-17-23-427-001	41-17-25-452-008	41-17-25-454-015
41-17-23-427-002	41-17-25-452-009	41-17-25-454-016
41-17-23-427-003	41-17-25-452-011	41-17-25-454-017
41-17-23-427-004	41-17-25-452-011	41-17-25-454-020
41-17-23-427-005	41-17-25-452-013	41-17-25-454-021
41-17-23-427-006	41-17-25-452-014	41-17-25-454-022
41-17-23-427-007	41-17-25-452-017	41-17-25-454-023
41-17-23-427-008	41-17-25-452-018	41-17-25-454-024
41-17-23-427-009	41-17-25-452-019	41-17-25-454-025
41-17-23-427-010	41-17-25-452-021	41-17-25-454-026
41-17-23-427-011	41-17-25-452-022	41-17-25-455-003
41-17-23-427-012	41-17-25-452-025	41-17-25-455-004
41-17-23-427-013	41-17-25-453-001	41-17-25-455-005
41-17-23-427-014	41-17-25-453-002	41-17-25-455-006
41-17-23-427-015	41-17-25-453-003	41-17-25-455-007

Parcel Numbers for Gypsy Moth Suppression Program, Special Assessment 18-802

41-17-25-455-008	41-17-26-151-018	41-17-26-370-032
41-17-25-455-009	41-17-26-151-019	41-17-26-370-033
41-17-25-455-010	41-17-26-151-021	41-17-26-370-034
41-17-25-455-012	41-17-26-152-001	41-17-26-370-035
41-17-25-455-015	41-17-26-152-002	41-17-26-370-036
41-17-25-455-016	41-17-26-152-003	41-17-26-370-037
41-17-25-455-017	41-17-26-152-004	41-17-26-370-038
41-17-25-455-019	41-17-26-152-005	41-17-26-370-039
41-17-25-455-020	41-17-26-152-006	41-17-26-476-011
41-17-25-455-021	41-17-26-152-007	41-17-27-101-019
41-17-25-455-024	41-17-26-152-008	41-17-27-101-022
41-17-25-455-025	41-17-26-152-009	41-17-27-101-023
41-17-25-455-026	41-17-26-152-010	41-17-27-101-027
41-17-25-455-027	41-17-26-153-001	41-17-27-110-001
41-17-25-455-028	41-17-26-153-002	41-17-27-110-002
41-17-25-455-029	41-17-26-153-003	41-17-27-110-003
41-17-25-476-007	41-17-26-154-003	41-17-27-110-004
41-17-25-476-009	41-17-26-154-004	41-17-27-110-005
41-17-25-476-010	41-17-26-154-005	41-17-27-110-006
41-17-25-476-011	41-17-26-154-008	41-17-27-110-007
41-17-25-476-019	41-17-26-154-009	41-17-27-110-008
41-17-25-476-021	41-17-26-154-010	41-17-27-110-009
41-17-25-476-022	41-17-26-154-017	41-17-27-110-010
41-17-25-476-023	41-17-26-154-018	41-17-27-110-011
41-17-25-476-026	41-17-26-154-022	41-17-27-110-012
41-17-26-101-036	41-17-26-154-023	41-17-27-110-013
41-17-26-101-038	41-17-26-154-024	41-17-27-110-014
41-17-26-101-040	41-17-26-154-025	41-17-27-110-015
41-17-26-101-041	41-17-26-154-026	41-17-27-110-016
41-17-26-101-042	41-17-26-154-027	41-17-27-110-017
41-17-26-101-043	41-17-26-155-001	41-17-27-110-018
41-17-26-101-044	41-17-26-155-002	41-17-27-226-016
41-17-26-101-045	41-17-26-155-005	41-17-27-249-001
41-17-26-101-046	41-17-26-301-001	41-17-27-249-002
41-17-26-101-047	41-17-26-301-007	41-17-27-249-003
41-17-26-101-078	41-17-26-301-009	41-17-27-249-003
41-17-26-151-006	41-17-26-301-022	41-17-27-249-004
41-17-26-151-006	41-17-26-301-023	41-17-27-249-005
41-17-26-151-013	41-17-26-301-028	41-17-27-249-006
41-17-26-151-014	41-17-26-301-029	41-17-27-249-008
41-17-26-151-015	41-17-26-301-030	41-17-27-249-009
41-17-26-151-016	41-17-26-370-013	41-17-27-249-010
41-17-26-151-017	41-17-26-370-014	41-17-27-249-011
	41-17-26-370-025	41-17-27-249-012
		41-17-27-249-013

Parcel Numbers for Gypsy Moth Suppression Program, Special Assessment 18-802

41-17-27-249-014	41-17-27-266-009	41-17-27-278-017
41-17-27-249-015	41-17-27-266-010	41-17-27-278-018
41-17-27-249-016	41-17-27-266-011	41-17-27-278-019
41-17-27-249-017	41-17-27-266-012	41-17-27-278-020
41-17-27-249-018	41-17-27-266-013	41-17-27-278-021
41-17-27-249-019	41-17-27-266-014	41-17-27-278-022
41-17-27-251-001	41-17-27-266-018	41-17-27-278-023
41-17-27-251-002	41-17-27-266-019	41-17-27-278-024
41-17-27-251-003	41-17-27-266-020	41-17-27-278-025
41-17-27-251-004	41-17-27-266-023	41-17-27-278-026
41-17-27-251-005	41-17-27-266-027	41-17-27-278-027
41-17-27-251-006	41-17-27-266-030	41-17-27-278-027
41-17-27-251-008	41-17-27-266-032	41-17-27-278-028
41-17-27-251-009	41-17-27-266-033	41-17-27-278-029
41-17-27-251-010	41-17-27-266-034	41-17-27-278-033
41-17-27-251-014	41-17-27-266-035	41-17-27-278-036
41-17-27-251-018	41-17-27-266-036	41-17-27-278-037
41-17-27-251-019	41-17-27-266-037	41-17-27-278-038
41-17-27-251-019	41-17-27-266-039	41-17-27-278-039
41-17-27-251-020	41-17-27-266-040	41-17-27-278-040
41-17-27-251-021	41-17-27-266-041	41-17-27-282-001
41-17-27-251-022	41-17-27-266-042	41-17-27-282-002
41-17-27-251-023	41-17-27-266-043	41-17-27-282-005
41-17-27-251-025	41-17-27-267-001	41-17-27-282-007
41-17-27-251-026	41-17-27-267-002	41-17-27-282-008
41-17-27-265-001	41-17-27-267-003	41-17-27-284-001
41-17-27-265-002	41-17-27-267-004	41-17-27-284-002
41-17-27-265-003	41-17-27-267-005	41-17-27-284-003
41-17-27-265-003	41-17-27-267-006	41-17-27-284-004
41-17-27-265-004	41-17-27-267-007	41-17-27-284-005
41-17-27-265-005	41-17-27-278-001	41-17-27-284-006
41-17-27-265-006	41-17-27-278-002	41-17-27-285-001
41-17-27-265-008	41-17-27-278-003	41-17-27-285-002
41-17-27-265-009	41-17-27-278-004	41-17-27-285-003
41-17-27-265-010	41-17-27-278-005	41-17-27-285-003
41-17-27-265-011	41-17-27-278-006	41-17-27-285-004
41-17-27-265-012	41-17-27-278-008	41-17-27-285-005
41-17-27-265-013	41-17-27-278-009	41-17-27-285-006
41-17-27-265-014	41-17-27-278-010	41-17-27-285-007
41-17-27-265-017	41-17-27-278-011	41-17-27-285-009
41-17-27-265-018	41-17-27-278-012	41-17-27-285-010
41-17-27-265-019	41-17-27-278-013	41-17-27-285-011
41-17-27-266-004	41-17-27-278-014	41-17-27-285-012
41-17-27-266-007	41-17-27-278-015	41-17-27-285-013
41-17-27-266-008	41-17-27-278-016	41-17-27-285-014

Parcel Numbers for Gypsy Moth Suppression Program, Special Assessment 18-802

41-17-27-285-015	41-17-27-401-003	41-17-27-430-030
41-17-27-285-016	41-17-27-401-004	41-17-27-430-031
41-17-27-286-001	41-17-27-401-005	41-17-27-435-001
41-17-27-286-002	41-17-27-401-006	41-17-27-435-002
41-17-27-286-003	41-17-27-402-001	41-17-27-435-007
41-17-27-286-004	41-17-27-402-002	41-17-27-435-008
41-17-27-286-005	41-17-27-402-003	41-17-27-435-009
41-17-27-286-006	41-17-27-402-004	41-17-27-452-023
41-17-27-286-007	41-17-27-402-006	41-17-27-452-024
41-17-27-286-008	41-17-27-403-001	41-17-27-452-025
41-17-27-286-009	41-17-27-403-002	41-17-27-452-026
41-17-27-286-010	41-17-27-403-003	41-17-27-456-004
41-17-27-286-011	41-17-27-403-004	41-17-27-456-005
41-17-27-286-012	41-17-27-403-005	41-17-27-456-006
41-17-27-286-013	41-17-27-404-001	41-17-27-461-003
41-17-27-286-014	41-17-27-404-002	41-17-27-461-004
41-17-27-286-017	41-17-27-404-003	41-17-27-461-005
41-17-27-286-018	41-17-27-404-006	41-17-27-461-006
41-17-27-286-019	41-17-27-404-007	41-17-27-470-012
41-17-27-286-020	41-17-27-404-008	41-17-27-470-013
41-17-27-286-021	41-17-27-404-009	41-17-27-470-014
41-17-27-286-022	41-17-27-404-010	41-17-27-470-015
41-17-27-286-023	41-17-27-404-011	41-17-27-470-016
41-17-27-286-024	41-17-27-404-011	41-17-27-470-019
41-17-27-286-025	41-17-27-404-012	41-17-27-470-020
41-17-27-286-026	41-17-27-404-013	41-17-27-470-022
41-17-27-286-027	41-17-27-404-014	41-17-27-472-001
41-17-27-286-028	41-17-27-404-016	41-17-27-472-002
41-17-27-286-029	41-17-27-427-001	41-17-27-472-003
41-17-27-286-030	41-17-27-430-001	41-17-27-472-004
41-17-27-286-034	41-17-27-430-002	41-17-27-472-005
41-17-27-286-035	41-17-27-430-006	41-17-27-472-006
41-17-27-286-037	41-17-27-430-007	41-17-27-474-001
41-17-27-286-038	41-17-27-430-008	41-17-27-474-003
41-17-27-286-039	41-17-27-430-009	41-17-27-474-004
41-17-27-286-041	41-17-27-430-010	41-17-27-474-014
41-17-27-286-042	41-17-27-430-011	41-17-27-474-015
41-17-27-286-043	41-17-27-430-012	41-17-27-474-016
41-17-27-286-044	41-17-27-430-013	41-17-27-474-033
41-17-27-287-001	41-17-27-430-015	41-17-27-476-018
41-17-27-287-002	41-17-27-430-017	41-17-27-476-019
41-17-27-287-003	41-17-27-430-018	41-17-27-476-020
41-17-27-401-001	41-17-27-430-019	41-17-27-476-021
41-17-27-401-002	41-17-27-430-020	41-17-27-476-022
41-17-27-401-003	41-17-27-430-023	41-17-28-226-002

Parcel Numbers for Gypsy Moth Suppression Program, Special Assessment 18-802

41-17-28-226-003	41-17-28-244-007	41-17-28-425-003
41-17-28-226-004	41-17-28-244-008	41-17-28-425-003
41-17-28-226-005	41-17-28-244-009	41-17-28-425-004
41-17-28-226-006	41-17-28-244-010	41-17-28-425-005
41-17-28-226-007	41-17-28-244-011	41-17-28-425-006
41-17-28-226-008	41-17-28-244-011	41-17-28-425-008
41-17-28-226-009	41-17-28-244-012	41-17-28-425-009
41-17-28-226-010	41-17-28-244-013	41-17-28-425-010
41-17-28-226-012	41-17-28-244-014	41-17-28-425-011
41-17-28-227-001	41-17-28-244-016	41-17-28-425-012
41-17-28-227-002	41-17-28-244-017	41-17-28-425-013
41-17-28-227-003	41-17-28-244-018	41-17-28-425-014
41-17-28-227-004	41-17-28-244-019	41-17-28-425-015
41-17-28-227-005	41-17-28-244-020	41-17-28-425-016
41-17-28-227-006	41-17-28-244-021	41-17-28-425-017
41-17-28-227-007	41-17-28-245-001	41-17-28-425-018
41-17-28-227-008	41-17-28-245-002	41-17-28-425-019
41-17-28-227-009	41-17-28-245-003	41-17-28-425-020
41-17-28-227-010	41-17-28-245-003	41-17-28-425-023
41-17-28-227-011	41-17-28-245-004	41-17-28-425-024
41-17-28-227-012	41-17-28-245-005	41-17-28-427-020
41-17-28-227-013	41-17-28-245-006	41-17-28-428-009
41-17-28-227-014	41-17-28-245-007	41-17-28-428-021
41-17-28-227-015	41-17-28-245-009	41-17-28-452-001
41-17-28-227-016	41-17-28-245-010	41-17-28-452-002
41-17-28-227-017	41-17-28-245-011	41-17-28-452-003
41-17-28-227-018	41-17-28-245-012	41-17-28-452-004
41-17-28-227-019	41-17-28-245-013	41-17-28-476-004
41-17-28-227-019	41-17-28-245-014	41-17-28-476-005
41-17-28-227-020	41-17-28-245-015	41-17-28-476-016
41-17-28-227-021	41-17-28-245-016	41-17-28-476-017
41-17-28-227-022	41-17-28-245-017	41-17-35-126-001
41-17-28-227-023	41-17-28-245-018	41-17-35-126-002
41-17-28-227-025	41-17-28-245-019	41-17-35-176-006
41-17-28-227-026	41-17-28-245-020	41-17-35-201-006
41-17-28-227-027	41-17-28-246-014	41-17-35-201-009
41-17-28-227-028	41-17-28-246-015	41-17-35-201-019
41-17-28-227-039	41-17-28-246-016	41-17-35-201-023
41-17-28-227-042	41-17-28-246-019	41-17-35-201-026
41-17-28-244-001	41-17-28-246-020	41-17-35-201-028
41-17-28-244-002	41-17-28-246-026	41-17-35-201-059
41-17-28-244-003	41-17-28-276-021	41-17-35-201-060
41-17-28-244-004	41-17-28-284-008	41-17-35-201-061
41-17-28-244-005	41-17-28-284-009	41-17-35-201-067
41-17-28-244-006	41-17-28-284-010	41-17-35-201-068

Parcel Numbers for Gypsy Moth Suppression Program, Special Assessment 18-802

41-17-35-201-070	41-18-19-327-060	41-18-19-328-067
41-17-35-202-001	41-18-19-327-061	41-18-19-328-070
41-17-35-202-002	41-18-19-327-062	41-18-19-328-071
41-17-35-202-003	41-18-19-327-063	41-18-19-328-072
41-17-36-201-037	41-18-19-327-064	41-18-19-328-074
41-18-19-302-046	41-18-19-327-065	41-18-19-328-075
41-18-19-327-003	41-18-19-327-066	41-18-19-328-076
41-18-19-327-007	41-18-19-328-001	41-18-19-328-077
41-18-19-327-008	41-18-19-328-002	41-18-19-328-078
41-18-19-327-011	41-18-19-328-003	41-18-19-328-079
41-18-19-327-012	41-18-19-328-004	41-18-19-328-082
41-18-19-327-013	41-18-19-328-005	41-18-19-328-083
41-18-19-327-014	41-18-19-328-008	41-18-19-329-001
41-18-19-327-015	41-18-19-328-009	41-18-19-329-002
41-18-19-327-016	41-18-19-328-012	41-18-19-329-003
41-18-19-327-017	41-18-19-328-013	41-18-19-329-009
41-18-19-327-018	41-18-19-328-014	41-18-19-329-011
41-18-19-327-020	41-18-19-328-015	41-18-19-329-012
41-18-19-327-021	41-18-19-328-017	41-18-19-329-013
41-18-19-327-027	41-18-19-328-018	41-18-19-329-014
41-18-19-327-028	41-18-19-328-019	41-18-19-329-015
41-18-19-327-033	41-18-19-328-020	41-18-19-401-003
41-18-19-327-034	41-18-19-328-021	41-18-19-401-004
41-18-19-327-035	41-18-19-328-022	41-18-19-401-009
41-18-19-327-036	41-18-19-328-023	41-18-19-401-010
41-18-19-327-037	41-18-19-328-024	41-18-19-402-002
41-18-19-327-038	41-18-19-328-025	41-18-19-402-012
41-18-19-327-039	41-18-19-328-026	41-18-19-402-013
41-18-19-327-042	41-18-19-328-029	41-18-19-402-014
41-18-19-327-043	41-18-19-328-030	41-18-19-402-017
41-18-19-327-044	41-18-19-328-033	41-18-19-402-018
41-18-19-327-045	41-18-19-328-034	41-18-19-402-020
41-18-19-327-046	41-18-19-328-036	41-18-19-402-021
41-18-19-327-047	41-18-19-328-039	41-18-19-402-022
41-18-19-327-048	41-18-19-328-040	41-18-19-402-023
41-18-19-327-049	41-18-19-328-042	41-18-19-402-024
41-18-19-327-050	41-18-19-328-043	41-18-19-402-025
41-18-19-327-051	41-18-19-328-043	41-18-19-402-026
41-18-19-327-051	41-18-19-328-045	41-18-19-402-027
41-18-19-327-052	41-18-19-328-050	41-18-19-402-027
41-18-19-327-053	41-18-19-328-051	41-18-19-402-028
41-18-19-327-054	41-18-19-328-052	41-18-19-402-029
41-18-19-327-057	41-18-19-328-064	41-18-19-402-030
41-18-19-327-058	41-18-19-328-065	41-18-19-403-009
41-18-19-327-059	41-18-19-328-066	41-18-19-403-017

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO CONFIRM SPECIAL ASSESSMENT ROLL 18-803  
FOR THE PURPOSE OF PROVIDING AERIAL INSECTICIDE SPRAY  
FOR A GYPSY MOTH SUPPRESSION PROGRAM

WHEREAS:

1. The City Council, after due and legal notice, has met and reviewed the special assessment roll prepared for the purpose of defraying the special assessment district's share of the public improvement, hereafter described as: Aerial Insecticide Spray for a Gypsy Moth Suppression Program – Special Assessment Roll 18-803.
2. After hearing all interested persons and carefully reviewing the special assessment roll, the Council deems this public improvement to be fair, just and equitable, and that each of the assessments contained therein results in the special assessment being in accordance with the benefits derived by the parcel of land assessed.
3. Any objections offered by those persons owning property to be assessed for this improvement were not deemed by the Council to render the improvement inadvisable, unnecessary or improper.

NOW, THEREFORE, BE IT RESOLVED:

1. This special assessment, as prepared by the City Assessor, in the amount of \$75.00 per treated acre is hereby confirmed and shall be known as Special Assessment Roll 18-803.
2. Assessments will become due and payable at the time of completion of the aerial spray.
3. This special assessment will be billed with the City tax bill and paid in one (1) one-time installment, this installment of the special assessment roll will be due and payable on August 31, in the year after the completion of the aerial spray. Interest not to exceed One and One Half (1.5%) percent on the unpaid balance will be added as provided in the City Charter in the same manner as interest on the late payment of taxes.
4. The City Clerk shall endorse the date of confirmation with this special assessment roll, and the City Treasurer shall issue an initial statement with the first property tax bill issued following completion of the aerial spray, which shall include the total assessment and shall advise the property owner of payment options. Said statement shall be mailed by First Class mail to each property owner in the special assessment district as shown on the current tax assessment rolls of the City.
5. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution are hereby rescinded.
6. 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 April 2, 2018.

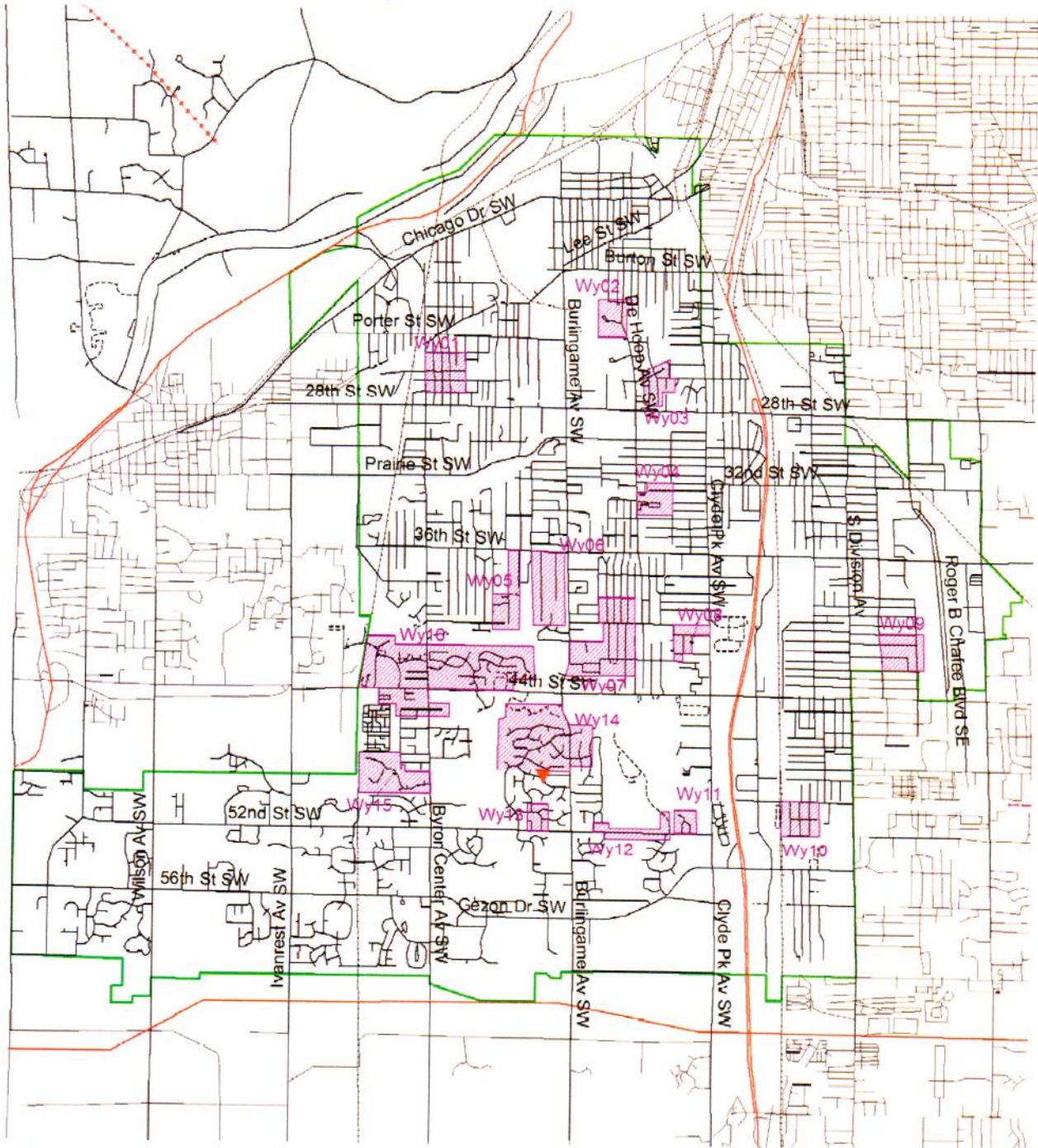
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Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:  
Aerial Spray Map  
Parcel List

Resolution No. \_\_\_\_\_

# City of Wyoming Gypsy Moth Survey Report for 2018 Season



**Shaded Areas are Recommended  
for Aerial Spray in Spring 2018**



**— City Border**  
2017 Aquatic Consulting Services

Parcel Numbers for Gypsy Moth Suppression Program, Special Assessment 18-803

41-17-10-327-008	41-17-22-202-057	41-17-22-378-007
41-17-11-101-012	41-17-22-202-058	41-17-22-383-001
41-17-11-126-028	41-17-22-202-059	41-17-22-402-004
41-17-11-131-016	41-17-22-202-061	41-17-22-402-014
41-17-11-131-018	41-17-22-226-011	41-17-22-403-005
41-17-11-131-019	41-17-22-226-015	41-17-22-403-006
41-17-11-176-005	41-17-22-226-018	41-17-22-403-007
41-17-11-176-005	41-17-22-226-021	41-17-22-403-008
41-17-11-176-005	41-17-22-226-022	41-17-22-404-005
41-17-11-402-046	41-17-22-226-023	41-17-22-455-014
41-17-11-402-046	41-17-22-226-025	41-17-22-455-016
41-17-11-453-026	41-17-22-226-026	41-17-22-456-011
41-17-11-453-035	41-17-22-226-032	41-17-22-456-018
41-17-11-476-034	41-17-22-226-033	41-17-23-303-019
41-17-14-402-007	41-17-22-227-002	41-17-23-303-022
41-17-14-402-012	41-17-22-227-003	41-17-23-303-033
41-17-14-402-015	41-17-22-227-006	41-17-23-303-035
41-17-14-402-018	41-17-22-227-008	41-17-23-303-036
41-17-14-402-027	41-17-22-227-009	41-17-23-303-039
41-17-14-402-028	41-17-22-227-013	41-17-23-303-042
41-17-14-402-034	41-17-22-227-014	41-17-23-303-043
41-17-14-402-038	41-17-22-227-085	41-17-23-303-044
41-17-14-404-001	41-17-22-227-091	41-17-23-303-045
41-17-21-426-008	41-17-22-227-094	41-17-23-303-046
41-17-21-451-016	41-17-22-227-095	41-17-23-326-001
41-17-21-451-017	41-17-22-227-097	41-17-23-328-019
41-17-21-451-022	41-17-22-227-098	41-17-23-329-035
41-17-21-451-026	41-17-22-227-100	41-17-23-329-035
41-17-21-451-034	41-17-22-227-101	41-17-23-354-043
41-17-21-451-037	41-17-22-228-031	41-17-23-376-001
41-17-21-451-038	41-17-22-228-064	41-17-23-426-046
41-17-21-451-038	41-17-22-228-069	41-17-23-428-002
41-17-21-451-038	41-17-22-228-100	41-17-25-100-008
41-17-21-451-038	41-17-22-228-108	41-17-25-451-012
41-17-22-201-044	41-17-22-228-109	41-17-25-451-033
41-17-22-201-051	41-17-22-228-110	41-17-25-451-036
41-17-22-201-072	41-17-22-303-001	41-17-25-452-020
41-17-22-202-010	41-17-22-303-002	41-17-25-453-023
41-17-22-202-050	41-17-22-351-028	41-17-25-476-002
41-17-22-202-051	41-17-22-354-029	41-17-25-476-006
41-17-22-202-054	41-17-22-354-050	41-17-25-476-011
41-17-22-202-055	41-17-22-354-061	41-17-25-476-017
41-17-22-202-056	41-17-22-354-068	41-17-25-476-020
	41-17-22-374-012	41-17-25-476-027
		41-17-25-476-028

Parcel Numbers for Gypsy Moth Suppression Program, Special Assessment 18-803

41-17-25-476-030	41-17-27-470-005
41-17-25-503-002	41-17-27-470-021
41-17-26-101-079	41-17-27-474-002
41-17-26-151-007	41-17-27-477-001
41-17-26-151-010	41-17-28-201-015
41-17-26-151-011	41-17-28-201-029
41-17-26-151-021	41-17-28-201-032
41-17-26-154-002	41-17-28-201-033
41-17-26-154-028	41-17-28-201-035
41-17-26-301-001	41-17-28-226-012
41-17-26-401-001	41-17-28-227-039
41-17-26-476-001	41-17-28-227-040
41-17-26-476-011	41-17-28-227-041
41-17-26-477-001	41-17-28-227-042
41-17-27-101-019	41-17-28-276-020
41-17-27-101-022	41-17-28-326-002
41-17-27-126-012	41-17-28-401-008
41-17-27-176-001	41-17-28-401-011
41-17-27-201-016	41-17-35-126-001
41-17-27-201-022	41-17-35-126-002
41-17-27-201-023	41-17-35-126-003
41-17-27-201-030	41-17-35-126-004
41-17-27-202-001	41-17-35-126-005
41-17-27-226-015	41-17-35-176-006
41-17-27-251-007	41-18-19-328-031
41-17-27-251-011	41-18-19-328-032
41-17-27-251-012	41-18-19-328-044
41-17-27-251-013	41-18-19-328-063
41-17-27-251-015	41-18-19-329-008
41-17-27-251-016	41-18-19-329-010
41-17-27-251-017	41-18-19-329-035
41-17-27-266-001	41-18-19-403-004
41-17-27-266-002	41-18-19-403-013
41-17-27-266-003	41-18-19-403-015
41-17-27-266-015	41-18-19-403-016
41-17-27-266-024	
41-17-27-266-026	
41-17-27-266-038	
41-17-27-278-041	
41-17-27-286-033	
41-17-27-300-037	
41-17-27-402-005	
41-17-27-404-017	
41-17-27-430-014	
41-17-27-430-016	

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION TO ADOPT  
THE WYOMING CONSOLIDATED HOUSING AND 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 year program covering the period of July 1, 2018, through June 30, 2019.
3. The Wyoming Community Development Committee has recommended a proposed 2018/2019 One-Year Action Plan.
4. The Wyoming Community Development Committee has also recommended that any increase or decrease in funding to match actual allocation amounts will be equitably divided between programs, excluding Public Services and Administrative activities, and adjusted based upon HUD mandated formula caps.
5. Two public hearings were held on February 7, 2018 by the Wyoming Community Development Committee and on April 2, 2018 by the Wyoming City Council on this matter.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby adopt the 2018-2019 Wyoming Consolidated Housing and Community Development One-Year Action Plan.
2. The Wyoming City Council does hereby affirm that any increase or decrease in funding to match actual allocation amounts will be equitably divided between programs, excluding Public Services and Administrative activities, and adjusted based upon HUD mandated formula caps.

Moved by Councilmember:

Seconded by Councilmember:

Motion carried:     Yes  
                              No

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Wyoming, Michigan, at a regular session held on April 2, 2018.

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Staff Report

Third Program Year Action Plan

Resolution No. \_\_\_\_\_

## STAFF REPORT

Date: March 28, 2018

Subject: Consolidated Housing and Community Development Third Program Year Action Plan, July 1, 2018 to June 30, 2019

From: Rebecca Rynbrandt, Director of Community Services

Meeting Date: April 2, 2018

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### RECOMMENDATION:

It is recommended that the City Council adopt the City of Wyoming Consolidated Housing and Community Development Third Program Year Action Plan, July 1, 2018 to June 30, 2019, as recommended by the Wyoming Community Development Committee. As part of that adopted Plan, it is also recommended that any increase or decrease in funding to match actual allocation amounts will be equitably divided between programs, excluding Public Services and Administrative activities, and adjusted based upon HUD mandated formula caps.

### SUSTAINABILITY CRITERIA:

Environmental Quality – The Annual Action Plan provides funding to promote housing opportunities and support blight remediation throughout the City of Wyoming.

Social Equity – The development of the Annual Action Plan is based upon the adopted 2016-2020 Kent County, City of Grand Rapids and City of Wyoming Regional Consolidated Plan's goals, objectives and priority needs. It is essential to ensure an environment of equity and equality in making community planning decisions, development of city regulations, administrative policies, procedures and practices; and targeting investments of CDBG funds and other housing and blight remediation efforts; and advocating for housing development projects and strategies, for both for-profit and non-profit developments throughout the community.

Economic Strength – The Annual Action Plan is required to be able to obtain our annual entitlement of Community Development Block Grant funds from HUD.

### QUALITY SERVICE:

The CDBG program aligns with the City's service vision of creating an attractive, comfortable, engaged community by directly involving citizens in the development of our annual funding program, with the final grant award recommendations being made based upon the adopted Regional Consolidated Plan, with affordable housing and homelessness needs identified as the highest priority.

## DISCUSSION:

The City of Wyoming has been an entitlement City for Community Development Block Grant (CDBG) funds since the inception of the program in 1975. The development of an Annual Action Plan is required to be prepared and submitted to the U.S. Department of Housing and Urban Development. The proposed plan encompasses the program year July 1, 2018 to June 30, 2019, and specifically identifies those agencies and activities to be funded through the City's program and grant making process. The Wyoming Community Development Committee ranked the applicants for FY 2018-2019 in their initial funding review, considering the Regional Consolidated Plan and HUD priorities, and recognizing limitations in funding. The final grant award recommendations were made based upon the adopted Regional Consolidated Plan, with affordable housing and homelessness needs identified as the highest priority.

On February 7, 2018, after careful consideration of available funding, and prioritization of needs, the Wyoming Community Development Committee formally recommended the attached Action Plan for City Council approval, a synopsis of which follows:

- **Public Facility Improvements – Pinery Park:** 3,245 persons, using the park facilities and services, would have access to improvements within Pinery Park at 2300 DeHoop Ave SW in Wyoming, for the purpose of providing a suitable environment (\$5,000.00).
- **Clearance/Demolition:** 2 home owners, with low/moderate-income families, would have free needed dilapidated structure demolition grants, including, but not limited to, garages, porches and fencing, for the purpose of providing a suitable living environment (\$10,000.00).
- **Public Services – Family Promise Re-Housing Financial Assistance:** 20 low-income families moving out of homelessness and into stabilized housing receive the benefit of short-term rental assistance, administered by Family Promise of Grand Rapids, for the purpose of preventing homelessness and providing decent affordable housing (\$30,000.00).
- **Public Services – Family Promise Re-Housing Stabilization Services:** 20 low-income families receive support services to help maintain permanent housing and build assets to support self-sufficiency, administered by Family Promise of Grand Rapids, for the purpose of preventing homelessness and providing decent affordable housing (\$20,000.00).
- **Public Services – Rental Assistance:** 7 low-income persons pending eviction have the benefit of short-term rental assistance, administered by The Salvation Army Social Services, for the purpose of preventing homelessness and providing decent affordable housing (\$15,000.00).
- **Public Services - Fair Housing:** 12,379 households, in low and moderate-income areas throughout the City, have the benefit of access to fair housing complaint investigation services and fair housing training for the purpose of providing decent affordable housing (\$7,500.00).
- **Public Services – Hispanic Center Youth Employment Initiative:** 7 low/moderate income youth have the benefit of participating in The Hispanic Center of Western Michigan Youth Employment Initiative program, for the purpose of providing increased access to jobs, education and support services appropriate for persons for whom English is a second language (\$15,000.00).
- **Rehabilitation - Single Unit Residential:** 14 housing units, with low/moderate-income families, will have affordable needed housing repair loans and deferred loans for the purpose of providing decent affordable housing (\$273,644.18).

- **Rehabilitation – Commercial:** 1 Wyoming business owner will have access to an affordable needed commercial repair loan, for the purpose of providing increased economic opportunity (\$30,000.00).
- **Rehabilitation - Home Repair Services:** 51 low/moderate-income households have affordable services such as minor home repairs and accessibility modifications, for the purpose of providing decent affordable housing (\$70,000.00).
- **Rehabilitation - Administration:** 14 housing units, with low/moderate-income families, have affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing (\$106,271.85).
- **Code Enforcement:** 12,379 households, in low and moderate income areas throughout the City, have the benefit of CDBG monies to fund code enforcement activities for the purpose of providing a suitable living environment (\$55,000.00).
- **General Administration:** All (72,125) Wyoming residents have affordable administration of HUD programs for the purpose of providing a suitable living environment (\$103,668.00).
- **HUD Continuum of Care - Administration:** All (72,125) Wyoming residents have access to affordable administration through the Heart of West Michigan United Way to support the Coalition to End Homelessness goals for the purpose of preventing homelessness and providing decent affordable housing. (\$5,000.00)

**BUDGET IMPACT:**

The City of Wyoming expects to have \$746,084.03 available for the Community Development Program during this period. This amount consists of \$479,426.00 in an estimated annual entitlement grant from HUD, \$154,662.39 in carryover funds from fiscal year 2017-18 and \$111,995.64 from anticipated program income. Any increase or decrease in funding to match actual allocation amounts will be equitably divided between programs, excluding Public Services and Administrative activities, and adjusted based upon HUD mandated formula caps.

**ATTACHMENTS:**        2018-2019 Annual Action Plan  
   Resolution



# Third Program Year Action Plan

Community Development Block Grant  
2018-2019  
Action Plan  
Wyoming, Michigan

# Executive Summary

## AP-05 Executive Summary - 91.200(c), 91.220(b)

### 1. Introduction

The City of Wyoming, along with the City of Grand Rapids and Kent County, adopted the 2016-2020 Kent County and Cities of Grand Rapids and Wyoming Regional Consolidated Plan. The City of Wyoming's 2018-2019 Third Program Year Action Plan is based upon the adopted Regional Consolidated Plan's goals, objectives and priority needs. This Action Plan outlines the programs to be initiated in the upcoming fiscal year. The City of Wyoming expects to have \$746,084.03 available for the Community Development Program during the period July 1, 2018 through June 30, 2019. This amount consists of \$479,426.00 in an estimated annual entitlement grant from the U.S. Department of Housing and Urban Development, \$154,662.39 in carryover funds from fiscal year 2017-18 and \$111,995.64 from anticipated program income.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The following is a list of activities to be funded for fiscal year 2018/2019:

- **Public Facility Improvements-Pinery Park:** 3,245 persons, using the park facilities and services, would have access to improvements within Pinery Park at 2300 DeHoop Ave SW in Wyoming, for the purpose of providing a suitable environment.
- **Clearance/Demolition:** 2 home owners, with low/moderate-income families, would have free needed dilapidated structure demolition grants, including, but not limited to, garages, porches and fencing, for the purpose of providing a suitable living environment.
- **Public Services–Family Promise Re-Housing Financial Assistance:** 20 low-income families moving out of homelessness and into stabilized housing receive the benefit of short-term rental assistance, administered by Family Promise of Grand Rapids, for the purpose of preventing homelessness and providing decent affordable housing.

- **Public Services-Family Promise Re-Housing Stabilization Services:** 20 low-income families receive support services to help maintain permanent housing and build assets to support self-sufficiency, administered by Family Promise of Grand Rapids, for the purpose of preventing homelessness and providing decent affordable housing.
- **Public Services-Rental Assistance:** 7 low-income persons pending eviction have the benefit of short-term rental assistance, administered by The Salvation Army Social Services, for the purpose of preventing homelessness and providing decent affordable housing.
- **Public Services-Fair Housing:** 12,379 households, in low and moderate-income areas throughout the City, have the benefit of access to fair housing complaint investigation services and fair housing training for the purpose of providing decent affordable housing.
- **Public Services-Hispanic Center Youth Employment Initiative:** 7 low/moderate-income youth have the benefit of participating in The Hispanic Center of Western Michigan Youth Employment Initiative program, for the purpose of providing increased access to jobs, education and support services appropriate for persons for whom English is a second language.
- **Rehabilitation-Single Unit Residential:** 14 housing units, with low/moderate-income families, have affordable needed housing repair loans and deferred loans for the purpose of providing decent affordable housing.
- **Rehabilitation-Commercial:** 1 Wyoming business owner will have access to an affordable needed commercial repair loan, for the purpose of providing increased economic opportunity.
- **Rehabilitation - Home Repair Services:** 51 low/moderate-income households have affordable services such as minor home repairs and accessibility modifications, for the purpose of providing decent affordable housing.
- **Rehabilitation-Administration:** 14 housing units, with low/moderate-income families, have affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing.
- **Code Enforcement:** 12,379 households, in low and moderate income areas throughout the City, have the benefit of CDBG monies to fund code enforcement activities for the purpose of providing a suitable living environment.
- **General Administration:** All (72,125) Wyoming residents have affordable administration of HUD programs for the purpose of providing a suitable living environment.

**-HUD Continuum of Care-Administration:** All (72,125) Wyoming residents have access to affordable administration through the Heart of West Michigan United Way to support the Coalition to End Homelessness goals for the purpose of preventing homelessness and providing decent affordable housing.

### 3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Wyoming recognizes that the evaluation of past performance plays a critical role in ensuring that effective programs are implemented that align with its long range goals. The following includes past spending performance of activities from July 1, 2016 through June 30, 2017 (A total of \$548,684.10 was spent):

- **Public Facility Improvements–Pinery Park - 2014:** We spent a total of \$12,364.97 in CDBG funds to replace the roof at the Pinery Park Lodge. Parks and Recreation funds were also leveraged for this project.

- **Clearance/Demolition - 2014 – 2015 - 2016:** We spent a total of \$16,000.00 to assist low/moderate-income homeowners with free needed dilapidated structure demolition grants, which included assisting 1 homeowner with a house demolition and 1 homeowner with a pool demolition.

- **Code Enforcement – 2015 - 2016:** We spent a total of \$60,000 to fund code enforcement activities in low and moderate income areas throughout the City. In CDBG eligible low/moderate-income areas, there were a total of 1,193 housing units receiving code violations, with 916 of these corrected.

- **Rehabilitation - Home Repair Services – 2015 - 2016:** We spent a total of \$64,324.28 to provide low/moderate-income households with affordable minor home repairs and accessibility modifications. A total of 51 households were assisted.

- **Rehabilitation - Single Unit Residential – 2015 - 2016:** We spent a total of \$174,149.00 for the rehabilitation of 12 housing units with low/moderate-income families, issuing 6 housing repair loans and 6 deferred loans.

- **Rehabilitation – Administration – 2015 - 2016:** We spent a total of \$77,657.23 to provide 12 housing units with low/moderate-income families with affordable administration of housing rehabilitation funding.

- **Public Services – Subsistence Payments – 2015 - 2016:** We spent a total of \$20,818.48 to assist low-income persons pending eviction in having the benefit of short-term rental assistance, administered by The Salvation Army Social Services. A total of 53 extremely low income persons were assisted.

- **Public Services – The Potter’s House - 2016:** We spent a total of \$16,718.00 to assist 5 low/moderate-income, at-risk children in having the benefit of participating in a Literacy Program, administered by The Potter’s House.

- **General Administration - 2016:** We spent a total of \$91,652.14 to assist all Wyoming residents with affordable administration of HUD programs.

- **Fair Housing Services - 2016:** We spent a total of \$5,000.00 to assist all Wyoming residents with access to fair housing testing and complaint follow up services.

- **HUD Continuum of Care – Administration - 2016:** We spent a total of \$10,000.00 to assist all Wyoming residents with access to affordable administration of the HUD Continuum of Care through the Heart of West Michigan United Way to support the Coalition to End Homelessness goals.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The citizen participation process for the Annual Action Plan was completed according to the adopted City of Wyoming Citizen Participation Plan, and consisted of the following:

A public hearing notice was published in the Grand Rapids Press newspaper on January 16, 2018, announcing the upcoming meeting and public hearing of the Wyoming Community Development Committee (W.C.D.C.) on January 31, 2018.

The W.C.D.C. met on January 31, 2018 and discussed needs, funding and possible activities. A public hearing was held, and there was no public comment. The Committee recommended approval of the Annual Plan to the Wyoming City Council.

On February 19, 2018, the Wyoming City Council met and set the date of April 2, 2018 to hold a public hearing for the Annual Plan.

On February 20, 2018 the Availability for Public Review of the One Year Action Plan notice was published in the Grand Rapids Press. This notice was also posted at the Wyoming Public Library and sent to 111 interested parties, representing public officials, media (including Spanish speaking radio and newspapers), public service agencies, school districts, subrecipients, minority organizations and other stakeholders, requesting comment and announcing the upcoming public hearing on April 2, 2018 concerning the Annual Plan.

A public hearing notice was published in the Grand Rapids Press newspaper on February 20, 2018, which announced that the Annual Plan would be discussed by the Wyoming City Council at the public hearing on April 2, 2018.

On April 2, 2018 a public hearing was held. There was no public comment. Also on April 2, 2018 the City Council approved the 2018-2019 Annual Action Plan.

On April 10, 2018, a notice was published in the Grand Rapids Press newspaper, which announced approval of the plan by the City Council and that the plan would be submitted to HUD within 60 days after the date allocations are announced.

No other comments were received prior to submittal.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan. The citizen participation process for the Annual Action Plan was completed according to the adopted City of Wyoming Citizen Participation Plan. A detailed explanation is found in (4) above.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

See Summary of public comments above.

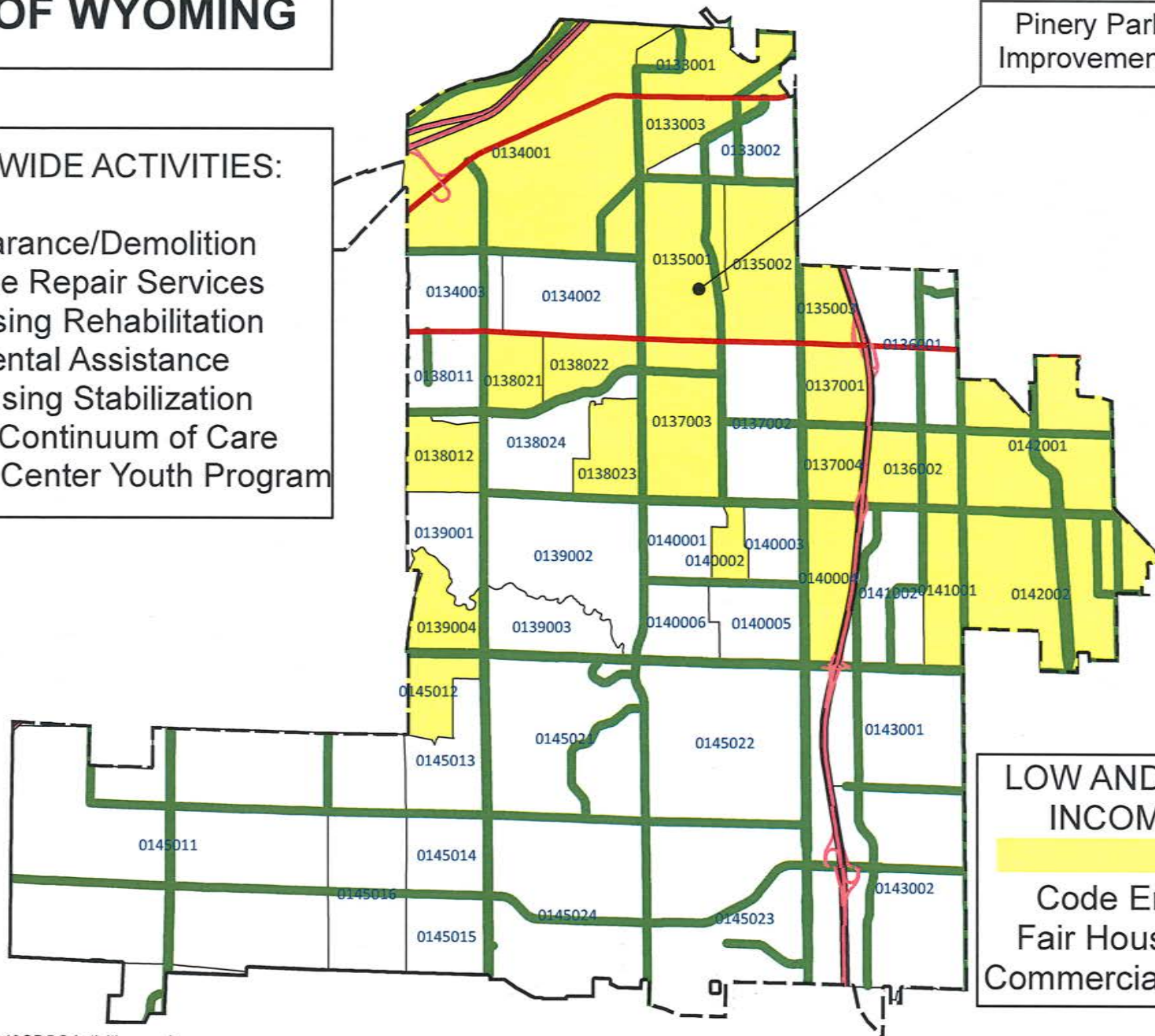
## **7. Summary**

See Summary of public comments above.


# CDBG ACTIVITIES 2018 - 2019 CITY OF WYOMING

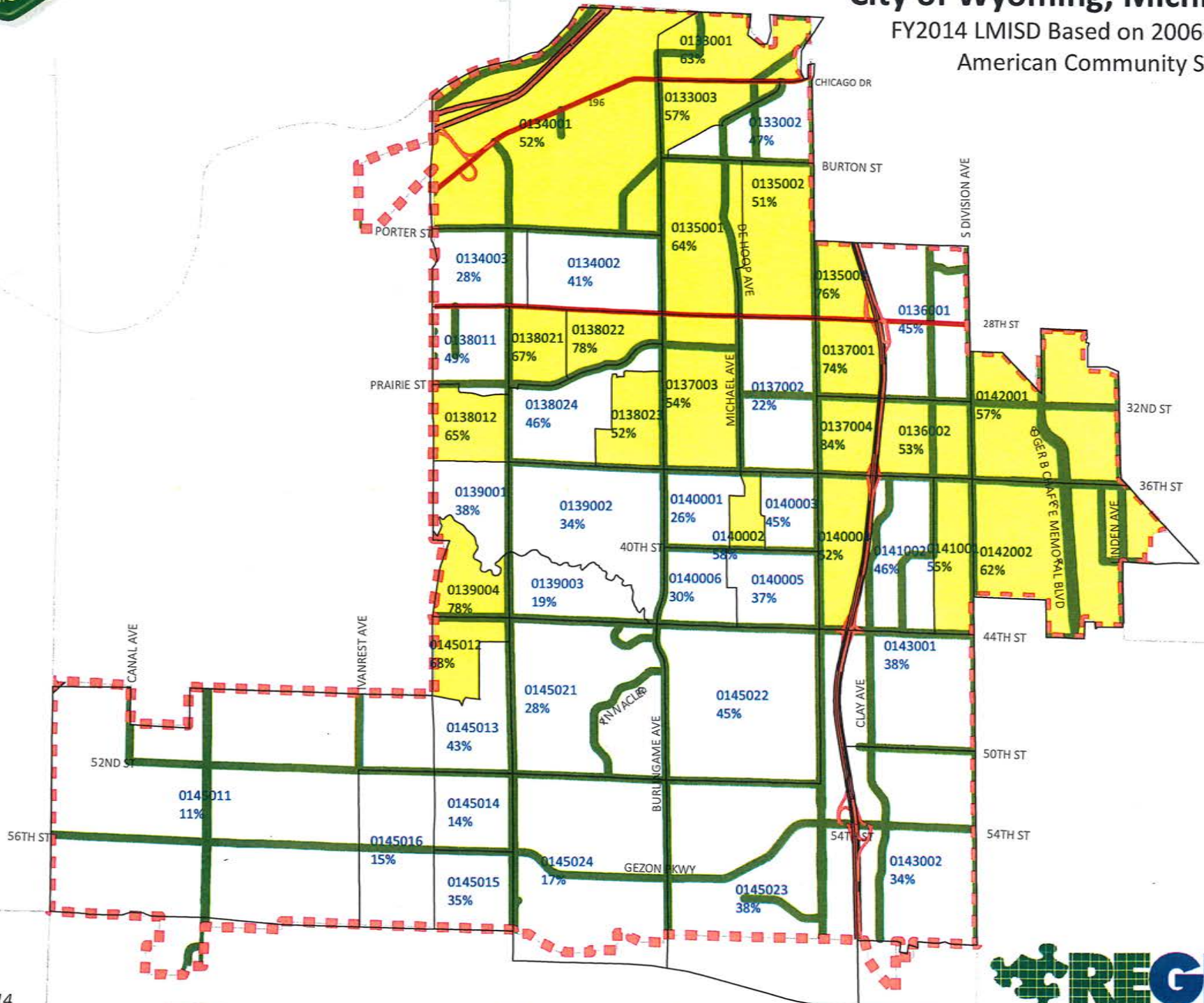
## CITY WIDE ACTIVITIES:

Clearance/Demolition  
 Home Repair Services  
 Housing Rehabilitation  
 Rental Assistance  
 Housing Stabilization  
 HUD Continuum of Care  
 Hispanic Center Youth Program



Pinery Park Improvements

**LOW AND MODERATE INCOME AREAS:**  
  
 Code Enforcement  
 Fair Housing Services  
 Commercial Rehabilitation



**PR-05 Lead & Responsible Agencies - 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	WYOMING	
CDBG Administrator	WYOMING	Community Services-Planning and Development Dept.
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative**

The Lead Agency is the City of Wyoming. The daily CDBG activities will be handled by the Community Services - Planning and Development Department. Like typical municipal governments, the City Council acts as the legislative and policy-making voice of the city. As part of its activities, the City Council adopts the Five-Year Regional Consolidated Plan and approves the annual submittal for CDBG funding. As the chief administrator, the City Manager is responsible for the day-to-day operations of the city, including the implementing of the policies and programs of the City Council.

Planning and Development Department:

The Director of Community Services and Administrative Aide serve as staff to the Community Development Committee. The Director of Community Services supervises programs and activities related to the Annual Plan and CDBG expenditures. The Administrative Aide and Building Rehabilitation Specialist work to process cases for Housing Rehabilitation programs. A Rehabilitation Committee, made up of the Community Services Director, the Building Inspections Department Supervisor and the City Planner, approve all housing rehabilitation applications and clearance/demolition applications.

Community Development Committee:

Relative specifically to this Annual Plan and CDBG funding, the Community Development Committee, a Council-appointed group made up of Wyoming residents, serves as an advisory group to the Director of Community Services, the City Manager and the City Council. This group also approves the Five-Year Regional Consolidated Plan and recommends the annual CDBG budget. During the budgeting process, this group interviews applicants and recommends priorities for funding.

Other City Groups:

There is an Interdepartmental Agreement with the Inspections Department relative to funding Code Enforcement. Relative to other city groups potentially involved with the Annual Plan, the list includes the Housing Commission, the Downtown Development Authority, the Parks and Recreation Department and its citizen's advisory group, the Parks and Recreation Commission, the Public Works Department and the Building Inspections Department.

Kent County

The City will continue its consortium agreement with Kent County allowing them to receive and administer Wyoming's federal entitlement of HOME dollars.

**Consolidated Plan Public Contact Information**

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## **AP-10 Consultation - 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

During the Regional Consolidated Plan process, there was extensive engagement with residents and community organizations in the identification of housing and community development needs and priorities. This process included stakeholder interviews, surveys and stakeholder focus groups. The City of Wyoming continues to reach out and consult with other public and private agencies during the Annual Action Plan process. Our Subrecipients of CDBG funds are non-profit agencies, including the Fair Housing Center of West Michigan who provides fair housing testing and complaint followup services; Home Repair Services who provides minor home repairs and accessibility modifications; The Heart of West Michigan United Way who provides affordable HUD Continuum of Care administration to support the Coalition to End Homelessness; The Salvation Army Social Services who administers subsistence payments for rental assistance to low/moderate-income persons pending eviction; Family Promise of Grand Rapids who provides re-housing financial assistance and stabilization services for low-income families moving out of homelessness; and The Hispanic Center of Western Michigan who will provide a youth employment initiative program with increased access to jobs, education and support services appropriate for persons for whom English is a second language.

**Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).**

The City will continue to work with other City departments, neighboring cities, Kent County and area housing non-profits, such as the Fair Housing Center of West Michigan, Home Repair Services, The Heart of West Michigan United Way, The Salvation Army Social Services, Family Promise of Grand Rapids and The Hispanic Center of Western Michigan. The City also works with the Disability Advocates of Kent County. In addition, the Director of Community Services serves on the steering committee for the Grand Rapids Area Coalition to End Homelessness/HUD Continuum of Care to address issues of homelessness and affordable housing.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Through CDBG funds, the City will fund HUD Continuum of Care administration through The Heart of West Michigan United Way to support the Coalition to End Homelessness goals. The Director of Community Services serves on the steering committee for the Grand Rapids Area Coalition to End Homelessness/HUD Continuum of Care. She also serves on the Kent County Essential Needs Task Force. Funding will continue to be provided to The Salvation Army Social Services who will administer subsistence payments for rental assistance to low-income persons

pending eviction for the purpose of preventing homelessness and Family Promise of Grand Rapids who will provide re-housing financial assistance and stabilization services for low-income families moving out of homelessness. A new subrecipient has been added - The Hispanic Center of Western Michigan - who will provide a youth employment program for the purpose of providing increased access to jobs, education and support services appropriate for persons for whom English is a second language. The City will continue to consider the needs of at-risk populations and cooperate in metropolitan initiatives.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

See comments above regarding funding HUD Continuum of Care administration, The Salvation Army Social Services, Family Promise of Grand Rapids and The Hispanic Center of Western Michigan. The City of Wyoming does not receive ESG funds.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	<b>Agency/Group/Organization</b>	Fair Housing Center of West Michigan
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Fair Housing
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Fair Housing Center of West Michigan will provide fair housing complaint investigation services and fair housing training. This organization was consulted as part of our updated Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment and Regional Consolidated Plan. They also report to the Community Development Committee annually and discuss goals and outcomes.
2	<b>Agency/Group/Organization</b>	Home Repair Services of Kent County Inc.
	<b>Agency/Group/Organization Type</b>	Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Rehabilitation
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Home Repair Services provides minor home repairs and accessibility modifications. This organization was consulted as part of our updated Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment and Regional Consolidated Plan. They also make a presentation to the Community Development Committee annually and discuss goals and outcomes.
3	<b>Agency/Group/Organization</b>	UNITED WAY
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Heart of West Michigan United Way provides affordable HUD Continuum of Care administration to support the Coalition to End Homelessness goals. The Director of Community Services serves on the steering committee for the Grand Rapids Area Coalition to End Homelessness/HUD Continuum of Care. They report annually to the Community Development Committee and discuss goals and outcomes.
4	<b>Agency/Group/Organization</b>	THE SALVATION ARMY
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Funding will be provided to The Salvation Army Social Services who will administer subsistence payments for rental assistance to low-income persons pending eviction for the purpose of preventing homelessness. This organization reports to the Community Development Committee and discussed its goals and projected outcomes.
5	<b>Agency/Group/Organization</b>	Grand Rapids Area Coalition to End Homelessness
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Director of Community Services serves on the Steering Committee of this organization. The City of Wyoming supports the Coalition to End Homelessness goals.

6	<b>Agency/Group/Organization</b>	Family Promise of Grand Rapids
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Funding will be provided for low-income families moving out of homelessness and into stabilized housing.
7	<b>Agency/Group/Organization</b>	Hispanic Center of Western Michigan
	<b>Agency/Group/Organization Type</b>	Services-Education Services-Employment Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Youth Employment Initiative
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Hispanic Center of Western Michigan provides increased access to jobs, education and support services appropriate for persons for whom English is a second language.

**Identify any Agency Types not consulted and provide rationale for not consulting**

N/A

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	The Heart of West Michigan United Way	Affordable HUD Continuum of Care administration to support the Coalition to End Homelessness goals.

**Table 3 - Other local / regional / federal planning efforts**

## **Narrative**

Agencies seeking to become Subrecipients made presentations to the Community Development Committee during the 2018-2019 Letter of Intent Application process. This process guided the development of the Annual Action Plan and the allocation of funds. In reviewing these applications, the Committee also reviewed the results and outcomes from prior years and the priority needs of the Regional Consolidated Plan. With this information, the Committee and staff developed a preliminary plan and list of projects for public review. A public hearing was conducted by the Community Development Committee who made a recommendation to the City Council, who also held a public hearing to accept the Plan and receive additional comments. The City continues to expand its public outreach opportunities to Subrecipients in order to provide greater access to available funding. The request for Letters of Intent was distributed to over 50 local organizations.

## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The citizen participation process for the Annual Action Plan was completed according to the Adopted City of Wyoming Citizen Participation Plan. The Citizen Participation Plan was recently amended, and includes the implementation of the Assessment of Fair Housing final rule.

A public hearing notice was published in the Grand Rapids Press newspaper on January 16, 2018, announcing the upcoming meeting and public hearing of the Wyoming Community Development Committee (WCDC) on January 31, 2018.

The WCDC met on January 31, 2018 and discussed needs and possible activities. A public hearing was held, and there was no public present. The Committee members agreed to recommend approval of the Annual Action Plan to the Wyoming City Council.

On February 19, 2018, the Wyoming City Council met and set the date of April 2, 2018 to hold a public hearing for the Annual Action Plan.

On February 20, 2018 the Availability for Public Review of the One Year Action Plan notice was published in the Grand Rapids Press. This notice was also posted at the Wyoming Public Library and sent to 111 interested parties, representing public officials, media (including Spanish speaking radio and newspapers), public service agencies, school districts, subrecipients, minority organizations and other stakeholders, requesting comment and announcing the upcoming public hearing on April 2, 2018 concerning the Annual Plan.

A public hearing notice was published in the Grand Rapids Press newspaper on February 20, 2018, which announced that the Annual Action Plan would be discussed by the Wyoming City Council at the public hearing on April 2, 2018.

On April 2, 2018 a public hearing was held, with no public comment. No letters were received in response to the public hearing. Also on April 2, 2018 the City Council approved the 2018-2019 Annual Action Plan.

On April 10, 2018 a notice was published in the Grand Rapids Press newspaper, which announced approval of the plan by the City Council and that the plan would be submitted to HUD within 60 days after the date allocations are announced.

No other comments were received prior to submittal.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing		None.		
2	Newspaper Ad	Non-targeted/broad community				
3	Internet Outreach	Non-targeted/broad community				

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Letters to Interested Parties	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing School Districts				

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing				

Table 4 – Citizen Participation Outreach

## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

The City of Wyoming, along with the City of Grand Rapids and Kent County, adopted the 2016-2020 Kent County and Cities of Grand Rapids and Wyoming Regional Consolidated Plan. The City of Wyoming's 2018-2019 Third Program Year Action Plan is based upon the adopted Regional Consolidated Plan's goals, objectives and priority needs.

The City of Wyoming expects to have \$746,084.03 available for the Community Development Program during the period July 1, 2018 through June 30, 2019. This amount consists of \$479,426.00 in an estimated annual entitlement grant from the U.S. Department of Housing and Urban Development, \$154,662.39 in carryover funds from fiscal year 2017-2018, and \$111,995.64 from anticipated program income. This budget plans for 100% of the funds to benefit low and moderate income persons.

Funding for total administrative activities (General Administration and HUD Continuum of Care Administration) shall not exceed the federal restrictions of 20% of the total grant award plus program income (of grant year). The City of Wyoming projects the total available to be expensed for administrative activities at \$118,284.33, and has budgeted to expend \$108,668.00, allowing for more funds to be used for direct program activities.

The City will continue to apply for Section 8 funds as they are made available.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	479,426	111,995	154,663	746,084	2,296,804	Block grant from U.S. Department of Housing and Urban Development to address housing, community development and economic development needs.

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City of Wyoming has a consortium agreement with the County of Kent allowing them to receive and administer Wyoming's federal entitlement of HOME dollars. The City of Wyoming has input on its share of the funds and its related applications from area developers. All data related to City of Wyoming HOME funds will be reported by the County of Kent and is not included in this Action Plan in order to avoid duplicate reporting of data to HUD.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

N/A

**Discussion**

N/A

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve the Condition of Existing Housing	2018	2019	Affordable Housing	City-Wide Low/Mod Income Families	Maintenance of Owner-Occupied Housing Minor and Emergency Housing Repairs	CDBG: \$429,270	Homeowner Housing Rehabilitated: 69 Household Housing Unit
2	Improve Access/Stability of Affordable Housing	2018	2019	Affordable Housing Homeless	All Low/Moderate-Income Areas City-Wide Low/Mod Income Families City-Wide	Access/Stability of Affordable Rental Housing Fair Housing and Consumer Legal Services Prevention of Homelessness Regional Response - Addressing Housing Instability	CDBG: \$84,000	Public service activities for Low/Moderate Income Housing Benefit: 12379 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 52 Households Assisted Homelessness Prevention: 72125 Persons Assisted
3	Reduce Blight and Code Violations	2018	2019	Affordable Housing Non-Housing Community Development	All Low/Moderate-Income Areas City-Wide Low/Mod Income Families	Housing and Other Code Violations Clearance of Blighted Structures	CDBG: \$68,419	Buildings Demolished: 2 Buildings Housing Code Enforcement/Foreclosed Property Care: 12379 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Enhance Infrastructure and Public Facilities	2018	2019	Non-Housing Community Development	All Low/Moderate-Income Areas	Public Infrastructure and Facility Improvements	CDBG: \$26,710	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3245 Persons Assisted
5	Increase Access to Jobs, Education & Other Service	2018	2019	Non-Homeless Special Needs Non-Housing Community Development	City-Wide Low/Mod Income Families	Multicultural Supportive Services Access to Job Training and Job Readiness Training	CDBG: \$15,000	Public service activities other than Low/Moderate Income Housing Benefit: 7 Persons Assisted
6	Increase Economic Opportunities	2018	2019	Non-Housing Community Development	All Low/Moderate-Income Areas	Commercial Building Improvements	CDBG: \$30,000	Facade treatment/business building rehabilitation: 1 Business

Table 6 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Improve the Condition of Existing Housing
	<b>Goal Description</b>	The City of Wyoming plans to accomplish this goal through Rehabilitation-Single Unit Residential, Rehabilitation-Home Repair Services and Rehabilitation-Administration activities. Rehabilitation and preservation of owner-occupied housing will bring housing units to code standard, or provide safety improvements, energy efficiency improvements, access modifications, or treatment of lead or other home hazards.

2	<b>Goal Name</b>	Improve Access/Stability of Affordable Housing
	<b>Goal Description</b>	The City of Wyoming plans to accomplish this goal through Public Services-Rental Assistance, Public Services Re-Housing Financial Assistance and Stabilization Services, Public Services Fair Housing, and HUD Continuum of Care-Administration activities. There will be increased opportunities for housing stability through tenant based rental assistance and fair housing complaint investigation and education. There will also be funding for the administration of activities to assist homeless individuals and families to stabilize in permanent housing after experiencing a housing crisis by providing client-appropriate housing and supportive service solutions, and provide homeless households with financial and other assistance to move them as quickly as possible into permanent housing.
3	<b>Goal Name</b>	Reduce Blight and Code Violations
	<b>Goal Description</b>	The City of Wyoming plans to accomplish this goal through Code Enforcement and Clearance/Demolition activities. There will be improved public health and safety, reduced blighting influences, and improved property values through code enforcement and clearance of blighted structures.
4	<b>Goal Name</b>	Enhance Infrastructure and Public Facilities
	<b>Goal Description</b>	The City of Wyoming plans to accomplish this goal through Public Facility Improvements within Pinery Park at 2300 DeHoop Ave SW, Wyoming, MI.
5	<b>Goal Name</b>	Increase Access to Jobs, Education & Other Service
	<b>Goal Description</b>	The City of Wyoming plans to accomplish this goal through funding The Hispanic Center of Western Michigan Youth Employment Initiative program, which provides increased access to jobs, education and support services appropriate for persons for whom English is a second language.
6	<b>Goal Name</b>	Increase Economic Opportunities
	<b>Goal Description</b>	The City of Wyoming plans to accomplish this goal through its Commercial Rehabilitation Loan Program, providing business owners in low/moderate-income areas with affordable needed commercial repair loan for increased economic opportunity.

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

The City of Wyoming plans to use CDBG funds to accomplish projects in the areas of Housing Rehabilitation, Code Enforcement, Clearance/Demolition, Public Facility Improvements and Public Services. Affordable housing and homeless needs have been given high priority.

#	Project Name
1	Public Facility Improvements-Pinery Park
2	Clearance/Demolition
3	Public Services-Family Promise Re-Housing Financial Assistance
4	Public Services-Family Promise Re-Housing Stabilization Services
5	Public Services-Rental Assistance
6	Public Services-Fair Housing
7	Public Services-Hispanic Center Youth Employment Initiative
8	Rehabilitation-Single Unit Residential
9	Rehabilitation-Commercial
10	Rehabilitation-Home Repair Services
11	Rehabilitation-Administration
12	Code Enforcement
13	General Administration
14	HUD Continuum of Care-Administration

Table 7 – Project Information

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Funding priorities have been outlined in the 2016-2020 Kent County, Cities of Grand Rapids and Wyoming Regional Consolidated Plan. All projects to be funded in this Action Plan are ranked as high priority need for the City of Wyoming in the Regional Consolidated Plan.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	Public Facility Improvements-Pinery Park
	<b>Target Area</b>	All Low/Moderate-Income Areas
	<b>Goals Supported</b>	Enhance Infrastructure and Public Facilities
	<b>Needs Addressed</b>	Public Infrastructure and Facility Improvements
	<b>Funding</b>	CDBG: \$5,000
	<b>Description</b>	3,245 persons, using the park facilities and services, would have access to improvements within Pinery Park at 2300 DeHoop Ave SW in Wyoming, for the purpose of providing a suitable environment.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3,245 persons, using the park facilities and services, would have access to improvements within Pinery Park at 2300 DeHoop Ave SW in Wyoming, for the purpose of providing a suitable environment.
	<b>Location Description</b>	
	<b>Planned Activities</b>	3,245 persons, using the park facilities and services, would have access to improvements within Pinery Park at 2300 DeHoop Ave SW in Wyoming, for the purpose of providing a suitable environment.
2	<b>Project Name</b>	Clearance/Demolition
	<b>Target Area</b>	City-Wide Low/Mod Income Families
	<b>Goals Supported</b>	Reduce Blight and Code Violations
	<b>Needs Addressed</b>	Clearance of Blighted Structures
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	2 home owners, with low/moderate-income families, would have free needed dilapidated structure demolition grants, including, but not limited to, garages, porches and fencing, for the purpose of providing a suitable living environment.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 home owners, with low/moderate-income families, would have free needed dilapidated structure demolition grants, including, but not limited to, garages, porches and fencing, for the purpose of providing a suitable living environment.
<b>Location Description</b>		

	<b>Planned Activities</b>	2 home owners, with low/moderate-income families, would have free needed dilapidated structure demolition grants, including, but not limited to, garages, porches and fencing, for the purpose of providing a suitable living environment.
<b>3</b>	<b>Project Name</b>	Public Services-Family Promise Re-Housing Financial Assistance
	<b>Target Area</b>	City-Wide Low/Mod Income Families
	<b>Goals Supported</b>	Improve Access/Stability of Affordable Housing
	<b>Needs Addressed</b>	Prevention of Homelessness Regional Response - Addressing Housing Instability
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	20 low-income families moving out of homelessness and into stabilized housing receive the benefit of short-term rental assistance, administered by Family Promise of Grand Rapids, for the purpose of preventing homelessness and providing decent affordable housing.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 low-income families moving out of homelessness and into stabilized housing receive the benefit of short-term rental assistance, administered by Family Promise of Grand Rapids, for the purpose of preventing homelessness and providing decent affordable housing.
	<b>Location Description</b>	
	<b>Planned Activities</b>	20 low-income families moving out of homelessness and into stabilized housing receive the benefit of short-term rental assistance, administered by Family Promise of Grand Rapids, for the purpose of preventing homelessness and providing decent affordable housing.
<b>4</b>	<b>Project Name</b>	Public Services-Family Promise Re-Housing Stabilization Services
	<b>Target Area</b>	City-Wide Low/Mod Income Families
	<b>Goals Supported</b>	Improve Access/Stability of Affordable Housing
	<b>Needs Addressed</b>	Prevention of Homelessness Regional Response - Addressing Housing Instability
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	20 low-income families receive support services to help maintain permanent housing and build assets to support self-sufficiency, administered by Family Promise of Grand Rapids, for the purpose of preventing homelessness and providing decent affordable housing.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 low-income families receive support services to help maintain permanent housing and build assets to support self-sufficiency, administered by Family Promise of Grand Rapids, for the purpose of preventing homelessness and providing decent affordable housing.

	<b>Location Description</b>	
	<b>Planned Activities</b>	20 low-income families receive support services to help maintain permanent housing and build assets to support self-sufficiency, administered by Family Promise of Grand Rapids, for the purpose of preventing homelessness and providing decent affordable housing.
<b>5</b>	<b>Project Name</b>	Public Services-Rental Assistance
	<b>Target Area</b>	City-Wide Low/Mod Income Families
	<b>Goals Supported</b>	Improve Access/Stability of Affordable Housing
	<b>Needs Addressed</b>	Prevention of Homelessness Regional Response - Addressing Housing Instability
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	7 low-income persons pending eviction have the benefit of short-term rental assistance, administered by The Salvation Army Social Services, for the purpose of preventing homelessness and providing decent affordable housing.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	7 low-income persons pending eviction have the benefit of short-term rental assistance, administered by The Salvation Army Social Services, for the purpose of preventing homelessness and providing decent affordable housing.
	<b>Location Description</b>	
	<b>Planned Activities</b>	7 low-income persons pending eviction have the benefit of short-term rental assistance, administered by The Salvation Army Social Services, for the purpose of preventing homelessness and providing decent affordable housing.
<b>6</b>	<b>Project Name</b>	Public Services-Fair Housing
	<b>Target Area</b>	All Low/Moderate-Income Areas
	<b>Goals Supported</b>	Improve Access/Stability of Affordable Housing
	<b>Needs Addressed</b>	Fair Housing and Consumer Legal Services
	<b>Funding</b>	CDBG: \$7,500
	<b>Description</b>	12,379 households, in low and moderate-income areas throughout the City, have the benefit of access to fair housing complaint investigation services and fair housing training for the purpose of providing decent affordable housing.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	12,379 households, in low and moderate-income areas throughout the City, have the benefit of access to fair housing complaint investigation services and fair housing training for the purpose of providing decent affordable housing.

	<b>Location Description</b>	
	<b>Planned Activities</b>	12,379 households, in low and moderate-income areas throughout the City, have the benefit of access to fair housing complaint investigation services and fair housing training for the purpose of providing decent affordable housing.
<b>7</b>	<b>Project Name</b>	Public Services-Hispanic Center Youth Employment Initiative
	<b>Target Area</b>	City-Wide Low/Mod Income Families
	<b>Goals Supported</b>	Increase Access to Jobs, Education & Other Service
	<b>Needs Addressed</b>	Multicultural Supportive Services Access to Job Training and Job Readiness Training
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	7 low/moderate income youth have the benefit of participating in The Hispanic Center of Western Michigan Youth Employment Initiative program, for the purpose of providing increased access to jobs, education and support services appropriate for persons for whom English is a second language.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	7 low/moderate income youth have the benefit of participating in The Hispanic Center of Western Michigan Youth Employment Initiative program, for the purpose of providing increased access to jobs, education and support services appropriate for persons for whom English is a second language.
	<b>Location Description</b>	
	<b>Planned Activities</b>	7 low/moderate income youth have the benefit of participating in The Hispanic Center of Western Michigan Youth Employment Initiative program, for the purpose of providing increased access to jobs, education and support services appropriate for persons for whom English is a second language.
<b>8</b>	<b>Project Name</b>	Rehabilitation-Single Unit Residential
	<b>Target Area</b>	City-Wide Low/Mod Income Families
	<b>Goals Supported</b>	Improve the Condition of Existing Housing
	<b>Needs Addressed</b>	Maintenance of Owner-Occupied Housing Minor and Emergency Housing Repairs
	<b>Funding</b>	CDBG: \$273,644
	<b>Description</b>	14 housing units, with low/moderate income families, will have affordable needed housing repair loans and deferred loans for the purpose of providing decent affordable housing.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	14 housing units, with low/moderate income families, will have affordable needed housing repair loans and deferred loans for the purpose of providing decent affordable housing.

	<b>Location Description</b>	
	<b>Planned Activities</b>	14 housing units, with low/moderate income families, will have affordable needed housing repair loans and deferred loans for the purpose of providing decent affordable housing.
<b>9</b>	<b>Project Name</b>	Rehabilitation-Commercial
	<b>Target Area</b>	All Low/Moderate-Income Areas
	<b>Goals Supported</b>	Increase Economic Opportunities
	<b>Needs Addressed</b>	Commercial Building Improvements
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	One Wyoming business owner will have access to an affordable needed commercial repair loan, for the purpose of providing increased economic opportunity.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	One Wyoming business owner will have access to an affordable needed commercial repair loan, for the purpose of providing increased economic opportunity.
	<b>Location Description</b>	
	<b>Planned Activities</b>	One Wyoming business owner will have access to an affordable needed commercial repair loan, for the purpose of providing increased economic opportunity.
<b>10</b>	<b>Project Name</b>	Rehabilitation-Home Repair Services
	<b>Target Area</b>	City-Wide Low/Mod Income Families
	<b>Goals Supported</b>	Improve the Condition of Existing Housing
	<b>Needs Addressed</b>	Maintenance of Owner-Occupied Housing Minor and Emergency Housing Repairs
	<b>Funding</b>	CDBG: \$70,000
	<b>Description</b>	51 low/moderate income households have affordable services such as minor home repairs and accessibility modifications, for the purpose of providing decent affordable housing.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	51 low/moderate income households have affordable services such as minor home repairs and accessibility modifications, for the purpose of providing decent affordable housing.
	<b>Location Description</b>	
	<b>Planned Activities</b>	51 low/moderate income households have affordable services such as minor home repairs and accessibility modifications, for the purpose of providing decent affordable housing.
<b>11</b>	<b>Project Name</b>	Rehabilitation-Administration

	<b>Target Area</b>	City-Wide Low/Mod Income Families
	<b>Goals Supported</b>	Improve the Condition of Existing Housing
	<b>Needs Addressed</b>	Maintenance of Owner-Occupied Housing Minor and Emergency Housing Repairs
	<b>Funding</b>	CDBG: \$106,271
	<b>Description</b>	14 housing units, with low/moderate income families, have affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	14 housing units, with low/moderate income families, have affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing.
	<b>Location Description</b>	
	<b>Planned Activities</b>	14 housing units, with low/moderate income families, have affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing.
<b>12</b>	<b>Project Name</b>	Code Enforcement
	<b>Target Area</b>	All Low/Moderate-Income Areas
	<b>Goals Supported</b>	Reduce Blight and Code Violations
	<b>Needs Addressed</b>	Housing and Other Code Violations
	<b>Funding</b>	CDBG: \$55,000
	<b>Description</b>	12,379 households, in low and moderate income areas throughout the City, have the benefit of CDBG monies to fund code enforcement activities for the purpose of providing a suitable living environment.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	12,379 households, in low and moderate income areas throughout the City, have the benefit of CDBG monies to fund code enforcement activities for the purpose of providing a suitable living environment.
	<b>Location Description</b>	
	<b>Planned Activities</b>	12,379 households, in low and moderate income areas throughout the City, have the benefit of CDBG monies to fund code enforcement activities for the purpose of providing a suitable living environment.
<b>13</b>	<b>Project Name</b>	General Administration
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$103,668

	<b>Description</b>	All (72,125) Wyoming residents have affordable administration of HUD programs for the purpose of providing a suitable living environment.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	All (72,125) Wyoming residents have affordable administration of HUD programs for the purpose of providing a suitable living environment.
	<b>Location Description</b>	
	<b>Planned Activities</b>	All (72,125) Wyoming residents have affordable administration of HUD programs for the purpose of providing a suitable living environment.
<b>14</b>	<b>Project Name</b>	HUD Continuum of Care-Administration
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Improve Access/Stability of Affordable Housing
	<b>Needs Addressed</b>	Prevention of Homelessness Regional Response - Addressing Housing Instability
	<b>Funding</b>	CDBG: \$5,000
	<b>Description</b>	All (72,125) Wyoming residents have access to affordable administration through the Heart of West Michigan United Way to support the Coalition to End Homelessness goals for the purpose of preventing homelessness and providing decent affordable housing.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	All (72,125) Wyoming residents have access to affordable administration through the Heart of West Michigan United Way to support the Coalition to End Homelessness goals for the purpose of preventing homelessness and providing decent affordable housing.
	<b>Location Description</b>	
	<b>Planned Activities</b>	All (72,125) Wyoming residents have access to affordable administration through the Heart of West Michigan United Way to support the Coalition to End Homelessness goals for the purpose of preventing homelessness and providing decent affordable housing.

## AP-50 Geographic Distribution - 91.420, 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Refer to the City of Wyoming CDBG Activities map which locates projects proposed for 2018-2019 in the AP-05 Executive Summary section. Also refer to the City's Low/Moderate Income Areas map in this same section which indicates all of the City's low/moderate-income areas. As stated in the Regional Consolidated Plan, the City of Wyoming has a lower median income than the balance of Kent County. Nearly 65% of all Wyoming households have incomes between 0-80% AMI. Of these households, 22% are extremely low-income, 20% are low-income, and 23% are moderate-income.

In reference to minority concentration, the Regional Consolidated Plan also states that the concentration of Non-White population is in the downtown and northern areas of the city. Eighteen percent of Wyoming's population is Hispanic/Latino, more than double the 2000 level. The northern and eastern areas of the city contain the oldest housing units, and housing rehabilitation does regularly occur in both areas based on need and demand.

### Geographic Distribution

Target Area	Percentage of Funds
All Low/Moderate-Income Areas	13
City-Wide Low/Mod Income Families	72
City-Wide	15
The Potters House Schools	0

Table 8 - Geographic Distribution

## **Rationale for the priorities for allocating investments geographically**

Basis of allocating funds in geographic areas:

- Our CDBG housing activities are available only to eligible low and moderate-income households throughout the City.
- Clearance of dilapidated structures, including, but not limited to, garages, porches and fencing, are available only to eligible low/moderate income households throughout the City.
- Code Enforcement and Fair Housing activities are only eligible in low and moderate-income areas.
- Pinery Park Public Facility Improvements will be done at Pinery Park, which is located in an eligible low/moderate-income area.
- Rental Assistance is available city-wide to low-income persons pending eviction.
- Rapid Re-Housing Financial Assistance and Stabilization Services are available city-wide to low-income families moving out of homelessness and into stabilized housing.
- Commercial rehabilitation loans are available to businesses in low/moderate-income areas.
- The Hispanic Center Youth Employment Initiative Program is available city-wide to low/moderate-income families

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

In order to continue its efforts in supporting affordable housing and community development, the City continues to review its housing and development policies to help reduce any negative effects. The recommendations outlined in our adopted 2013 Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment are incorporated in the Kent County, City of Grand Rapids and City of Wyoming Regional Consolidated Housing and Community Development Plan 2016-2021.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The 2013 Analysis of Impediments to Fair Housing and Housing Needs Assessment indicated the following impediments/opportunities, and we have included actions taken for improvement:

**Transportation-Housing Employer Linkage:** We have planned for mixed use/mixed income development through the adoption of Form Based Codes along major thoroughfares. The Division Avenue Form Based Code is planned around the Silverline Rapid Bus Transit System. The City is also developing new bicycle transportation routes.

**Education:** The City continues to build relationships with non-profits and school districts. We will be funding The Hispanic Center Youth Employment Initiative Program, for the purpose of providing increased access to jobs, education and support services appropriate for persons for whom English is a second language.

**Banking, Finance and Insurance:** The City continues to work with social service agencies that assist low-income, at-risk families who seek to better their housing situations. CDBG funding for short-term rental assistance will continue to be provided to low-income persons pending eviction. The City also will continue to fund Family Promise of Grand Rapids to provide Rapid Re-Housing Financial Assistance and Stabilization Services to low income families. For FY 2018-2019 the City will resurrect its Commercial Rehabilitation Loan Program, providing businesses with affordable needed commercial repair loans for increased economic opportunity.

**Private Housing and Development Incentives:** The City will continue its consortium agreement with the County of Kent allowing them to receive and administer Wyoming's federal entitlement of HOME dollars. Kent County will grant awards for projects within the City of Wyoming, taking into consideration the viability, community impact, and financial feasibility of the project. Funds will continue to be awarded to non-profit and

CHDO partners to develop quality affordable housing.

**Public Bodies and Boards:** The City will continue its efforts in recruiting Board/Commission members to achieve a better balance by gender, race, ethnicity and geography so that different aspects of the community are represented.

**Subsidized Housing and Cost of Living Assistance:** The Wyoming Housing Commission continues to apply for HUD rent certificates and vouchers. The City provides assistance to low/moderate-income homeowners, through its Housing Rehabilitation Program and the funding of Home Repair Services, to repair homes, which allows homeowners to remain in their homes instead of having to move.

**Housing Discrimination and Laws:** The City continues to support the Fair Housing Center of West Michigan to promote and ensure fair housing is available throughout the city through complaint investigation services and fair housing training. The City, in partnership with the Fair Housing Center of West Michigan, hosts an annual fair housing workshop to educate the Wyoming housing industry, including both the real estate and rental industry, on best fair housing practices and compliance with fair housing laws. In April 2017 the City amended its CDBG Program Citizen Participation Plan to implement the Assessment of Fair Housing final rule.

**Land Use and Zoning:** The City performs regular review of its policies and codes to remove specific barriers to affordable housing. Form Based Codes have been developed allowing for increased multi-use development and affordable housing opportunities.

**Water/Sewer Infrastructure Improvements:** The City regularly reviews and prioritizes its Capital Improvements Plan for upgrading sewer, water and storm water infrastructure.

## **Discussion**

The City will continue to communicate and collaborate with area stakeholders to establish city and county-wide approaches to developing affordable housing and addressing special needs in the community. The City has partnered with Habitat for Humanity of Kent County and Next Step of West Michigan to leverage public and private resources for neighborhood improvements and the stabilization of property values, while expanding affordable housing opportunities.

City Staff representation will continue on the West Michigan Regional Planning Commission, the Grand Valley Metro Council Technical Committee, the Interurban Transit Partnership, the Division Avenue Business Association, the Grand Rapids Home Builders Association, and the Grand Rapids Rental Property Owners Association. The Director of Community Services serves as the City's representative to the Kent County Land Bank and its Advisory Committee, the Kent County Essential Needs Task Force, and serves on the Executive Committee for the HUD Continuum of Care/Grand Rapids Coalition to End Homelessness.

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

See other actions and processes to be carried out in the narrative below.

### **Actions planned to address obstacles to meeting underserved needs**

The City's strategy to reduce poverty relies on promoting current and future programs, which assist low-income families, the elderly, the disabled, youth for whom English is a second language, and those at risk of becoming homeless.

### **Actions planned to foster and maintain affordable housing**

The 2013 Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment recommendations and outlined actions to reduce barriers to affordable housing have been incorporated in the adopted 2016-2020 Regional Consolidated Plan. For specific actions planned and taken to foster and maintain affordable housing, refer to Section AP-75.

### **Actions planned to reduce lead-based paint hazards**

The City integrates lead hazard evaluation and reduction activities into all CDBG housing rehabilitation programs. The City's Building Rehabilitation Specialist is a State of Michigan licensed lead inspector and lead risk assessor. For each housing rehabilitation project, the Rehabilitation Specialist identifies the potential lead hazard, develops a plan for remediation and executes the plan for remediation, in compliance with federal standards. The City will provide CDBG housing rehabilitation applicants with applicable information of the hazards of lead-based poisoning.

### **Actions planned to reduce the number of poverty-level families**

The City's strategy to reduce poverty relies on promoting current and future programs, which assist low-income families and senior citizens. The following programs, administered by the City, assist households in poverty by reducing their expenses for such services and/or obligations:

- Community Development Block Grant -Loans at 3% annual interest are offered to households with incomes between 50% and 80% of the area median. Deferred Loans, at zero interest, repaid at a reduced amount, at the time of sale of the property, are offered to

households with incomes below 50% of the area median.

- Senior Center - Free tax preparation services, free low cost recreation and leisure education programs, free legal consultation services and free medical and blood pressure screenings.
- Poverty Exemptions of Property Taxes -The City allows for an exemption of all or a part of real and personal property taxes to those persons, as determined by the Board of Review, to be in poverty. Wyoming averages about 50 exemptions each year.
- The City's Public Housing and rent certificates programs provide assistance to low-income families.
- Support of The Salvation Army Social Services in administering subsistence payments for short-term rental assistance for low-income persons pending eviction.
- Support of Family Promise of Grand Rapids in assisting low-income families moving out of homelessness and into stabilized housing. The families receive the benefit of short-term rental assistance and support services to help maintain permanent housing and build assets to support self-sufficiency.

### **Actions planned to develop institutional structure**

The City worked with Kent County and the City of Grand Rapids in the development and adoption of the 2016-2020 Kent County, City of Grand Rapids and City of Wyoming Regional Consolidated Plan. This plan will assist all three jurisdictions in aligning their planning processes.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

For 2018-19 we have added one new subrecipient, The Hispanic Center of Western Michigan. This agency provides a Youth Employment Initiative Program, for the purpose of providing increased access to jobs, education and support services appropriate for persons for whom English is a second language. The City also renewed its annual memorandum of understanding with the Kent County Essential Needs Task Force Governance, which is a collective effort of governmental agencies, non-profits, faith-based organizations, funders and community volunteers who seek to enhance the structure of services, and develop and support a sustainable model for the emergency response network for residents throughout Kent County.

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

The City of Wyoming expects to have \$746,084.03 available for the Community Development Program during the period beginning July 1, 2018 through June 30, 2019. This amount consists of \$479,426.00 in an annual entitlement grant from the U.S. Department of Housing and Urban Development, \$154,662.39 in carryover funds from fiscal year 2017-18 and \$111,995.64 from anticipated program income. This 2018-2019 budget plans for 100% of the funds to benefit low and moderate income persons.

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	111,995
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>111,995</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
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2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

100.00%

STATE OF MICHIGAN )  
County of Kent  
and County of Ottawa

ss Shawn Suttrop

Being duly sworn deposes and say he/she is Principal Clerk of



# THE GRAND RAPIDS PRESS

## DAILY EDITION

a newspaper published and circulated in the County of Kent and the County of Ottawa and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(days) \_\_\_\_\_

January 16 A.D. 20 18

Sworn to and subscribed before me this 16<sup>th</sup> day of January 20 18

JANICE M. DEGRAAF  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF KENT  
MY COMMISSION EXPIRES Oct 3, 2020  
ACTING IN COUNTY OF Kent

**PUBLIC HEARING  
WYOMING COMMUNITY DEVELOPMENT  
COMMITTEE MEETING  
WYOMING, MICHIGAN  
COMMUNITY DEVELOPMENT 2018-2019 ACTION PLAN**

Public comments are welcome during a meeting of the Wyoming Community Development Committee, scheduled for Wednesday, January 31, 2018 at 6:30 PM in the West Conference Room at City Hall, located at 1155 28th St SW, Wyoming, Michigan. Discussion will relate to a proposed Community Development 2018-2019 Action Plan. In keeping with the provisions of federal regulations, this public notice is being published on January 16, 2018.

REBECCA RYNBRANDT  
DIRECTOR OF COMMUNITY SERVICES

8493054-01

COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES OF JANUARY 31, 2018  
CITY HALL WEST CONFERENCE ROOM  
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: DeJager, Hall, Krenz, Lopez

MEMBERS ABSENT: Dunklee

STAFF PRESENT: Rebecca Rynbrandt, Director of Community Services  
Kimberly Lucar, Community Development Dept.

Call to Order

Chair Lopez called the meeting to order at 6:32 p.m.

Approval of Agenda

Motion by Hall, supported by DeJager, to approve the agenda as presented. Motion carried unanimously.

Approval of Prior Committee Minutes

Motion by DeJager, supported by Hall, to approve the minutes of December 6, 2017 as written. Motion carried unanimously.

Public Comment on Agenda Items

There was no public.

FY 2018-2019 Grant Making Process

*FY 2017-2018 Year End Projections* – Rynbrandt discussed the draft budget spreadsheet, including the FY 2017-2018 year end projections and how leftover monies could be carried over to FY 2018-2019 activities.

*Staff Recommendations for Grantee Funding FY 2018-2019* – Rynbrandt also discussed recommendations for FY 2018-2019, including activities to be funded and proposed funding amounts for those activities. She estimated a total of \$744,788.39 in total revenue, which includes \$479,426.00 in FY 2018-2019 estimated grant funds, \$154,662.39 in carryover funds from FY 2017-2018 and \$110,700.00 from anticipated program income. As far as expenses, she projected program administrative costs at \$108,011.00, rehab administrative costs at 105,633.21, rehab activity costs at \$443,644.18, public services costs at \$87,500.00. Rynbrandt noted the final draft

budget was based upon the priorities noted in the Consolidated Plan and by Committee recommendations. Regarding new activities, she referred to the Hispanic Center's revised application, and proposed to fund them at \$15,000.00. She also proposed to resurrect the Rehab Commercial Loans program and fund it at \$30,000.00. An owner of a dilapidated commercial property on Chicago Drive has expressed interest in the program, and there could be interest from Burton Street business owners in the future with the proposed redevelopment of that corridor. If there is no interest, the funds could be shifted to single family rehabilitation.

Hall questioned if Wyoming's share for support of HUD Continuum of Care should be higher than \$5,000.00. Rynbrandt noted unfortunately funding is limited due to HUD's administrative cap requirements.

DeJager noted, regarding the Hispanic Center Youth Program, she was disappointed that only seven children would receive assistance with the \$15,000.00 in funding. Hall expressed the need to serve and partner with this significant population of Wyoming. They do good work. Lopez was impressed with their revised application and the necessary employment skills they are teaching their youth.

*Staff Recommendation for Handling Increase/Decrease of Final Grant Award* – The Committee members decided by consensus that any increase or decrease in funding to match actual allocation amounts will be equitably divided between programs, excluding Public Services and Administrative activities, and adjusted based upon HUD mandated formula caps.

*Updated Schedule 2018* – Rynbrandt referred to this updated schedule in the agenda packet as an informational item.

#### Public Hearing – City of Wyoming Consolidated Housing & Community Development One-Year Action Plan, July 1, 2018 – June 30, 2019

Chair Lopez opened the public hearing at 7:30 PM. There was no public and the public hearing was closed.

*Motion to Recommend to City Council* – Motion by Hall, supported by DeJager, to recommend to City Council approval of the proposed City of Wyoming Consolidated Housing & Community Development One-Year Action Plan, July 1, 2018 – June 30, 2019 to City Council. Motion carried unanimously.

#### Mid-Year Reports

*Grand Rapids Area Coalition to End Homelessness/HUD Continuum of Care, Fair Housing Center of West Michigan and Family Promise* – Rynbrandt referred to this reports in the agenda packet. There were no questions.

## Committee

*Member Recruitment* – Rynbrandt encouraged Committee member outreach to their business colleagues, church members, neighbors, etc. to apply for this Committee.

*Concerns & Suggestions* – Hall noted he is now working for ICCF and is involved with handling a lease agreement with Family Promise. He is not receiving any type of profit from Family Promise, but is paid a salary from ICCF. He questioned whether this is a conflict of interest. Rynbrandt said if there are future situations that arise that he thinks could be a conflict of interest, he could ask to abstain from voting on a motion and then the Committee could make a separate motion accepting his abstention.

Regarding future meetings, the Committee agreed not to meet until August 1, 2018, unless there was a topic that required discussion and/or a decision. Staff would keep them up-to-date via e-mail on any relevant issues.

## Public Comment in General

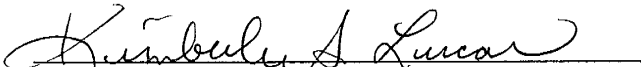
There was no public.

## Adjournment

Motion by DeJager, supported by Hall, to adjourn the meeting. Motion carried unanimously.

Chair Lopez adjourned the meeting at 7:45 p.m.

The next meeting will be on August 1, 2018 at 6:30 p.m.

  
Kimberly S. Lucas  
Planning & Community Development Dept.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION TO APPROVE THE GEZON PARK DEVELOPMENT MASTER PLAN

WHEREAS:

1. The City of Wyoming has undertaken the Gezon Park master planning process to evaluate and make recommendations for improvements to Gezon Park, a public park located at 5651 Gezon Court, with additional access from 1940 52<sup>nd</sup> Street.
2. The City of Wyoming has, through citizen consultation identified areas for facility and programming improvement necessary to meet the changing needs of the community.
3. The final park master plan has been developed through extensive input from the community, through surveys, personal correspondence, and public input meetings. Complementary input was also received from staff, including representatives recreation programming, maintenance, engineering, and utilities.
4. The final development master plan concept has been reviewed by both the Parks and Recreation and Planning Commissions and has been unanimously recommended to the City Council.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby approve the Gezon Park Development Master Plan as presented.

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 April 2, 2018.

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. \_\_\_\_\_

## STAFF REPORT

Date: March 27, 2018

Subject: Gezon Park Master Plan – Recommendation to Adopt

From: Rebecca Rynbrandt, Director of Community Services

Council Meeting Date: April 2, 2018

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**RECOMMENDATION:** The Parks and Recreation Commission, Planning Commission, and staff recommend the City Council adopt the proposed (attached) development master plan for Gezon Park and to proceed with the process of amending the 5-Year Community Recreation Master Plan with the State of Michigan.

### **SUSTAINABILITY CRITERIA:**

**Environmental Quality** – Gezon Park is a 94.04 acre parcel with entries located at 5651 Gezon Ct. to the south, and 1940 52nd Street to the north. It borders a densely populated residential area of our community which includes multi-family and single family homes. It is across the street from the community’s Health PUD, and within a quarter mile of our I-3 zoned district. The large scale park is expected to serve as a regional recreational resource for the entire community. The southernmost portion of the park has been developed as an athletic complex featuring ballfields (baseball, softball, and football). The northernmost portion has been developed with a small shelter, playground and basketball court. The interior of the park is undeveloped. The current development plan is outdated and needs to be updated to address the evolving needs of the City, recognizing significant development growth (residential, industrial, commercial) in our south and western areas; as well as to design and develop the interior of the park, working to ensure functional integration with current facilities. The Gezon Park master plan will be used as the primary strategic planning tool for the development of park; and is necessary for the City of Wyoming to seek and obtain grants from the Michigan Department of Natural Resources.

**Economic Strength** – The City of Wyoming strives to provide a safe, convenient, and pleasant living environment, with minimal burden to the taxpayer. A park master plan is necessary to determine citizen interests and priorities for redevelopment obtain grants and invest the parks and recreation operational millage.

**Social Equity** – The City’s Parks and Recreation Department 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

### **DISCUSSION:**

Please find attached a copy of the proposed master plan for Gezon Park. The plan, designed by consultant Johnson Hill Land Ethics Studio, has been developed through extensive input from

the community, including over 3,000 contacts via social media and electronic surveys, personal correspondence, and public input meetings. Complementary input was also received from staff, including representatives from recreation programming, maintenance, engineering, and utilities.

The final development master plan concept has been reviewed by both the Parks and Recreation and Planning Commissions and is unanimously recommended to the City Council (minutes attached).

This process has resulted in, arguably, the most vetted park development plan ever presented to the City Council for approval. With such approval, the plan will be used as the primary strategic planning tool for the redevelopment of Gezon Park; and is necessary for the City of Wyoming to seek and obtain grants from the Michigan Department of Natural Resources.

**BUDGET IMPACT:**

A detailed construction cost estimate in today's dollars is attached. Recognizing a cost of \$6,024,029, as is our practice, construction of the new development proposal will occur in phases.

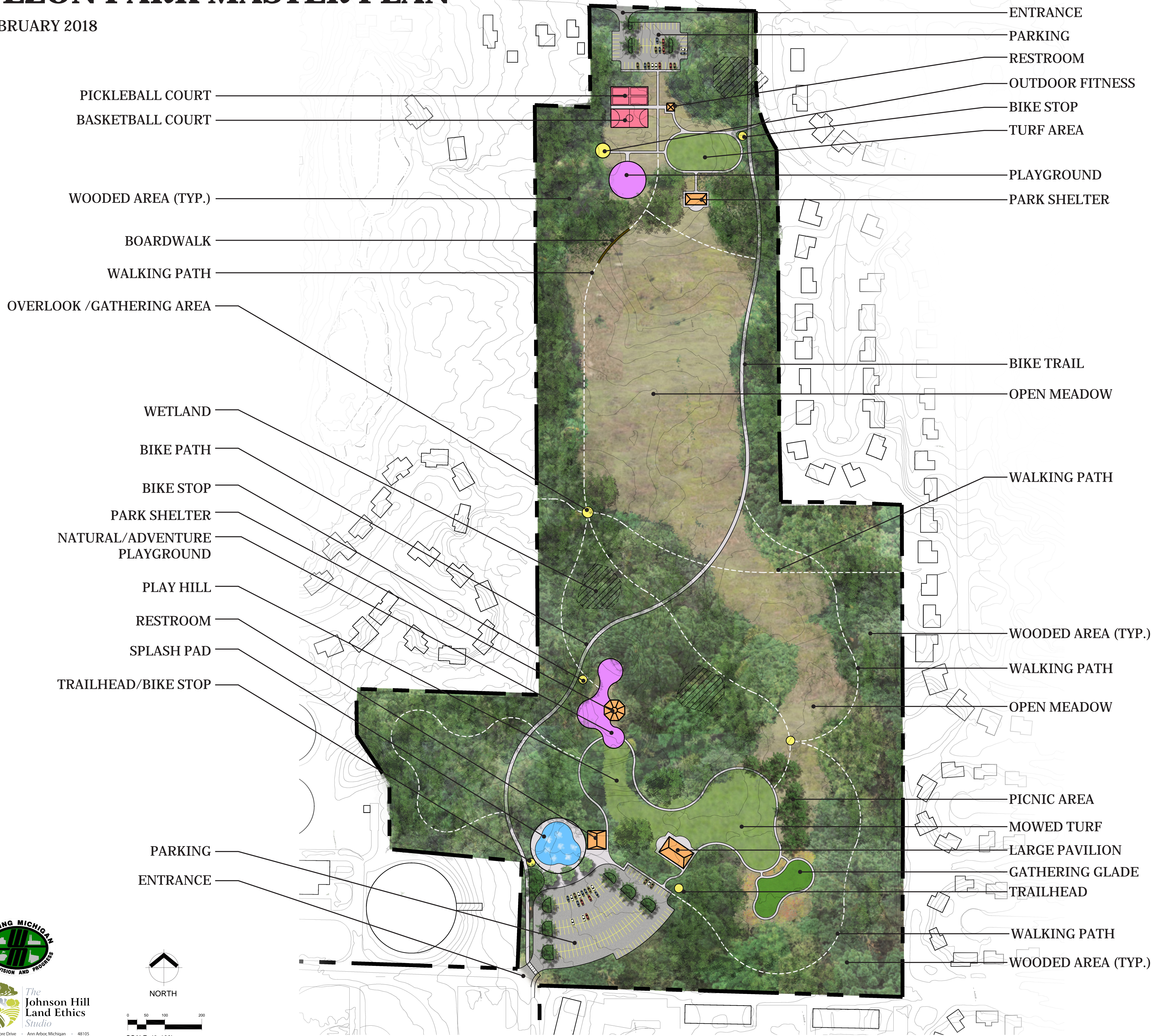
As we discussed during the recent successful millage proposal to flex, when available, funds from the Library Maintenance Millage to park development, it is anticipated that the next phase of Gezon Park development will occur in 2020 at a value of \$2,000,000. At this time, a bond proposal is assumed with funding provided by the recent millage change. These actions will be presented to the City Council for approval at a future date.

**Attachments:**

Gezon Park Master Plan  
Construction Cost Estimate  
Minutes of the February 21, 2018 Joint Meeting of the Parks and Recreation and Planning Commissions

# GEZON PARK MASTER PLAN

FEBRUARY 2018



PICKLEBALL COURT  
BASKETBALL COURT

WOODED AREA (TYP.)

BOARDWALK

WALKING PATH

OVERLOOK /GATHERING AREA

WETLAND

BIKE PATH

BIKE STOP

PARK SHELTER

NATURAL/ADVENTURE  
PLAYGROUND

PLAY HILL

RESTROOM

SPLASH PAD

TRAILHEAD/BIKE STOP

PARKING

ENTRANCE

ENTRANCE

PARKING

RESTROOM

OUTDOOR FITNESS

BIKE STOP

TURF AREA

PLAYGROUND

PARK SHELTER

BIKE TRAIL

OPEN MEADOW

WALKING PATH

WOODED AREA (TYP.)

WALKING PATH

OPEN MEADOW

PICNIC AREA

MOWED TURF

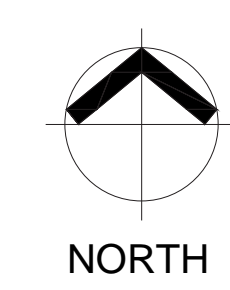
LARGE PAVILION

GATHERING GLADE

TRAILHEAD

WALKING PATH

WOODED AREA (TYP.)



SCALE 1"=100'



SPLASH PAD



ADVENTURE/NATURE PLAYGROUND



OVERLOOK/GATHERING AREA



LARGE PAVILION



PLAY HILL



The Johnson Hill Land Ethics Studio  
412 Longshore Drive • Ann Arbor, Michigan • 48105  
t: 734.668.7416 • f: 734.668.2525 • www.jhle-studio.com

**Statement of Probable Costs - Master Plan**

March 2018

**Gezon Park**

City of Wyoming, Michigan

**Cost Items**

		Qty.	Unit	Unit Cost	Item Total	Total
1. <b>Mobilization</b>	5% Construction Cost	1	LS	-	\$260,780.00	
						<b>\$260,780.00</b>
2. <b>Demolition</b>	Concrete at Natural Play Site	1	LS	-	\$10,000.00	
	Courts, Playground, and Miscellaneous	1	LS		\$20,000.00	
						<b>\$30,000.00</b>
3. <b>Clearing and Grubbing</b>		12	AC	\$7,500/AC	\$90,000.00	
						<b>\$90,000.00</b>
4. <b>SESC</b>	Silt Fencing	9,000	LF	\$3.00	\$27,000.00	
	Construction Entrances	2	EA	\$1,500.00	\$3,000.00	
	Miscellaneous	1	LF		\$5,000.00	
						<b>\$35,000.00</b>
5. <b>Grading</b>	Earthwork	1	LS	-	\$150,000.00	
						<b>\$150,000.00</b>

<b>6. Utilities</b>	Water	1	LS	-	\$40,000.00
	Sanitary Sewer	1	LS		\$40,000.00
	Electrical	1	LS		\$30,000.00
	Data	1	LS		\$5,000.00
					<b>\$115,000.00</b>
<b>7. Drainage</b>	Storm Water Management	1	LS	-	\$100,000.00
					<b>\$100,000.00</b>
<b>8. Parking Lot &amp; Drives</b>	Asphalt Paving - South	72,500	SF	\$4.00	\$290,000.00
	Asphalt Paving - North	24,000	SF	\$4.00	\$96,000.00
	Striping and Barrier Free Signage - South	1	LS		\$2,500.00
	Striping and Barrier Free Signage- North	1	LS	-	\$4,500.00
	New Concrete Curb and Gutter - South	1,860	LF	\$20.00	\$37,200.00
	New Concrete Curb and Gutter - North	830	LF	\$20.00	\$16,600.00
					<b>\$446,800.00</b>
<b>9. Concrete Paving</b>	Walkway - 6 Ft. Wide	22,080	SF	\$6.50	\$143,520.00
	HD Concrete Paving	2,000	SF	\$9.00	\$18,000.00
	Bench Pads	1,280	SF	\$6.50	\$8,320.00
	Plaza/Arrival Area at Splash Pad	6,700	SF	\$6.50	\$43,550.00
					<b>\$213,390.00</b>
<b>10. Spray Park Area</b>	Splash Pad (Toys, Mech., Plumbing, Installation, Concrete)	1	LS	-	\$850,000.00
	Deck Area Concrete Paving	1,800	SF	\$7.00	\$12,600.00
	Fencing	450	LF	\$20.00	\$9,000.00
	Shade Structures	1	LS		\$100,000.00
					<b>\$971,600.00</b>

<b>11. Site Furnishings</b>	Benches	40	EA	\$3,000	\$120,000.00
	Trash Receptacles	8	EA	\$2,500	\$20,000.00
	Dog Waste Bag Dispensers	5	LS	\$300	\$1,500.00
	Drinking Fountain	2	EA	\$4,000	\$8,000.00
	Bike Rack	16	EA	\$400	\$6,400.00
	Table-Chair Units	14	EA	\$2,000	\$28,000.00
	Signage - Main Entries	2	EA	\$6,000	\$12,000.00
	Signage - Miscellaneous	1	LS		\$2,000.00
					<b>\$197,900.00</b>
<b>12. Buildings</b>	Restroom/Office/Mechanical Building at Splash Pad	1,500	SF	\$325	\$487,500.00
	Restroom - North End	400	SF	\$325	\$130,000.00
	Large Shelter - South End	1	LS		\$150,000.00
	Shelter - North End	1	LS		\$80,000.00
	Small Pavilion at Natural Play Area	1	LS		\$50,000.00
					<b>\$897,500.00</b>
<b>13. Play Areas</b>	Natural Play Area	1	LS		\$750,000.00
	Expanded Play Area - North	1	LS		\$200,000.00
					<b>\$950,000.00</b>
<b>14. Play Courts</b>	Basketball and Pickleball	2	EA	50,000.00	\$100,000.00
					<b>\$100,000.00</b>
<b>15. Fitness Equip./Area</b>		1	LS		\$53,600.00
					<b>\$53,600.00</b>
<b>16. Trails</b>	Main Bike and Pedestrian Trail - 10 Ft. Wide	29,330	SF	4.00	\$117,320.00
	Secondary Trails - 8 Ft. Wide	20,000	SF	6.50	\$130,000.00
	Secondary Trails - Not Paved	3,000	LF	30.00	\$90,000.00
	Boardwalk Crossing	960	SF	25.00	\$24,000.00
					<b>\$361,320.00</b>

<b>17. Dumpster Enclosure</b>	Masonry Wall and Gate	1	LS		\$15,000.00	
						<b>\$15,000.00</b>
<b>18. Play Lawns</b>	Play Lawn and Hill - South	1	LS		\$15,000.00	
	Play Lawn - North	1	LS		\$4,000.00	
						<b>\$19,000.00</b>
<b>19. Gathering Glade</b>	Earth Sculpting	1	LS		\$25,000.00	
						<b>\$25,000.00</b>
<b>20. Lighting and Security</b>	Parking Lot Light Fixtures	8	EA	5,000.00	\$40,000.00	
	Security Cameras	1	LS		\$10,000.00	
						<b>\$50,000.00</b>
<b>21. Planting and Seeding</b>	Plantings	1	LS		\$350,000.00	
	Turf Seeding	7	AC	\$3,500.00	\$24,500.00	
	Meadow Seeding	1	LS		\$20,000.00	
						<b>\$394,500.00</b>
						<b>Subtotal \$5,476,390.00</b>
						<b>10% Contingency \$547,639.00</b>
						<b>Total \$6,024,029.00</b>

**JOINT PARKS & RECREATION COMMISSION/PLANNING COMMISSION  
MINUTES FOR THE MEETING OF FEBRUARY 21, 2018  
CITY HALL WEST CONFERENCE ROOM  
WYOMING, MICHIGAN**

**PARKS & RECREATION COMMISSION**

**MEMBERS PRESENT:**

Broek, Cummings-Pulliams, Meyers, Skinner,  
Wustman, Council Liaison: Postler

**PARKS & RECREATION COMMISSION**

**MEMBERS ABSENT:**

Crow-DeYoung, McGregor, Velthouse

**PLANNING COMMISSION**

**MEMBERS PRESENT:**

DeLange, Goodheart, Hegyi, Micele, Smart, Spencer

**PLANNING COMMISSION**

**MEMBERS ABSENT:**

Arnoys, Bueche, Weller

**STAFF PRESENT:**

Rynbrandt, Director of Community Services  
Cochran, City Planner  
Batcke, Parks & Recreation Office Specialist II

**OTHERS PRESENT:**

Mark Robinson, Consultant  
Johnson Hill Land Ethics Studio

**CALL TO ORDER**

Both the Planning Commission Chair Micele and Parks & Recreation Commission Chair Wustman called the meeting to order at 7:03 pm with a roll call for attendance and introduction purposes.

**GEZON PARK MASTER PLAN**

Rynbrandt presented a brief history of Gezon Park: How the City came to acquire the land and the previous Master Plan that was approved in 1996. Similar to Pinery and Lamar Parks, Gezon Park is meant to be a destination park serving a larger region of the community. This master plan initiative resets the development vision for the park. Rynbrandt provided the background on various processes that lead up to developing the proposed Master Plan for Gezon Park. City staff did a large public outreach soliciting input from citizens, including an electronic survey. The survey had over 1,200 respondents. There were two public meetings held, and both meetings were well-attended. The first meeting involved site analysis, information gathering and discussion of the survey results. The second meeting was the unveiling of the preliminary master plan concepts and gathering additional public input.

Rynbrandt introduced Mark Robinson, a consultant from Johnson Hill Land Ethics Studio to present the master plan created from all of the data that was received. Robinson said he believes that this is the best combination of the results from the community input.

#### COMMISSIONER CONCERNS & SUGGESTIONS

Wustman inquired about the parking, on the south side; especially with the peak periods of use for the fields, shelters and splash pad? Micele also brought up the possibility of reserving the large shelter and whether the stage could be brought into the park, like at Lamar. Rynbrandt explained that we would take reservations for the shelter, and along with that, it would be our department's responsibility to reserve that shelter if there was to be a large special event or ball tournament, so as to limit the parking concerns. To assist in the parking, the splash pad operates from June 1<sup>st</sup> – Labor Day, which is true for all of our splash pads. The stage would definitely be able to fit within the park for use.

Cummings-Pulliams noticed that the wild life, nature and deer would still be around and Robinson noted that those things were the centerpiece of the park.

Meyer, whom also resides in the area, said that he loved what the plan looks like, especially the fact that the integrity of the park was taken into consideration. The concern that he has is regarding the closure at night and upkeep of the park, whose responsibility will that be? Rynbrandt addressed his concerns by assuring him that the park would be staffed appropriately, checking people in and out of their reservations along with making sure the trash and restrooms were clean both before and after each reservation. In addition to the current full time staff person designated to the park, we work with the Police Department to review and obtain recommendations for security. As we would bring in the electricity for the splash pad and restrooms, there would be an option of placing security cameras to specific areas of the park as well if deemed necessary. She acknowledged that the public attending the input meetings shared concerns with safety and security; however, in speaking with Chief Carmody, there have been few documented reports of concern with the Police Department. Rynbrandt stated that studies have shown that when you increase the activity and facilities at a park, the crime in the area decreases.

Hegy asked about the sport courts and whether there would be lighting. The sport courts that are being added are not intended to be lighted at this time.

Broek wanted to know whether there would be trails around the Wetlands that are there or if they would be disturbed. Robinson noted that the Wetlands would not be changed or touched, in order to keep the beauty of the wildlife.

Meyer inquired about the playground area on the North end; whether it would have benches for people to sit on as he said a lot of families utilize it during the summer months. In answer, Robinson said that area is designed to include benches, shade and areas for families to sit and play.

Goodheart wanted to know whether the park would be open at night for security and asked why having a road to the center of the park, such as in example 2, was not proposed. Rynbrandt said currently our parks have security lighting only and the lighting of the park is really determined by the character of the park, which would come later as this meeting is mainly for the plan. Our parks are not gated until they are seasonally closed because we want to make sure the police have access to get into the park. It is all a balance of the strong feeling by the community that did not want the intrusion of parking or roads being too far into the park. Rynbrandt also stated that Gezon Park is the kind of park that you might consider similar to a National Park, where you park and walk to view the nature and wildlife rather than drive through.

It was discussed that the athletic fields, located at the far south of the park and outside of the specific design area, will remain where they are currently. This may change in the coming years, due to the fact that the Little Leagues are seeing a decline in participation, described as half the size of what they were years ago. The utility aspect also comes into play because Wyoming will need to add another pumping station in this area, due to the customer base growing. It was affirmed that this property was originally purchased for wells by the utility fund.

Smart noted that obviously things wouldn't happen overnight and wanted to know if the plan would be done all at once, or if it would be phased in and when would it be projected to start. Rynbrandt stated that, typically, the development would be phased in. The current plan is that phase one development will be part of a bond in combination with Jackson Park.

There are several things in the hopper this spring, with Ideal Park and Ferrand Park development projects launching for the 2018 season along with the Buck Creek Restrooms. Jackson Park has a master plan, but the construction documents need to be done, so we would be looking to break ground on that in the spring of 2019. The Gezon Park plan will need to be accepted by council, construction documents prepared and bids received. Once a bond has been approved, we look to break ground in the spring of 2020.

#### PUBLIC COMMENT

There was no public comment.

Rynbrandt said that we would look to each commission to make a motion to recommend the plan to city council.

Sherrie Spencer requested a Motion from the Planning Commission

Motion was made by Alex Smart, and supported by Bob Goodheart to accept and recommend the presented plan for Gezon Park to City Council. Motion carried unanimously.

Doug Wustman requested a Motion from the Parks & Recreation Commission

Motion was made by Dave Skinner, and supported by Doug Broek to accept and recommend the presented plan for Gezon Park to City Council. Motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 7:50 pm

*Nicole M. Batcke*

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Nicole Batcke, Office Specialist II

Wyoming Parks & Recreation Department

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO GRANT PRELIMINARY PLAT TENTATIVE APPROVAL FOR THE  
PROPOSED BUCK CREEK HILL SUBDIVISION

WHEREAS:

1. The City of Wyoming strives to provide quality housing throughout the community. The proposed subdivision will provide 24 residential lots to compliment this endeavor.
2. The proposed Buck Creek Hill Subdivision will integrate with the adjoining residential subdivisions.
3. The proposed subdivision complies with the City Land Use Plan 2020, Zoning Ordinance and Subdivision Ordinance.
4. The Planning Commission recommended approval of the proposed subdivision at their March 20, 2018 meeting.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby grant Preliminary Plat Tentative Approval for Buck Creek Hill Subdivision subject to participation in the cost sharing for the Regional Storm Sewer System.

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:

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

March 21, 2018

Ms. Kelli A. VandenBerg  
City Clerk  
Wyoming, MI

**Subject:** Request for Preliminary Plat Tentative Approval for Buck Creek Hill.

**Recommendation:** To approve the subject plat request.

Dear Ms. VandenBerg:

The above referenced request was reviewed by the Wyoming Planning Commission at its regular meeting on March 20, 2018. A motion was made by DeLange, supported by Arnoys, to grant Preliminary Plat Tentative Approval and recommend the same to City Council. The motion passed unanimously. While a more detailed review is available in the Planning Commission minutes, the following is provided as basic background information:

The petitioner proposes 24 lots on 7.4 acres developed to R-1 Residential standards (10,000 sq. ft. minimum lot size). This development connects to Burlingame Avenue and aligns with Mulligan Drive to the east. Development of this property as a single family subdivision has been envisioned by the City for a considerable time, with surrounding subdivisions and the regional detention basin designed for this use. The property, including the existing home, will be cleared to accommodate this development.

The platting of property is a three step review by both the Planning Commission and City Council. The first step is Preliminary Plat – Tentative Approval which authorizes the basic lot sizes, orientation and street layout, with preliminary engineering. The second step is Preliminary Plat – Final Approval which provides full engineering detail for the construction of the plat. Upon full approval, construction may commence. The third step is Final Plat Approval, which generally occurs after the plat is completed with the City accepting the development.

At the public hearing several nearby property owners spoke their concerns over storm water management, perimeter tree retention and loss of wildlife habitat.

Approval of the proposed plat is requested of the City Council. The attached resolution is provided for your consideration.



CITY COUNCIL

Bill VerHulst    Dan Burrill    Kent Vanderwood    Marissa Postler    Robert Postema    Sam Bolt

**Jack A. Poll, Mayor**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Timothy Cochran", written over a horizontal line.

Timothy Cochran, City Planner  
Planning and Development Department

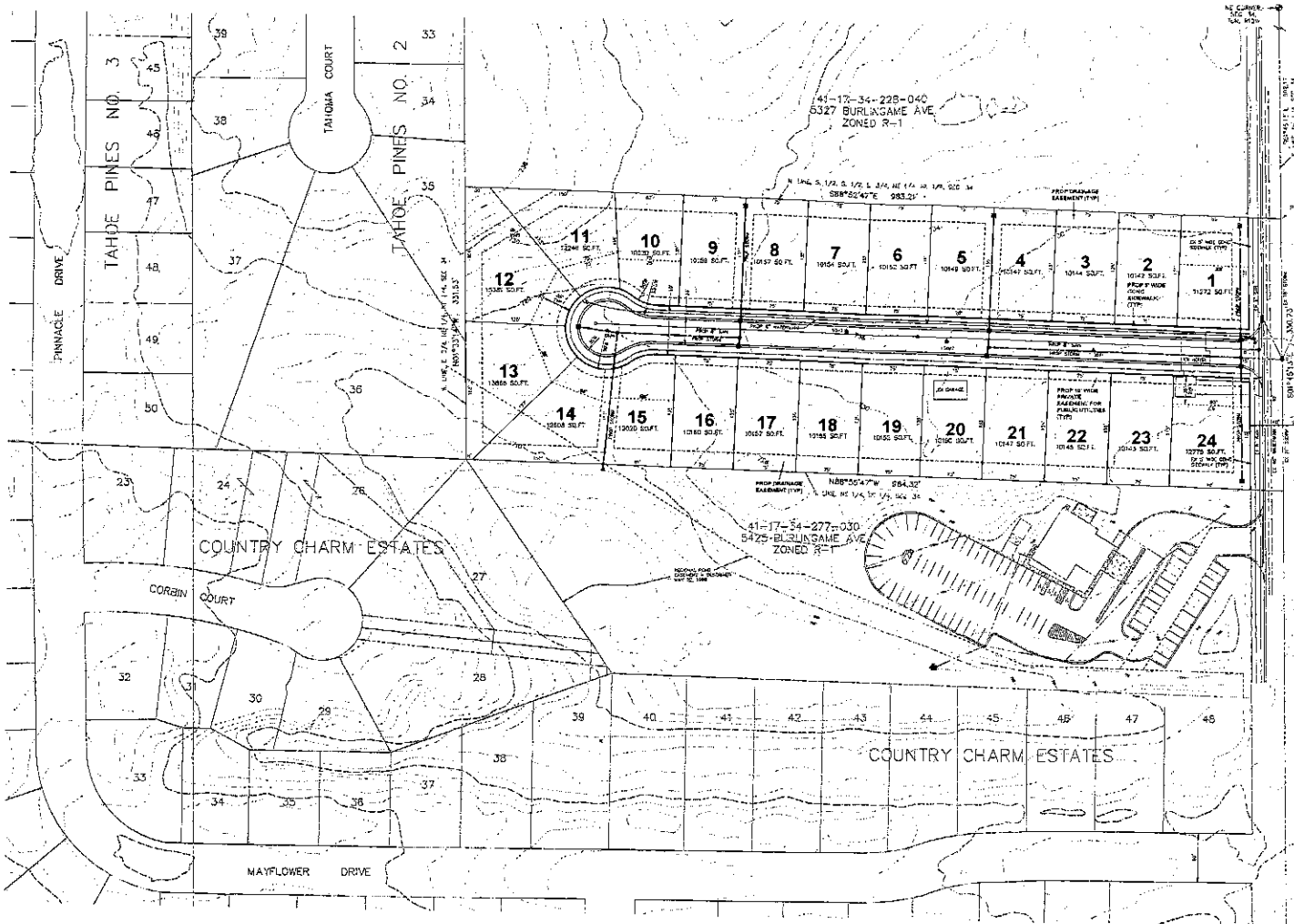
cc: Curtis Holt, City Manager  
Rebecca Rynbrandt, Director of Community Services



**Buck Creek Hill**

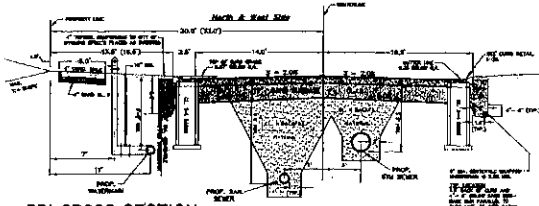
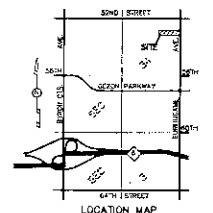
**Burlingame Avenue**

**Mulligan Drive**



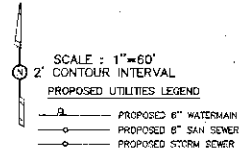
- GENERAL NOTES
- PARCEL DESCRIPTIONS: Part of the NE 1/4 of Section 34, T6N, R12W, City of Wyoming, Kent County, Michigan, described as Commencing at the NE corner of said Section 34, Michigan, described as Commencing at the East line of said NE 1/4 to the point of beginning, thence S01°45'13"E 830.73 feet along said East line to the South line of the NE 1/4 of said NE 1/4, thence N88°55'07"W 584.32 feet along said South line to the West line of the East 1/2 of the NE 1/4 of said NE 1/4, thence N03°25'46"E 31.52 feet along said West line to the North line of the South 1/2 of the South 1/2 of the East 1/2 of the NE 1/4 of said NE 1/4, thence S88°12'47"E 584.32 feet along said North line to the place of beginning.
  - MAPPING:
    - 2' interval existing ground contours are based on Flight Photograph Geographic Information System.
    - Existing structures are based on available construction records.
    - Existing Use: Vacant. Proposed Use: 100' set back single family residential subdivision. Future.
    - Existing Zoning: R-1.
  - R-1 District Regulations:
 

A. Set back	12,000 ft min
B. Lot width	75' lot front yards (width)
C. Front setback	30' min
D. Side yard	5' min (50' lot)
E. Rear yard	30' min
  - Proposed Improvements:
    - City water and sanitary sewer to each lot.
    - Public streets with curbs to the City of Wyoming specifications for approval below.
    - Drainage catchment basins to the Kent County Drain Commission specifications for approval below and a Drain District shall be established and appropriate drainage easements shall be established in the proposed Drain District.
    - The first 10' of storm top is reserved for installation of storm sewer, telephone and cable TV lines as shown with lot.
    - Construction on this site will be installed within the proposed street R.O.W.
    - Construction will conform to all applicable codes and ordinances.
    - 5' wide stone sidewalks (in accordance with City specifications) will be constructed on both sides of all streets within the site.
    - Final rights of way design and layout as approved by the City and Consensus Energy will be installed.



DESCRIPTION	DATE	APPROVED
TOP GRAPHIC	10/13/17	JAS
LANDING COLUMN	08/17/17	JAS
THE PROPOSED IMPROVEMENTS	1/1/17	JAS
CLARIFIED PLAN	1/1/17	JAS

\* THIS DRAWING IS SUBJECT TO A BIDDING PROCESS. ANY CHANGES TO THIS DRAWING SHALL BE MADE BY THE ENGINEER. ANY CHANGES SHALL BE MADE WITH THE FIRST 10% OF THE BIDDING PROCESS. ANY CHANGES SHALL BE MADE WITH THE FIRST 10% OF THE BIDDING PROCESS.



**PRELIMINARY PLAT**  
**BUCK CREEK HILL**  
 FOR: MARK MAIER (616) 291-1741  
 EL2 DEVELOPMENT, LLC  
 246 STONERFIELD CT.  
 GRANDVILLE, MI 49418  
 IN: PART OF SECTION 34, T6N, R12W,  
 CITY OF WYOMING, KENT COUNTY, MICHIGAN

3/15/2018

**Staxel engineering, inc.**  
 Planners - Engineers - Surveyors  
 2525 Rockledge Dr. • Grandville, MI 49431  
 Phone: (616) 231-3300 • Fax: (616) 231-3301  
 www.staxel-engineering.com

DATE: 3/15/2018  
 DRAWN BY: JAS  
 CHECKED BY: JAS  
 FILE NO.: 1708046  
 PLOT NO.: 00117-18  
 SHEET: 1 of 1

COUNTY OF WYOMING, KENT COUNTY, MICHIGAN, 11-17-34-277-030

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AUTHORIZE MICHIGAN PAVEMENT MARKINGS, LLC TO  
PERFORM THE 2018 ANNUAL PAVEMENT MARKINGS IN THE CITY OF WYOMING

WHEREAS:

1. It is necessary to repaint approximately 150 miles of major street lane lines within the City of Wyoming on an annual basis.
2. In March of 2018, Michigan Pavement Markings submitted a quote to perform the annual painting throughout Wyoming.
3. It is in the best interest of the City to authorize Michigan Pavement Markings, LLC to perform the lane line painting for approximately \$42,600, which can be financed out of the Major Street Fund Traffic Services account, 202-441-47400-930.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby authorizes Michigan Pavement Markings, LLC to perform the 2018 annual major street pavement markings throughout the City of Wyoming approximately in the amount of \$42,600.

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 April 2, 2018.

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:  
Staff Report  
Quotation

Resolution No. \_\_\_\_\_

## STAFF REPORT

Date: March 27, 2018  
Subject: 2018 Major Streets Annual Pavement Markings  
From: Russ Henckel, Assistant Director of Public Works - Engineering  
Meeting Date: April 2, 2018

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### Recommendation:

Staff recommends that the City Council authorize Michigan Pavement Markings, LLC, perform the 2018 annual major street pavement markings throughout the City of Wyoming for approximately \$42,600.

### Sustainability Criteria:

Environmental Quality – The water based paint used for pavement markings meets all environmental regulations and standards.

Social Equity – Street maintenance is provided throughout the City without regard to income level or socioeconomic status.

Economic Strength – Well maintained pavement markings is just one component in allowing the City of Wyoming to provide high quality infrastructure to all citizens and businesses.

Quality Service Impact – Annual pavement marking will provide increased safety for all pedestrians and motorists traveling in Wyoming.

### Discussion:

In March, 2018, Michigan Pavement Markings, LLC, submitted a quote to paint the major street lane lines throughout the City of Wyoming for approximately \$42,600. It is in the best interest of the City to use a local contractor who can be responsive to needs and requests of the traffic department for the maintenance of pavement markings throughout Wyoming.

It is recommended that the City Council authorize the Michigan Pavement Marking paint the lane line striping throughout Wyoming in the amount of approximately \$42,600.

### Budget Impact:

Sufficient funds are available in the Major Street Fund account 202-441-47400-930.000.

Attachments: Quote



P.O. Box 9673  
 Wyoming, MI 49509-0673  
 Ph: (616) 261-3111  
 Fx: (616) 261-3150

Attn: Randy Erickson  
 City of Wyoming  
 Fax:  
 email: [ericksonr@wyomingmi.gov](mailto:ericksonr@wyomingmi.gov)

## 2018 Renewal Pricing

<u>Item Description:</u>	<u>Unit Price:</u>	<u>Unit:</u>	<u>Quantity:</u>	<u>Amount:</u>
<b>Waterborne Paint ( City Streets)</b>				
Solid White	\$225.00	mi	32.54	\$7,321.50
Skip White	\$350.00	mi	24.43	\$8,550.50
Solid Yellow	\$225.00	mi	107.23	\$24,126.75
Skip Yellow	\$300.00	mi	5.08	\$1,524.00
6" Solid White	\$337.50	mi	2.97	\$1,002.38

Please Pay This Amount To:  
 Michigan Pavement Markings LLC  
 P.O. Box 9673  
 Wyoming MI 49509  
 Fed. Tax ID # 38-3404712

**TOTAL DUE \$42,525.13**

Thank you for the Work.

Jason Koojiker  
 Manager  
 Michigan Pavement Markings LLC

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AUTHORIZE THE PURCHASE OF  
HOT RUBBER CRACK SEALER AND  
MATERIAL FOR CONCRETE JOINT REPAIRS

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended that the City Council authorize the purchase of hot rubber crack sealer and material for concrete joint repair from Ersco using the Kent County Road Commission bid.
2. Funds are available in the major and local street maintenance account numbers 202-441-46300-775.000 and 203-441-46300-775.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase hot rubber crack sealer and material for concrete joint repairs from Ersco using the Kent County Road Commission bid.
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 April 2, 2018.

ATTACHMENT:  
Staff Report

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. \_\_\_\_\_

## STAFF REPORT

DATE: March 19, 2018

SUBJECT: Bid Award - Hot Rubber Crack Sealer and Material for Concrete Joint Repair

FROM: Jodie Theis, Contracts and Procurement Supervisor

Date of Meeting: April 2, 2018

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### RECOMMENDATION

It is recommended that the City Council utilize the Kent County Road Commission bid for Hot Rubber Crack Sealer and Material for Concrete Joint Repair and award the Sealer Meadows 3405 product to Ersco at a price of \$.43 per pound for delivered material, or \$.42 per pound of material if picked up at their location.

### SUSTAINABILITY CRITERIA

#### Environmental Quality

The Public Works Department is actively involved in the protection of Michigan's natural resources and the public's health and welfare. Preventative road maintenance during early stages of road degradation reduces the amount of environmental damage associated with more extensive maintenance techniques.

#### Social Equity

Street and utility repairs are provided throughout the City without regard to income level or socio-economic status.

#### Economic Strength

Participation in the cooperative purchasing program allows the City to receive the best pricing on materials and services, thereby reducing the overall expense of maintenance materials. Additionally, preventative road maintenance conducted during early stages of road degradation is the most cost-effective method to extend road life.

### DISCUSSION

The City of Wyoming purchases a number of road maintenance materials (including salt) utilizing bids from surrounding communities. On March 8, 2018, bids were received by the Kent County Road Commission for Hot Rubber Crack Sealer and Material for Concrete Joint Repair.

Public Works Department staff performs crack sealing on roads less than three years old as a preventative maintenance technique. Addressing cracks in their development infancy is a far more cost effective option as opposed to waiting until the cracks develop into larger gaps or potholes. Given the amount of road resurfacing that has occurred over the last two years, this crack sealing program is expected to increase significantly going forward.

Previously, the product used to fill road cracks was not bid out as the material quantity used was under \$7,500. However, it is expected that staff will use approximately \$20,000 worth of crack sealing material this calendar year.

Ersco was the low bidder for the Sealer Meadows 3405 product on Kent County Road Commission bid, and provides a price of \$.43 per pound for delivered material, or \$.42 per pound of material if picked up at their location. Conveniently, this company is located directly across from the Public Works facility.



### BUDGET IMPACT

Sufficient funds are available in the major and local street maintenance accounts: 202-441-46300-775.000 and 203-441-46300-775.000.

### BID TABULATION

#### KENT COUNTY ROAD COMMISSION BID TABULATION

Tabulation of Bid for: **Purchase of 2018 Requirements of Hot Rubber Crack Sealer and Material for Concrete Joint Repair, as needed, with one year renewal option** Date: March 8, 2018 8:30 AM

Bidder	Sealer Meadows 3405 Per Pound Vendor /KCRC	Crafco Type 2 Per Pound Vendor / KCRC	Concrete Joint Repair Material			
			Fiber-Cut 1"x9"x12" Per Lft.	Dowel-Epoxy 1-1/4"x18" Ea.	Hot Rod-Cut 1-1/4" Lft.	Mesh 6x12 14/6 6'0"x11' Sq. Yd.
<b>Ersco</b>	<b>.42 / .43</b>		1.07	3.65	.37	8.00
Great Lakes Coating		Alternate Product: Right Point 3405 P.L. .45 / .47				
K-Tech Specialty		Alternate Product: KT-3405 0.475 / 0.505				
Sherwin Industries		0.4200 / 0.45550 Alternate Product: <u>Crafco Roadsaver #34221</u> 0.3900 / 0.4250				
<u>Gemseal</u> / Surface Coatings		Alternate Products: Right Pointe 3405 Regular 0.42 / 0.47 Right Point 5078 0.39 / 0.44				

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AWARD THE BID FOR THE REPLACEMENT OF THE  
EXISTING GASOLINE/DIESEL FUELING SYSTEM AND  
TO ACCEPT AN AGREEMENT WITH ASSETWORKS LLC FOR  
SOFTWARE AND LICENSES TO IMPLEMENT A FUEL FOCUS MODULE

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended the City award the lone bid received from Rohr Gasoline Equipment Inc. for the replacement of the existing gasoline/diesel fueling system in the total amount of \$261,896.52.
2. AssetWorks LLC has provided an agreement for software and licenses to implement a fuel focus module to provide fuel management and directly integrate with this existing Asset Works Fleet Management System in the amount of \$74,857.34.
3. Funds for the purchase are available in the Motor Pool Depreciation Reserve Fund, Capital Outlay Buildings Account 662-441-58500-977000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby award the bid for the replacement of the existing gasoline/diesel fueling system from Rohr Gasoline Equipment in the amount of \$261,896.52.
2. The City Council does hereby accept an agreement with AssetWorks LLC for software and licenses to implement the fuel focus module in the amount of \$74,857.34.
3. The City Council does hereby authorize the City Manager to acknowledge acceptance of future renewals of the licensing agreement in accordance with budget authorization.

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 April 2, 2018.

ATTACHMENTS:  
Staff Reports  
Quote

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. \_\_\_\_\_

## STAFF REPORT

DATE: March 12, 2018

SUBJECT: Bid Award – Replacement of Existing Gasoline/Diesel Fueling System;  
Authorize Purchase of Fuel Focus Module for the Asset Works Fleet  
Management System

FROM: Ted Seil, Fleet Services Supervisor

Date of Meeting: April 2, 2018

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### RECOMMENDATION

It is recommended that the City Council award the bid for Replacement of Existing Gasoline/Diesel Fueling System to Rohr Gasoline Equipment Inc. in the amount of \$261,896.52. It is also recommended that the Council authorize the purchase of the Fuel Focus module from Asset Works LLC in the amount of \$74,875.34. The total amount of these items is \$336,771.86.

### SUSTAINABILITY CRITERIA

#### Environmental Quality

The Public Works Department is actively involved in the protection of Michigan's natural resources and the public's health and welfare. In order to continue to protect the environment and the public, fuel storage and equipment must be updated to prevent leakage and fuel spills.

#### Social Equity

Fleet Services is responsible for managing the fueling of all vehicles within the City, which provides the same high quality service to all residents without regard to income level or socio-economic status. All of the City's residents enjoy equal access to the benefits of the Fleet Services vehicles.

#### Economic Strength

The existing fuel system is 30 years old, beyond the manufacturer's warranty and has been repaired numerous times. Additionally, the fuel management system is incompatible with current computer operating systems and must be upgraded. A financial analysis for the recommended option is included in the discussion.

### DISCUSSION

On March 6, 2018 the City Clerk received 1 bid for Replacement of the Gasoline/Diesel Fuel Tank System out of 54 invitations to bid that were sent out.

The City operates a fleet of approximately 300 vehicles, 9 of which are located in Holland at the Water Treatment Plant. The current fuel system consists of 3-12,000 gallon Underground Storage Tanks (USTs), and is now 30 years old and beyond the manufacturer's warranty against leakage. The fuel piping and electrical conduits have required numerous repairs and will continue to deteriorate, exposing the City to possible fuel leakage or system failure. The fuel dispensers were installed in 1986 and although operational are also showing their age. Failure of these systems could lead to significant environmental and financial impacts.

A financial and inter-departmental review occurred to determine the best replacement strategy. An evaluation of the current system as well as three alternative options were reviewed, including: removing the existing UST system and outsourcing fueling operations; removing the existing UST system and installing a new UST system; and removing the existing USTs and installing a new Aboveground Storage Tank (AST) system.

The financial review included a life-cycle costs analysis over a 30-year period, which is the life expectancy of a traditional UST and AST system. A summary of the capital, annual, and 30-year costs are described below:

<b>Option</b>	<b>Capital Investment (\$)</b>	<b>Annual Cost (\$)</b>	<b>30-year cost (\$)</b>
UST removal and outsourcing	50,000.00 (removal only)	76,520.00	2,345,626.00
UST removal and UST replacement	415,656.00	10,460.00	729,456.00
UST removal and AST replacement	444,626.00	10,460.00	758,426.00

Capital investment costs for both AST and UST systems assume 2 replacements (at approximately \$75,000 each) of the fuel management system over a 30-year period. As noted, the most cost-effective option is for the City to remove the USTs and install a new UST fueling system.

We recommend replacing the current system with 2 new 15,000 gallon USTs, fuel piping, electrical conduit and dispensers. Refurbishment of the existing fuel canopy and LED lighting updates will also occur. The new system has a 30 year warranty on the tanks and the piping. Cost of replacement of the current system is \$261,896.52.

The current fuel management system was installed in 1999. Upgrades to this system have not occurred since 2010 due to its incompatibility with current computer operating systems. Additionally, parts are becoming difficult to obtain for repairs, and the entire system is difficult to support. Current vehicle and work order management occurs through the Asset Works Fleet Management System. This system offers a Fuel Focus module which is designed to provide fuel management and directly integrate with this existing Asset Works system. This new system would be a radio frequency (RF) system, transmitting odometer and hour readings, oil pressure, oil levels, PTO time, max vehicle speed, RPM, and a number of other data points each time a vehicle is fueled up. Additionally, any engine trouble codes could be automatically sent to Fleet Services which would proactively determine vehicle issues and allow them to be addressed before becoming more critical. This Fuel Focus module will also provide real-time information of the AST fueling operation at the Water Treatment Plant in Holland. Cost of replacement of the Fuel Focus module is \$74,875.34.

Based on the evaluation of the existing system and three alternative options, it is recommended that the bid for Replacement of the Gasoline/Diesel Fuel Tank System be awarded to Rohr Gasoline Equipment Inc. in the amount of \$261,896.52. It is also recommended the Fuel Focus module be purchased from Asset Works LLC such that it can be integrated directly into the existing Asset Works Fleet Management System, in the amount of \$74,875.34. The combined amount of these items is \$336,771.86.

## **BUDGET IMPACT**

Sufficient funds have been budgeted in the Motor Pool Depreciation Reserve Fund, Capital Outlay Buildings Account 662-441-58500-977.000.

## **ATTACHMENTS**

Bid Tabulation  
Asset Works LLC Quote

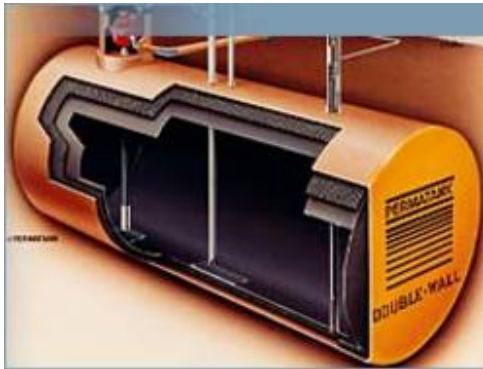
### **Existing Fuel Card Building and Dispensers**



## Future Building and Dispenser Examples



## Permatank Tank Profile



## Fuel Card Reading System Example

### FuelFocus Hardware System



- RF/WAF Capabilities
- TCP/IP Connectivity
- Credit Card Capabilities
- Proximity Keys/Cards
- Biometrics
- Fluid Monitoring
- Receipt Printer
- Electronic Dispensers
- Tank Monitoring System Integration

Bid Tabulation

City of **Wyoming** Michigan

TABULATION OF BIDS  
 REPLACEMENT OF EXISTING GASOLINE/DIESEL FUELING SYSTEM  
 OPENED BY THE CITY CLERK ON MARCH 6, 2018 AT 11:00 A.M.

	Rohr Gasoline Equipment Inc.	
Above Ground Fuel System	\$ 290,866.89	Quote is based on the existing soil being suitable for the concrete slabs
Below Ground Fuel System	\$ 261,896.52	Quote includes minor dewatering efforts only
Optional DEF System:		
Above Ground:	\$ 24,518.30	Quote is based on a 300/gal. Stainless Steel DEF tank and heated enclosure
Below Ground:		
Trade-In of Existing Fuel Island Equipment:	Will demo at no cost	

## STAFF REPORT

**DATE:** March 26, 2018

**SUBJECT:** Bid Award – Replacement of Existing Gasoline/Diesel Fueling System;  
Authorize Purchase of Fuel Focus Module for the Asset Works Fleet  
Management System

**FROM:** Pat Firestone, Director of Information Technology

**MEETING DATE:** April 2, 2018

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### RECOMMENDATION:

The Information Technology department supports the recommendation to authorize the purchase of the Fuel Focus module from Asset Works LLC in the amount of \$74,875.34.

### SUSTAINABILITY CRITERIA:

Environmental Quality – The Public Works Department is actively involved in the protection of Michigan’s natural resources and the public’s health and welfare. In order to continue to protect the environment and the public, fuel storage and equipment must be updated to prevent leakage and fuel spills.

Social Equity – Fleet Services is responsible for managing the fueling of all vehicles within the City, which provides the same high quality service to all residents without regard to income level or socio-economic status. All of the City’s residents enjoy equal access to the benefits of the Fleet Services vehicles.

Economic Strength – The existing fuel system is 30 years old years old, beyond the manufacturer’s warranty and has been repaired numerous times. Additionally, the fuel management system is incompatible with current computer operating systems and must be upgraded.

### DISCUSSION:

Information Technology staff does concur, that the current software environment is on an old platform, antiquated OS and is in need of replacement so upgrades can resume and support can be accomplished efficiently. The proposed solution is compatible with the Public Works current computing environment and appears to be an excellent solution for the City of Wyoming.

### BUDGET IMPACT:

Funding for this vendor selection is addressed in the staff report submitted by Ted Seil, Fleet Services Supervisor.

**AssetWorks LLC**  
 998 Old Eagle School Road, Suite 1215  
 Wayne, PA 19087

**Order #:** Q-00246-3  
**Date:** 3/8/2018

**Ship To**  
 Ted Seil  
 City of Wyoming  
 Motor Pool Manager  
 2660 Burlingame Ave SE  
 Wyoming, MI 49509  
 USA  
 (616) 530-7273  
 (616)249-3434  
 seilt@wyomingmi.gov

**Bill To**  
 City of Wyoming  
 Motor Pool Manager  
 2660 Burlingame Ave SE  
 Wyoming, MI 49509  
 USA

This Order Schedule is issued pursuant to Agreements entered into between AssetWorks and the above named Customer. Parties agree to be bound by those terms and conditions. Pricing below is valid if this Order Form is signed on or by 6/30/2018.

License

Description	QTY	UNIT PRICE	Line Total
FuelFocus ICU License	2.00	USD 2,495.00	USD 4,990.00
Veeder Root Integration License	2.00	USD 1,419.84	USD 2,839.68
<b>License TOTAL:</b>			USD 7,829.68

Maintenance

Description	Line Total
Software Maintenance	USD 1,730.53
<b>Maintenance TOTAL:</b>	USD 1,730.53

Fuel Hardware

Description	QTY	UNIT PRICE	Line Total
FuelFocus Controller - Wireless - 2 Hose RFC1500	1.00	USD 10,375.99	USD 10,375.99
FuelFocus Controller - Wireless - 8 Hose RFC2500	1.00	USD 14,157.89	USD 14,157.89
FJ3 WAF Box Hi Power w/ mast	1.00	USD 862.50	USD 862.50
Front Panel Option - HID	2.00	USD 387.89	USD 775.78
Omron DPST-NO Relays	10.00	USD 25.73	USD 257.30
Omron Base	10.00	USD 17.12	USD 171.20
Power Integrity Surge Suppression	2.00	USD 144.82	USD 289.64
Nozzle Transponders - Universal FJ3	12.00	USD 395.37	USD 4,744.44
HID Keys	600.00	USD 7.06	USD 4,236.00
FJ3 Vehicle Identification Box	12.00	USD 161.24	USD 1,934.88
FIA Option for FJ3	12.00	USD 60.34	USD 724.08

Fuel Inlet Antenna	12.00	USD 18.64	USD 223.68
OBDII Canbus Easy Connect Cable	12.00	USD 26.53	USD 318.36
FJ3 Programmer	1.00	USD 1,743.16	USD 1,743.16
FJ3 Vehicle Starter Kit	1.00	USD 1,576.00	USD 1,576.00
Spare Kit HID - Includes 4 line display WIN7	1.00	USD 5,509.23	USD 5,509.23
Fuel Shipping Costs	1.00	USD 295.00	USD 295.00
<b>Fuel Hardware TOTAL:</b>			USD 48,195.13

Service

Description	Line Total
Fuel Master Technician	USD 4,920.00
Fuel Software Installer / Trainer	USD 4,100.00
Remote FuelFocus Site Startup Services	USD 820.00
RF Vehicle ID Box Installation Training	USD 1,640.00
Project Management Services	USD 1,640.00
Travel Costs	USD 4,000.00
<b>Service TOTAL:</b>	USD 17,120.00

<b>TOTAL:</b> USD 74,875.34
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## **NOTES/ASSUMPTIONS**

1. This quote is based on site being "FMS Ready". FMS Ready means that all FMS System pedestals will be mounted to the appropriate location. All conduits will be connected between the FuelFocus Controllers and pumps, junction boxes and breaker panels. Assumes all dispensers have pulsers and are fuel system compatible. All wires will be pulled and left disconnected at each end. See full FMS Ready description below.
2. Does not include permits, permit fees or site as built drawings.
3. Subject to any applicable state and/or local sales tax, import duties, PST, VAT.
4. Warranty is one (1) year parts with telephone help desk support. Extended warranty plans are available for subsequent years. Warranty expires at 12 months from date of install or 15 months from date of shipment, whichever comes first.
5. Client must have a tested network connection at the fuel island. This connection needs to be able to ping the FleetFocus Server successfully. Delay of this connectivity could result in additional time being added to contract.

### **Following represents a checklist of items that need to be performed to comply with "FMS Ready".**

1. Have an electrical contractor mount the FMS System pedestals and fasten to concrete.
2. Conduit Requirements - Have electrician run a conduit from the master dispensers to pedestal as needed. Our electrical requirements to each FMS Controller are as follows:
  1. We will need dedicated power from a circuit breaker panel to each FMS Controller. The power for each FMS Controller can be pulled off one circuit breaker.
  2. We will need a dedicated conduit back to the building from each FMS Controller for communication wiring unless RF LAN connectivity will be used. These may be looped also. Please note that a maximum cable length for CAT5 is 300 feet.
  3. We will need one conduit from the pedestal to be terminated in the dispenser electrical junction box.
  4. We will either need:

i. A second conduit from the pedestal to the pulser junction box in the dispenser, or

ii. The pulser junction box in the dispenser piped over to the electrical junction box in the dispenser

1. Contractor must mount WAF Antenna centrally to all fuel lanes if WAF option is purchased. Must have conduit from nearest ICU to this point. Please discuss location with AssetWorks Project Team.
2. (For Transit Lanes only) Mount Banner sensor in each fuel lane and run conduit from sensor to respective FMS Controller.

1. Cable Requirements - Have electrician pull the following cables - leaving at least three feet extra to extend above the top of the pedestal and as much as possible to fit in the electrical junction box within the dispensers: The items lettered below correspond with the same letter of the conduit above.

1. Three 14AWG minimum THHN gas/oil resistant wires for power, neutral, ground to each FMS Controller from breaker panel. Terminate at panel, wire nut FMS System ends and mark breaker. Lock breaker in off position
2. Pull whatever cable is appropriate based on client demands and location parameters to ensure a reliable TCP/IP ethernet connectivity at the fuel island to each Island Control Unit. This may be a CAT5 cable, fiber optics or RF Ethernet connectivity. If the TLS Interface option is chosen, there are two methods of connecting the Veeder Root console to FuelFocus. The first method is via a RS232 card installed in the Veeder Root (client responsibility). While this is a less

expensive option – RS232 is only rated to communicate effectively if the distance between the Veeder Root and the nearest FuelFocus Controller does not exceed fifty (50) feet. If RS232 is used, a four conductor shielded cable must be installed between the two. Veeder Root connectivity can also be achieved via TCP/IP as an option. This method requires the installation of an ethernet card in the Veeder Root console, and then a CAT5 network connection run from the clients network to the Veeder Root – keeping in mind CAT5 distance limitations shown above. Procurement, installation, and configuration and programming of either method are the client responsibility.

3. Pull four 14AWG minimum THHN gas/oil resistant wires to each pump/dispenser (eight if it is a two hose pump/dispenser) electrical junction box for control wiring. One of these wires should be white for neutral. Dispenser must be able to handle wired hot at all times when using WAF technology and solenoid will be used for system control.
  4. Pull a four conductor 22AWG minimum shielded cable to the dispenser for pulser communication. Please consult with an AssetWorks technician if these distances exceed three hundred (300) feet.
  5. Pull the CAT5 wire included with WAF Antenna to the ICU along with a single 14AWG THHN green wire for grounding purposes.
  6. (For Transit Lanes only) Pull included cable for Banner Sensor through conduit. Extend length if needed.
2. Call AssetWorks to schedule a date for final terminations when all of the above is done.

Note - all wiring and conduits described above are what is needed for FMS System control only. This document assumes the station and dispensers to be wired already.

## **TERMS OF USE**

### **Price/Specifications**

Price and specifications are subject to change without notice. AssetWorks LLC is not responsible for typographical and/or photographic errors.

### **PAYMENT TERMS**

Net 30. All hardware will be billed upon delivery. All FuelFocus Integration Licenses will be billed upon delivery of hardware. Services will be billed monthly as performed.

### **MISSING, DAMAGED, OR INCORRECT ORDERS**

Please inspect all orders upon receipt. Please email [fuelsupport@assetworks.com](mailto:fuelsupport@assetworks.com) to request an RMA for any missing, damaged, or incorrect orders. You may also call 610-225-8350.

### **RETURN POLICY**

AssetWorks LLC products may be returned within 30-days of invoice date for refund, replacement, or exchange. All product returns must have a Returned Merchandise Authorization (RMA) number issued by AssetWorks marked clearly on the return package, or the package will be refused, and no credit will be issued.

To request an RMA, please email [fuelsupport@assetworks.com](mailto:fuelsupport@assetworks.com) . RMAs are valid for 15 days from the date of issuance.

The following information is required for all RMAs:

The invoice or packing list number

The product name and part number

Company name, point of contact, mailing address, email address, and telephone number

A reason for the return

If you wish to make a return or exchange, you must present the merchandise within 30 days of purchase. All goods must be returned in their original packaging. If the items are not received in their original and unused condition, a minimum re-stocking fee of 18% will be charged. Product that has

been used will not be accepted for return or exchange unless under warranty or maintenance contract. Product that has been altered without the specific authorization by AssetWorks Inc. will not be accepted.

Send returns with the RMA number clearly marked on the package to:

AssetWorks, LLC.

Attn: RMA Department

998 Old Eagle School Road, Suite 1215

Wayne, PA 19087

All returns will be processed and fully inspected. All products must be returned in original condition including packaging, manuals, and accessories (as applicable).

### **Return Shipping**

All returns must be shipped freight pre-paid.

### **Unauthorized or Refused Returns**

Packages without a Return Authorization Number will be refused. Additional charges may apply if all peripherals and accessories are not returned in the original packaging.

### **Returns Older than 30 Days**

Returns older than 30 days from the invoice date will be subject to a 25% restocking fee. Only product that is in current production will be accepted and an RMA must be obtained in advance and clearly marked as stated above. No refunds will be given.

### **AssetWorks LLC Limited Warranty**

Warranty coverage for AssetWorksLLC (FuelFocus) products are described below. Additional support coverage can be purchased with your AssetWorks products. Please consult your local AssetWorks sales professional for annual support and services fees.

The terms and conditions governing your warranty on AssetWorks products are located below. Such terms and conditions supersede all other terms, unless otherwise agreed by AssetWorks.

### **Warranty Start Date**

"Start Date" as used in this policy means the date this product is shipped from AssetWorks manufacturing plus three (3) months or the FuelFocus go live date, whichever comes first.

### **Limited Hardware Warranty**

AssetWorks, LLC. ("FuelFocus") provides a one (1) year limited product hardware warranty to purchasers of FuelFocus products. AssetWorks warrants that the product hardware will be free from defects in materials and workmanship during the warranty period, subject to the following:

Labor and travel costs are not included, unless required under contract specific terms.

AssetWorks will supply new or rebuilt parts to replace parts that are found to be defective while within the warranty period.

New installations must be registered with the FuelFocus Support Center within 48 hours of installation to receive warranty benefits, otherwise, the warranty period commences on the date of the invoice.

Help Desk Support is available between the hours of 8:00AM- 5:00PM Monday through Friday Upon a Hardware System Failure,

AssetWorks will repair or replace such product hardware within fourteen (14) working days of its receipt of the failed hardware, if in advance of its receipt, such hardware (1) was evaluated by AssetWorks Technical Support in person or via telephone, and (2) received a Technical Support RMA number from AssetWorks.

Further, the product hardware must be shipped, shipment pre-paid, to AssetWorks, and the RMA number must be clearly indicated on the shipping box and papers.

Problems caused by faulty installation are not covered under this warranty. This warranty applies only if the equipment has been installed and used in accordance with the AssetWorks Installation Manual.

Use of service personnel other than qualified AssetWorks service providers without prior written approval of the FuelFocus Product Manager will void the warranty claim.

Use of non AssetWorks replacement parts, defects caused by the use of unauthorized addition of non AssetWork parts, or by the unauthorized alteration of FuelFocus parts or equipment will void t his warranty.

Damage suffered by FuelFocus equipment resulting from shipping, accident, pwer surges, neglect, misuse, acts of Nature, or abuse are not covered by this warranty.

### **Limited Software Warranty**

AssetWorks provides a one (1) year limited software warranty to licensees of FuelFocus software accompanying AssetWorks hardware. AssetWorks warrants that the media on which the software is delivered will be free of defects in material and workmanship for a period of one (1) year following delivery of the software to licensee. AssetWorks warrants that the software, when used in accordance with the terms of the AssetWorks software license, will operate substantially as set forth in the applicable AssetWorks Documentation for a period of one (1) year following delivery of the software to licensee.

### **Technical Support Access**

During the warranty period, toll free phone support is offered 5 days per week (8 a.m. to 5:00 p.m., Monday through Friday, except holidays). Calls left after hours will be returned the next business day. Access to Technical Support after warranty period is on a commercially reasonable basis (unless a AssetWorks Support Contract is purchased for all systems owned by the customer).

### **Software Updates**

During the warranty period, software updates for system software and software products released by AssetWorks are available by contacting AssetWorks Technical Support. System software updates include applicable minor releases (e.g. Release 2.0 to 2.1) to the AssetWorks family of products as well as major feature releases (e.g. Release 2.x to 3.0). Customer must have access to the Internet for Web Browser or FTP downloads as directed by Technical Support. Software updates released after the initial one (1) year warranty period are available as an upgrade product for the then applicable list price.

### **Warranty Limitations**

AssetWorks's warranties as set forth herein ("Warranty") are contingent on proper use of the FuelFocus hardware and software ("Products") and do not apply if the Products have been modified without AssetWorks's written approval, or if the Products' serial number label is removed, or if the Product has been damaged. The terms of the Warranty are limited to the remedies as set forth in this Warranty.

THIS WARRANTY IS PROVIDED IN LIEU OF ALL OTHER RIGHTS, CONDITIONS AND WARRANTIES. ASSETWORKS MAKES NO OTHER EXPRESS OR IMPLIED WARRANTY WITH RESPECT TO THE SOFTWARE, HARDWARE, PRODUCTS, DOCUMENTATION OR ASSETWORKS SUPPORT, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT OF THIRD PARTY RIGHTS. ASSETWORKS DOES NOT WARRANT THAT ANY PRODUCTS WILL BE ERROR-FREE, OR THAT ANY DEFECTS THAT MAY EXIST IN ITS PRODUCTS CAN BE CORRECTED. IN NO EVENT SHALL ASSETWORKS BE LIABLE FOR COST OF PROCUREMENT OF SUBSTITUTE GOODS, LOST PROFITS OR ANY OTHER SPECIAL, INDIRECT, CONSEQUENTIAL OR INCIDENTAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOST DATA), HOWEVER CAUSED WHETHER OR NOT ASSETWORKS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

### **Contact Us**

For more information, please contact your AssetWorks sales representative.

INITIAL \_\_\_\_\_

**Standard Professional Services Terms**

FleetFocus license is based on active units in fleet

Additional Components can be licensed at a rate of \$5 per component

Crystal Reports Enterprise Required for FleetFocus Standard Reports

AssetWorks assumes that the client will install the required Oracle or SQL Server database licenses

All software licenses and the first year maintenance fees will be invoiced upon contract execution

All warranties conveyed by the manufacturer to AssetWorks are included

Travel: Expenses will be reimbursed as incurred. Expenses include actual costs for lodging, air and ground travel and per diem rates for meal expenses (corporate rate/government agreement).

All costs quoted in USD

Costs are estimated for a time and materials project and do not include applicable taxes

Actual costs might be greater or lesser than those presented in this quote

Professional Services engagements have 4-8 week lead time from execution of contract/order

In the event Customer's business practices require that Customer issue a purchase order number prior to payment of any AssetWorks invoices issued under this Agreement, then such purchase order number must be entered below. Customer's execution of the Order Form without designating a purchase order number shall be deemed Customer's acknowledgement that no purchase order number is required for payment of invoices hereunder.

Purchase Order Number: \_\_\_\_\_

**Accepted by CUSTOMER:**


Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Deputy Wyoming City Attorney

Please sign and email to Barry Johnson at [barry.johnson@assetworks.com](mailto:barry.johnson@assetworks.com) or fax to (928) 441-5640

THANK YOU FOR YOUR BUSINESS!

04/02/18

Purchasing/KRO/LAJ

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO ACCEPT AN AGREEMENT FROM DIXON FOR  
TECHNICAL SERVICES DURING THE REPAINTING OF THE GEZON  
ELEVATED WATER TANK AND TO AUTHORIZE THE  
MAYOR AND CITY CLERK TO EXECUTE THE AGREEMENT

WHEREAS:

1. As detailed in the attached Staff Report, Dixon has provided the City with an agreement to provide technical services during the repainting of the Gezon elevated water tank in the amount of \$32,420.00.
2. It is recommended the City Council accept the agreement.
3. Funds for the technical services are available in the water fund account number 591-591-57300-986444.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept an agreement from Dixon for technical services during the repainting of the Gezon elevated water tank in the amount of \$32,420.00.
2. The City Council does hereby authorize the Mayor and City Clerk to execute the agreement.

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 April 2, 2018.

ATTACHMENTS:

Staff Report  
Agreement

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. \_\_\_\_\_

## STAFF REPORT

Date: March 22, 2018

Subject: Gezon Elevated Water Tank Re-painting Oversight

From: Robert Veneklasen, Water Plant Superintendent

Meeting Date: April 2, 2018

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### **Recommendation:**

It is recommended that the City Council approve entering into agreement with Dixon to provide technical service during the repainting of the exterior, wet interior, and partial dry interior surfaces of the 1,000,000 gallon Gezon elevated water tank for a cost of \$32,420.00.

### **Sustainability Criteria:**

Environmental Quality – The repainting of the water tank ensures safe, reliable, and efficient water storage for consistent pressure and fire protection services.

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 social economic status. All residents enjoy access to services provided by our water and wastewater utilities.

Economic Strength – By ensuring the protection of the potable water storage facilities, the Utilities Department is ensuring that we get the best value for this necessary activity. This results in the lowest rates possible for our residents and customers.

### **Quality Service Impact:**

The ability to efficiently and reliably store water in our elevated tanks creates a more even pressure to our customers and ensures a positive pressure in the water distribution system to protect water quality and provide fire protection. Oversight of the tank repainting ensures proper surface preparation and protective coating application. This effectively inhibits corrosion that can compromise the integrity of the tank and negatively influence water quality.

### **Discussion:**

Dixon developed project specifications for the repainting of the Gezon elevated water storage tank based on a previous inspection of the exterior, wet interior, and dry interior areas. They provided recommendation of the lowest qualified bidder to perform the surface preparation and protective coating application. The oversight for the coating removal to required standards and protective coating application is temperature and humidity dependent so requires daily certification to ensure the coating will endure the expected fifteen, or more, years of service.

**Budget Impact:**

This project, including engineering oversight was budgeted at a cost of \$470,000 per the engineer's project estimate. The oversight cost of \$32,420.00 added to the construction cost of \$369,000.00 is within the overall cost estimate and will be financed from the Water Fund; account #591-591-57300-986.444.



**DIXON**  
**ENGINEERING & INSPECTION SERVICES**  
**FOR THE COATING INDUSTRY**

1104 Third Avenue  
 Lake Odessa, MI 48849  
 Telephone: (616) 374-3221  
 Fax: (616) 374-7116

**Proposal/Contract Agreement**  
**for Water Storage Tank**  
*1,000,000 Gallon Toropillar, (Gezon), #22-41-19-07*

The Agreement is between Dixon Engineering, Inc. (DIXON) and the City of Wyoming, Michigan (Owner) to contract with DIXON for technical services for the 1,000,000 Gallon Toropillar Elevated Tank (Project). This Agreement inclusive together with any expressly incorporated appendix or Schedule constitutes the entire Agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

1.01 BASIC AGREEMENT

DIXON shall provide, or cause to be provided, services detailed in Scope of Services and Owner agrees to pay DIXON as compensation for their services the fee/lump sum of Thirty Two Thousand, Four Hundred, and Twenty dollars (\$32,420.00). Terms of charges and payments per details in Schedule B. (Prices quoted are subject to change ninety (90) days after proposal date, if not contracted.)

2.01 SCOPE OF SERVICES

Project Administration, Pre-Construction Meeting, and Paint Inspection Services per Schedule A

3.01 SIGNATURES

Ira M. Gabin, P.E., Vice President  
 PROPOSED by DIXON (Not a contract until approved by an officer)

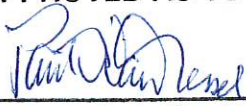
November 29, 2017  
 PROPOSAL DATE

\_\_\_\_\_  
 CONTRACT APPROVED by OWNER POSITION DATE

\_\_\_\_\_  
 CO SIGNATURE (if required) POSITION DATE

\_\_\_\_\_  
 CONTRACT APPROVED by DIXON OFFICER POSITION EFFECTIVE CONTRACT DATE

APPROVED AS TO FORM:

  
 \_\_\_\_\_  
 Deputy Wyoming City Attorney

**Members: Society of Protective Coatings • American Water Works Association**  
**Consulting Engineers Council**

**SCHEDULE A**  
**1,000,000 Gallon Toropillar, (Gezon), #22-41-19-07**  
**Wyoming, Michigan**

**I. Project Administration:**

1. Project administration for the purpose of coordinating the inspection program, local inspector assistance, secretarial services, shop drawing review, and project finalization.
2. Review Contractor's Schedule of Values and work schedule.
3. Review shop drawings for compliance with technical specifications.
4. Review all requests for change orders and make recommendations to the Owner.
5. Perform services expected of Engineer and detailed in the EJCDC General Conditions.

**II. Pre-construction Meeting:**

1. Attend a pre-construction meeting, and distribute minutes to major participants. Topics of discussion will include Contractor's:
  - a. emergency response plan,
  - b. responsibilities to the Owner,
  - c. responsibilities to her/his workers,
  - d. responsibilities to the public
  - e. inspection start time
  - f. inspection schedule
  - g. liquidated damages
  - h. Contractor's site specific Lead, Health, and Safety Plan
  - i. Who Contractor's designated OSHA competent person for lead, health and safety plan for notification and protection of the public
2. Contractor will have submittals which are to be submitted ten (10) days prior to the pre-construction meeting. Some of these include: Contractor's schedule, ventilation, fall prevention, confined space, waste hauler certifications, welder certifications, etc. These will be reviewed prior to meeting and only deficiencies discussed.

**III. Critical Phase Inspections:**

**A. Wet Interior – Painting:**

1. Set standard for interior abrasive cleaning and examine surface profile created.
2. Inspect interior abrasive blast cleaning for thoroughness, surface profile, and compliance with specifications.
3. Inspect the interior primer coat for uniformity, coverage, and dry film thickness, prior to application of the succeeding paint coat.
4. Inspect the interior intermediate coating uniformity, coverage, dry film thickness, and holiday detection, prior to application of the succeeding paint coat.
5. Inspect the interior stripe coat for uniformity, coverage, and thoroughness.

6. Inspect the interior topcoat for uniformity, coverage, performance, and dry film thickness for compliance with specifications. Examine the overall project for possible damage caused by equipment removal.
7. Inspect application of seam sealer to roof lap seams.

B. Exterior – Painting:

1. Set the standard for exterior high pressure water blast cleaning for compliance with specifications.
2. Inspect exterior high pressure water cleaning for thoroughness and compliance with specifications, and set a standard for spot power tool cleaning.
3. Inspect exterior spot power tool cleaning for thoroughness, surface profile, feathering, and compliance with specifications.
4. Inspect the exterior prime coating for uniformity, coverage, and dry film thickness prior to application of the succeeding paint coat.
5. Inspect the exterior intermediate urethane coating for uniformity, coverage, and dry film thickness prior to application of the succeeding paint coat.
6. Inspect the exterior topcoat for uniformity, coverage, performance, and dry film thickness for compliance with specifications. Examine the overall project for possible damage caused by equipment removal.
7. Inspect the application of the lettering/logo for thoroughness, location and aesthetic appearance in accordance with specification requirements.

C. Dry Interior – Painting:

1. Inspect dry interior abrasive blast cleaning for thoroughness, surface profile, and compliance with specifications.
2. Inspect the dry interior primer coat for uniformity, coverage, and dry film thickness, prior to application of the succeeding paint coat.
3. Inspect the interior stripe coat for uniformity, coverage, and thoroughness.
4. Inspect the dry interior topcoat for uniformity, coverage, performance, and dry film thickness for compliance with specifications. Examine the overall project for possible damage caused by equipment removal.

D. Pit Piping – Painting:

1. Inspect the abrasive blast cleaning of the pit piping, examine surface profile for compliance with specifications.
2. Inspect the pit piping primer coat for uniformity, coverage, and dry film thickness, prior to application of the succeeding paint coat.
3. Inspect the interior stripe coat for uniformity, coverage, and thoroughness.

4. Inspect the pit piping topcoat for uniformity, coverage, performance, and dry film thickness for compliance with specifications. Examine the overall project for possible damage caused by equipment removal.

E. Project Finalization

1. Formulate a punch list of items to complete.
2. Finalize the project to assure all items in the contract specifications have been completed, and the quality of workmanship meets contract requirements.

Collection of samples will be taken during regularly scheduled visits.

**IV. Inspection Services:**

1. Review Contractor's crew size and equipment for ability to meet specification requirements and time constraints.
2. Review abrasive and coating materials for approved manufacturers.
3. Inspect compressed air at blast nozzle for cleanliness (i.e. oil, moisture).
4. Measure surface profile created by abrasive blast cleaning by compressive tape or surface comparator.
5. Inspect abrasive blast cleanliness for specification requirements using SSPC Visual Standards, latest edition thereof.
6. Review coating mixing, thinning, and manufacturer's application requirements.
7. Monitor environmental conditions prior to and during coating application (i.e. ambient temperature, surface temperature, relative humidity, and dew point).
8. Inspect applied coating for dry film thickness, coverage, uniformity, and cure.
9. Collect appropriate samples for pre-disposal laboratory testing.
10. Prepare daily inspection report detailing above mentioned items and daily progress.

**SCHEDULE B**  
**1,000,000 Gallon Toropillar, (Gezon), #22-41-19-07**  
**Wyoming, Michigan**

1. Compensation for Schedule A – Project Administration, shall be the time and material fee of **\$1,800.00**. Payment due as project progresses.
2. Compensation for participation at the pre-construction meeting shall be the lump sum fee of **\$600.00**, and will include preparation and travel time.
3. DIXON will provide daily inspection services as outlined in Schedule A – Inspection Services. Compensation for these services is **\$30,020.00**, estimated using an average of six and one half **(6.5)** hours on-site daily. This time frame will vary based on Contractor speed, Contractor activity, complexity of individual inspection, and environmental or neighbor concerns. DIXON reserves the right to send the level of inspector they feel necessary based on the Contractor, project scope, and project progress. All fees are time and material per Schedule C. DIXON will notify the Owner bi-weekly of the “ESTIMATED” remaining budget, and will advise if a change in fees or Scope of Services is necessary. The fee and Scope of Services are negotiable between DIXON and the Owner.

Typical inspection schedule and associated rates:

**Daily Inspection:**

Travel time 1.5 hrs. @ \$80.00/hr.	=	\$120.00
Inspection time 6.5 hrs. @ \$80.00/hr.	=	520.00
Mileage 80 miles @ \$0.60/mile	=	48.00
Secretarial 0.5 hrs. @ \$50.00/hr.	=	25.00
Contract Administration 0.3 hrs. @ \$125.00/hr.	=	37.50
<b>Total Estimated Daily Fee:</b>	<b>=</b>	<b>\$750.50</b>

Estimated Daily Fee		\$750.50
Project Length	x 40	days
<b>Total Inspection Fee</b>		<b>\$30,020.00</b>

4. DIXON reserves the right to adjust individual inspection line items as necessary based on the Contractor’s performance and pace of work. The total fees for Schedule B will not be exceeded without prior approval from the Owner.
5. Invoices will be compiled after the 20<sup>th</sup> of the month and shall include from the 20<sup>th</sup> of the preceding month to the 20<sup>th</sup> of the invoiced month. Bimonthly invoicing will be completed on larger projects, or at the Owner’s request.
6. All DIXON service invoices which are paid within ten (10) days of date of issue shall be discounted (Owner’s favor) one percent (1%).
7. Failure by the Contractor to notify DIXON of the necessity to change inspection dates more than twenty-four (24) hours in advance and which results in unnecessary travel and/or expense to DIXON shall cause this travel and expense to be considered an additional service, and

DIXON shall be compensated for travel and/or expense under the provisions of Schedule C of the Agreement.

8. Requests for attending council meetings shall be forthcoming from the Owner in writing unless other arrangements are made between the Owner and DIXON. Attendance of council meetings shall be considered an additional service and DIXON shall be compensated under the provisions of Schedule C of the Agreement.

**SCHEDULE C**  
**Employee Billable Rates and Terms**

<u>Labor Class</u>	<u>Per Hour</u>	<u>Overtime Rate*</u>
Principal.....	\$181.00	
Expert Witness (Office, Travel & Court).....	\$295.00	
Associate.....	\$181.00	\$270.00
Project Manager.....	\$129.00	\$233.00
Assistant Project Manager.....	\$104.00	\$158.00
Registered Professional Engineer.....	\$150.00	\$225.00
Structural Engineer.....	\$155.00	\$240.00
Staff Engineer.....	\$104.00	\$158.00
CAWI or CWI Welding Inspector.....	\$129.00	\$195.00
Certified NACE Inspector.....	\$129.00	\$195.00
Resident Project Representative – Level III.....	\$98.00	\$150.00
Resident Project Representative – Level II.....	\$88.00	\$135.00
Resident Project Representative – Level I.....	\$78.00	\$120.00
Contract Support Staff.....	\$104.00	\$158.00
Project or Board Meetings.....	Time & Expenses – Including Preparation Time**	

\*All Saturday, Sunday, and holiday inspections, plus any time over 40 hours per week are at overtime rate.  
Overtime rate is 1 ½ times the hourly rate.

\*\*All meetings held on Saturday, Sunday, or holidays are considered overtime for invoicing purposes.

<u>Expenses</u>	<u>Metropolitan</u>	<u>Out-State</u>
Mileage.....	\$0.70/mile + tolls	\$0.60/mile
Meals & Lodging.....	\$145.00 per diem	\$135.00 per diem
Without Lodging.....	\$35.00 per diem	\$30.00 per diem
Air Travel.....	Business fare from Grand Rapids, Chicago O'Hare, or Milwaukee + full size car rental	
Material (gaskets, cathodic caps, light bulbs, vent screens, etc.) .....	Labor & Material + 20%	

FEES EFFECTIVE THROUGH: December 31, 2018

Revised: 11/07/2017

#### 4.01 ADDITIONAL SERVICES

- A. If additional services are **Requested and Authorized** by the Owner which are not within the proposed Scope of Services (Schedule A) or because of changes in the Project, these additional services will be on a time and material basis per fee schedule of attached Schedule C.
- B. **Delay by the Owner** in completing the work, which is their responsibility per Schedule A (Owner) and which extends the amount of time required for DIXON to complete their work, will be charged as an Additional Service.
- C. **Failure by the Owner to notify** DIXON of the necessity to change inspection dates more than twenty-four (24) hours in advance and which results in unnecessary travel and/or expense to DIXON shall cause this travel and expense to be charged as Additional Service.

#### 5.01 Termination

- A. The obligation to provide further services under this Agreement may be terminated:
  - 1. For cause,
    - a. By either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Agreement will not terminate as a result of substantial failure under paragraph 5.01.A.1.a if the party receiving such notice begins, within seven (7) days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than thirty (30) days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such thirty (30) day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, sixty (60) days after the date of receipt of the notice.
    - b. By DIXON upon seven (7) days written notice:
      - 1) If Owner fails to pay invoices within sixty (60) days.
      - 2) Upon seven (7) days written notice if the DIXON's services for the Project are delayed or suspended for more than ninety (90) days for reasons beyond DIXON's control.
      - 3) If DIXON believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional.
      - 4) DIXON shall have no liability to Owner on account of such termination.
  - 2. For Convenience,
    - a. By Owner effective upon the receipt of notice by DIXON.
- B. The terminating party may set the effective date of termination at a time up to thirty (30) days later to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

#### 6.01 Controlling Law

- A. This Agreement is to be governed by the law of the state in which the Project is located.

7.01 Successors, Assigns, and Beneficiaries

- A. OWNER and DIXON and their successors are hereby bound to successors and legal representatives of the other to the extent permitted by law in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither OWNER nor DIXON may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement.

8.01 General Considerations

- A. The **Standard of Care** for all professional engineering and related services performed or furnished by DIXON under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. DIXON makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with Contractor's services. DIXON and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.
- B. DIXON shall **Not** at any time **Supervise**, direct, or have control over any of the **Owner's** work, nor shall DIXON have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Owner, for safety precautions and programs incident to Owner's performance of Schedule A (Owner's).
- C. All **Design Documents** prepared or furnished by DIXON are instruments of service, and DIXON retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.
- D. DIXON agrees to defend, **Indemnify**, and hold harmless the Owner, its officers, agents, and employees, from and against legal liability for all claims, losses, damages, or expenses to the extent such claims, losses, damages, or expenses are caused by Engineer's negligent or intentional acts, errors, or omissions. Limits of liability for negligence are based on the comparative negligence principle.
- E. The parties acknowledge that DIXON's Scope of Services does not include any services related to a **Hazardous Environmental Condition** (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). DIXON acknowledges that some hazardous metals may be encountered in coatings.

8.02 Severability

- A. If any clause or paragraph or sentence is found to be in opposition to any law in the state of the Project, that clause or paragraph or sentence may be severed from the Agreement with no effect on remaining clauses.

8.03 Headings

- A. Article and paragraph headings are inserted for convenience only and do not constitute parts of these General Conditions. Words in the first sentence are in bold to act as secondary headings and should not be interpreted any different than a numbered heading.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO ACCEPT A PROPOSAL FROM  
UNDERWATER CONSTRUCTION CORPORATION FOR DIVING SERVICES

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended City Council accept a proposal from Underwater Construction Corporation for diving services for underwater inspection of the two intake cribs, the 66-inch diameter intake pipe (both interior and exterior) and the zebra mussel control chlorine line in the total estimated amount of \$17,500.00.
2. Funds for the diving services are available in the Water Utility Repairs and Maintenance account number #591-591-55300-930000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept a proposal from Underwater Construction Corporation for diving services in the total estimated amount of \$17,500.00.

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 April 2, 2018.

ATTACHMENTS:

Staff Report  
Proposal

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. \_\_\_\_\_

## STAFF REPORT

Date: March 27, 2018  
Subject: Intake Pipeline Inspection  
From: Tom Wilson, Utility Maintenance Manager

Meeting Date: April 2, 2018

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### Recommendation:

It is recommended that the City accept the proposal from Underwater Construction Corporation in the amount of \$17,500.00 for diving services. The diving services are to provide underwater inspection of the two (2) intake cribs, the 66-inch diameter intake pipe (both interior and exterior) and the zebra mussel control chlorine line.

### Sustainability Criteria:

Environmental Quality – By performing inspections of the low service infrastructure we ensure that our Drinking Water Plant can continue to provide an ample supply of safe water for our customers.

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 residents enjoy access to the service by our water utility.

Economic Strength – By soliciting proposals for this service the Utilities Department is insuring that we get the best value for this necessary service. This results in the lowest rates possible for our residents and customers.

### Quality Service Impact:

Underwater Construction Corporation has many years' experience performing this type of work both for the City and up and down the coastline. We have witnessed their expertise in performing their work along with the safety procedures that are set in place to protect their staff, thereby assuring us a quality project so that we can continue to provide quality water to all of our customers.

### Discussion:

The purpose of the annual inspection of the Water Treatment Plant intake pipe, two intake cribs, zebra mussel chlorine line and sluice gates is to determine the overall condition of the system. Seeing that the intake line is not redundant it is imperative that an annual inspection occur to ensure the system continues to function as designed.

A request was made to Underwater Construction Corporation to provide us with a new proposal based on the standard scope of services that has been used for many years. A new proposal was received on March 26, 2018 stating that the cost for services rendered will continue to remain the same as it has for the past nine years in the amount of \$17,500.00.

Upon review of the proposal from Underwater Construction Corporation it was found to meet the requirements presented in the scope of work needed. In addition, Underwater Construction Corporation was low bidder in 2017 and has provided our annual intake inspection for the past several years. Because of this, a good relationship has been formed which leads to good communication between the two parties.

Based on the information presented, it is recommended that the City Council accept the quote received for the inspection of the water intake pipe as submitted by Underwater Construction Corporation in the amount of \$17,500.00.

Budget Impact:

Adequate funds exist in the Water Treatment Plant Repairs and Maintenance Account #591-591-55300-930000.

Attachments:

Underwater Construction Corporation Proposal



WORLDWIDE LEADER IN COMMERCIAL DIVING FOR  
OVER FORTY YEARS

<b>Page No:</b>	<b>1</b>	<b>UCC Proposal L-2291</b>	<b>Date:</b>	<b>March 26, 2018</b>
<b>Prepared By:</b>	Jerry Pena	<b>Project Title:</b>	Diving Services - City of Wyoming: Intake System Inspections	
<b>Submitted To:</b>	Mr. Tom Wilson	<b>Project Location:</b>	Lake Michigan: Offshore of Holland, MI - Intake Structure & Pipeline	
City of Wyoming Water Treatment Plant 16700 New Holland Road Holland, MI 49424  Tom Wilson 616-261-3573 wilson@wyomingmi.gov	<b>Proposal Basis:</b>	<b>*Lump Sum Price</b>		
	<b>Personnel:</b> UCC would provide:	<b>Maximum # of divers in the water at a time:</b>		
	<b>Seven (7) Person Crew</b> 1 Captain 2 Diver Mechanic 2 Tender 2 Extra diver	<b>Three (3)</b>		
<b>Proposed Services</b>				
<p>Underwater Construction Corporation (UCC) appreciates the opportunity to provide the City of Wyoming Water Treatment Plant with Proposal L-2291 for the 2018 inspection of the raw water intake system.</p> <p>Scope of Services: The purpose of the 2018 inspection is to complete an assessment of the overall condition of the intake system including the 3" chemical feed line and diffuser located in the intake cribs. This system condition assessment includes:</p> <p>a) Inspection of the interior and exterior of both North and South intake cribs.          b) Inspection of the lateral between the North and South intake cribs.          c) The 4,400ft of the 66-inch main intake pipeline from the intake cribs to the Lakeshore Pumping Station.          d) Inspection of the North and South Wet Wells in the Low Service Building.          e) Inspection and Condition assessment of all of the chemical feed line and diffuser system.</p> <p>f) Assessment of Zebra Mussel growth and accumulation throughout the mentioned locations.          g) All inspections will be done by a diver with Outland Technologies Underwater Camera Systems for color video recording.          h) UCC will provide the City of Wyoming Water Treatment Plant with a comprehensive written report to include a DVD recording as submittals upon completion of the project.</p> <p>UCC has continued to honor SEABREX Marine, INC. price for this project. The price for the above mentioned services has continued to remain the same for the past 9 years.</p> <p>UCC has assumed that the City of Wyoming Water Treatment Plant or others will provide the following to support the previously stated services:          &lt;Operation support and red tagging of equipment, as required.          &lt;Unrestricted access to the work area.          &lt;GPS Coordinates for the location of the Lake Michigan Intake Structures.</p>				
<b>Equipment:</b> UCC included use of the following equipment. Additional equipment will be invoiced at our current equipment rental rates.				
1 Shallow Water Dive Package 1 6,500 Watt Generator 1 Outland U/W Video System w/Audio Time/Date Console 1 300 Meter Cable For Outland System 2 Penetration Diving Umbilical 1000-1500' 8 NITROX Gas Bottles (Each) 1 Floating Man Stretcher/Stokes Litter Basket 1 AED 1 Dan O2 Kit 1 Velocity Meter/Flow Meter 1 45' "John E" Steel Dive Vessel (Michigan)	1 39' "Salvor" Steel Work Boat w/ 180 H.P. Engine (Michigan)			
<b>No.</b>	<b>The rates below include daily use of the crew and equipment detailed above.</b>	<b>Rate</b>	<b>Qty.</b>	<b>Sub-Total</b>
1.01	Per Lump Sum Price for inspections required to include labor and equipment:	\$ 17,500.00	1	\$ 17,500.00
1.02		\$ -		\$ -
1.03		\$ -		\$ -
1.04		\$ -		\$ -
1.05		\$ -		\$ -
1.06		\$ -		\$ -
1.07		\$ -		\$ -
1.08		\$ -		\$ -
1.09		\$ -		\$ -
1.10		\$ -		\$ -
*Materials and Consumables that are not included will be invoiced at cost plus:		<b>10%</b>	<b>*LUMP SUM</b>	<b>\$ 17,500.00</b>
*Third Party Services and Equipment that are not included will be invoiced at cost plus:		<b>10%</b>	<b>PRICE</b>	
<b>*TAXES ARE NOT INCLUDED</b>		<b>*ADDITIONAL TERMS AND CONDITIONS APPLY</b>		<b>*PRICING IS VALID FOR 90 DAYS</b>
Signed: <i>Jerry Pena</i>		Michigan / 4295 N. Roosevelt Road / Stevensville MI 49127 / www.uccdive.com P: (800) 422-3935 / F: (269) 429-6579 / C: (269) 921-9002 / jpena@uccdive.com		



WORLDWIDE LEADER IN COMMERCIAL DIVING FOR  
OVER FORTY YEARS

<b>Page No:</b>	<b>T&amp;C Page 1 of 2</b>	<b>UCC Proposal L-2291</b>	<b>Date:</b>	<b>March 26, 2018</b>
<b>Prepared By:</b>	Jerry Pena	<b>Project Title:</b>	Diving Services - City of Wyoming: Intake System Inspections	
<b>Submitted To:</b>	Mr. Tom Wilson	<b>Project Location:</b>	Lake Michigan: Offshore of Holland, MI - Intake Structure & Pipeline	
<b>TERMS AND CONDITIONS</b>				
<b>These terms and conditions are the primary overriding terms and conditions of services.</b>				
<b>1</b>	Except as expressly provided herein, UCC makes no other warranty or guarantee of any kind, express or implied, including any warranty of merchantability of products or for suitability of products selected or requested by others for the intended purpose.			
<b>2</b>	Lump Sum price is based on the description, methodology, equipment, and personnel outlined in this document. Any deviation will result in a modification of the pricing structure. Any delays caused by others and beyond UCC's control may require additional compensation.			
<b>3</b>	The Standby Day Rate will apply for delays due to factors outside of UCC's control that cause the extension of the project's operations beyond the terms included in our price.			
<b>4</b>	All open shop services will be invoiced based on a minimum eight (8) hour day Monday through Friday at the straight time rate. Overtime hours are billable after eight (8) hours Monday through Friday and for all hours worked on Saturdays. Double-time will be invoiced for all hours worked on Sundays and Holidays as listed below.			
<b>5</b>	UCC recognized company holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Additionally, any customer holidays that differ from UCC's will be considered UCC holidays.			
<b>6</b>	Emergent services, defined as services requested and response required within twenty-four hours, may be subject to premium time charges (i.e., shop time, travel time, site hours and travel expense).			
<b>7</b>	Signed manifests for time and material services or signed delay sheets are considered a customer's formal acceptance of work performed. Signed manifests and delay sheets shall also be used for final invoicing by UCC.			
<b>8</b>	UCC will have U/W video available; however, this equipment's effectiveness is limited by in-water visibility.			
<b>9</b>	By accepting UCC's proposal with these terms and conditions attached, you are accepting UCC's terms and conditions as identified herein.			
<b>10</b>	Starting time for services shall be mutually agreed upon in advance and is subject to the availability of UCC's personnel and equipment.			
<b>11</b>	Unless otherwise stated in a previously established contract, services will not be provided until the customer signs and returns this quote, or issues a purchase order referencing this quote in its entirety.			
<b>12</b>	If a project is canceled after UCC's personnel have been mobilized, travel and/or material charges will be applicable. Related charges will be invoiced in accordance with the existing service contract or as identified in the proposal.			
<b>13</b>	UCC's Regional Manager and safety department will solely determine whether conditions are conducive to safe diving operations per UCC's Safe Practices Manual.			
<b>14</b>	UCC assumes that the flow rate will allow for safe diving. If at any time the current velocity exceeds two (2) feet per second, the UCC Regional Manager and safety department shall be contacted prior to diving.			
<b>15</b>	Diving operations will not proceed until hazardous conditions have been made safe. UCC is not responsible for project delays due to hazardous conditions.			
<b>16</b>	In accordance with all Federal and State OSHA Commercial Diving Rules and Regulations 1910, Subpart "T", 29 CFR 1910.425.3 and ADCI International Consensus Standards for Commercial Diving and Underwater Operations, if a site hazard analysis reveals unforeseen conditions, additional personnel may be required and the project cost would increase accordingly. Such conditions will be communicated in advance to the customer.			
<b>17</b>	UCC management and safety departments will solely determine whether conditions are conducive to safe diving operations per UCC's Safe Practices Manual, Cold Weather Environment Program and Warm Water Diving Procedure IOP.02.05.1 which will result in project delays and additional cost to the overall budget. Client is responsible for all weather delays.			
<b>18</b>	UCC is liable for their employees; client is responsible for any individual, including himself, herself, or any invitee or other contractors around UCC's work site and our equipment.			
<b>19</b>	Client is responsible for having permits in place, if required. If permits, bonding, or additional insurance are required to be supplied by UCC, additional costs would be invoiced as additional services.			
<b>20</b>	Unless otherwise stated, UCC is not responsible for liquidated or consequential damages.			
<b>21</b>	UCC is not responsible for the adequacy of the performance or design criteria required by contract documents. UCC assumes that the design and drawings provided are suitable for the intended purpose.			
<b>22</b>	UCC understands that prevailing wages will not apply on this project; therefore, pricing is based upon compensating our personnel in accordance with our in-house wages.			
<p>PLEASE SIGN THE LAST PAGE OF THESE TERMS AND CONDITIONS</p> <p>In the event you do not have an established purchase order form or process, please provide billing address, sign, date, and return this proposal via fax to (860) 767-0612, or PDF via email to bbraley@uccdive.com. By signing this proposal, this will constitute a mutual agreement and you are acknowledging acceptance of this proposal and its terms and conditions in its entirety.</p>				
AN EQUAL OPPORTUNITY EMPLOYER				



WORLDWIDE LEADER IN COMMERCIAL DIVING FOR  
OVER FORTY YEARS

<b>Page No:</b>	<b>T&amp;C Page 2 of 2</b>	<b>UCC Proposal L-2291</b>	<b>Date:</b>	<b>March 26, 2018</b>
<b>Prepared By:</b>	Jerry Pena	<b>Project Title:</b>	Diving Services - City of Wyoming: Intake System Inspections	
<b>Submitted To:</b>	Mr. Tom Wilson	<b>Project Location:</b>	Lake Michigan: Offshore of Holland, MI - Intake Structure & Pipeline	
<b>TERMS AND CONDITIONS</b>				
<b>These terms and conditions are the primary overriding terms and conditions of services.</b>				
<b>23</b>	UCC assumes that dual (multiple) classifications can be utilized daily for each employee on the project as required.			
<b>24</b>	Per Diem will be billed at \$ 100 per day including non-working weekend days while on assignment. In the event the per diem rate does not adequately cover hotel/motel costs due to regional or seasonal price fluctuations, UCC reserves the right to invoice for hotels/motels at cost plus 10%. When this billing is necessary, UCC will also invoice for daily meal allowance at \$35.00/day/person.			
<b>25</b>	All pricing, as offered, excludes any applicable sales and/or use tax. For any services performed outside the state of CT, UCC is not responsible for collecting of/or remittance of sales tax.			
<b>26</b>	Invoices for services will be submitted monthly or upon completion and are payable in full within thirty (30) calendar days. Past due accounts are subject to 1.5% interest per month (18% per annum) on the unpaid balance as well as any costs and expenses including legal fees incurred by UCC to collect any amount due hereunder.			
<b>27</b>	In the event an invoice is not paid within our terms, or within previously agreed upon terms, it is UCC's policy to file a lien following 60 days of delinquency.			
<b>28</b>	UCC's proposal is valid for sixty (60) days from date of issuance unless otherwise noted.			
<b>29</b>	The parties consent to jurisdiction in a Michigan state court for any action hereunder, and the parties waive a trial by jury in any action hereunder.			
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<b>43</b>				
<b>44</b>				
Signed: _____ Date: _____				
Billing Address: _____				
In the event you do not have an established purchase order form or process, please provide billing address, sign, date, and return this proposal via fax to (860) 767-0612, or PDF via email to bbraley@uccdive.com. By signing this proposal, this will constitute a mutual agreement and you are acknowledging acceptance of this proposal and its terms and conditions in its entirety.				
AN EQUAL OPPORTUNITY EMPLOYER				

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO APPROVE CHANGE ORDER NUMBER TWO  
FOR SOFTWARE AND SOFTWARE SUPPORT AND MAINTENANCE SERVICES  
FOR POLICE REPORTING AND TO AUTHORIZE THE MAYOR AND  
CITY CLERK TO EXECUTE THE CHANGE ORDER

WHEREAS:

1. On July 17, 2017, City Council adopted Resolution number 25836 accepting a proposal from Core Technology for police reporting software and software support and maintenance services for police reporting at an initial cost of \$116,800.
2. On March 5, 2018, City Council adopted Resolution number 26005 for changes made in the scope of the project resulting in a \$6,460.00 credit.
3. As detailed in the attached Staff Report, Core Technology has provided the City with a quotation for additional changes in the scope of the project in the total amount of \$6,460.00.
4. Funds for the software and associated fees will be charged to account numbers 101-258-25800-806000 and 101-305-32500-956000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby approve change order number two for software and software support and maintenance services for police reporting resulting in the amount of \$6,460.00.
2. The Wyoming City Council does hereby authorize the Mayor and City Clerk to execute the Change Order.

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 April 2, 2018.

ATTACHMENTS:  
Staff Report  
Change Order Quotation

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. \_\_\_\_\_

## STAFF REPORT

Date: March 27, 2018

Subject: Caliber Public Safety/Core Technology–TIMS for Police Reporting  
Change Order #2

From: Lt. Mark Easterly

Meeting Date: April 2, 2018

### Recommendation:

It is recommended that the City of Wyoming accept a Change Order #2 with Caliber Public Safety / Core Technology for Police Reporting. The original contract was approved at the July 10, 2017, meeting.

### Sustainability Criteria:

Environmental Responsibility: The Department strives to be environmentally responsible and is contracting with a reputable company for the replacement of the current Reporting System. This proposal will have no impact on the environment or our natural resources

Social Equity: This recommendation will provide service to all residents of the City of Wyoming, and any other individual entered into the Criminal Justice System 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. The City of Wyoming is able to take full economic advantage of this purchase through the negotiated contract and subsequent savings in the annual support and maintenance fees.

Quality Customer Service: The Department of Public Safety relies heavily on its reporting system to accurately document its activities, and maintain our global subject, vehicle and property databases. There are many key components that are part of a comprehensive reporting system. We have found a system that has ease of use for our staff; efficiencies in data entry and paperwork distribution; and increased functionality from our current system. We look for this new software system to increase productivity and enhance customer service due to these efficiencies and increased functionality.

### Discussion:

In our original Staff Study we recommended the acceptance of the CORE Technology Police Records System with the electronic “Officer Daily” module. This module was bundled with the Supervisory Review function of the software package. In the last change order we subtracted the Officer Daily module and replaced it with a free version. Due to the fact that the module was

bundled, CORE Technology also subtracted the Supervisory Review module in the last change order. The Supervisory Review module is needed to provide submitted report management to the Department. This change order will add this module back into the software package. Lastly, this change order will provide the Evidence Audit module with enhancements to the software through minor development and deployments costs to enhance efficiencies within the evidence and property system for our FSU staff.

The City still has a credit of \$6,460.00 with CORE Technology due to the first change order costing less than the original invoice amount. This change order will utilize that credit to cover the needed modules, development and deployment costs. It also will cover the first year maintenance of the added modules.

**Recommendation:**

It is recommended that the City of Wyoming accept the Change Order #2. The document is dated March 26, 2018.

**Budget Impact:**

None at this time as we have a credit of \$6,460.00 with CORE Technology.



# Change Order Quotation

Dated: Mar-26-2018

**Expiration Date: Apr-30-2018**

**Core Technology Corporation**

Sarah Lee  
 7435 Westshire Dr., Lansing, MI 48917  
 Phone: (800) 338-2117  
 Fax: (517) 627-8944  
 slee@caliberpublicsafety.com

**Customer**

Lieutenant Mark Easterly  
 Wyoming Police Department  
 2300 De Hoop Ave SW  
 Wyoming, MI 49509

QTY	CHANGE ORDER ADDITIONS	UNIT PRICE		LINE TOTAL
1	TIMS Supervisory Review Module	\$1,000.00		\$1,000.00
1	TIMS Supervisory Review Module - Annual Support	\$900.00		\$900.00
1	TIMS Evidence Audit Module	\$2,000.00		\$2,000.00
1	TIMS Evidence Audit Module - Annual Support	\$600.00		\$600.00
1	TIMS Evidence Audit Module - Development and Deployment Services	\$1,960.00		\$1,960.00
<b>Subtotal</b>				<b>\$6,460.00</b>

QTY	CHANGE ORDER SUBTRACTIONS	UNIT PRICE		LINE TOTAL
1	Support - Talon Officer Daily for TIMS with Supervisory Review	\$1,800.00		\$1,800.00
1	Support - Talon Officer Daily eTicket Import	\$750.00		\$750.00
1	Support - Talon Officer Daily CAD Import non Call for Service	\$900.00		\$900.00
1	Implementation, Configuration and Web-based Training for Officer Daily	\$2,700.00	\$700.00	\$2,000.00
1	Implementation, Configuration and Web-based Training for Officer Daily CAD Import	\$750.00	\$250.00	\$500.00
1	Implementation, Configuration and Web-based Training for Officer Daily E-ticket Import	\$650.00	\$140	\$510.00
<b>Subtotal</b>				<b>\$6,460.00</b>

**Previous Product Balance** \$6,460.00  
**Remaining Total** \$0.00

**Notes**

\* Previous product balance of \$5950 was incorrect and should have been \$6460

**Payment Terms**

Software license fees are invoiced and due upon receipt of the order. Annual Support fees are invoiced and due after software implementation. First year software subscription fees are due upon receipt of order, and at each anniversary thereafter. Service fees are invoiced 50% upon receipt of order and 50% at completion of services. This price quote does not include tax.

**Terms & Conditions**

This is a price quote for the Core products and/or services named above and is valid through the Expiration Date stated herein. Core Technology Corporation reserves the right to withdraw this price quote if it is not accepted by the Expiration Date. Customer's signature below indicates full acceptance of the items above, and the terms and conditions stated herein.

- 1) This Order Authorization form incorporates by reference the following document(s) between Core and Customer: a) Software License Agreement; and (if applicable) b) Core Service Bureau terms and conditions; and (if applicable) c) Statement of Work.
- 2) Any purchase order provided by Customer is valid only for purposes of identifying the "bill to" and "ship to" addresses. No additional terms contained within the purchase order shall be binding on Core Technology Corporation.
- 3) Applicable taxes, shipping and handling are not included unless specifically stated and will be added to the invoice at the time of issuance.
- 4) Each party executing this Order Authorization acknowledge and warrant that [he][she] is duly authorized by Core and/or the Customer to execute this Order Authorization on Core's and/or the Customer's behalf.
- 5) Unless otherwise marked on the actual invoice, payment terms are net-30 days from the date of invoice.
- 6) Transmission of images of signed Order Authorization forms by facsimile, e-mail or other electronic means shall have the same effect as the delivery in person of manually signed document.

Core Technology Corporation:

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Customer:

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

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.
3. The purchase of the fitness/health and wellness equipment will require the approval of the attached budget amendment.

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
Fitness/Health and Wellness Equipment	Pro Maxima & American Home Fitness	Bid prices as shown on the attached Staff Report

2. The City Council does hereby approve the attached budget amendment which is required for the purchase of the fitness/health and wellness equipment.

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 April 2, 2018.

ATTACHMENTS:

Budget Amendment

Staff Report

Department of Public Safety Correspondence

\_\_\_\_\_  
Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. \_\_\_\_\_



## STAFF REPORT

DATE: March 22, 2018

SUBJECT: FEMA Grant – Health and Wellness Equipment

FROM: Lt. Dennis Van Tassell

MEETING DATE: April 2, 2018

### RECOMMENDATION:

It is recommended that the City Council approve the usage of excess funds that were received from the Federal Emergency Management Association (FEMA) through the AFG system. The original funding was used to purchase PPE extractors and drying systems. The excess grant money received through FEMA totals \$8,185.00. The City of Wyoming must match \$401.88 to receive total funding.

### SUSTAINABILITY CRITERIA:

Environmental Quality – Does not significantly impact this criterion.

Social Equity - This recommendation will provide equipment that will be utilized for health and wellness. Enhanced health and wellness will contribute to the strength and flexibility needed to accomplish work tasks effectively and efficiently. It also facilitates life safety for the fire fighters within the Wyoming Public Safety Department Fire Bureau because there is extensive data directly showing that personal health and wellness will lower municipal employee costs in the following areas: health insurance, injury prevention, and workers compensation costs.

Economic Strength: The Wyoming Department of Public Safety Fire Bureau is committed to providing excellent customer service. This additional equipment will be purchased by utilizing AFG grant funding that was granted through a Federal funding source (FEMA). The City of Wyoming is responsible to match \$401.88 of the money granted. The grant money received through FEMA totals \$8,177.00.

### DISCUSSION:

In 2016 the City of Wyoming Public Safety Department Fire Bureau wrote a grant to purchase two extractors (washing machines) used to clean fire turnout gear. In addition, the grant was written to provide drying systems for the fire department of the City of Wyoming. The grant was written following National Fire Protection Agency (NFPA) standards that were created for fire turnout gear. Fire turnout gear costs approximately \$2,500.00. Extractors and drying systems will help extend the service life of this equipment.

After purchasing the equipment requested originally from FEMA and following City of Wyoming bid and purchasing guidelines, there was \$8,185.00 in excess funds. The Wyoming Public Safety Department Fire Bureau is requesting health and wellness equipment that is also a request able purchase through the AFG guidelines. The FEMA Grant provides the funding necessary for this.

As highlighted in the tabulation below, it is recommended the City award the following equipment meeting the requested specifications to the low bids received. The bid requested the functional trainer have a minimum 200 lb. plus capability for the duel weight stack. The model bid by BSN Sports did not meet this requirement. It is recommended the bid for the functional trainer be awarded to the lowest bid meeting the specifications as received by Pro Maxima.

	Quantity	Vendor& Model	Total Bid Price		
Treadmill	1	American Home Fitness	\$4940.00		
		Pro Maxima	\$3624.00		
		Matrix Fitness	\$3723.25		
		BSN Sports	\$4302.00		
		All-Pro Exercise	\$3995.00		
Functional Trainer	1	American Home Fitness	\$2833.00		
		Pro Maxima	\$2725.00		
		Matrix Fitness	\$3329.25		
		BSN Sports	\$1716.00		
		All-Pro Exercise	\$3395.00		
Power Rack	1	American Home Fitness	\$840.00		
		Pro Maxima	\$765.00		
		Matrix Fitness	\$1868.75		
		BSN Sports	\$856.00		
		All-Pro Exercise	\$1595.00		
Rowing Machine	1	American Home Fitness	\$996.00		
		Pro Maxima	\$985.00		
		Matrix Fitness	\$1101.75		
		BSN Sports	\$978.00		
		All-Pro Exercise	\$995.00		
Dumbbell Set	1	American Home Fitness	\$66.50		
		Pro Maxima	\$38.00		
		BSN Sports	\$499.12		
		All-Pro Exercise	\$100.00		
Exercise Balls					
55, 65, 75 cm	1	American Home Fitness	\$12.00	\$13.00	\$15.00
		Pro Maxima	\$26.95	\$29.95	\$34.95
		BSN Sports	\$19.44	\$22.79	\$26.14
		All-Pro Exercise	\$49.00	\$59.00	\$69.00
Total			\$8,177.00		

**BUDGET IMPACT:**

The Wyoming Public Safety Department Fire Bureau wrote and received a grant through the Federal Emergency Management Association (FEMA). The grant was received through the AFG system. Due to the parameters of the granting system, the City of Wyoming was responsible to match 10% of the money granted. The City will be responsible to spend \$401.88 to receive the listed funds.

# Wyoming Department of Public Safety

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**Subject:** Wellness Program  
**Order Number:** 400.W.2  
**Effective Date:** Date 05/27/14 **Revised:**

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## I. PURPOSE

The purpose of this policy is to establish the Wyoming Department of Public Safety's commitment to the wellness for all personnel. It establishes a voluntary fitness evaluation program and encourages all employees to maintain a fit and healthy life-style. This directive also establishes guidelines for fitness assessments.

## II. POLICY

- A. It is the mission of the Wyoming Department of Public Safety to provide the best possible service to those who live, work, and visit The City of Wyoming. In order for the department to carry out this responsibility, it is important that each employee maintain a reasonable level of physical fitness and overall wellness. This will enhance the employee's ability to accomplish the essential job functions within their job description while reducing risk of injury and illness.
- B. In many occupations, the daily level of physical exertion is predictable. However, public safety is not one of them. Public Safety personnel may operate at a minimal level of physical exertion for extended periods and suddenly be called upon to exert a maximum amount of physical and mental energy. Consequently, it is incumbent upon each employee to ensure that they are physically fit and able to endure both physical and mental stress, as lives, including their own, can depend on it. A wellness program will develop, enhance and maintain a satisfactory level of physical fitness and overall personal wellness.
- C. The Wyoming Department of Public Safety's Wellness Program is a multi-faceted approach to overall psychological and physiological health. While all components in the program are voluntary, the department strongly supports participation by all personnel.
- D. All Department of Public Safety employees are encouraged to participate in the annual wellness assessment. Employees are not required to participate in the assessment in order to work out while on-duty.

## III. PROCEDURE

- A. On-duty workouts
  - 1. Police
    - a. During first and second shifts, only one patrol officer from each shift will be allowed to work out at any given time, and no more than two during third shift or during the overlap of second and third shifts.

# Wyoming Department of Public Safety



**Subject:** Wellness Program  
**Order Number:** 400.W.2  
**Effective Date:** Date 05/27/14 **Revised:**

- b. No one will be allowed to work out at any time without direct approval from a command officer.
- c. All patrol officers who work out on duty will be required to check in and out with dispatch.
- d. A spotter is recommended during heavy free-weight workouts.
- e. Employees subject to emergency call out (e.g. Patrol Officers, Community Services Unit, etc.) shall have their portable radios with them and the volume turned up to a level in which the officer can monitor radio traffic.
- f. Time provided-two options
  - The time allowed for a work out will be the accumulation of all contractual breaks (75 minutes) to change into work out clothing, exercise, shower, and return to service. Once the accumulations of all breaks are used, no officer will be allowed to take an "out-of-the-car" or at home break. Consuming a prepared meal from home "for the road" would be acceptable.

Or:

- Officers are allowed sixty (60) minutes total to change into work out clothing, exercise, shower, and return to service, officers are then allowed one break of fifteen (15) minutes.
- g. No calls for service will be held back. Calls will be handled the same way as they currently are being handled for breaks.
  - h. If at any time a commander feels that an officer is abusing their work out privilege (i.e. using their workout time for something other than physical fitness) the officer can be subjected to disciplinary action.
  - i. Essential personnel (patrol) shall restrict their workout's to the property at 2300 DeHoop Ave. (Public Safety Headquarters).

## 2. Fire

- a. Firefighters may work out at any time during their 24 or 12 hour shift provided.
- b. The work out does not interfere with daily activities.

# Wyoming Department of Public Safety



**Subject:** Wellness Program  
**Order Number:** 400.W.2  
**Effective Date:** Date 05/27/14 **Revised:**

- c. Personnel are still available and are required to respond to calls on their assigned unit.
- d. No one will be allowed to work out at any time without direct approval from the shift officer.
- e. Forethought should be given to the potential of going from a strenuous exercise routine to an alarm response.
- f. Firefighters shall insure that they are able to hear the station radio and "red phone" so as to not miss a call or delay a response.

### 3. Civilian Personnel

- a. No one will be allowed to work out at any time without direct approval from a supervisor.
- b. A spotter is recommended during heavy free-weight work outs.
- c. The maximum time allowed for a work out will be the accumulation of all breaks (60 minutes) to change into work out clothing, exercise, shower and return to service.

### B. Wellness Program Components

1. During the course of the year, the department will sponsor "brown bag lunches" with hosted speakers and/or small group workshops addressing personal health issues and seminars geared towards increased awareness of physical and mental health issues.
2. The department has a trained Physical Fitness Coordinator and physical fitness instructors who are able to provide personal counseling sessions on:
  - a. Safe exercise techniques
  - b. Assistance in developing a personal workout schedule

### C. Physical Examinations

1. Department of Public Safety employees who voluntarily participate in the Physical Standards Assessment are required to have a physical exam completed by a physician and to have clearance from the physician to participate. Both the employee and the physician must sign the clearance and consent form releasing the Department and the City of Wyoming from liability prior to participation ([See Attachment C](#)).

# Wyoming Department of Public Safety

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**Subject:** Wellness Program  
**Order Number:** 400.W.2  
**Effective Date:** Date 05/27/14 **Revised:**

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## D. Evaluation Criteria

### 1. The Cooper Standards:

- a. The Cooper Standards consist of a well-documented data-base established by the Cooper Institute of Aerobic Research in Dallas, Texas. Over a period of years, they administered standardized tests across the country.
- b. The standardized and validated results are commonly referred to as "The Cooper Standards." They are used by fitness experts across the country as a benchmark for comparison to determine an individual's level of fitness.
- c. A copy of the Cooper Law Enforcement Norms are posted in the fitness center ([See Attachment A and B](#)).
- d. While the criteria may show a strength or weakness in certain areas, this information is for the employee's benefit alone and no additional requirements will be made on the employee based on this assessment.

## E. Physical Fitness Assessments:

To help employees assess their personal level of fitness, the department sponsors voluntary physical fitness assessments.

1. The assessment will take place once each calendar year. In conjunction with the Training Unit, the Physical Fitness Instructor will schedule the annual assessment.
2. Employees who do not wish to participate in the testing will assume their normal duty assignment during the assessment.
3. The results are scored by comparison with "The Cooper Standards". The score sheets are to be maintained by the participant.

## F. Assessment Procedures

Since physical fitness relates to an individual's total physiological wellness, it involves measures and levels of explosive power, absolute strength, dynamic strength, cardiovascular endurance, and anaerobic power and response to physical activity. The assessment procedure is separated into 4 different levels. Level 1 consists of non-strenuous techniques

# Wyoming Department of Public Safety



**Subject:** Wellness Program  
**Order Number:** 400.W.2  
**Effective Date:** Date 05/27/14 **Revised:**

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designed to determine a Department of Public Safety employees risk in participating in Levels 2-4. Level 2 is also used to determine an employee's level

of risk; however it incorporates a mildly strenuous assessment, the 3-minute step test. Level 3 consists of the six physical assessment events. Level 4 involves converting the information gathered in the previous levels into a realistic fitness and well-being plan for each individual employee. This plan will consist of Goal Setting, Exercise and Feedback. All participants are required to pass Levels 1 and 2 before being allowed to continue with Levels 3 and 4.

1. Level 1 – Medical Screening

- a. Turn in Attachment C
- b. Resting blood pressure
- c. Resting pulse rate

Participants who have medical concerns identified during the pre-screening by either the coordinator or their physician will not be allowed to proceed in the assessment.

2. Level 2 – 3-Minute Step Test

3. Level 3 – Physical Standards Assessment

- a. Vertical jump (explosive power of lower body)
- b. 1RM Free-Weight Bench-Press (absolute strength)
- c. 1-Minute Sit-up Assessment (dynamic strength)
- d. 300-Meter Run Assessment (anaerobic power)
- e. 1-Minute Absolute Push-up Assessment (dynamic strength)
- f. 1.5 Mile Run Assessment (aerobic power)

4. Level 4 – Fitness Program

- a. Goal Setting
- b. Exercise
- c. Feedback

G. Physical Standards Assessment Protocols

Each of the six events used in the physical assessment have specific assessment protocols that must be adhered to in order to maintain the validity of the assessment. Because of this, a certified physical trainer must be onsite to observe and administer the assessment. c Prior to each event, the trainer will advise participating personnel of the specific protocols required for the particular event. Employees are expected to adhere to these protocols, whether acting as a direct

# Wyoming Department of Public Safety

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**Subject:** Wellness Program  
**Order Number:** 400.W.2  
**Effective Date:** Date 05/27/14 **Revised:**

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participant or as a spotter/partner. A failure to follow instructions may result in a failing score for the event, and require the participant to make an additional attempt(s). The number of attempts granted to a participant as the result of failure will be at the discretion of the trainer, and will be contingent on, among other considerations, the trainer's perception as to the participant's level of fitness; presence of any known injury/illness; level of fatigue.

1. Vertical Jump: The objective of this assessment is to measure the explosive power of the lower body. This test will measure the difference between participants standing vertical reach and the height of their reach during a vertical jump. The positioning for the vertical jump test is as follows:
  - a. Prior to the beginning of the test, participants stand flat footed, perpendicular to the wall with shoulder of the arm they will be reaching with against the wall.
  - b. They must then reach as high as possible with the arm against the wall and mark the wall with the marker to indicate the highest reach.
  - c. They must then set their feet with either both feet together or one foot staggered, but one foot must remain stationary on the floor at the time of the jump.
  - d. Once in position, they should jump as high as possible and mark the wall with the marker.
  - e. The score is the difference between the initial reach and the mark at the top of the jump to the nearest  $\frac{1}{2}$  inch. The best measurement of the three attempts will be recorded.
2. 1 RM Free-Weight Bench-Press: The objective of this assessment is to bench-press as much weight as possible in 1 repetition: 1RM or 1 Rep Max. This assessment measures the absolute strength of the upper body.
  - a. Two experienced spotters must be used, one at each end of the bar.
  - b. The starting weight is suggested at  $\frac{2}{3}$  of body weight.
  - c. With the participant in the supine position, the spotters will lower the bar to the level of the officer's chest/safety bar, so that the officer's upper arms are no lower than parallel to the floor. The officer should have a slightly wider than shoulder width grip on the bar.

# Wyoming Department of Public Safety



**Subject:** Wellness Program  
**Order Number:** 400.W.2  
**Effective Date:** Date 05/27/14 **Revised:**

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- Recommended: Use of the support bars on the bench press rack to place that bar at the proper starting position (90 degrees).
- d. The participant then presses the bar to full extension while exhaling.
  - e. The spotters replace the bar on the rack and increase the weight, as necessary.
  - f. Repeat steps 3, 4 & 5 until the 1RM is reached. This should take approximately 5 to 6 trials.
  - g. The 1RM free-weight bench press score is then converted to 1RM Universal bench press score as follows:
    - $1\text{RM Universal} = (1.016 \times 1\text{RM free weight}) + 18.41 \text{ lbs. MALE}$   
 $1\text{RM Universal} = (0.848 \times 1\text{RM free weight}) + 21.37 \text{ lbs. FEMALE}$
    - The estimated 1RM Universal is then divided by the participant's body weight to obtain the Bench-Press Ratio.
    - The score is the Bench-Press Ratio.
3. 1 Minute Sit-Up Assessment: The objective of this assessment is to complete as many correct sit-ups as possible in one minute. This assessment measures abdominal muscular endurance/dynamic strength.
- a. Participants start by lying on their backs with their knees bent, heels flat on the floor, and fingers laced and held behind the head. The buttocks must remain on the floor with no thrusting of the hips.
  - b. A partner holds the feet down firmly.
  - c. Participants then perform as many correct sit-ups as possible in one minute.
  - d. In the up position, participants should touch elbows to knees and then return until the shoulder blades touch the floor.
  - e. The neck must remain in a neutral position.
  - f. Participants may not pull on the neck or head
  - g. Breathing should be as normal as possible, making sure participants do not hold their breath during the up phase.

# Wyoming Department of Public Safety

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**Subject:** Wellness Program  
**Order Number:** 400.W.2  
**Effective Date:** Date 05/27/14 **Revised:**

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4. 300 Meter Run: The objective of this assessment is to cover the distance as quickly as possible. This assessment measures anaerobic power.
  - a. Participants should not eat a heavy meal or smoke for at least 2-3 hours before the assessment.
  - b. Participants must run 300 meters at maximal level of effort for time.
  - c. Upon assessment completion, a mandatory cool down period is enforced. Participants should walk slowly for about 5 minutes immediately after the run to prevent the venous pooling of blood to the lower extremities.
  - d. The score is the total elapsed time
  
5. 1 Minute Absolute Push-Up Assessment: The objective of this assessment is to complete as many correct push-ups as possible in one minute. This assessment measures the muscular endurance/dynamic strength of the upper body.
  - a. Hands are placed slightly wider than shoulder width apart, with fingers pointing forward. A partner places one fist or other similarly sized object on the floor below the officer's chest.
  - b. Starting from the up position (elbows extended), the participant must keep the back straight at all times and lower the body to the floor until the chest touches the partner's fist or object. The participant then returns to the up position. This is counted as one repetition.
  - c. Resting may be done in the up position.
  - d. The score is the total number of correct push-ups completed in one minute.
  
6. 1.5 Mile Run: The objective in the 1.5-mile run is to cover the distance as fast as possible. This assessment measures aerobic power, or cardiovascular endurance.
  - a. Participants should not eat a heavy meal or smoke for at least 2-3 hours before the test.
  - b. If possible, participants should practice pacing themselves over the required distance before the assessment day. Often, subjects will attempt to run too fast early in the run and become fatigued prematurely.

# Wyoming Department of Public Safety



**Subject:** Wellness Program  
**Order Number:** 400.W.2  
**Effective Date:** Date 05/27/14 **Revised:**

- 
- c. The participant runs 1.5 miles as fast as possible.
  - d. During the administration of the assessment, finish times will be called out and recorded.
  - e. Upon assessment completion, a mandatory cool down period is enforced. Participants should walk slowly for about 5 minutes immediately after the run to prevent the venous pooling of blood to the lower extremities.
  - f. The score is the total elapsed time.

## H. Psychological Well-Being Assessments

1. Research has proven that there is a significant difference between STRESS and TRAUMA?
2. Stress happens. We all experience stress at some point, every day of our lives, regardless of our occupations.
  - a. Stress is inescapable. It happens at varying levels.
  - b. Stress is a process that is multifaceted, and is caused by stressors or stressful events.
  - c. The Centers for Disease Control (CDC) says 90+% of illness and disease is directly related to stress.
  - d. Stress can cause a number of medical ailments that could lead to a serious illness including death.
  - e. Many of the recommended or prescribed remedies can alleviate the effects of stress, but if they do not, they are at least benign.
    - 1) Exercise
    - 2) Diet
    - 3) Meditation
    - 4) Counseling therapies
3. Trauma happens to you. It is a damage done to a person's feelings, an injury to the psyche as a result of some event.
  - a. Unlike stress, the trauma that causes Post Traumatic Stress Disorder (PTSD) is not simply an injury to one's "feelings." It is physical as well as emotional damage that is actually done to the brain.

# Wyoming Department of Public Safety



**Subject:** Wellness Program  
**Order Number:** 400.W.2  
**Effective Date:** Date 05/27/14 **Revised:**

- 
- b. The trauma can be one incident or the incidents can be cumulative. A layering of events.
  - c. Cumulative or mixed trauma, on the other hand, takes place over years and is a “witch’s brew” that can lead to a lifetime of nightmares.
4. Annual Voluntary Mental Health Check
- 1. What is the annual mental health check? First, it's voluntary and strictly confidential. And simply put, this is an annual process in which it is strongly recommended that an officer visit a licensed therapist once a year for at least one visit as a “checkup.” Much in the same way one visits a doctor for an annual physical or a dentist for a cleaning and check for cavities and other problems.
  - 2. A career in public safety is one of the most toxic, dangerous, violent and traumatic in the world. Public safety officers deal with the stressors and traumas on the streets every day and every night, then go home and try to lead a healthy home life. The employee(s) are dealing with stress, but more importantly, the employee(s) is dealing with trauma on a continuum. While each traumatic incident may not disable you immediately, the employee(s) is dealing with it nonetheless, year after year, decade after decade.
  - 3. The idea behind the annual mental health check is not that “something is wrong.” It's a matter of taking charge of the employee’s own personal health - their emotional well-being.

I. Follow Up

The department’s Physical Fitness Instructor will be available to assist Department of Public Safety personnel in developing voluntary programs to aid them in improving their overall fitness from the initial level of determination.

\* \*



\* \*

History: 06/05/14

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James E. Carmody  
Director of Police and Fire Services

ORDINANCE NO. 4-18

AN ORDINANCE TO AMEND SECTION 90-32 OF THE CODE OF THE  
CITY OF WYOMING BY ADDING SUBSECTION (111) THERETO

THE CITY OF WYOMING ORDAINS:

Section 1. That Section 90-32 of the Code of the City of Wyoming is hereby amended by adding Subsection (111) thereto, to read as follows:

- (111) To Rezone 2.3 Acres from R-2 Single Family Residential to R-7 Residential  
(Northeast Corner of Burlingame Avenue and 36<sup>th</sup> Street SW)

LEGAL DESCRIPTION:

That part of the SW 1/4 of Section 14, T6N, R12W, City of Wyoming, Kent County, Michigan described as: Beginning at the SW Corner of said Section, thence N00°02'07"E 292.96 feet; thence S87°54'00"E 160.03 feet; thence S00°02'07"W 120.00 feet; thence S87°53'57"E 202.21 feet; thence N67°36'45"E 106.19 feet; thence S00°02'07"W 217.00 feet; thence N87°54'00"W 460.46 feet to the point of beginning.

CONTAINS: 2.32 Acres with ROW, 1.66 Acres excluding ROW

Section 2. 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 regular session of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Kelli A. Vandenberg  
Wyoming City Clerk

February 28, 2018

Ms. Kelli A. VandenBerg  
City Clerk  
Wyoming, MI

**Subject:** Request to rezone 2.3 acres from R-2 Single Family Residential to R-7 Residential. The property is located at the northeast corner of Burlingame Avenue and 36<sup>th</sup> Street, SW.

**Recommendation:** To approve the subject rezoning request.

Dear Ms. VandenBerg:

The above referenced request was reviewed by the Wyoming Planning Commission at its regular meeting on February 20, 2018. A motion was made by Smart, supported by Micele, to recommend to City Council approval of the rezoning request. The motion passed unanimously. While a more detailed review is available in the Planning Commission minutes, the following is provided as basic background information.

The petitioner has optioned this 6.9 acre property from Wyoming Public Schools with the intention of developing a 16 lot single family subdivision and a 12 unit townhouse rental development. The 16 lot subdivision is permitted under the existing R-2 Single Family zoning. The proposed 2.3 acre townhouse development is not permitted under the existing zoning and is being requested to be rezoned to R-7 Residential.

If this 2.3 acre site is rezoned, a detailed site plan for the townhouses would be required to be approved by the Planning Commission. That plan would include full engineering, architectural façade plans and landscaping. The approval process would not include a public hearing. The petitioner has provided the attached renderings as an example of the townhouses that can be expected. The units would be two stories, with two bedrooms, with both attached and detached garages. It should also be noted that if this development proceeds to site plan approval a variance from the Board of Zoning Appeals would be required for the 25 foot front yard setback instead of the 35 feet required by ordinance.



CITY COUNCIL

Bill VerHulst   Dan Burrill   Kent Vanderwood   Marissa Postler   Robert Postema   Sam Bolt

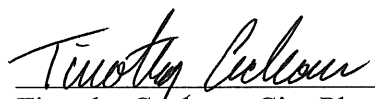
**Jack A. Poll, Mayor**

The desired single family subdivision would have street access to Burlingame Avenue. This street would also provide the access to the townhomes. This would be beneficial for traffic safety as no additional driveways would be needed at the busy intersection of Burlingame Avenue and 36th Street. The development of a plat on this small and irregular parcel would inherently leave a problematic strip along the frontage of 36th Street that would not be suitable for inclusion with the single family lots. The townhouse proposal represents a viable and suitable land use for this strip.

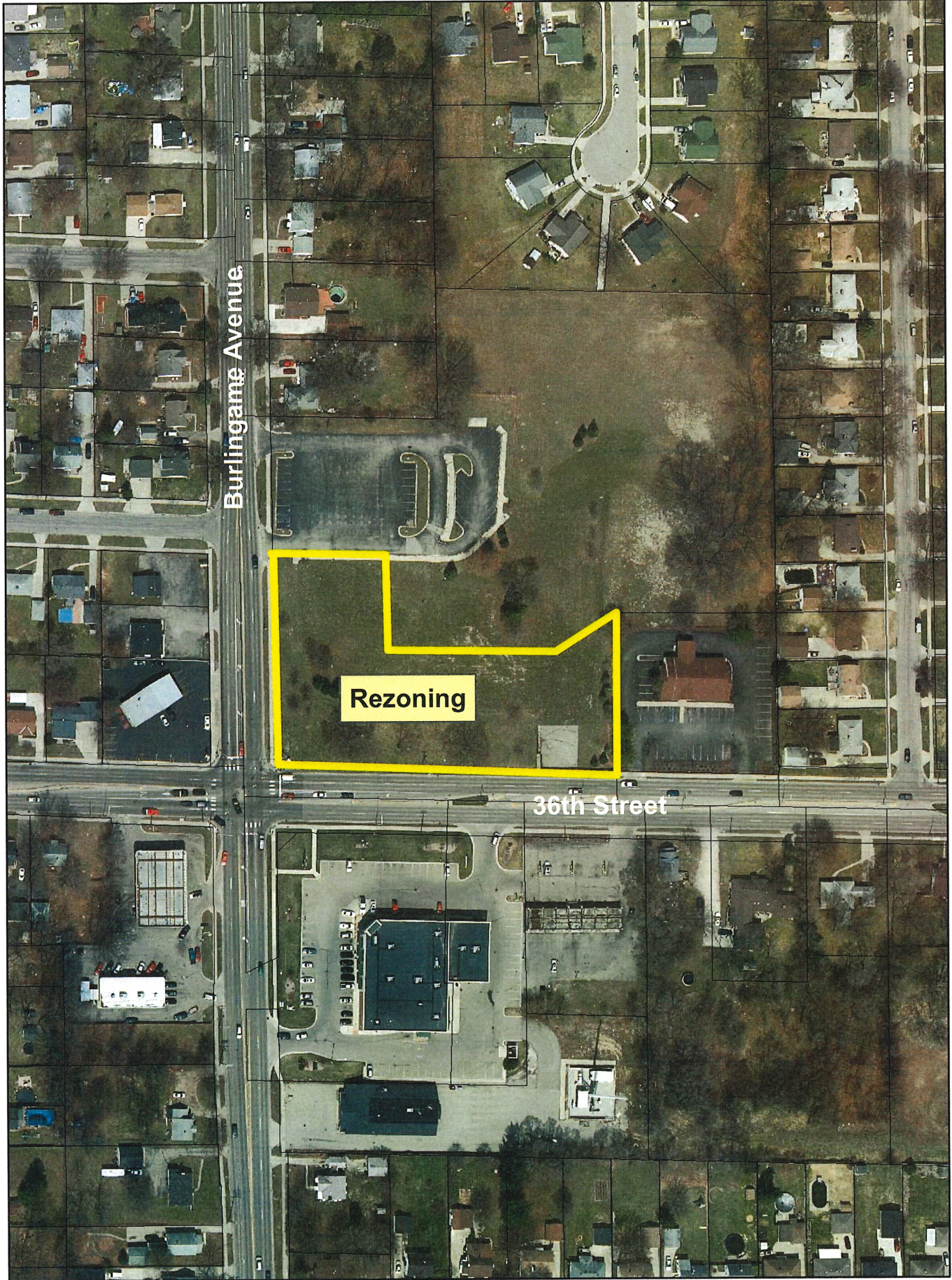
The City of Wyoming Land Use Plan 2020 was adopted in 2006. It identifies this site (see attached) as being appropriate for Low-Medium Density Residential (3.5 to 6 units per acre). This is the same designation as the surrounding neighborhoods. At the time of development of the Land Use Plan the elementary school was in operation and no additional consideration was given to this property. The proposed townhouse development would have a density of 5.2 units per acre. The townhouses, in addition to the intended subdivision, would have an overall density of 4.1 units per acre. The adopted Analysis of Impediments and Housing Needs Assessment 2013 specifically identifies that this site (see attached) could be developed in a variety of ways, "including senior housing, apartments, townhomes or other housing options. The rezoning proposal, to accommodate a mix of single family homes and townhouses, complies with the Analysis of Impediments land use recommendation. A letter of support from the Wyoming Public School Board was also submitted.

The Development Review Team suggested the Planning Commission recommend to the City Council approval of the rezoning request. At the public hearing, a nearby property owner spoke to how the proposed use would not be appropriate for this site.

Respectfully submitted,

  
\_\_\_\_\_  
Timothy Cochran, City Planner  
Planning and Development Department

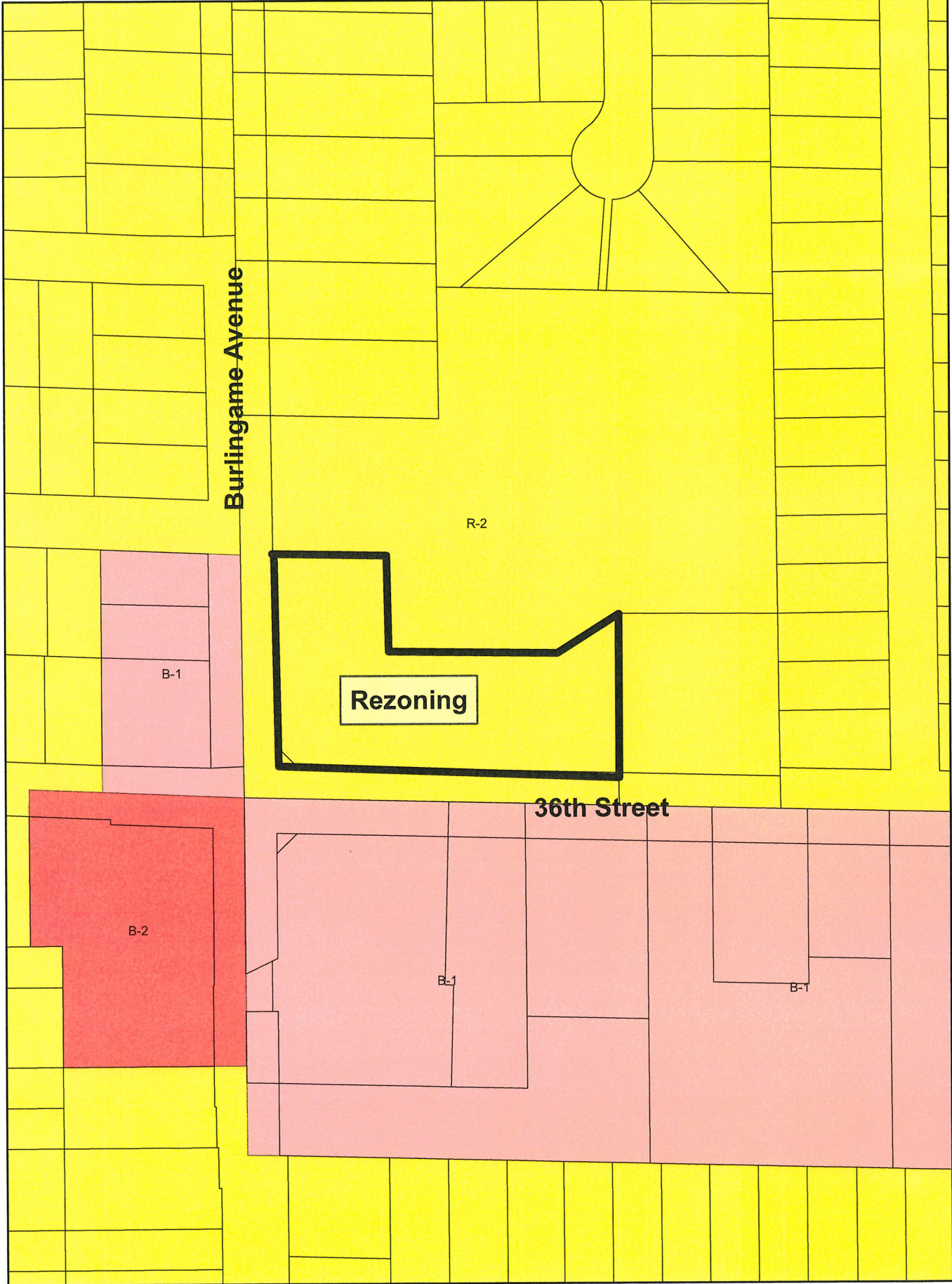
cc: Curtis Holt, City Manager  
Rebecca Rynbrandt, Director of Community Services



Burlingame Avenue

Rezoning

36th Street



Burlingame Avenue

R-2

Rezoning

B-1

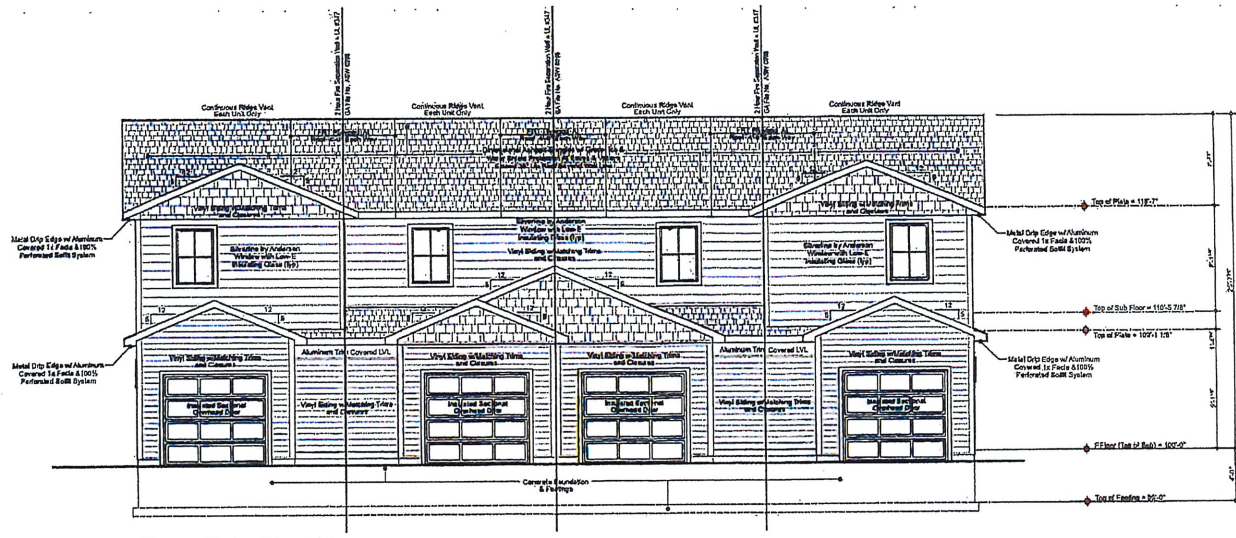
36th Street

B-2

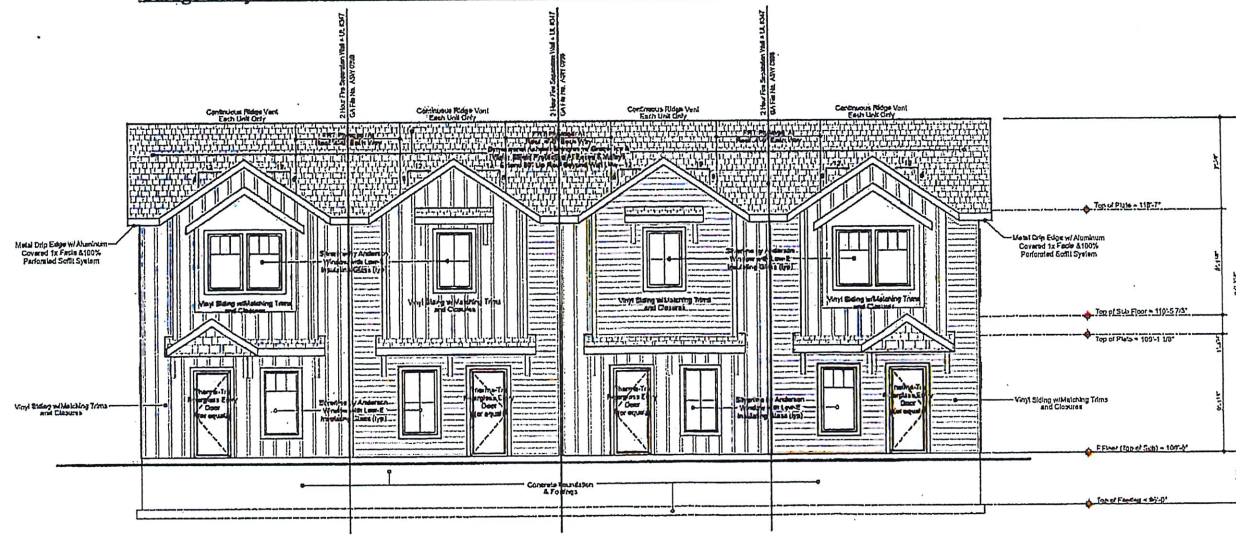
B-1

B-1





Garage Entry Elevation



Front Entry Elevation

Elevation Notes

Unless otherwise specified, paper a minimum of one layer, 15 pound...  
 Flashing approved corrosion resistant flashing shall be provided to the...  
 All wall and roof intersections shall be waterproofed to prevent water from...  
 At the top of all exterior windows and door openings in which a window or...  
 The flashing shall extend to the surface of the exterior wall and shall be...  
 At the intersection of chimneys or other masonry construction with frame or...  
 Where exterior patches, repairs, or stains attach to a wall or floor assembly of...  
 All wall and roof intersections.



GEN 1  
Architectural Group

City Side Townhouses



Exterior Elevations

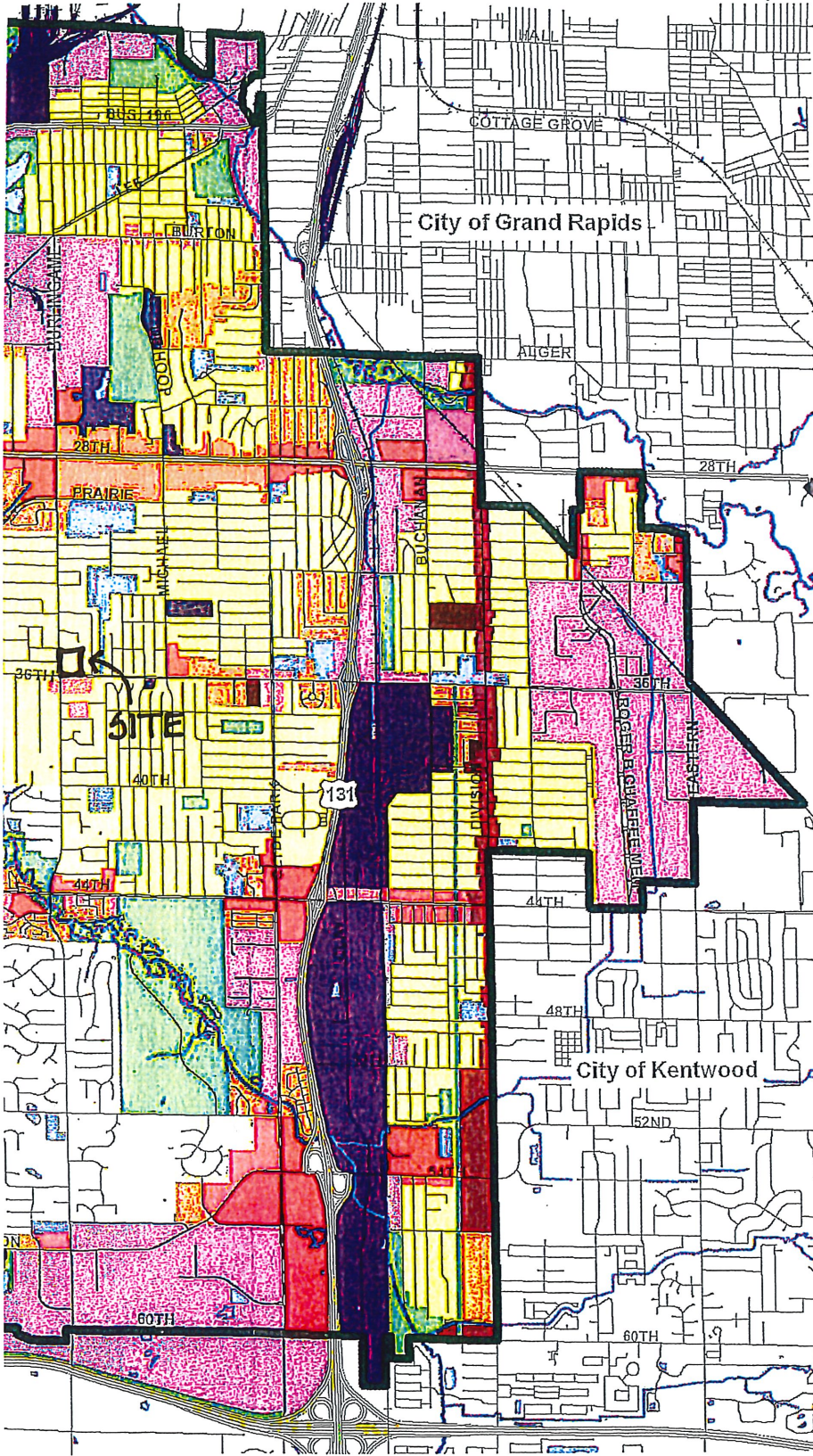
Sheet No. 407  
 Oct. 3, 2018 Issue For Permit  
 Oct. 4, 2018 Permit - issued  
 Oct. 8, 2018 Two Week Update

A4

12/22/2018

# Future Land Use

City of Wyoming  
Kent County, MI



## Future Land Use Categories

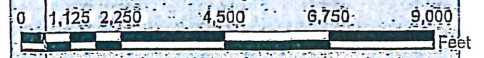
-  Low Density Residential (up to 3.5 units/ac.)
-  Mixed Residential (up to 4 units/ac.)
-  Low-Medium Density Residential (3.5 to 6 units/ac.)
-  Medium-High Density Residential (6 to 16 units/ac.)
-  High Density Residential (16+ units/ac.)
-  Neighborhood Commercial
-  Office Service
-  Community Commercial
-  Downtown Center
-  Mixed Use
-  Division Avenue Commercial
-  Medical Village
-  Business Industrial
-  General Industrial
-  Parks & Open Space
-  Schools
-  City Buildings

December 2009



LSI Planning, Inc.

Data Sources:  
REGIS  
Michigan Center for Geographic Information

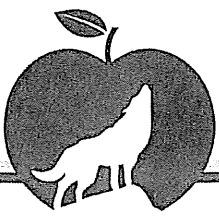


**36<sup>th</sup>/Burlingame**

The corner of 36<sup>th</sup> Street and Burlingame Avenue is a vacant lot that used to hold a school and is one of the few large redevelopment sites away from the 28<sup>th</sup> Street and Division Avenue corridors. Surrounded by Post-War Community typology housing, the site could be redeveloped in a number of ways, including senior housing, apartments, townhomes, or other housing options. It could also have a retail or institutional component to provide a mix of uses at the busy intersection.

**Figure VI.4: Potential Infill Site at 36th Street and Burlingame Avenue**





# WYOMING PUBLIC SCHOOLS

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January 29, 2018

City of Wyoming Planning Commission  
1155 28<sup>th</sup> Street SW  
Wyoming, MI 49509

Planning Commission Members:

We are writing to convey our support for the project proposed by Grandview Ventures, LLC on our former East Elementary property at 36<sup>th</sup> and Burlingame (proposed site plan attached).

The district believes that the character of the proposed development is appropriate for the immediate neighborhood. Previous plans for this parcel were not supported by the district due to the high-density nature of the development. We feel that single-family homes are appropriate where lot lines will be shared with homeowners along Parkland, Charles Russell and the two residential parcels along Burlingame that abut this site.

And we feel that the three, four-unit apartment buildings along the 36<sup>th</sup> Street corridor will fill a need in our community for quality rental units. That lot line is not ideal for new single family homes, and adding retail or commercial space on a speculative basis doesn't make sense either.

While some may wish to see this entire parcel remain open green space, having a non-taxable, undeveloped parcel of that size remain vacant while the community has a need for a variety of housing options does seem appropriate.

We fully support this project and believe that it represents the highest and best use of this parcel. Please don't hesitate to contact the superintendent's office with any questions.

Sincerely,

Dr. Thomas Reeder  
Superintendent

Mr. Craig Popma  
Board of Education President

ORDINANCE NO. 5-18

AN ORDINANCE TO AMEND SECTION 90-32 OF THE CODE OF THE  
CITY OF WYOMING BY ADDING SUBSECTION (112) THERETO

THE CITY OF WYOMING ORDAINS:

Section 1. That Section 90-32 of the Code of the City of Wyoming is hereby amended by adding Subsection (112) thereto, to read as follows:

- (112) To Rezone 21 and 27 Floyd Street SW from Form Based Code to R-2 Single Family Residential

Section 2. 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 regular session of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Kelli A. Vandenberg  
Wyoming City Clerk

February 27, 2018

Ms. Kelli A. VandenBerg  
City Clerk  
Wyoming, MI

**Subject:** Request to rezone 21 and 27 Floyd Street, SW from Form Based Code to R-2 Single Family Residential.

**Recommendation:** To approve the subject rezoning request.

Dear Ms. VandenBerg:

The above referenced request was reviewed by the Wyoming Planning Commission at its regular meeting on February 20, 2018. A motion was made by Hegyi, supported by Smart, to recommend to City Council approval of the rezoning request. The motion passed unanimously. While a more detailed review is available in the Planning Commission minutes, the following is provided as basic background information.

These two properties are part of a residential subdivision that was developed with Floyd Street. Subsequently, the need for commercial business expansions along Division Avenue beginning in the late 1940's and continued through the 1970's, caused the City to rezone residential properties along the back side to commercial to allow for acquisitions and property assembly. This resulted in a staggered commercial / residential zoning line all along the 4 ½ miles of our Division Avenue corridor. In August 2016, the City rezoned all commercial properties along Division Avenue to Form Based Code, including the two subject lots. This was done to take advantage of the Bus Rapid Transit Silverline and allow greater opportunities for redevelopment along the corridor.

Under the Zoning Ordinance provisions, existing residences in all commercial zonings have the right to rebuild if damaged or destroyed. However, none of the commercial districts allow for new single family residences to be constructed. This reconstruction provision allows for homes to be sold through mortgage lenders.

In May 2013, the Board of Zoning Appeals granted a use variance and property dimensional variances to these subject properties. The variances provided for the splitting of the property (27 Floyd) into the two lots and the possibility of constructing a home on what would become the east lot (21 Floyd). By state and local law, variances are valid for six months or they expire. The



CITY COUNCIL

Bill VerHulst   Dan Burrill   Kent Vanderwood   Marissa Postler   Robert Postema   Sam Bolt

**Jack A. Poll, Mayor**

property was subsequently split creating the two lots. However, the residence was not built and the use variance approval expired. Rather than seek reauthorization of the use variance, the purchaser of the vacant lot (21 Floyd) requested rezoning of the property to R-2 Single Family Residential. This is the zoning that extends west along Floyd Street through the subdivisions. Having the property zoned R-2, rather than FBC, is far cleaner for obtaining a mortgage and would eliminate potential future issues with the use of the property. City staff added 27 Floyd into the rezoning to establish the zoning tie with the existing homes along Floyd Street and to align the proper zoning with the use of the property. City staff chose not to include the residence to the east (15 Floyd) in the rezoning as that property is bordered by a commercial development and an unused large parking lot. The redevelopment potential for that northwest corner of Division Avenue and Floyd Street would remain more viable if that site retains its FBC zoning. Once again, if that home would be damaged or destroyed it could be rebuilt.

At the public hearing, a representative for the petitioner stated their desire to build a handicapped accessible home on the vacant lot for the disabled veteran.

The proposed rezoning and subsequent home development would provide new housing which promotes social equity. The City's economic strength is improved slightly with the construction of the home. Environmental quality is not substantially impacted with this proposal. Overall, the proposed rezoning and subsequent home development conforms to the City of Wyoming sustainability principals.

The Development Review Team suggested the Planning Commission recommend to the City Council approval of the rezoning request.

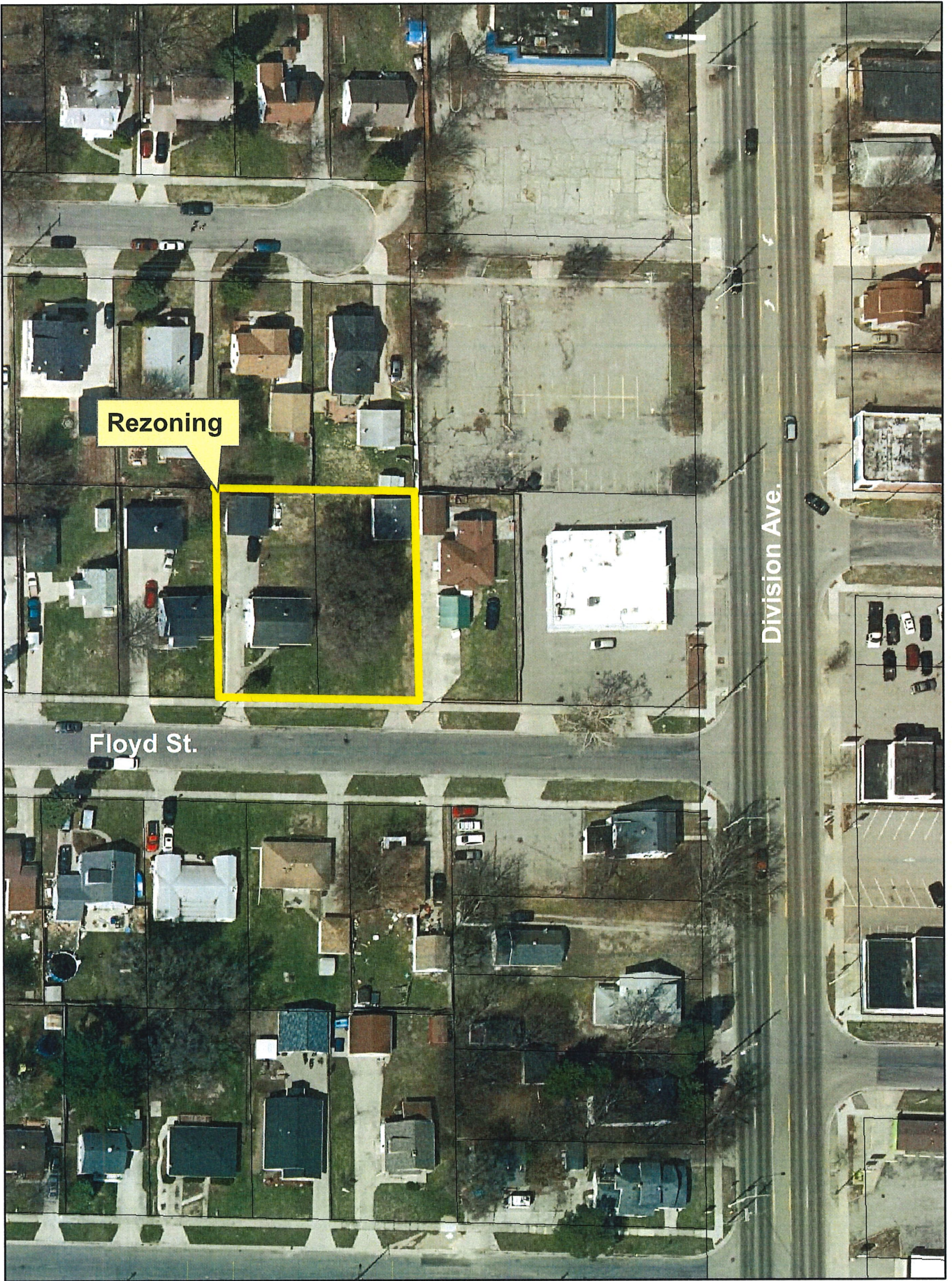
Respectfully submitted,



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Timothy Cochran, City Planner  
Planning and Development Department

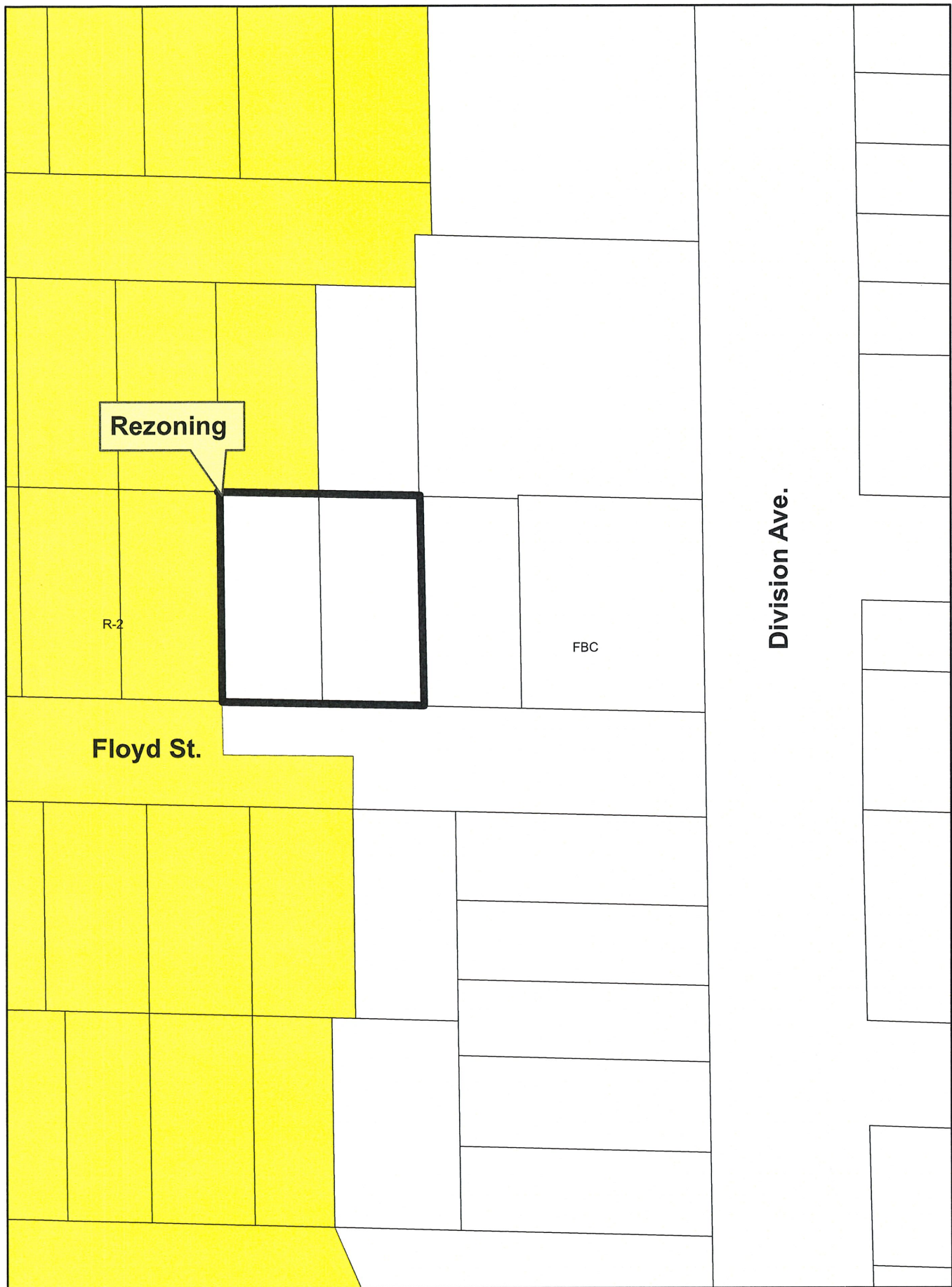
cc: Curtis Holt, City Manager  
Rebecca Rynbrandt, Director of Community Services



Rezoning

Floyd St.

Division Ave.



Rezoning

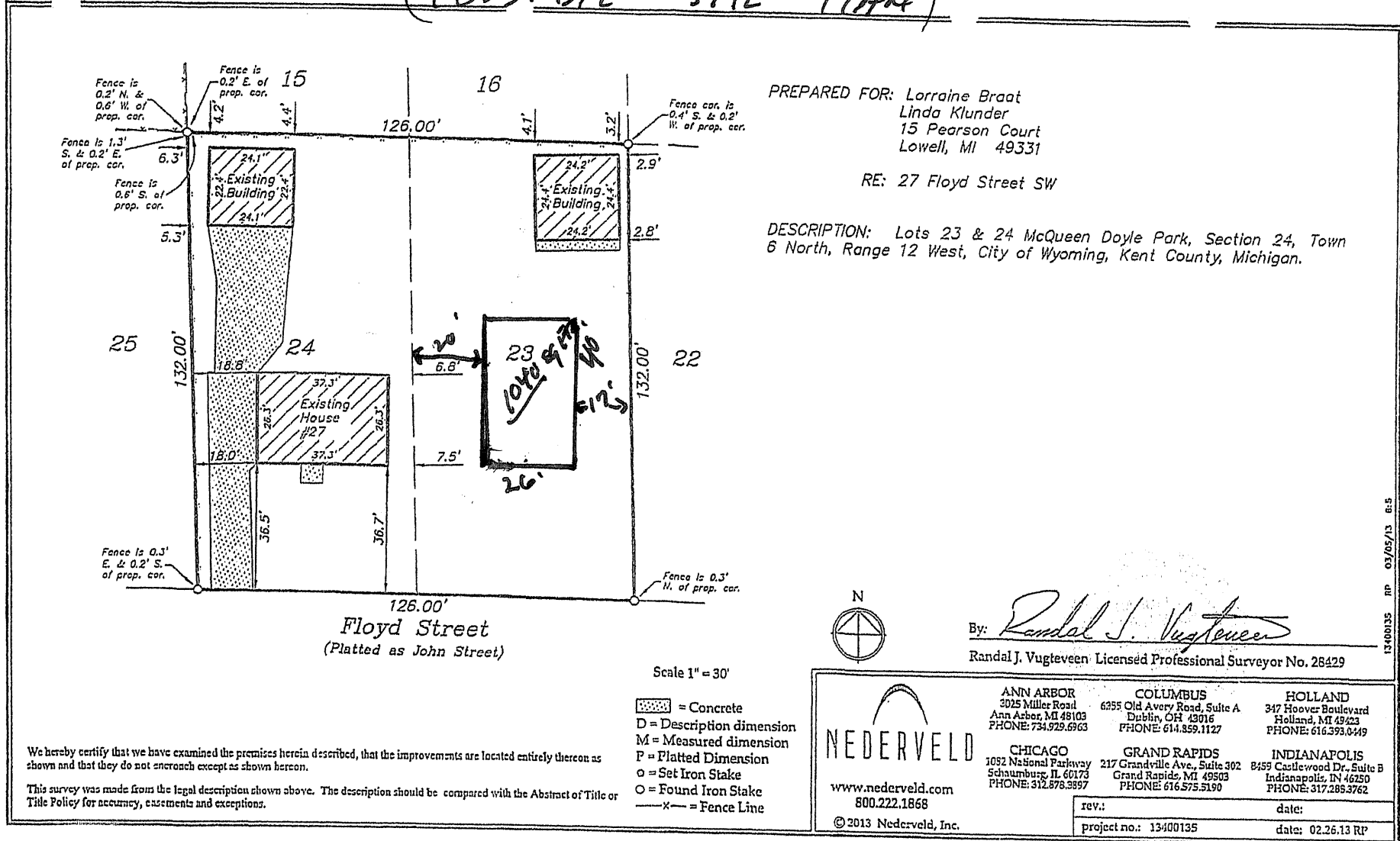
R-2

FBC

Floyd St.

Division Ave.

# (POSSIBLE SITE PLAN)



PREPARED FOR: Lorraine Braat  
Linda Klunder  
15 Pearson Court  
Lowell, MI 49331

RE: 27 Floyd Street SW

DESCRIPTION: Lots 23 & 24 McQueen Doyle Park, Section 24, Town 6 North, Range 12 West, City of Wyoming, Kent County, Michigan.

By: *Randal J. Vugteveen*  
Randal J. Vugteveen - Licensed Professional Surveyor No. 28429

Scale 1" = 30'

- = Concrete
- D = Description dimension
- M = Measured dimension
- P = Platted Dimension
- o = Set Iron Stake
- o = Found Iron Stake
- x— = Fence Line

We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon.

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

www.nederveld.com  
800.222.1868  
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<p><b>ANN ARBOR</b> 3025 Miller Road Ann Arbor, MI 48103 PHONE: 734.929.6963</p>	<p><b>COLUMBUS</b> 6355 Old Avery Road, Suite A Dublin, OH 43016 PHONE: 614.859.1127</p>	<p><b>HOLLAND</b> 347 Hoover Boulevard Holland, MI 49423 PHONE: 616.393.0449</p>
<p><b>CHICAGO</b> 1052 National Parkway Schaumburg, IL 60173 PHONE: 312.878.3857</p>	<p><b>GRAND RAPIDS</b> 217 Grandville Ave., Suite 302 Grand Rapids, MI 49503 PHONE: 616.575.5190</p>	<p><b>INDIANAPOLIS</b> 8459 Castledwood Dr., Suite B Indianapolis, IN 46250 PHONE: 317.285.3762</p>

rev.:	date:
project no.: 13-00135	date: 02.26.13 RP

13-00135 RP 03/05/13 8:5