

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

**Monday, May 12, 2025, 5:30 P.M**

- 1) Call to Order**
- 2) Public Comment on Agenda Items (3 minute limit per person)**
- 3) Public Safety Annual Report**
- 4) Axon Body Camera Proposal**
- 5) Short Term Rentals**
- 6) Community Development Rehabilitation Manual Updates**
- 7) Any Other Matters**
- 8) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**
- 9) Closed Session (Pending Litigation – *Brown v. City of Wyoming*)**

*The City of Wyoming, including the City Council, is committed to ensuring all persons have access to all its programs, services, and activities, including any public meetings. The City Council will coordinate with city staff to ensure the City Council fulfills that commitment for its programs, services, and activities, including public meetings. Accommodations to enable virtual meeting attendance and participation can usually be made if a request is received at least 5 hours before the meeting time. Other accommodations may require more time.*

*Special Accommodations – Persons with impairments or disabilities needing accommodations to participate in the meeting or persons who need language interpretation services may contact the city clerk at either [Clerk\\_info@wyomingmi.gov](mailto:Clerk_info@wyomingmi.gov) or 616.530.7296 at least 36 hours before the meeting to make arrangements for appropriate accommodation.*

*Acomodaciones Especiales – Personas que deseen asistir a esta reunión y necesitan acomodación para participar, como servicios de interpretación, deben comunicarse con la Oficina del Administrador de la Ciudad al 616.530.7296 o [Clerk\\_info@wyomingmi.gov](mailto:Clerk_info@wyomingmi.gov) al menos 36 horas antes de la reunion para hacer arreglos para el alojamiento apropiado.*

WYOMING POLICE DEPARTMENT

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# ANNUAL REPORT



# 2024

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# CHIEF'S MESSAGE

To our Wyoming Community,

I am honored to present the 2024 Annual Report, which highlights the outstanding work of our dedicated police officers, firefighters, and professional staff. As you review this report, I trust that you will appreciate the complexities of the work they do, and the sacrifices they are willing to make, in order to ensure that the City of Wyoming remains a place where everyone feels safe to live, work, and enjoy.

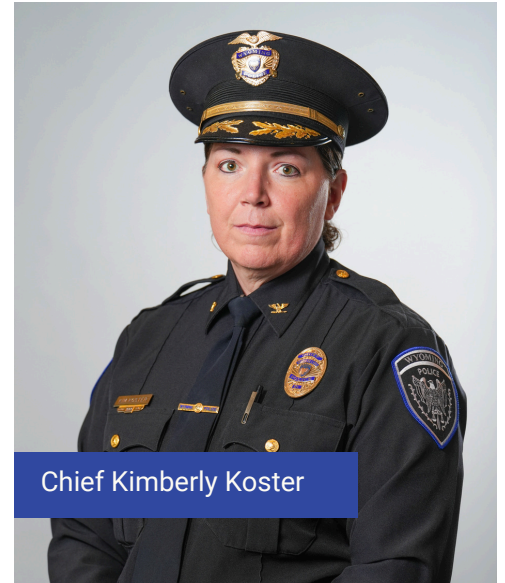
In 2024, we were able to experience many of the benefits from our public safety millage. In Police Services, the millage funds and a federal Community Oriented Policing Services (COPS) grant allowed us to add additional police officers to our Community Services Unit (CSU). These officers work side-by-side with community members to address issues that impact the safety and well-being of our neighborhoods and business districts. With the added officers, we have been able to deepen our engagement with the community, ensuring a more responsive and proactive approach to solving problems – especially those that arise after business hours. Through a combination of proactive patrolling, outstanding investigative work, and participation in a number of multi-jurisdictional task forces, we have seen a reduction of 11% in total index crimes over the last four years.

On the Fire Services side, the millage funding enabled us to renovate and expand the Burton St. and Division Avenue fire stations. For the first time in our history, we are able to provide 24/7 firefighting and medical response from all four of our fire stations. This improvement should significantly reduce our response time to critical incidents. Adding Battalion Chiefs to our staffing model enabled us to make more strategic, proactive deployment decisions. The millage funds also allowed us to purchase a platform aerial truck—a vital piece of equipment that will enhance our ability to respond to multi-level fire incidents throughout the city.

The contributions made by our professional staff have been instrumental to our success over the past year. They provide critical support through functions such as crime scene processing, payroll and budgetary services, completion of Freedom of Information Act (FOIA) requests, compliance with accreditation, and many other important functions. We could not do our jobs without them!

We continue to be grateful for the ongoing support from our City Administration, Councilmembers, and the entire Wyoming community.

Serving you is our greatest honor.



Chief Kimberly Koster



Deputy Director Kip Snyder

# WHO WE ARE



# MISSION, VISION AND VALUES

We recognize the value of establishing and maintaining community partnerships. From our professional staff and sworn members to the many citizens and business groups who assist us in the fulfillment of our mission, we remain committed to the further enhancement of these partnerships.

We will continually strive to develop the skills of our members and to efficiently and effectively manage our resources to deliver the highest level of police and fire service to the citizens of Wyoming.

The duty of the Wyoming Police Department is to serve the people of our community with dignity, respect, fairness, and compassion. We serve with courage to protect life and property and maintain law and order. We will uphold the trust placed in us to safeguard constitutional guarantees and will do so with honor worthy of those who have served before us.



## HONOR • COURAGE • DUTY • TRUST

# 2024 POLICE PROMOTIONS AND NEW HIRES

## PROMOTION - LIEUTENANT

Aaron Brooks

## PROMOTION - SERGEANT

Chad Lynn

Nic Weemhoff

## NEW HIRES - OFFICERS

Aaron Arntz

Sebastian Behme

Joerdon Daldos

Nicholas Wilk

Matthew Fantucchio

Nathan Welsh

Daniel Jones

Evan Lewis

Marc Walkowski

Auna Allen

Lucas Santos



# YEAR END POLICE SERVICE EMPLOYEES - 2024

## **DIRECTOR OF PUBLIC SAFETY**

Kim Koster

## **DEPUTY DIRECTOR OF PUBLIC SAFETY**

Kip Snyder

## **POLICE CAPTAINS**

Timothy Pols

Eric Wiler

## **POLICE LIEUTENANTS**

Aaron Brooks

Kirt Zuiderveen

Chris Deboer

Andrew Koeller

Robert Robinson

## **POLICE SERGEANTS**

Corey Walendzik

Julie Haverkamp

Ross Eagan

Rob Meredith

Mike Nachteggall

Daniel Patterson

Ryan Patterson

Benjamin Hecksel

Blair Shellenbarger

Brady Heckman

Chad Lynn

Nic Weemhoff

## **POLICE OFFICERS**

Jason Caster

Mitchel Veldman

Ryan Silvis

Philip Swiercz

Rachel Clore

Erich Staman

Dwayne Holmberg

Dan Vlietstra

Anthony Jacob

Ben Hecksel

April Kroschel

Anastasia Armstrong

Kesha McConaha

Aaron Freeman

Jennifer Eby

Lee Atkinson

Aaron Gray

Antonio Hutchins

Joshua Yancho

Kelsey Eisen

Marcus Donker

Brady Heckman

Devin Quintard

Brandon Knowling

Tyler Zbikowski

Christian Bomer

Tiffany Curtis

Jack Tromp

Logan Wieber

John Westra

David Lingaur

Jeffrey Chapman

Quinton Bernard

Arrow Kotarak

Anthonee Carringer

Nathan Honderd

Keegan Bussell

Kyle Klaassen

Benjamin Mouch

Gavin Filkins

Raul Leal

Paul Lamberson

Christian Hand

Danielle Sierra

Tyler Metcalf

Mitchell Rackow

Kevin Nesbit

Roy Pettit

Ricardo Aguilar

Andrew Smith

Daniel Kolanek

Cole Ferris

Dylan Pfungsten

Joey Esparza

Ashlyn Greenlee

Cameron Borns

Michael Noren

Karsten Boluyt

Marshall Thiemkey

Nicholas Overbeek

Benjamin Crouch

Miguel Romero

Brandon Roetman

Nicholas Okopien

Sharon Vandenberg

Kane Widing

Michael Pistis

Michael Deaton

Aaron Arntz

Ryan Balkema

Sebastian Behme

Joerdon Daldos

Connor McGinnis

Nick Wilk

Matt Fantucchio

Jacob Flickinger

Daniel Jones

Nathan Welsh

## **FORENSIC TECHNICIANS**

Supervisor Julia Carmody

Katie Abrams

Madison Butzer

Julie Coon

Kasey Kaufmann

Todd Masula

## **ADMINISTRATIVE SPECIALIST**

Marcy Schaller

## **ACCOUNTING SPECIALIST**

Megan Baas

## **RECORDS MANAGEMENT**

Supervisor Kate Gardner

Shavonne Bridgewater

Kristen Hand

Wesley Merrick

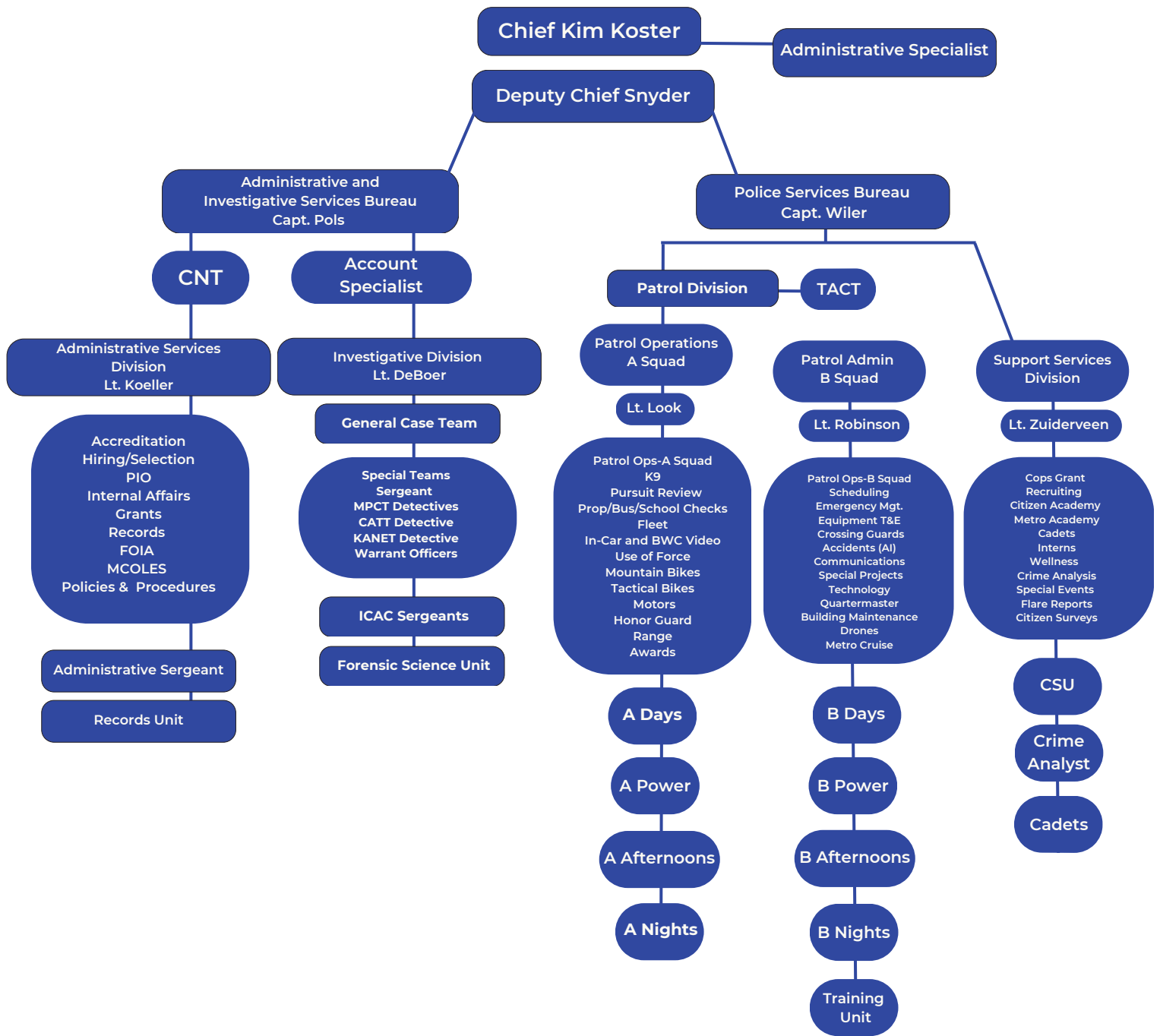
Monzerrat Perez

## **RETIREMENTS**

Lt. Brian Look

Sgt Robert Aungst

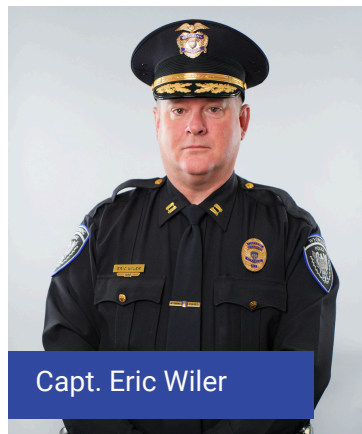
# ORGANIZATIONAL CHART



# POLICE SERVICES BUREAU



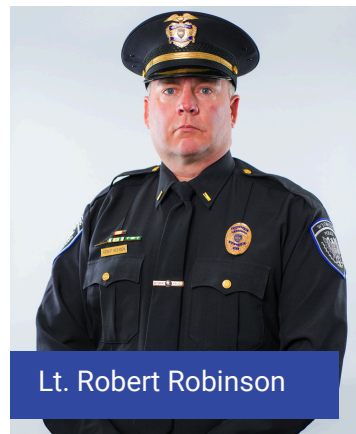
# PATROL DIVISON



Capt. Eric Wiler



Lt. Aaron Brooks



Lt. Robert Robinson

Whether it is responding to calls for service, directing traffic, meeting students at a local school, conducting a traffic stop, assisting someone in need, or interacting with members of our community in many other ways, the Patrol Division is the most visible aspect of the police functions carried out by the Wyoming Police Department. The opinions that individuals form about law enforcement are often predicated on these interactions.

The Patrol Division is led by Captain Eric Wiler and Lieutenants Bob Robinson and Aaron Brooks. The division is comprised of two squads, divided into three shifts per squad, which provide 24/7 police services. Each of the six shifts is supervised by a sergeant. During 2024, the Patrol Division responded to 38,983 incidents, including 2,498 traffic crashes. Patrol officers conducted 9,531 traffic stops.

Patrol officers are on the front lines of police and community relations, and Wyoming Police Officers pride themselves on providing high-quality customer service as they carry out their mission of enforcing laws, promoting safety, and protecting life and property.



# CRIME DATA

<b>Year End Statistics</b>				
<b>Category</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Calls for Service	41,855	46,486	47,456	38,983
<b>INDEX CRIME</b>				
Homicide	2	8	5	2
CSC (Forcible)	42	45	61	69
Robbery	59	63	29	39
Aggravated Assault	257	233	235	245
Arson	13	5	11	8
Burglary	204	161	140	146
Larceny	1,315	1522	1614	1,478
Motor Vehicle Theft	348	339	269	198
<b>NON-INDEX CRIME</b>				
Non-Aggravated Assault	1,334	1439	1427	1,133
Forgery/Counterfeiting	31	37	37	42
Fraud	457	504	420	346
Embezzlement	23	37	44	42
Vandalism	390	442	446	413
Weapons Offenses	58	63	62	48
Sex Offenses	153	145	128	144
Controlled Substances	151	175	187	170
Operating While Under the Influence	128	137	175	174
Disorderly Conduct	276	263	231	177
Misc. Minor Offenses	847	1064	891	818
<b>ARREST DATA</b>				
Total Arrests	2,792	3,200	3,247	2,996
Adult Arrests	2,600	3,054	3,044	2,805
Juvenile Arrests	192	146	203	191
<b>TRAFFIC DATA</b>				
Traffic Crashes—Total	2,382	2,498	2,476	2,498
Traffic Crashes—Fatal	10	7	7	5
Traffic Crashes—Injury	488	493	519	493
Traffic Crashes—Property Damage	1,889	1,999	1,963	2,000
Traffic Stops	4,309	9,276	10,127	9,531

# COMMUNITY SERVICES UNIT



Lt. Kirt Zuiderveen

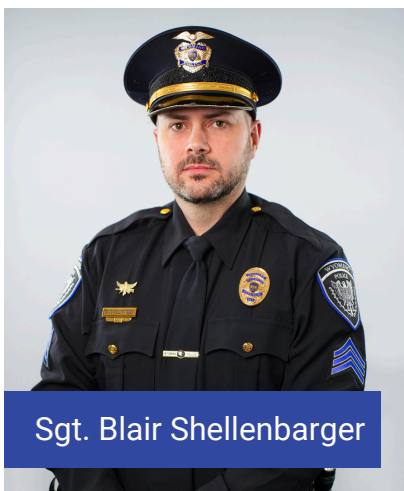
The Wyoming Police Department has been committed to community policing and relationship building for decades. This philosophy is woven throughout the department, shaping how officers respond to calls for service and interact with community members each day. Specific functions related to community policing are carried out by the Community Services Unit (CSU).



Sgt. Rory Allen

The dayshift CSU team is supervised by Sergeant Rory Allen and is comprised of four Community Service Officers, four School Resource Officers and a Crime Analyst Officer. The second shift team is supervised by Sergeant Blair Shellenbarger and is comprised of four Community Service Officers.

Community policing involves a blend of relationship building, community engagement, and enforcement. CSU officers take on a wide range of responsibilities, many of which extend beyond their community policing role.



Sgt. Blair Shellenbarger

In addition to their community policing duties, CSU officers conduct pre-employment background investigations for police officer and firefighter candidates, assist with officer and cadet recruitment, investigate truancy cases, and provide support to the Patrol Division.

CSU has participated in or partnered with other organizations in the following initiatives in order to make a positive impact in our community.

# COMMUNITY SERVICES UNIT

- Apartment and Business Group Meetings
- Nextdoor.com, RING (community social media platform)
- Crime Prevention Through Environmental Design (CPTED) evaluations for requesting commercial or residential property owners or renters
- Street Reach (homeless outreach)
- Directed Traffic Patrols (as a result of data analysis and community complaints about criminal or traffic issues)
- Civilian Response to Active Shooter (CRASE) Training
- YMCA Day Camp
- Coffee with a Cop
- Outreach at area cultural festivals
- Metro High School Police Academy
- Shop with a Hero
- Kids Closet (provides clothing for children and other crime victims)
- National Night Out
- Cookies with a Cop

During 2024, CSU initiated a Cops and Cones program in partnership with Country Fresh Dairy. On warm summer nights, officers drove through various neighborhoods and handed the cones out to children (and some adults). Over the course of the summer, officers were able to reach most neighborhoods within the city. This afforded great relationship building opportunities with both young and old and was well received by the community. We are grateful for the many positive partnerships that have been formed with area businesses who support their community and the mission of WYPD.

Each School Resource Officer (SRO) is assigned to a school district in the City of Wyoming. Kelloggsville, Godfrey-Lee, and Wyoming Public Schools each have formal partnerships with the department. The police department designates SRO's to partner with school district administrators to address crime and safety in the schools. The safety of students is a priority, and CSU works with patrol officers to visit each school in the city once every day. Officers work proactively with each school district in our city to protect our children's futures and promote strong relationships with youth.



# COMMUNITY SERVICES UNIT

Every month a comprehensive listing of unit activities, community outreach and enforcement activities was forwarded to command. The following are some of the statistics that we have captured for the Unit for 2024.

	2022	2023	2024
Arrests	42	172	151
Assist Other Departments	78	93	100
Assist School Staff	423	841	650
Building Security Checks	2,221	1,661	556
School Checks	2,301	1,141	1,482
Business Contacts	68	979	917
Citizen/Student Contacts	7,338	6,784	10,650
Citations - Hazardous	416	216	283
Citations - Non-Hazardous	69	122	171
Citations - Parking	33	7	75
Verbal Warnings	244	639	537
Vehicles Stopped	335	813	788
Incidents - Written	391	811	674
Incidents - Status	650	1,035	1,028
Incidents - Backup	445	1,039	981
Lectures/Presentations	148	120	99
Meetings	552	647	538
Special Events	341	536	465
FLARES	7	118	47
Truancy Complaints	90	119	14
Neighborhood Complaints	295	437	333
Multi-Housing Complaints	46	54	47
Victim Call-Backs	5	14	7
Follow Ups	485	898	839



# TRAINING UNIT



Sgt. Ryan Patterson

Establishing and maintaining law enforcement best practices related to operations, tactics, communication, and service is a priority for the Wyoming Police Department. The Training Unit plays a key role in building and honing skills for both sworn and professional support staff. The Training Unit is led by Sergeant Ryan Patterson under the command of Lieutenant Bob Robinson.

Sergeant Patterson is responsible for staffing, scheduling, organizing, and tracking all training. He is assisted by a team of both internal and external experts. Training begins the day an employee is hired and continues throughout the duration of their career.



Upon completion of a certified police academy, a newly hired officer participates in five months of training which includes six weeks of in-house policy and procedures instruction followed by four months of being trained and evaluated by a seasoned field training officer as they work together on patrol.

Throughout this rigorous training program, new employees are shown the “Wyoming way” and introduced to a culture of public safety excellence, instilling in them the values of top-notch service to our community and to each other. In 2024, our training unit guided 13 officers who successfully completed our field training program.

# TRAINING UNIT

Much of this training is facilitated by department experts including:

- 15 Field Training Officers
- 7 Firearm Range Officers
- 8 Use of Force Instructors
- 5 Taser Instructors
- 1 OC Instructor
- 2 Performance Driving Instructors
- 2 De-escalation Instructors
- 2 Biased Based Policing Instructors
- 6 Simmunition Instructors
- 2 Rescue Task Force Instructors
- 3 Less Lethal Instructors
- 4 Active Shooter Instructors
- 6 Mobile Field Force Instructors

Employees also have the opportunity to attend outsourced training facilitated by several qualified and vetted experts in specialized fields.



# K9 UNIT

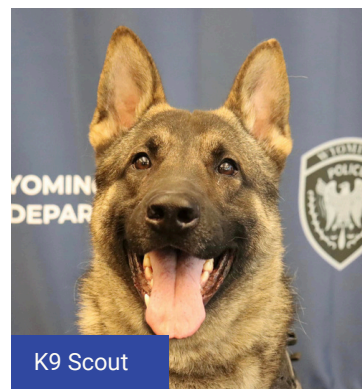
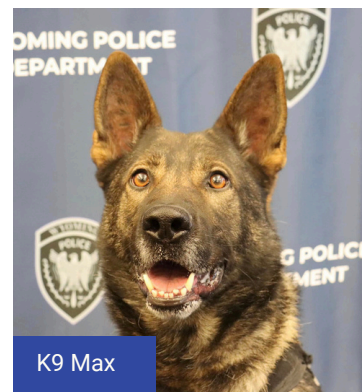
In 2024 the Wyoming Police Department utilized four K9 teams assigned to the Patrol Division under the command of Lt. Robinson and Sergeant Ryan Patterson. All four K9 teams are trained as dual-purpose patrol dogs skilled in both tracking and detection of contraband or evidence. K9 tracking can be used to locate fleeing suspects or missing persons. In 2024, the Wyoming K9 Unit was utilized in 172 activations throughout Kent County, 79 of which were for the Wyoming Police Department.

Each K9 team undergoes several weeks of pre-service training conducted in-house under the supervision of Sergeant Ryan Patterson, to meet the certification standards developed through the United States Police Canine Association and National Association of Professional Canine Handlers.

The K9 teams are required per department policy to certify with NAPCH or USPCA prior to being placed in service after in-house training and must certify annually thereafter. The unit utilizes German Shepherd and Belgian Malinois breeds sourced from a reputable kennel, and the K9's remain with the handler both on and off duty.

One of the primary goals of the K9 Unit is to foster positive community relations through demonstrations at schools and community events. While these demonstrations are mainly geared toward children, adults often find themselves just as fascinated by the training and capabilities of the department's canines.

In 2024 the K9 team participated in 33 public demonstration events.



# UNMANNED AIRCRAFT SYSTEMS UNIT

The Wyoming Police Department's Unmanned Aircraft System (UAS) team, led by Patrol Lieutenant Aaron Brooks, made significant strides in 2024, expanding its capabilities to enhance public safety and operational efficiency. A key milestone was the certification of 13 UAS pilots under the FAA's Part 107, ensuring compliance with aviation regulations and the highest operational standards. Throughout the year, the team conducted 195 flights, with 121 directly supporting calls for service, incidents, and special events, providing crucial aerial support for law enforcement operations.

The UAS team played a vital role across multiple units, assisting the Accident Investigation Unit with aerial imagery for crash reconstruction, supporting the Tactical Team (TACT) with real-time surveillance in high-risk situations, and aiding patrol officers in search and rescue efforts, crowd monitoring, and intelligence gathering. Additionally, the UAS unit extended its support to neighboring agencies, strengthening regional law enforcement partnerships. As drone technology continues to evolve, the Wyoming Police Department's UAS team remains committed to leveraging these advancements to enhance public safety and tactical efficiency.



# CADET PROGRAM

The Wyoming Police Cadet Program, overseen by Community Services Unit Sergeant Rory Allen, is made up of college-age individuals who are pursuing a career in law enforcement. The cadre of nine cadets work part time as they pursue a degree in a criminal justice discipline. Since its inception, the cadet program has expanded and has allowed us to increase the level of service provided to our community by expanding open lobby hours.

The cadets' presence is most evident to the public as cadets, wearing light blue shirts, are observed in our main lobby where they assist community members who come to the department to file police reports or request other services. Cadets also conduct many tasks behind the scenes, including tracking abandoned vehicles, serving as role players for training scenarios, writing routine reports, and participating in ride-a-longs with officers. Cadets fulfill various clerical functions which provide them exposure to the daily routine activities conducted in law enforcement. There is a strong link between our recruitment efforts and the cadet program.

Cadets work side-by-side with full-time staff which allows us to build relationships with and evaluate the capabilities of future police officer candidates. Cadets at the Wyoming Police Department not only gain valuable experience but are also prepared to apply for a Police Recruit position where eligible candidates may be sponsored through a police academy and serve as paid employees while attending the academy. This program is funded, in large part, through a State of Michigan grant, incentivizing careers in law enforcement.



# WELLNESS PROGRAM

The Wellness Program is a holistic approach to improve the overall health of our officers. The program allows employees to use their meal break time to work out in the weight room at the Police Department. Physical fitness is very important in the law enforcement profession and focusing on physical and mental health has proven to reduce the potential for officer injury while helping to alleviate many of the physical ailments that are caused by the mental and physical stress placed on our bodies.

In order to support staff in meeting their fitness goals, the department has sponsored officers to become certified personal trainers through the Cooper Institute. This ensures that officers are learning proper technique and setting reasonable goals when approaching a plan for improved physical fitness.



# TACT AND CRISIS NEGOTIATION TEAM

Wyoming Police Officers responded to 38,983 calls for service during 2024. A small number of those calls required special attention due to a higher risk of death or injury posed to officers, the individuals involved, or the general public. When these high-risk incidents occur, Wyoming Police are prepared to respond with a group of officers with special training and equipment. This group of officers is the Tactical Arrest and Confrontation Team (TACT). The team is comprised of 17 sworn personnel who serve on TACT as an ancillary duty in conjunction with their full-time assignment to either patrol, investigations, or community services.

The team commander is Detective Lieutenant Chris DeBoer with Detective Sergeant Ross Eagan serving as the assistant commander. The types of calls for which TACT is activated have continued to shift, with a noticeable trend away from narcotics search warrants and towards high-risk warrant service. These high-risk warrant services often involve shooting investigations, felonious assaults, homicide, and other violent crime investigations. Calls requiring tactical activation can occur at any time of day or night, and TACT personnel are always prepared to respond swiftly.

The team remains committed to assisting the community during critical incidents, ensuring that law enforcement has the support and expertise necessary to handle these complex and dangerous situations.

The Wyoming Crisis Negotiations Team (CNT) is a specialized unit consisting of 11 members, including an officer and a sergeant from the Grandville Police Department. Led by Sergeant Rory Allen, the CNT focuses on using communication as a tool to de-escalate critical situations such as hostage scenarios, barricaded suspects, and suicidal persons. They are often deployed with TACT, and serve as the main communications link for individuals involved in critical incidents.



# TACT AND CRISIS NEGOTIATION TEAM



**Lt. Chris DeBoer  
Commander**

TACT responded to the following incidents during 2024:

- Narcotic Investigations - 2
- Felonious Assault- 1
- Fugitive Apprehension- 3
- Dignitary Protection- 5
- Armed Home Invasion/Barricade- 1

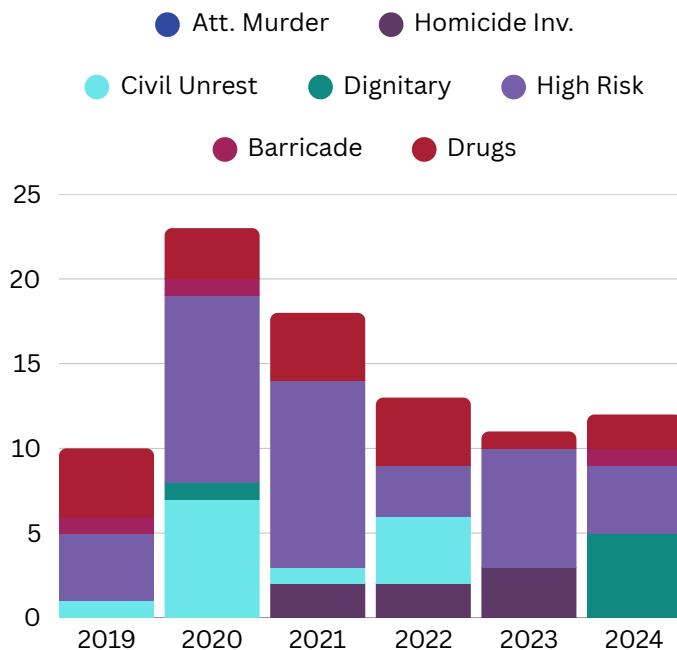
The twelve activations for TACT were below the previous ten-year average.

(15.4 callouts for the ten-year average and 14.6 for the five-year average).



**Sgt. Ross Eagen  
Assistant Commander**

## 5-Year Deployment History:



# MOTOR UNIT

The Wyoming Police Department's Motor Unit is led by Sergeant Rory Allen and utilizes four 2019 Harley Davidson FLHTP motorcycles. During the 2024 calendar year the Wyoming Police Motor Unit participated in trainings with other area police department motor units.

Throughout the year, the motor unit is used for traffic control and enforcement activities at several events such as the 28th Street Metro Cruise, The LMCU River-Bank Run in Grand Rapids, and the Veteran's Freedom Ride. One of the most notable events the motor unit participated in was assisting Make-A-Wish Michigan with their annual 300-mile bicycle ride fundraiser.

The motors are also utilized locally to address traffic complaints and to patrol the neighborhoods and parks within the City of Wyoming.



# HONOR GUARD

The Wyoming Police Honor Guard, led by Sergeant Ryan Patterson, serves to provide funeral honors for officers who have been killed in the line of duty, as well as for those officers who have honorably retired from the Wyoming Police Department.

Honor guard duties also include providing ceremonial presentations at award, promotional, and swearing-in ceremonies. The Honor Guard also participates in various public events, such as parades and tributes.

In 2024 the Honor Guard participated in 16 such events, including funerals for five officers from Michigan who were killed in the line of duty over the course of the year. The Wyoming Police Department Honor Guard is a lead agency with the multi-jurisdictional Kent Metro Honor Guard Team, providing direction, training, and participation in several Metro Honor Guard events.

The unit consists of 14 sworn officers who have been specifically chosen from all divisions of the department.



# TACTICAL BIKE TEAM

The Tactical Bike Team was formed in 2020 and is primarily utilized for crowd control during incidents of civil unrest or protests. The 14-member team is led by Lieutenant Andrew Koeller and Sergeant Chad Lynn. The Tactical Bike Team has formed positive relationships and often works cooperatively with bike teams from the Michigan State Police and the Grand Rapids Police Department. Wyoming's team trains with these other teams to prepare for deployments which combine resources while working effectively with one another.

The training consists of fitness development, crowd control tactics, communication, distance riding, bike maintenance, and mental preparedness. Additionally, every member of the team is required to pass a minimum qualifications course that included a timed three-mile ride, 50-yard bike carry and drills associated with crowd control.

During 2024, the Tactical Bike Team deployed three times, twice during presidential candidate visits in downtown Grand Rapids and once during Metro Cruise



# ADMINISTRATIVE AND INVESTIGATIVE SERVICES BUREAU



# ADMINISTRATIVE DIVISION

## Internal Affairs

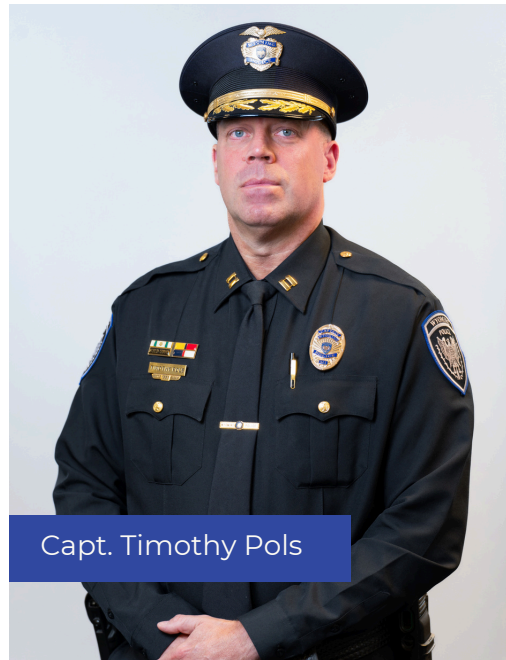
The department classifies personnel complaints into two broad categories: supervisory inquiries and internal affairs investigations.

Supervisory inquiries are conducted in response to complaints concerning rudeness, tardiness, judgment, or other minor issues that are not anticipated to result in extended suspension or termination. Resolution can often be achieved through counseling, training, and communication with the involved parties. Any department supervisor is empowered to initiate and conduct supervisory inquiries.

Internal investigations involve allegations of a more severe nature with the potential consequences of employee suspension, termination, and/or criminal charges. These investigations are conducted by the Internal Affairs Unit.

In most cases where potential criminal charges are likely, an external agency would conduct the criminal investigation at the request of the Chief. findings of seven sustained policy violations and one exoneration.

Some investigations had more than one finding due to multiple allegations.



Capt. Timothy Pols



Lt. Andrew Koeller

# ADMINISTRATIVE DIVISION

## Internal Affairs

Twenty-two supervisory inquiries were conducted during 2024. The findings for the supervisory inquiries are as follows:

- Exonerated: 11
- Unfounded: 3
- Within Policy: 2
- Sustained: 4
- Not Sustained: 3

Some inquiries had more than one finding due to multiple allegations associated with a single complaint.

The Internal Affairs Unit conducted six internal investigations involving six police employees during 2024 and assisted other City of Wyoming departments with two additional internal investigations.



# ADMINISTRATIVE DIVISION

## Accreditation

The Wyoming Police Department is one of only 11 law enforcement agencies in Michigan accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA), an international standard.

Accreditation signifies compliance with approximately 484 professional standards, showcasing excellence in policing. These standards cover critical areas such as:

- Role, responsibilities, and collaboration with other agencies
- Organization, management, and administration
- Personnel administration
- Law enforcement operations, support, and traffic law enforcement
- Transparency and accountability to the community

In 2022, Chief Koster was appointed to the CALEA Board of Commissioners, a 21-member body with 11 law enforcement professionals and representatives from public and private sectors. The Commission includes members from local, state, provincial, and international law enforcement, along with business, academia, the judiciary, and government. Appointed in consultation with the founding organizations, Commissioners serve three-year staggered terms without compensation.

Earning CALEA Accreditation is a significant achievement, symbolizing professionalism, excellence, and competence. Both the community and the police department can take pride in this recognition, knowing their department exemplifies the highest standards in law enforcement.



# INVESTIGATIVE DIVISION



Lt. Chris DeBoer

The specialized services and responsibilities of the Investigative Division are to follow up on criminal cases, obtain arrest warrants, conduct liquor inspections, and work closely with the Patrol Division on most major crimes that occur in the City of Wyoming. The Division is supervised by Detective Lieutenant Chris DeBoer who took over during 2023. He is supported by 4 detective sergeants, 13 detectives, 2 uniformed warrant officers, and 6 crime scene technicians including a supervisor.

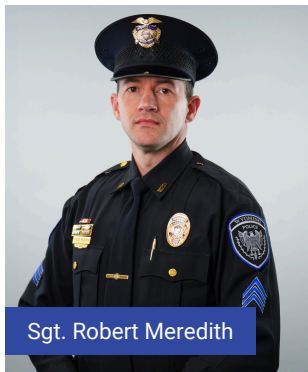
The Investigative Division houses and supervises the Metropolitan Pattern Crime Team (MPACT), a multijurisdictional task force that focuses on significant crime patterns that occur in each participating jurisdiction. Specialty investigative assignments include two detective sergeants assigned to the Internet Crimes Against Children Task Force, two detectives who focus on sex crimes and work closely with the Children’s Advocacy Center, one detective assigned to the Kent Area Narcotics Team, one detective assigned to the Combined Auto Theft Team (CATT), and one detective trained in arson investigations.

The Investigative Division has working relationships and provides a workspace for Children’s Protective Services and the Michigan Department of Corrections. Crisis Aid International also partners with the Wyoming Police Department and the Investigative Division to provide early intervention and services to victims of sex trafficking and crimes against children. The Investigative Division assigned 2,730 cases during 2024. The Division also received 638 Law Enforcement Notifications which are referrals from Child Protective Services or Adult Protective Services, and many of these referrals were assigned to detectives for investigation. The disposition for cases closed during 2024 is as follows:

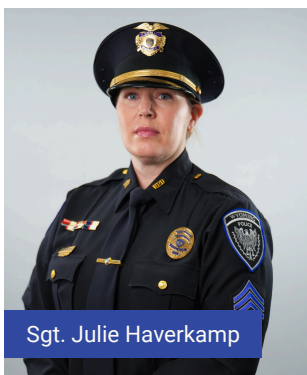
- 1,087 cases closed by Arrest/Active Warrant/Referred to Juvenile Prosecutor/Summons
- 364 cases closed with No Leads/Suspects
- 651 cases closed by Warrant Denied by Prosecuting Official
- 190 cases closed with Police Procedure Completed



Sgt. Ross Eagen



Sgt. Robert Meredith



Sgt. Julie Haverkamp



Sgt. Dan Patterson

# FORENSIC SCIENCE UNIT

Crime scene investigation takes a scientific approach to solving crimes. A systematic examination of a crime scene utilizing principles of biology, chemistry, and physics allows investigators to uncover physical evidence that can help answer the questions of what happened during the commission of a crime and who were the subjects involved.

The Forensic Science Unit at the Wyoming Police Department has a professional support staff comprised of one Supervisor and five Forensic Science Technicians. These crime scene investigators take photographs and physical measurements at crime scenes, identify and collect evidence, and maintain crucial chain of custody records for that evidence. The types of evidence that they recover can range from fingerprints, footprints and tire tracks to blood, hairs, fibers, and even fire debris.

One of the most impressive features of the Forensic Science Unit is their laboratory capabilities, which allow the Wyoming Police Department to perform specialized evidence processing in-house, generating leads faster and saving on vital investigating time.



Madison Butzer, Todd Masula, Julia Carmody, Julie Coon, Kasey Kaufmann, Katie Abrams

# FORENSIC SCIENCE UNIT



Forensic Science Unit Supervisor  
Julia Carmody



These specialized services include evidence processing for latent print and DNA, latent print examination, and controlled substance analysis. Wyoming's latent print examiners utilize the Automated Fingerprint Identification System, called AFIS, to identify individuals from the latent fingerprints that are recovered at crime scenes. The controlled substance analysts perform chemical and instrumental analysis on unknown powders and crystals to identify suspected narcotics.

Wyoming's FSU services have been utilized by neighboring west Michigan law enforcement agencies to assist in their criminal investigations. In 2024, the Forensic Science Unit provided latent print and controlled substance analysis assistance to the Drug Enforcement Administration (DEA), Kent County Sheriff's Office, Grandville Police Department, Kentwood Police Department, Grand Rapids Police Department, East Grand Rapids Police Department, and Bath Township.

## **2024 Forensic Science Unit Statistics:**

Completed service requests: 557

Crime scenes processed: 234

Vehicles processed: 104

Assault victims photographed: 8

Fingerprints examined: 9,809

Entries submitted into AFIS: 482

Drug evidence samples analyzed: 152

Items of property managed: 9,276

# RECORDS UNIT



Records Supervisor  
Kate Gardner

The Records Unit is part of the Administrative Services Division and is comprised of five professional support staff, including one manager, and four office specialists. The Records Unit plays a key role in the Wyoming Police Department's commitment to transparency. Freedom of Information Act (FOIA) requests account for about 90% of the work done by our Records team. In addition to FOIA requests, Records personnel are responsible for issuing pistol permits, performing background checks for Wyoming residents, and maintaining and updating police report files.

With the implementation of body-worn cameras in late 2020, our staff has seen an increase in the time it takes to prepare responses, but they take pride in consistently meeting deadlines. In 2024, the Records Unit processed 1,213 FOIA requests. This is a 21% increase from 2023. The office specialists also processed 828 licenses to purchase firearms.

Since 1967, the Freedom of Information Act (FOIA) has provided the public the right to request access to records from any federal agency. It is often described as the law that keeps citizens in the know about their government. Agencies are required to disclose any information requested under the FOIA unless it falls under one of nine exemptions that protect interests such as personal privacy, national security, and law enforcement.

The police department began offering online reporting in April of 2023. Citizens can report certain crimes online when they do not require an immediate police response. In 2024, online reporting saved an estimated 1,644 hours (estimated 1 hour per report) of report time. Online reporting is also available in Spanish.



Kristen Hand



Shavonne Bridgewater



Wesley Merrick



Monzerrat Perez

# 2024 AWARDS AND COMMENDATIONS



## CERTIFICATE OF MERIT

SOfc. Christian Bomer  
 Ofc. Joerdon Daldos  
 Ofc. Nicholas Okopien  
 Ofc. Brandon Roetman  
 Ofc. Cole Ferris  
 Ofc. Logan Wieber  
 Ofc. Sharon Vandenberg  
 Ofc. Kevin Nesbit



## CHIEF'S AWARD OF PROFESSIONAL EXCELLENCE

Ofc. Jason Caster  
 Ofc. Tyler Zbikowski  
**Top Shot**  
 Ofc. Benjamin Mouch

## OUTSTANDING ADMINISTRATIVE SERVICE

Sgt. Mike Nachtgall



## UNIT COMMENDATION CSU AFTERNOONS

Sgt. Ross Eagan  
 Det. Ana Armstrong  
 Det. Rachel Clore  
 Det. Tiffany Curtis  
 Det. Aaron Freeman  
 Det. Aaron Gray  
 Det. Brandon Marz  
 Det. Rob Meredith  
 Det. Keshia McConaha  
 Det. Dylan Pflingsten  
 Det. Erich Staman  
 Det. Jeff Woollam  
 Ofc (ret). Denny Ferguson  
 Ofc. Phil Swiercz  
 Ofc. Mitch Veldman  
 Julia Carmody  
 Todd Masula  
 Julie Coon  
 Kasey Kaufmann  
 Madison Butzer  
 Katie Abrams

## INDIVIDUAL COMMENDATION

Sgt. Brady Heckman	Ofc. Arrow Kotarak
Det. Tiffany Curtis	Ofc. Kueppers
Det. Aaron Gray	(Gun Lake Tribal Ofc)
Det. Antonio Hutchins	Ofc. Connor McGinnis
Det. Daniel Vlietstra	Ofc. Tyler Metcalf
Ofc. Karsten Boluyt	Ofc. Kevin Nesbit
Ofc. Cameron Borns	Ofc. Roy Pettit
Ofc. Jeff Chapman	Ofc. Michael Pistis
Ofc. Marc Donker	Ofc. Mitch Rackow
Ofc. Kelsey Eisen	Ofc. Brandon Roetman
Ofc. Joey Esparza	Ofc. Jack Tromp
Ofc. Cole Ferris	Ofc. Sharon Vandenberg
Ofc. Christian Hand	
Ofc. Nate Honderd	



Officer of the Year  
 Christian Bomer



Civilian of the Year  
 Katie Abrams

WYOMING FIRE DEPARTMENT

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# ANNUAL REPORT



# 2024

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# A MESSAGE FROM THE DIRECTOR

To our Wyoming Community,

I am honored to present the 2024 Annual Report, which highlights the outstanding work of our dedicated police officers, firefighters, and professional staff. As you review this report, I trust that you will appreciate the complexities of the work they do, and the sacrifices they are willing to make, in order to ensure that the City of Wyoming remains a place where everyone feels safe to live, work, and enjoy.

In 2024, we were able to experience many of the benefits from our public safety millage. In Police Services, the millage funds and a federal Community Oriented Policing Services (COPS) grant allowed us to add additional police officers to our Community Services Unit (CSU). These officers work side-by-side with community members to address issues that impact the safety and well-being of our neighborhoods and business districts. With the added officers, we have been able to deepen our engagement with the community, ensuring a more responsive and proactive approach to solving problems – especially those that arise after business hours. Through a combination of proactive patrolling, outstanding investigative work, and participation in a number of multi-jurisdictional task forces, we have seen a reduction of 11% in total index crimes over the last four years.

On the Fire Services side, the millage funding enabled us to renovate and expand the Burton St. and Division Avenue fire stations. For the first time in our history, we are able to provide 24/7 firefighting and medical response from all four of our fire stations. This improvement should significantly reduce our response time to critical incidents. Adding Battalion Chiefs to our staffing model enabled us to make more strategic, proactive deployment decisions. The millage funds also allowed us to purchase a platform aerial truck—a vital piece of equipment that will enhance our ability to respond to multi-level fire incidents throughout the city.

The contributions made by our professional staff have been instrumental to our success over the past year. They provide critical support through functions such as crime scene processing, payroll and budgetary services, completion of Freedom of Information Act (FOIA) requests, compliance with accreditation, and many other important functions. We could not do our jobs without them!

We continue to be grateful for the ongoing support from our City Administration, Councilmembers, and the entire Wyoming community. Serving you is our greatest honor.



Director Kimberly Koster



Deputy Director Kip Snyder



Fire Chief Dennis VanTassel

A firefighter in full gear, including a helmet, goggles, and a large air tank on their back, is climbing a silver metal ladder against a light-colored wall. The firefighter is wearing a tan jacket with reflective yellow stripes and black gloves. The scene is overlaid with a semi-transparent red filter. The text 'WHOWEARE' is written vertically in white, bold, sans-serif capital letters across the center of the image.

# WHOWEARE

# MISSION, VISION AND VALUES

## **Mission**

At the Wyoming Fire Department, our mission is to serve and protect the residents and visitors of the City of Wyoming with unwavering dedication, professionalism, and courage. Committed to safeguarding lives & property, we strive for excellence in emergency response, fire prevention, and community education. Through teamwork, innovation, and continuous training, we aim to be a trusted partner in promoting safety, resilience, and well-being within our community.

## **Vision**

The Wyoming Fire Department will continuously strive to meet the changing needs of our community. We will accomplish this by assembling a modern and technologically advanced fire department, maintaining a high level of readiness, and focusing on the professional development and training of all our personnel.

## **Values**

**HONOR** – Excellence and character, inspire each other through pride in our department with the belief that every action reflects all members of the department, past and present.

**INTEGRITY** – Committed to honest and ethical behavior; believing in a personal commitment to our department members and our community.

**GRIT** – Maintaining a disciplined mind and spirit while exhibiting unyielding courage.

**ACCOUNTABILITY**– Accountable to each other and the community we serve.

**SAFETY** – Always, in every operation; at every incident.

**CONTRIBUTION** – Immersing ourselves in the advancement of our services and standards.



# ORGANIZATIONAL CHART



# ADMINISTRATION

WYOMING  
FIRE RESCUE

# FIRE PREVENTION

The Wyoming Fire Department Fire Prevention Division is marked by dedication, commitment, and resilience. The Division is tasked with reviews of all new developments, site plans, building permits, designs for sprinkler systems, fire alarms, suppression systems, along with many other fire department related construction oversight and regulations.

In 2024, the Fire Prevention Division provided a total of 334 plan reviews. These plans are reviewed so that all fire codes are met through the construction process.

Highlighted this year was the coordination of services with the State of Michigan Fire Marshal office to install smoke detectors into residential buildings. 151 total smoke alarms and carbon monoxide (CO) alarms were installed into 36 homes. The department is also developing a plan to have the on-duty crews conduct first level fire safety inspections. This will allow the crews to access buildings that they may have to protect from fire but also allow them to develop relationships in the districts that they are assigned to.

The Fire Prevention Division is also responsible for investigating and determining the origin, cause and circumstances of structure fires, vehicle fires, rubbish fires, and fires with no identifiable origin and cause. The Division investigated 48 fires in 2024. The Division is also required to maintain certifications related to fire investigations.

Training for Fire Inspectors and Fire Investigators is a continuous process. A significant number of training hours, continued education, and conferences are required each year to maintain national certification for both.



# OPERATIONS



# TRAINING

Training is an essential component to providing effective firefighting and emergency medical services. The Training Division directs all training for Wyoming's 47 fire personnel.

In 2023, the Fire Department re-instituted the Training Captain position and is continuing to create a training plan to capture fire, EMS, and technical rescue. Along with training current members of the fire department, the Training Division is responsible for training new firefighters. New firefighters go through a 4-week academy followed by a 12-month field training period where they learn the department's procedures, techniques, equipment, apparatus, streets, and other firefighting skills.

After completing the fire academy, new firefighters continue their training and development with a Field Training Firefighter.

The Field Training Program assists the new recruits in acclimating to the department with an assigned mentor. Overall, the department members participated in over 4500 hours of training.



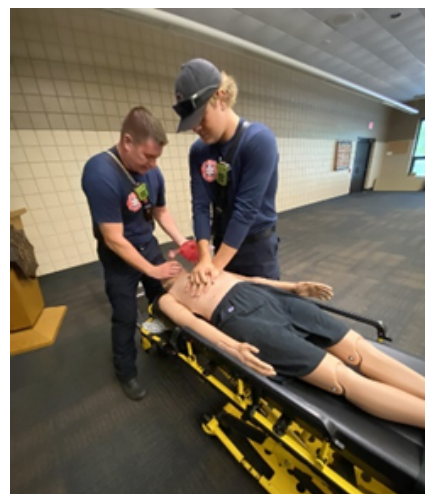
# EMS

The Wyoming Fire Department continued to see the majority of its emergency response directed towards medical care. In 2024, the Wyoming Fire Department responded to 4,223 medical-related emergencies. This equated to 56% of the call volume for the fire department.

The department responds to all Med-1 and Med-2 response categories, which include life-threatening situations or situations that could evolve into immediate life-threatening emergencies. These calls range from cardiac arrests to motor vehicle accidents. Since the department is an all-hazards response department, it is prepared for any of these emergencies. One tool that is utilized for these responses is a Lucas CPR Device. These devices allow high-quality CPR to be performed for long periods of time, which can provide a better outcome for patients suffering from cardiac arrest. This year, the Wyoming Fire Department responded to 82 Cardiac Arrests in which these devices were utilized. The department also received ballistic helmets and vests from the Kent County Emergency Management Office for responding to Active Assailant incidents, or any other potential violent encounters. This equipment is carried on all responding machines. The department staff continually seeks new and innovative tools to assist in providing high-quality emergency medical care.

As an EMT-Basic Non-Transporting department, firefighters provide high-quality medical care. They administer lifesaving drugs, including Epi-Pens, Aspirin, Albuterol, Narcan, and also CPAP. Our firefighters can and do provide basic airways on the street when needed. These lifesaving skills and medical intervention are part of the Kent County Emergency System that is credited with a 43.2% cardiac arrest save rate, which is substantially higher than state and national averages.

The department provides continuing medical education to its members. This is done through our EMS Instructor Coordinators (IC's) and other subject matter experts. These instructors have numerous years of EMS experience both in a first response and at an Advanced Life Support (ALS) Pre-Hospital care level. The department also purchased an online training platform to assist in further continuing education.



# SPECIAL OPERATIONS



# WATER RESCUE

One of the Wyoming Fire Department's Special Operation Teams is Swift Water Rescue. Most of the department is certified and trained to perform surface level rescue of any swift water situation and have a working knowledge of the dangers involved and how to mitigate them. Annual hands-on training is completed at different locations throughout the City to help maintain practical skills. The department has been able to issue personnel with their own gear bag which includes: a personal flotation device (PFD), helmet, gloves, water boots, etc. The department was also able to purchase a flat bottom boat with an outboard motor that is efficient at navigating bodies of water that are normally challenging. Water rescues are not limited to swift water only, they can also include flooding incidents and assisting other departments with rescue and recovery efforts.

The department also responds to ice rescue incidents. The department purchased additional ice rescue suits, which are insulated and buoyant, allowing members to stay warm in frigid water and float without utilizing a PFD. In conjunction with neighboring departments, the fire department provides mutual aid for water rescue related incidents outside of the City including the Grand River and other lakes and large ponds. Rope systems are used to assist with water rescue related incidents, and additional training is necessary to ensure personnel always maintain optimal skill level.



# TECHNICAL RESCUE

The Fire Department re-established its confined space team in 2023. This intra departmental collaboration will provide a better service for City employees working within confined spaces. Much of the equipment needed to respond and work within confined spaces was previously purchased through the award of a FEMA Assistance to Firefighters Grant (AFG). The equipment is stored on the Heavy Rescue at the Central Fire Station.

The primary focus of the team is to conduct confined space standbys for the City's water department. The water department has several confined spaces that they need to enter for the purpose of maintenance. The Wyoming Fire Department feels that we can provide a better service since we can provide medical assistance while also providing professional standby service.

This past year the department purchased some smaller pieces of equipment, such as a new confined space ventilation fan and breathing air hoses to facilitate the team. The team also purchase confined space communication equipment designed specifically for providing uninterrupted communication between rescuers inside the spaces and the support team outside. The communication equipment is also incorporated with the current breathing air system used for confined spaces.





# HEALTH AND WELLNESS

# HEALTH AND WELLNESS

Physical activity is a critical component of every Firefighter's daily responsibility, and it is paramount that personnel are provided with the opportunity and resources to operate at a high level of fitness. To ensure personnel operate at their greatest potential, the department offers several components to assist them.

The department has purchased workout equipment through grants and donations. It also utilizes online programs to develop team workouts. All department personnel are encouraged to be part of developing a culture of fitness, health, and wellness. This starts during the initial hire academy.

New hires go through daily physical fitness training. It was emphasized that fitness training should replicate the physical demands seen on the fire ground and while responding to EMS calls. This consists of three foundational components: core strength, cardiovascular capacity, and flexibility, along with five functional strength components of push, pull, lift, carry, and drag. These workouts encourage team building and healthy competition. The Department renovated the Burton and Division station in 2024 and incorporated a wellness facility at each station. The department also applied for a federal grant through FEMA to outfit the stations with updated fitness equipment.

The department has a Peer Support Team that often partners with other agencies (Fire, Police, Ambulance) to provide critical incident stress resources after critical events. The team was able to participate in live training to develop their skills for these interactions. The department and this team take mental health seriously and are devoted to ensuring this for all members.



# HONOR GUARD



# HONOR GUARD

The Wyoming Fire Department Honor Guard was founded in 2004 by a group of 11 dedicated members who wanted to honor the past, present, and future members of the department. As the team enters its 20th year of service, it added new members who will be outfitted with uniforms and begin formal training. In 2024, six personnel attended a 40-hour Honor Guard class.

They learned the components necessary to function at a high level for ceremonies, in parades, and at funerals. The team was present for one parade, three promotions, awards, swearing in ceremonies, and five funerals. The goal for the team is to be a visible and honorable representation for the many who have gone before, but also for those who will come after us.





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# FLEET

The Wyoming Fire Department works hard to ensure its fleet meets the standards to respond safely to all incidents. All apparatus are required to maintain safety and performance standards from the National Fire Protection Association (NFPA), Department of Transportation (DOT) and Michigan Occupational Safety and Health Administration (MIOSHA) to ensure its readiness to respond and protect the citizens, businesses, and visitors of the City of Wyoming.

Annual inspections are conducted on fire pumps, ground ladders, aerial ladders, and rescue tool components. These tests are performed to ensure the safety of its members, the residents, and that they are performing to NFPA requirements and the manufacturer specification. Annual pump testing ensures that the pump flows the required gallon per minute (gpm) at various pressures and that the engine, driveline, cooling, and electrical systems all perform properly.

All ground ladders and the aerial ladders are weight tested and inspected for cracks, dents and heat damage that could cause the ladder to fail during normal use. The hydraulic system and the emergency back-up system are also inspected and tested for operation. Each section of hose is tested to NFPA requirements for pressure and a specific amount of time before it is passed. The rescue tools are all inspected and serviced to the manufacturers specifications and repaired if needed.

In 2024, the department responded to 7534 calls making it one of the busiest departments in West Michigan. With this number of responses, a top tier fleet is essential. Our fleet is maintained by the City's Motor Pool with assistance from within the department by twelve Equipment Operators. The fleet consists of (4) Engines, (1) Ladder Truck, (1) Heavy Rescue, (2) Medic Units, (2) Squads, (1) Traffic Attenuator, and multiple small utility vehicles. The department took possession of a 110' Pierce mid-mount platform. After extensive training and driving opportunities, it was equipped with equipment. During one training event, it was placed into service to help extinguish a rapid moving commercial fire. The platform responds to all reports of structure fires. Since the department is an all-hazards response department, machines are tactically outfitted to respond appropriately. The department has two sets of battery powered hydraulic tools on the first line engines. It also has one battery powered combi-tool on one squad along with corded hydraulic tools on the ladder and heavy rescue. In addition to this vital rescue equipment, each machine contains water and ice rescue equipment to respond quickly and effectively.

Rescue 1 is a 2018 Pierce It has a 25kw pto generator, 9000-watt light tower mast, 6000 psi air cascade system and a 10,000 lb. winch system. This heavy rescue unit responds with specialized rescue equipment such as cutting torches, electro-thermo cutters, rebar cutting equipment, water rescue equipment, technical rescue equipment (high angle rescue and trench rescue) extrication tools, air chisels, air bags, confined space equipment, cribbing, Haz-mat supplies, saws, ladders, wood nailing equipment, hydraulic jacks, mechanic tools, battery powered impacts, drills and saws, BLS medical equipment and a small number of firefighting tools.

Utility 4 is a 2001 Sterling with a traffic attenuator and arrow board. This is primarily utilized on the on incidents that occur on our City's freeways.

Water Rescue 1 is a flat bottom boat with a 25 hp Evinrude prop motor. Its sole purpose is for performing water rescues and recoveries on the rivers, ponds, lakes and in the flood prone areas of the City.

# 2024 AWARDS AND COMMENDATIONS



## CHIEF'S AWARD OF PROFESSIONAL EXCELLENCE

Battalion Chief Larry Moore



## LIFE SAVING AWARD

Captain Brad Deppe  
Lieutenant Andrew Good  
Lieutenant Brandon Travis  
Equipment Operator Tom Marsman  
Equipment Operator Chad Horn  
Equipment Operator Matt Young  
Firefighter Michele Kelly  
Firefighter Matt Frazee  
Firefighter Ken Eppink  
Firefighter Garrett Hilliker



Firefighter of the Year  
Brett Wright

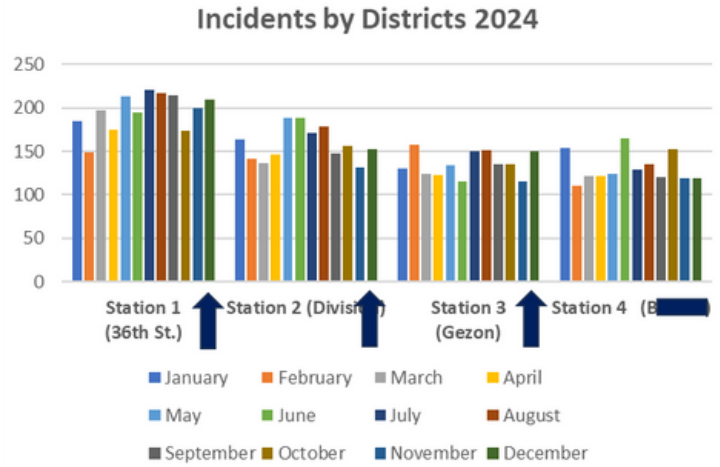
# STATISTICS



# STATISTICS

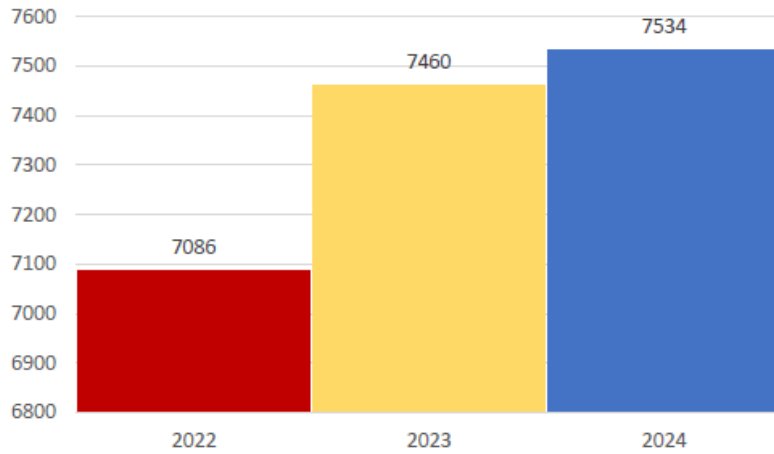
## Incidents by District 2024

Station 1 (36th Street)	2325
Station 2 (Division)	1920
Station 3 (Gezon)	1611
Station 4 (Burton St)	1521

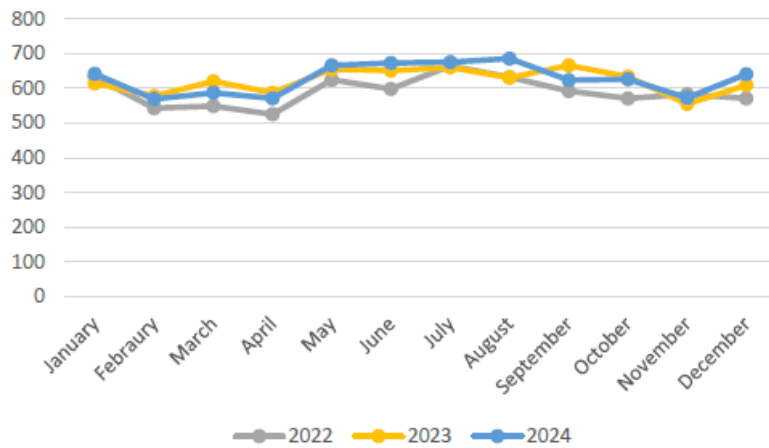


# STATISTICS - CALL VOLUME

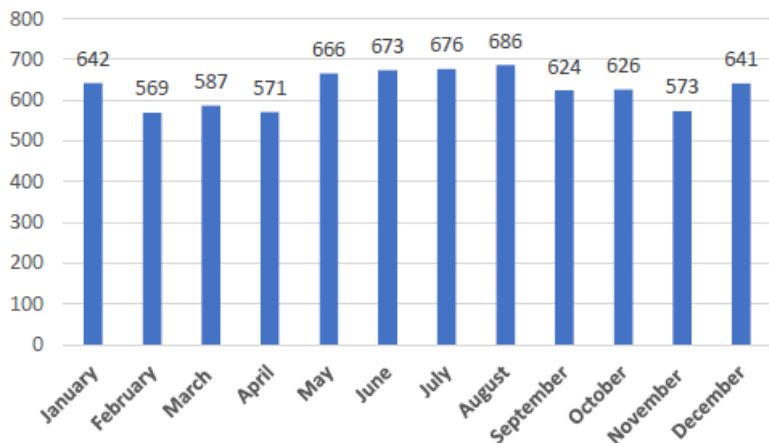
January - December Call Volume



Call Volume by Month

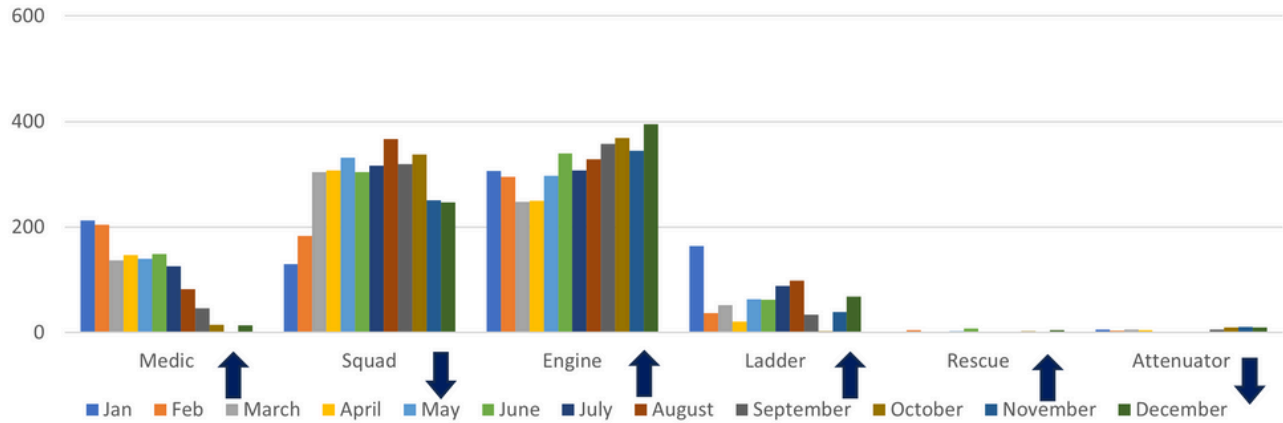


2024 Monthly Call Volume

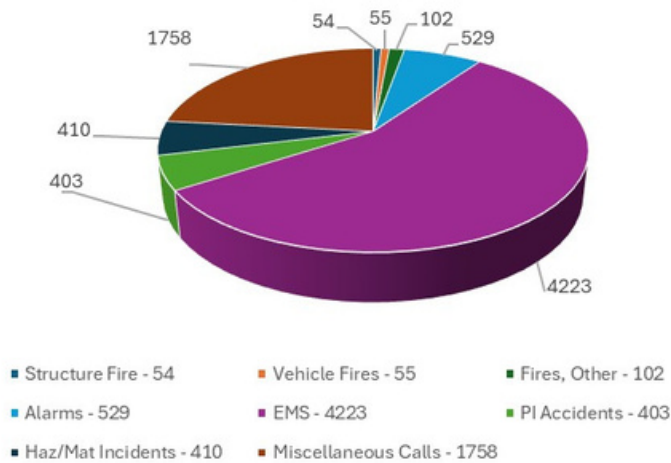


# STATISTICS - CONTINUED

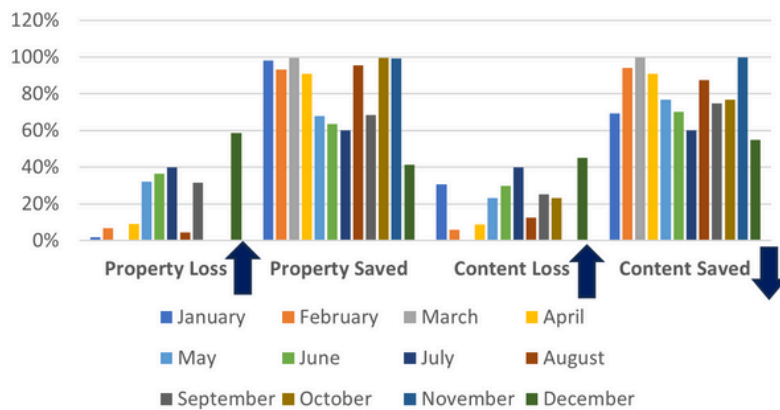
### Responses by Apparatus Type 2024



### 2024 Call Type 7,534



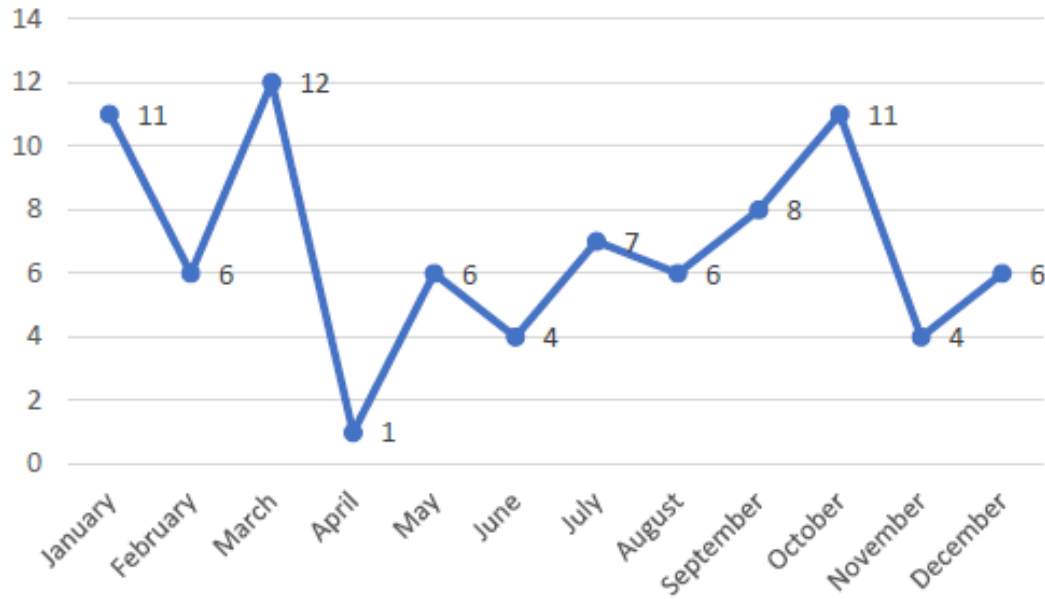
### Percentage of Property / Content (Loss/Saved) 2024



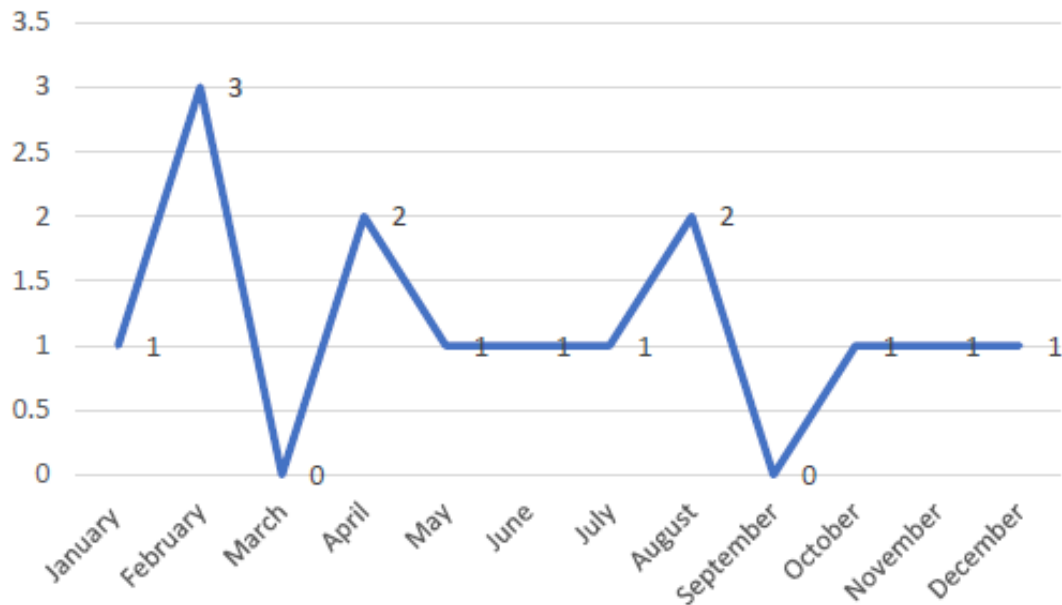
Property or content loss or saved, ±, property or content total = %

# STATISTICS - MEDICAL

## CPR Administered 2024



## Narcan Administered 2024





**Wyoming, MI**

# THIS IS OUR MOONSHOT

CUT GUN-RELATED DEATHS BETWEEN POLICE  
AND THE PUBLIC BY 50% IN 10 YEARS

## **We must do something.**

In 2022 in the U.S., 1,158 people — 1,096 civilians and 62 officers — lost their lives in gun-related incidents between police and the public, according to leading data sources.

## **It won't be easy.**

These losses reflect a complex set of issues, and the impact on communities is felt deeply and daily. We will need new ideas, new technologies, new training procedures, new policies, and even new regulations to guide the way.

## **Together, we can protect life.**

We are calling on our own team members, leaders of the law enforcement profession, community organizations, technology companies, elected officials and others representing the best ideas to support and achieve this goal.

In short, we need a movement behind the mission to collectively develop realistic, research-based and responsible solutions to cut all gun-related deaths between police and the public in half by 2033.

# Current Program

Wyoming Department of Public Safety is in the 5th year of a 10-year contract that started 2020

<b>Expected spend in 2025</b>
<b>\$505,942.25</b>
<b>Invoices issued in September</b>

There are 8 invoices that were shipped to WDPS throughout the course of 2024. One of the goals of a new contract is to consolidate all into 1 invoice for easier budgetary management and planning.

\*Additional purchases required to meet increased staffing & equipment needs

Current Program	
Number of Contracts	1 with 4 Co-Terms
Body Worn Cameras	94
In-Car Cameras	28
Evidence.com Licenses	9 Professional / Basic 94
TASER	TASER 7: 16 TASER 10: 61
All Cartridges, Batteries, Training	✓
BWC Hardware Upgrades	✓
Unlimited Axon Storage	✓
Auto Tagging	✓
Redaction Assistant	✓
Community Request	✓

# DEPARTMENT NEEDS & GOALS

- Add TASER devices to account for growth and unify platform
- Add Fleet units to account for growth
- Add Body Worn Cameras to account for growth
- Provide additional training to officers
- Add new technology that will give staff the ability to be more effective & efficient and deliver the highest level of service to the community
- Accomplish these goals in a way that is fiscally responsible



# Wyoming DPS

## Contract Comparison

Based on department needs & goals, we have recommended the middle column titled Proposed Contract & shown how it compares to your current contract

### Summary:

- Add units to account for growth
- Unify TASER platform
- Add VR Training for additional training opportunities
- Future proof with extended HW upgrades
- Add new SW tools to assist with day-to-day

	Current Contract	Proposed Contract	Changes
Number of Contracts	1 with 4 Co-Terms	1	Consolidated contract
Body Worn Cameras	94	103	Adding 9 Cameras
Evidence.com Licenses	9 Pro / 94 Basic	103 Pro	Upgrading all users to Pro
TASER	TASER 7: 16 TASER 10: 61	TASER 10: 100	All users to TASER 10 Add 23 TASER Devices
In-Car Cameras	28	33	Add 5 Fleet Units
Virtual Reality Training		✓	Add VR Training
All Cartridges, Batteries, Training	✓	✓	
BWC Hardware Upgrades	✓	✓	
Fleet Hardware Upgrades		✓	Receive future HW upgrades on Fleet
TASER Hardware Upgrades		✓	Receive future HW upgrades on TASER
Unlimited Axon Storage	✓	✓	
Auto Tagging	✓	✓	
Redaction Assistant	✓	✓	
Community Request		✓	New to ecosystem
Fleet ALPR		✓	New to ecosystem
GPS & Livestreaming		✓	New to ecosystem
Standards: Use of Force Reporting		✓	New to ecosystem
Performance		✓	New to ecosystem
Axon Investigate/ 3PV		✓	New to ecosystem
FUSUS Pro		✓	New to ecosystem
A.I. Era Plan		✓	New to ecosystem

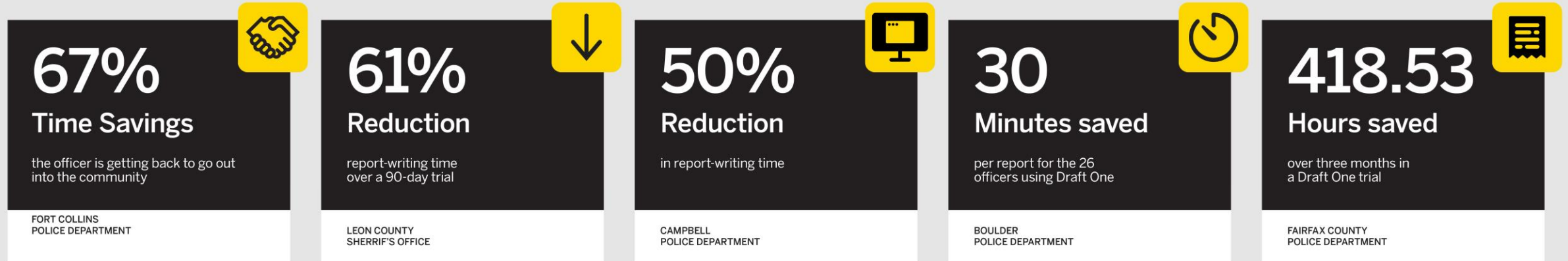
Presented May 12th, 2025

# Wyoming, Michigan New Product Overview

Virtual Reality	TASER10	Performance	Mobile ALPR	AI Era Plan
<ul style="list-style-type: none"><li>• <b>Empathy Training</b> to help officers understand mental health, diverse populations, and community needs</li><li>• <b>Tactical Training</b> through critical thinking and analytical skills</li><li>• <b>Officer Preparedness Training</b> to develop practical skills through repetition</li><li>• <b>Officer Coping</b> to help officers identify, mitigate and cope with trauma</li></ul>	<ul style="list-style-type: none"><li>• <b>Integration with VR Training</b> to improve confidence and de-escalation</li><li>• <b>More Time and More Situations</b> with 45-Foot Maximum Range</li><li>• <b>Automatically activates</b> BWCs and in-car cameras</li><li>• <b>Usage metrics</b> to track de-escalations and training</li><li>• <b>Our most effective</b> TASER device yet</li></ul>	<ul style="list-style-type: none"><li>• <b>Spend time protecting communities, not policing policies</b></li><li>• <b>Harness Your Data</b> and provide real-time metrics across product categories</li><li>• <b>Build accountability</b> by driving policy adoption</li><li>• <b>Proactive reporting</b> equips supervisors to efficiently review metrics and videos</li><li>• <b>Conduct randomized video selection</b> for reviews</li></ul>	<ul style="list-style-type: none"><li>• <b>Integrated</b> into every in-car camera system</li><li>• <b>Enhance your current ALPR</b> functionality by adding mobile units in every vehicle</li><li>• <b>Provides</b> real-time, in-vehicle alerts</li><li>• <b>Reads</b> plates up to 140MPH</li><li>• <b>Supports</b> various hotlists, including NCIC, state, &amp; any agency generated lists</li></ul>	<ul style="list-style-type: none"><li>• <b>Save time</b> &amp; streamline evidence management &amp; day-to-day functions</li><li>• <b>Includes the following tools:</b><ul style="list-style-type: none"><li>• A.I. Report Writing</li><li>• Live Translation</li><li>• Transcription</li><li>• Policy Chat</li><li>• &amp; More</li></ul></li><li>• <b>Receive</b> future releases through the life of the contract</li><li>• <b>Early Adopter Pricing</b> now through 6/30</li></ul>
<b>Continuous Investment</b>	Axon invests 20% of our revenue into Research and Development; this allows communities to benefit from the development of new products, improved functionality through monthly E.com releases, acquisitions of keystone products, and partnerships with market leaders.			



# Draft One: Testimonials



- **67% time savings** – *“That is 67% of time the officer is getting back to go out into the community, do things they enjoy, and engage with citizens.”* – Fort Collins Police Department
- **61% reduction in report-writing time** over a 90-day trial – Reports that took an average of 24.6 minutes manually were reduced to 9.46 minutes using Draft One, saving an estimated 1,285.75 hours annually. – Leon County Sheriff’s Office
- **50% reduction in report-writing time** – Campbell Police Department
- **30 minutes saved per report** for the 26 officers using Draft One – Boulder Police Department
- **418.53 hours saved over three months** in a trial conducted by Fairfax County Police Department

# Draft One Time Savings Analysis

Patrol Division		
Calls for Service	Avg. Report Writing Time	Total Hours
38,983	30 Mins.	19,491

Investigative Division					
Role	Count	Hours/Day	Days/week	Weeks	Hours/Yr
Detectives	13	3	4	52	8,112
Warrant Ofc.	2	3	4	52	1,248
Sergeants	4	2	4	52	1,664

**Summary:** Wyoming DPS is spending an estimated **30,515 hours** on report writing annually.

By leveraging Axon's Draft One A.I. Report Writing Software, Wyoming DPS can save up to 50% of time spent writing reports, resulting in a **savings of 15,257 personnel hours**





# Wyoming DPS

10/1/2025 – 9/30/2035

*One Complete Digital Ecosystem*

## 103 Body-Worn Camera + 100 TASER 10 Certification Bundles

- Body-worn camera refreshes every 2.5 years
- Virtual reality hardware refreshes every 2.5 years
- In-car camera refreshes every 5 years
- TASER refresh after 5 years
- TASER batteries and training cartridges
- TASER Unlimited duty cartridges
- TASER Instructor and Master Instructor Vouchers
- On-Site Training
- Auto-tagging
- Performance
- Respond GPS & Livestreaming
- Redaction Assistant
- Community Request
- Standards Use of Force Reporting
- FUSUS RTCC Platform

Virtual Reality Training

33 Fleet 3 with ALPR

A.I. Era Plan

Full Warranty on all Axon Hardware for 10 years

## Benefits of a 10-Year Contract

- Reliable and known pricing for the next decade
- Upgrade to next generation TASER in 2030
- Continual upgrade on all camera and virtual reality technology
- Continual upgrades to new A.I. Product releases to A.I. Era Plan

	Annual Payments
2025	\$505,942.25
2026	\$511,277.87
2027	\$531,661.29
2028	\$552,860.04
2029	\$574,906.74
2030	\$597,835.32
2031	\$621,681.03
2032	\$646,480.57
2033	\$672,272.09
2034	\$699,095.28
<b>Total</b>	<b>\$5,914,012.48</b>

## Incentives for 6/30 Execution Date

- A.I. Era Plan at early adopters pricing (6/30 end date): \$742,960 Value
- No Cost Mobile ALPR: \$210,000 Value
- No Cost Virtual Reality Training: \$260,000 Value
- Additional Discount: \$660,000

**Total Savings: \$1,872,960**

# Wyoming DPS | Cost Analysis

If staying with current contract, WDPS would still need to add users to account for growth.

**Cost: \$400,000 over 5 years**

\*price factored into numbers shown

WDPS can save **\$1,048,425** over the next 10 years preserving tech advancements at today's cost, which is the equivalent of over **21 months** of a 10-year contract.

	Remining Current Contract	New 10-Year Contract in 2025	Keep Current, Renew in 2030 <small>Assuming 7% Increase Year-Over-Year &amp; excluding current incentives</small>
2025	\$585,942.25	\$505,942.25	\$585,942.25
2026	\$231,437.24	\$511,277.87	\$231,437.24
2027	\$231,665.72	\$531,661.29	\$231,665.72
2028	\$225,704.37	\$552,860.04	\$225,704.37
2029	\$225,705.38	\$574,906.74	\$225,705.38
2030		\$597,835.32	\$1,092,396.50
2031		\$621,681.03	\$1,092,396.50
2032		\$646,480.57	\$1,092,396.50
2033		\$672,272.09	\$1,092,396.50
2034		\$699,095.28	\$1,092,396.50
<b>Total</b>	<b>\$1,500,454.96</b>	<b>\$5,914,012.48</b>	<b>\$6,962,437.45</b>

\*Estimated full 10-year cost in 2030 is \$10,923,965

# A TRULY SEAMLESS EXPERIENCE

**REAL-TIME FIELD VISIBILITY**

**ACT ON IT NOW**

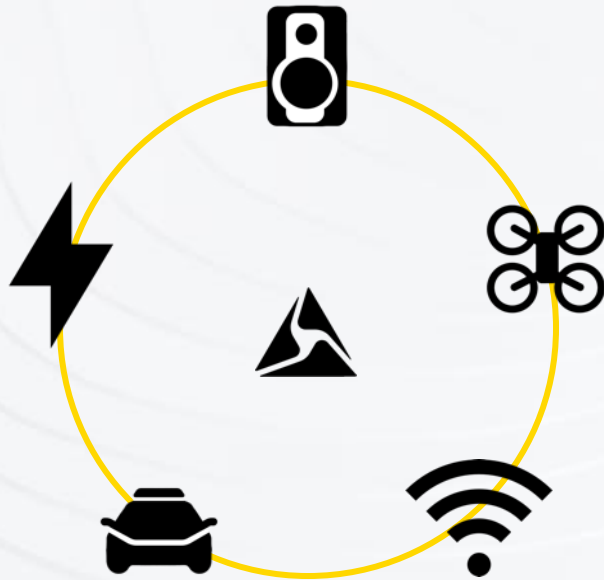
**WHICH RESULTS IN**

**FASTER RESPONSES**

**SAFER COMMUNITIES**

**BETTER RELATIONSHIPS  
BETWEEN OFFICERS AND  
COMMUNITY MEMBERS**

**MORE EFFICIENT USE  
OF RESOURCES**



**CONNECTED OFFICER.  
CONNECTED VEHICLE.  
CONNECTED ENVIRONMENT.**



**TRAIN FOR  
ANYTHING**

**EASILY ACCESS IT LATER**



**Partner  
Sharing**



**Digital  
Evidence**



Staff Report

Date: May 7, 2025  
Subject: Short Term Rentals  
From: Nicole Hofert, Director of Community and Economic Development  
CC: John Shay, City Manager  
Patrick Waterman, Deputy City Manager  
Meeting Date: May 12, 2025

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**RECOMMENDATION**

No recommendation at this time.

**ALIGNMENT WITH STRATEGIC PLAN**

- A. PILLAR 3 – Stewardship
  - o Goal 2 - Enhance the efficiency and effectiveness of city operations and services.

**DISCUSSION**

Staff first presented on the city's short term rental (STR) regulatory ordinance at the January 13, 2025 work session.

During that presentation staff discussed in detail the multiple ordinances that regulate STRs and the challenges associated with those ordinances. Staff also provided an update on the status of possible state legislation that would regulate STRs. A menu of regulatory items (such as requiring registration through the city's rental registration program) was also discussed with staff seeking input from Council on different policy recommendations that would balance personal property rights with allowances that respect neighborhood character and mitigate potential nuisances.

Attached is the presentation reviewed in January. Staff will provide additional information around STR regulation at the May 12 work session.

###

# City Council: Short Term Rentals

*January 13, 2025*



**Short Term Rental Services**

**WY | MI**

## Defined as:

- Residential rental of less than 30 days
- Integrated into neighborhoods
- Not a commercial property
- Different from hotels/motels
  - Zoning district
  - On-site management
  - Hotel/Motel Tax



House



Room

## Sec. 10-3. - Short-term rentals

Short-term rentals of privately owned dwellings are subject to the following:

(1) *Definitions.* For purposes of this section the following definitions shall apply:

- (a) *Maximum occupancy* means the maximum number of allowable occupants for the dwelling, as established in this Code.
- (b) *Owner* means a person holding legal or equitable title to the premises.
- (c) *Rent* or rental means to permit, provide for, or offer possession or occupancy of a dwelling in which the owner does not reside for a period of time to a person who is not the legal owner of record, pursuant to a written or unwritten agreement.
- (d) Short-term rental means the rental or subletting of any dwelling, for a term of 27 days or less, but the definition does not include the use of campgrounds, hotel rooms, transitional housing operated by a non-profit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance-abuse rehabilitation clinic, mental-health facility, or other health-care related clinic.

(2) *Prohibition.* Except as herein provided, short-term rentals are prohibited in all residentially zoned districts.

(3) *Exceptions.* The following shall not constitute a short-term rental:

- (a) Family occupancy. Any member of a family, as well as that family member's guests, may occupy a dwelling as long as that family member's family owns the dwelling.
- (b) House sitting. During the temporary absence of the owner and the owner's family, the owner may permit non-owner occupancy without remuneration.
- (c) Dwelling sales. Occupancy of up to 90 days by a prior owner after the sale of a dwelling under a rental agreement following closing.
- (d) Estate representative. Occupancy by a personal representative, trustee, or guardian (including family members) of the estate is permitted.
- (e) Occupancy requirements and limits as provided in this Code shall be applicable under any of these exceptions.

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- (e) Occupancy requirements and limits as provided in this Code shall be applicable under any of these exceptions.

# Administrative Policy

- Allows for short term rentals, if owner is on-site overnight.

Department Community Services - Building Inspections	
Department Head Approval: Rebecca Rynbrandt /s/ 	Date: 
City Manager Approval: Curtis Holt /s/ 	Date: 6-18-18
Subject: Application of the definition of Rental for City Code 10-3	

**Purpose:** On April 16, 2018, Wyoming City Council adopted an ordinance to affect the impact short term rental units in predominantly owner occupied neighborhoods. Council indicated their intent of the ordinance language to require that property owners who elect to operate a short term rental also occupy the dwelling during the duration of the rental agreement.

**Policy:** That portion of city code section 10-3 "Short Term Rentals" 1 (c) "Rent or Rental means to permit, provide for, or offer possession or occupancy of a dwelling in which the owner does not reside for a period of time to a person who is not the legal owner of record, pursuant to a written or unwritten agreement" shall be implemented using the following interpretation:

A person offering a dwelling as a short term rental shall also occupy the dwelling during the duration of the written or unwritten rental agreement. Occupancy does not require the owner to be on the property twenty four hours per day for the duration of the lease agreement. It is interpreted to mean that the owner will use and occupy the dwelling unit for sleeping purposes for the duration of the rental agreement.

**Responsible Staff:**

Primary – Housing and Code Enforcement Inspectors  
Secondary – Community Services Building Inspections Staff

Council has had some residents come to meetings and request the City take enforcement action on short term rentals.

**The City Attorney has advised that both the ordinance and the administrative policy put the City at risk and need to be revised.**

This issue has been a priority for the State legislature over the past few years and city staff were hopeful that the State would provide guidance.

**Why are we talking about this?**

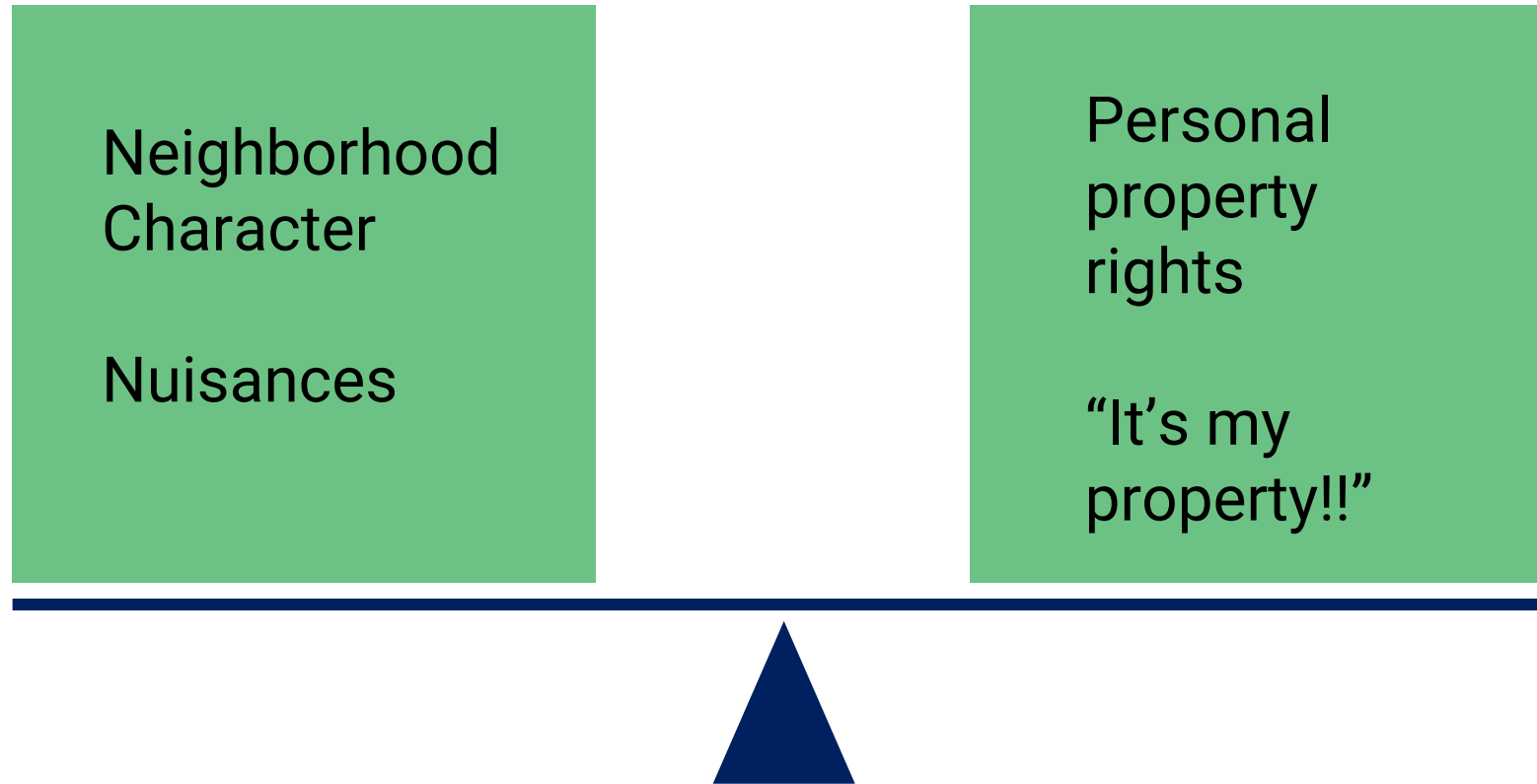
**WY | MI**

## **The State has not passed any legislation regulating STRs, but several bills have been introduced in recent sessions.**

- Proposals have included:

- Registering with the State of Michigan
- Capping on the number of STRs allowed
- Registering with a community's rental program
- Mandating 24-hour local contacts
- Levying excise taxes
- Requiring liability insurance
- Posting fire escape routes
- Requiring carbon monoxide detectors, smoke detectors, and fire extinguishers

## Balancing Act



**Thoughtful Considerations**

**WY | MI**

## Council Options

### Do nothing

- Puts city at risk
- Guidance needed on how to enforce

### Repeal Current Ordinance

- No regulation

### Adopt New Ordinance

- Revise/replace existing regulation

**It's a Policy Decision...**

**WY | MI**

## Regulatory Menu:

- Capping the number of STRs allowed
- Setting buffer distances (e.g. 500 feet or 1000 feet) between STRs
- Requiring quiet hours
- Requiring certification through the City's rental inspection program:
  - Annual inspections
  - Mandating 24-hour local contacts
  - Requiring liability insurance
  - Posting fire escape routes
  - Requiring carbon monoxide detectors, smoke detectors, and fire extinguishers
- Establishing civil infractions or misdemeanors for violations of STR ordinance

**It's a Policy Decision...**

**WY | MI**

## Council Options

### Do nothing

- Puts city at risk
- Guidance needed on how to enforce

### Repeal Current Ordinance

- No regulation

### Adopt New Ordinance

- Revise/replace existing regulation

**It's a Policy Decision...**

**WY | MI**

Which direction  
would City Council  
like staff to pursue?

# City Council: Short Term Rentals

*January 13, 2025*

# Community Development Rehabilitation Manual Updates

*May 12, 2025*

1. Overview of Rehab Loan Programs
2. Current Loan Programs
3. Proposed Loan Programs
4. Proposed Grant Program
5. Reasons for Proposed Changes
6. Underwriting Standards
7. Questions

# Rehab Loan Programs

- Current rehab loan programs are the **Deferred Loan Program** and the **3% Loan Program**.
- Maximum loan amount of \$40,000 secured with a mortgage.
- Single family primary residences only.
- Limit is one loan per property and/or person every 20 years.
- Loans are reviewed and approved by the Rehab Committee.

- A lead certified and licensed residential builder serves as general contractor.
- Lead abatement required, if a lead test is positive.
- All properties must meet HUD Environmental Review guidelines.
  
- Current waitlist is 2+ years.

## Deferred Loan Program

- Household income limit **50% of area median income.**
- **0% interest loan.**
- **No payments** due as long as the borrower occupies the property as his/her primary residence.
- **The loan amount reduces by 10% each year for the first 5 years of the loan.** The remaining 50% is not forgiven and must be repaid upon sale/transfer of the property.
- Repairs are limited to code violations, health and safety items, or accessibility modifications.

## 3% Loan Program

- Household income limit of **80% of area median income.**
- **3% interest** loan based on a 15-year amortization.
- **Monthly payments** are due until the loan is paid in full.
- **No portion of the loan is forgiven.**
- Repairs limited to code violations, health or safety items, or accessibility modifications.
- May use up to \$5,000 of the loan to make improvements that are not health or safety driven but will add value to the property. (e.g. new kitchen countertops or replacing carpet in a bedroom).

\*\*\*Restricted to owners of single-family homes. Each property is limited to 1 loan in a 20-year period.\*\*\*

## Home Protection Program

- Income Limit 50% of area median income.
- Maximum loan size \$30,000.
- 20- year mortgage, 0% interest.
- Monthly payment required. (\$125/month for \$30,000 loan).
- Eligible activities: roof; windows; insulation; doors; caulk (or other weatherizing products).
- KCLEAR lead report required prior to applying.
- No licensed general contractor required.
- We may bid each repair item separately.

## 3% Loan Program

- Income Limit 50% of area median income.
- Maximum loan size \$30,000.
- 20- year mortgage, 0% interest.
- Monthly payment required. (\$125/month for \$30,000 loan).
- Limited to health and safety items and may include mechanical or accessibility items.
- KCLEAR lead report required prior to applying.
- A licensed residential builder is required to oversee the entire project. The general contractor must also be lead certified.

\*\*\*Restricted to owners of single-family homes. Each property is limited to 1 loan in a 20-year period.\*\*\*

## Home Protection Program

- Applicants must be **elderly or severely disabled** as defined by HUD.
- **Income limit of 50% of area median income.**
- **Maximum grant amount \$2,500**
- **10% co-pay**, which may be paid in installments. No lien on the property.
- Restricted to items that Home Repair Services (or similar services) cannot or will not do, which would be mostly small exterior repairs.
- Paint may not be disturbed, or disturbance must be below HUD 2 foot per room de minimis threshold.
- Residents who receive assistance in this program may use the service more than once, and are not precluded from also participating in the Home Protection Program or the Home Loan Program.

- Elderly:
  - 62 and older
- Severely disabled:
  - (a) used a wheelchair or had used another special aid for 6 months or longer;
  - (b) were unable to perform one or more functional activities or needed assistance with an Activity of Daily Living or Instrumental Activity of Daily Living;
  - (c) were prevented from working at a job or doing housework; or
  - (d) had a condition including autism, cerebral palsy, Alzheimer's disease, senility, or mental retardation. Finally, persons who are under 65 years of age and who are covered by Medicare or receive SSI are considered to have a disability (and a severe disability). Functional activities include seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, and walking. Activities of daily living include getting around inside the house, getting in and out of bed or a chair, bathing, dressing, eating, and toileting. Instrumental Activities of Daily Living include going outside the home, keeping track of money or bills, preparing meals, doing light housework, and using the telephone.

- High demand for these products
- Limited funds
- Lack of qualified contractors

We view the purpose of this program as assisting borrowers with “big ticket” items that need to be addressed to preserve the family’s safety and property. Our biggest requests are for roofs and replacement windows. These things do not need to be completed by a licensed residential builder, nor do they require a permit.

- Roof and window items do not require the lead certifications. The Home Protection Program opens the bidding to far more companies and will hopefully see more competitive bids.
- More competitive bids and smaller loan amounts allow us to assist more families and more efficiently allocate our limited funds.

- Borrowers receiving Deferred Loans often maximized their loan amounts. With no monthly payments, these loans are often treated as windfalls.
- By requiring that all borrowers make payments, we encourage them to participate in the stewardship of these funds and limit their loans to the most crucial items.
- Some borrowers feel uncomfortable with a “freebie” and would rather repay the loan.

- Home Repair Services (HRS) teaches home maintenance and repair classes, offers credit counseling, and does minor home repairs.
  - HRS is a longtime subrecipient of our CDBG funds and fills an important role in assisting low- and moderate-income households with home ownership.
- With the exceptions of roof patches and accessibility ramps, HRS limits its work to the interiors of homes.
- The City gets a large number of requests for minor repairs to homes and we refer those to HRS.
- The Minor Home Repair Program is intended to fill the gap for minor exterior home repairs.

# Underwriting Standards

While the Home Improvement programs at the City have always been loans, we have very few actual underwriting standards.

**We recommend adding additional guidelines to protect families, safeguard interests of the City and provide further direction for the Rehab Committee when making a loan decision.**

- **Loan-to-Value**: the Combined Loan-to-Value (CLTV) for all outstanding mortgages on the subject property, including the new City loan, is **not to exceed 100% of the current property value**. If the applicant has an open end HELOC, the CLTV is based upon the full amount of the HELOC, even if the funds have not been drawn. The value is determined by doubling the current Assessed Value calculated by the City's Assessor's Office.
- **Evidence of Insurance**: the subject property is to be insured for either 100% of all outstanding mortgage balances, or 100% replacement cost. If the policy declarations page does not indicate guaranteed replacement cost, a Replacement Cost Estimator (RCE) is acceptable if it is prepared by the borrower's current insurance agent. **The City of Wyoming must be named as an additional insured on the policy.**

- **Ownership:** the **applicant must be a fee simple owner-occupant** of the subject property. A title search will be obtained for the property documenting current ownership. Leaseholds and land contracts are ineligible. All City Community Development loans are immediately due and payable if the borrower vacates and transfers title to the property.
- **Ability to Repay:** loan applicants must verify to the City the ability to repay a loan. **Total housing costs (PITIA) for all outstanding mortgages may not exceed 30% of gross monthly income.** In addition, the borrower must meet residual income requirements. Residual income limits will be calculated using the most recent VA Residual Income Chart for the Midwest.

- **Assets:** the loan applicant must provide the most recent 3 months of bank statements for all bank and credit union accounts. **Applicants with more than \$25,000 in liquid assets are ineligible for a COW Community Development loan or grant.** Liquid assets are defined as checking, savings, CDs, stocks, or bond accounts. **Assets in an IRA, 401k, or similar retirement account are not considered liquid assets for qualifying purposes.** Loan applicants who own any real estate other than their primary residence are ineligible for any type of Community Development loan or grant.

- **Income:** For Community Development loans/grants the gross household income of **applicants shall not exceed 50% of the most current applicable median gross family income of the Grand Rapids Standard Metropolitan Statistical Area (SMSA).** Income calculations shall be based on a projection of income for the next 12 months. Income verification is required. Acceptable income verification documents include: the most recent IRS 1040 Income Tax Return and W2s; a WVOE or current paystubs covering the last 90 days; SSA or pension award letters; and any other documents necessary to verify current income. Self-employed applicants must also provide a Schedule C, 1120, 1120-S, or 1065-income tax return and any K-1s for the previous 3 years.

- **Credit:** An in-file credit report from TransUnion is required for all loan applicants and will be pulled by the City. There is **no minimum credit score requirement**. However, the following credit restrictions will apply:
  - No foreclosure, pre-foreclosure/short sale, or deed-in-lieu of foreclosure within 3 years of the application date. The date of the title transfer is to be used as the start date.
  - No bankruptcies within 2 years of the application date. The discharge date is to be used as the start date. If a chapter 13 was dismissed, a 3-year waiting period from the dismissal date will apply.
  - No unpaid judgments are allowed.
  - Mortgage history must be no more than 2 x 30 within the past 12 months and no more than 4 x 30 in the past 24 months. Rolling 30's are acceptable, but no 60-, 90-, or 120-day delinquencies are allowed in the past 2 years.

- **Credit (continued):**

- Child support or other court ordered maintenance cannot be delinquent. A divorce decree, or other legal order must be provided, along with proof of 12 months' on-time payments.
- Nonmedical collection accounts with a cumulative balance of more than \$2,000 must be explained by the borrower. Unpaid collections are reviewed on a case-by-case basis. The Rehab Committee may deem the loan ineligible due to excessive unpaid collections. Medical collections may be disregarded.
- Unpaid charge-offs do not need to be paid for qualification purposes. However, all charge-offs are to be explained by the loan applicant. The Rehab Committee may deem the loan ineligible due to excessive unpaid charge-offs.
- No delinquent Federal, State, or municipal debt is allowed. Applicants with unpaid income or property taxes are ineligible. A SAM.gov report will be required to document the applicant does not have any active exclusions or delinquent Federal debt.

- These added guidelines are intended to protect borrowers and the City.
- These loans should not put borrowers under financial stress or at risk of default. They should assist home owners in paying for “big ticket” repairs to protect the value of their homes and maintain the character of their neighborhoods.

Questions?