



MICHIGAN

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

MONDAY, NOVEMBER 10, 2025, 5:30 P.M.

- 1) Call to Order**
- 2) Public Comment on Agenda Items (3 minute limit per person)**
- 3) City of Grand Rapids Presentation on Equal Business Opportunity Program**
- 4) Tree Commission Presentation**
- 5) Proposed R-2/R-3 Zoning Amendments**
- 6) Any Other Matters**
- 7) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

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 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 al menos 36 horas antes de la reunión para hacer arreglos para el alojamiento apropiado.



City of Grand Rapids: Equal Business Opportunity (EBO) Program

Presented to the Wyoming City Council-November 10th, 2025

EBO Program Overview

Fair Access

Ensures equal contracting opportunities

- Supports small businesses
- Supports minority-owned businesses
- Supports women-owned businesses
- Supports veteran-owned businesses
- Supports non-minority owned businesses



Key Goals

- Increase underrepresented participation
- Provide bid incentives
- Support economic growth

The Journey of Supplier Diversity

Explore the evolution of the City's commitment to equitable business opportunities.

1976

Local Business Set-Aside Program: The City launched its first initiative to ensure minority and women small businesses had access to public contracting opportunities.

1986

Program Evaluation and Study: The program was suspended; the first disparity study completed to reinstate it with 10% Minority and 1% Woman set-aside.

2001

Monday Group Meetings: OEE and Executive Office created Monday Group to strengthen communication between majority, general contractors and small, minority & women subcontractors.

2004

Program Assessment: OEE conducted second disparity study and found that there no legal basis to continue set-asides for minority and women business enterprises.

2004–2007

Equal Business Opportunity (EBO) Program: Due to the results of the second disparity study that ultimately led to elimination of set-asides, OEE worked with City Executive Staff and community business leaders in the creation of the Equal Business Opportunity Program, adding the current MLBE certification.

Present

EBO and MLBE Program: The program continues to evolve, focusing on small-business growth, workforce development, and keeping public dollars circulating within the local regional economy.

The Equal Business Opportunity House Analogy

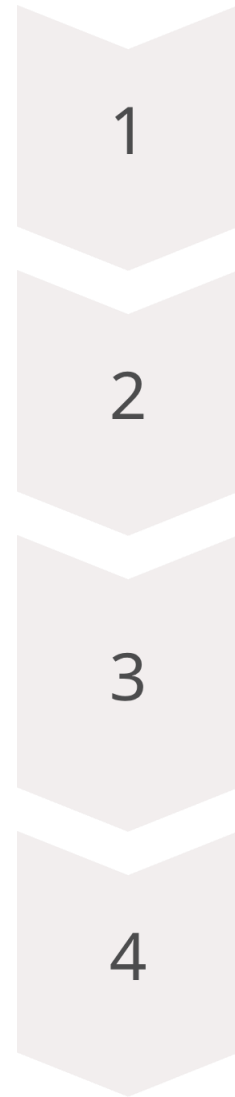
EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM

(Maintained by the Office of Equity & Engagement)

City Commission Policy 600-12 Construction	City Commission Policy 600-15 Goods & Services	Administrative Policy 04-01 MLBE Certification
<p data-bbox="603 857 1151 956">Administrative Guidelines for 600-12</p> <ul data-bbox="603 1038 1151 1430" style="list-style-type: none">• Applies to construction-related bids• Defines bid discounts & MLBE subcontractor incentives (17 in total)• Works in partnership w/ the Engineering Department	<p data-bbox="1219 857 1860 956">Administrative Guidelines for 600-15</p> <ul data-bbox="1250 1038 1798 1546" style="list-style-type: none">• Applies to professional services & goods procurement• Similar discount framework as 600-12, but for non-construction (13 in total)• Works in partnership w/ the Purchasing Department & it's procedures	<p data-bbox="1906 857 2467 899">Administrative Policy for 04-01</p> <ul data-bbox="1906 979 2467 1487" style="list-style-type: none">• Governs eligibility for all aspirational MLBE companies• Sets standards for ownership, location, & new worth requirements• Incentives are structured to increase utilization of these certified companies

All under one roof and interconnected.

Construction Guidelines (600-12)



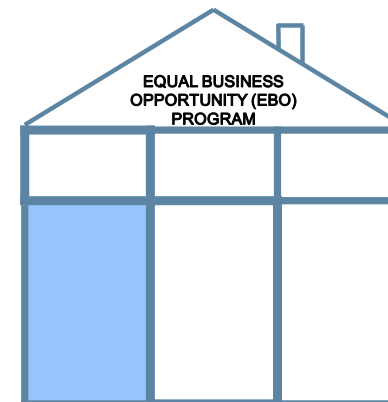
Applies to City-funded projects

Goal is to create good faith subcontracting efforts

Bid discounts to participating business and incentives for Micro Local Business Enterprises (MLBEs) sub-contractor utilization.

Bid Discounts align with the City's Strategic Plan

Bid discounts max out at 5% or \$100,000



Examples of What the City Utilizes for Construction Projects

The City of Grand Rapids partners with a wide array of contractors and vendors to ensure the successful completion of its diverse construction projects. These collaborations are integral to delivering high-quality infrastructure and community facilities, while also fostering local economic growth through the EBO program.

- General Contractors (Commercial & Residential)
- Electrical Contractors
- Plumbing & HVAC Specialists
- Concrete & Masonry Services
- Roofing Contractors
- Architectural & Engineering Firms (Civil, Structural, Mechanical, Electrical)
- Environmental Consultants
- Geotechnical Engineers
- Landscaping & Site Development Services
- Excavation & Demolition Companies
- Paving Contractors (Roads, Sidewalks, Parking Lots)
- Steel Fabricators & Erectors
- Glass & Glazing Contractors
- Drywall & Painting Services
- Flooring Installers
- Fire Suppression System Providers
- Security & Access Control System Installers
- Telecommunications & Data Cabling Specialists
- Building Material Suppliers (lumber, steel, concrete, aggregates)
- Heavy Equipment Rental & Operators
- Scaffolding & Temporary Structure Providers
- Waste Management & Recycling Services
- Specialized Testing & Inspection Agencies
- Surveying Services

Examples of Bid Discounts for (600-12)

Construction contractors can receive the following bid discounts:



Local Workforce - Up to 2%

Requirements: (1%) discount is 24% of total staff city residents
Additional (1%) if 25% of staff are from a Neighborhood Of Focus (NOF)



Joint Ventures - 10%

Requirements: Partnership with approved MLBE



Private Sector - Up to 2%

Requirements: Using Micro-LBEs outside City projects



Construction Workforce Development - 1-3%

Requirements: Employing graduates from local training programs



MLBE Subcontractors Utilization - Up to 10%

MLBE Growth Subcontractor Utilization - Up to 10% (New)

Requirements: Based on percentage of Micro-LBE subcontractor participation



Mentor-Protégé - 4%

Requirements: Approved program developing small firms



Veteran-Owned - 1%

Requirements: Verified VOSB status



Registered Apprenticeships - 1-3%

Requirements: Employing DOL-credentialed apprentices

Most discounts cap at **5%** or **\$100,000**. With 4 discounts that now cap at **10%** or **\$200,000** Contractors receive full payment based on original bid amount.

How Bid Discounts Work

Here's how bid discounts impact the contracting process:



Original Bid Submission

Contractor submits a **\$100,000 bid** for a city project.



Apply 5% Discount

With a **5% bid discount**, the bid is **evaluated at \$95,000**.



Contract Award

The discounted amount may determine who wins the contract.



Full Payment

If awarded, contractor receives the **original \$100,000**.

Bid discounts give MLBEs and participating businesses a competitive advantage without reducing their compensation. With new updated Discounts, some companies may qualify for up to **10%** discount.



Goods & Services (600-15)



Equitable access to City contracts



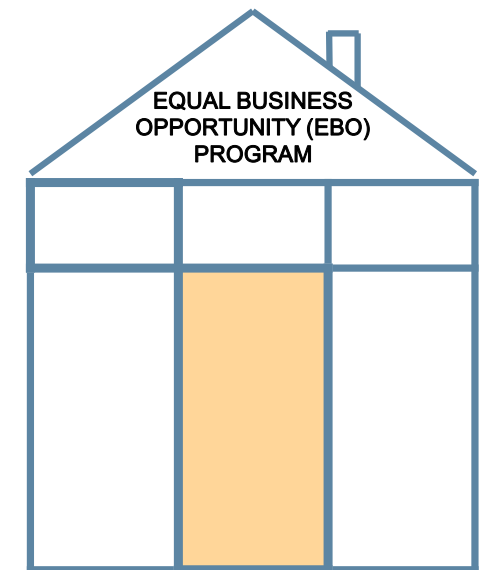
Outreach to engage diverse vendors



Preference for MLBE certified businesses

MLBEs receive bid discount up to 3% (max \$5,000)

Bid Discounts max out at 5% or \$25,000



Examples of What the City Utilizes for Goods and Professional Service Projects

The City of Grand Rapids relies on a diverse range of vendors and consultants for its daily operations, ensuring efficient and effective public services. These partnerships cover everything from essential supplies to specialized expertise, contributing to the city's overall functionality and growth through the EBO program.

- Office Supplies & Equipment
- Information Technology (IT) Hardware & Software
- Janitorial Services & Cleaning Supplies
- Fleet Vehicles & Maintenance Services
- Landscaping & Groundskeeping Services
- Printing & Publication Services
- Safety & Security Equipment
- Uniforms & Apparel
- Food & Catering Services
- Lab Equipment & Scientific Supplies
- Legal Services
- Financial & Accounting Consulting
- Marketing & Public Relations Services
- Human Resources & Training Solutions
- Management & Strategic Consulting
- Architectural & Urban Planning Services
- Engineering Design (Civil, Structural, Environmental)
- Web Design & Development
- Photography & Videography Services
- GIS & Mapping Services

Bid Discount Example for Goods & Services



Local Workforce

Eligibility: 24%+ Grand Rapids residents, 50%+ from NOF

Discount: Up to 2%



MLBE

Eligibility: City certified small, local business

Discount: 5%



Income Tax Incentive

Eligibility: Active business in City limits with filed tax return

Discount: 1%



Joint Venture

Eligibility: Formally recognized partnership with MLBE

Discount: 5%



GTA Location

Eligibility: Fixed office in underserved neighborhoods (6+ months)

Discount: up to 5%



Regional

Eligibility: Based on business location (City/County/State)

Discount: 1-2%



Veteran-Owned

Eligibility: Verified VOSB status

Discount: 1%



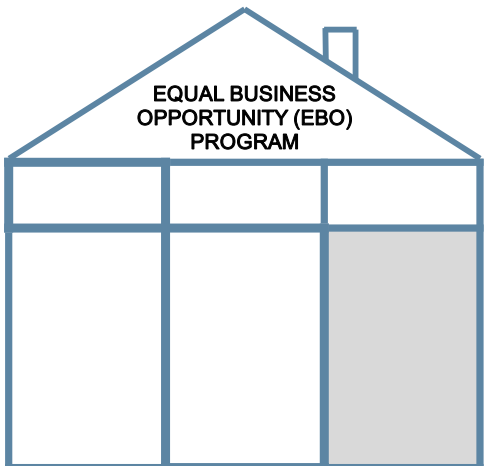
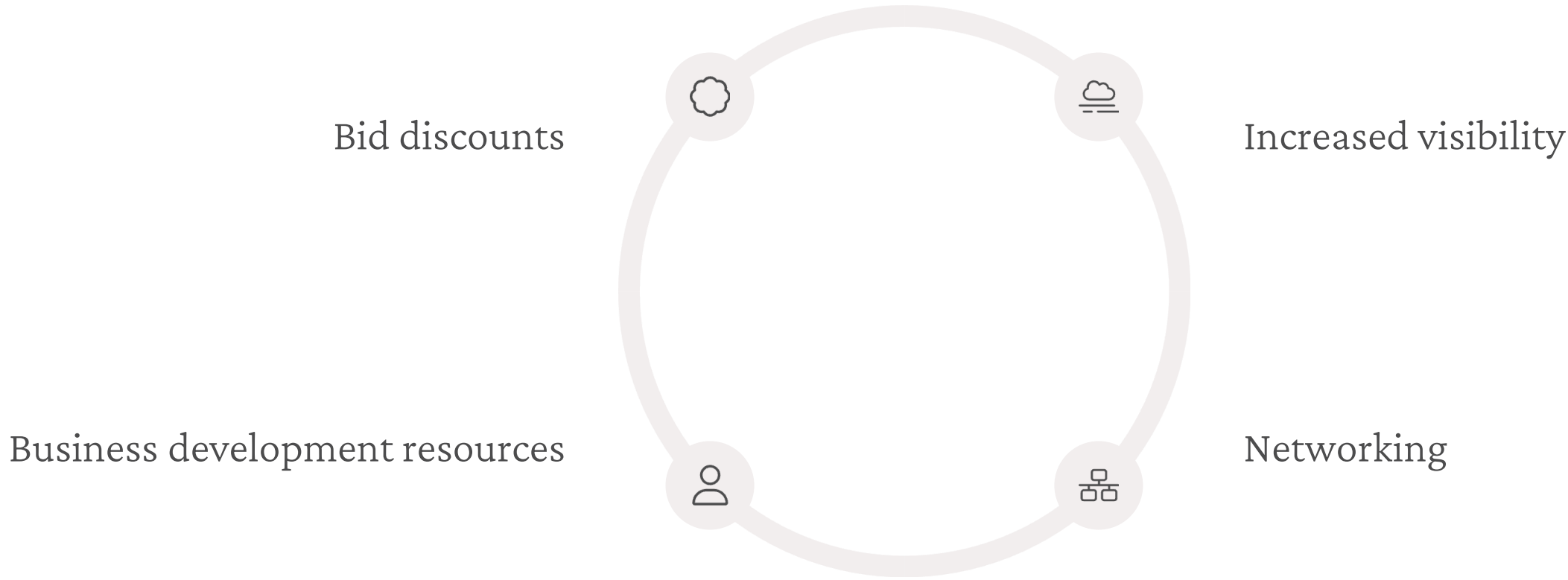
Employee Owned

Eligibility: Verified Employee-Owned Business

Discount: Up to 2%

Maximum combined discount is capped at **5%** or **\$25,000** for goods and services contracts. Contractors receive full payment based on original bid amount.

MLBE Certification



MLBE Requirements



Active Michigan Business License & Location

Must maintain an active Michigan business license and be located within **Kent County**



Business Experience & Financial History

Must maintain an active Michigan business license for at least 12 months and provide 1 to 3 years of tax returns (exceptions may apply)



Size Standards

Must meet SBA size standards via NAICS Code of 35%



City Vendor Registration

Must be registered as a Vendor with the City of Grand Rapids



Controlling owners Personal net worth needs to be less than **\$242,000 (via January 2007)**

We calculate this by using the SBA's 8a program formula which does not include an owner's primary home. It is tied to inflation.

Certification last 9 years



MLBE Directory

Find Certified MLBE Partners

Our comprehensive MLBE Directory connects you with certified local businesses.

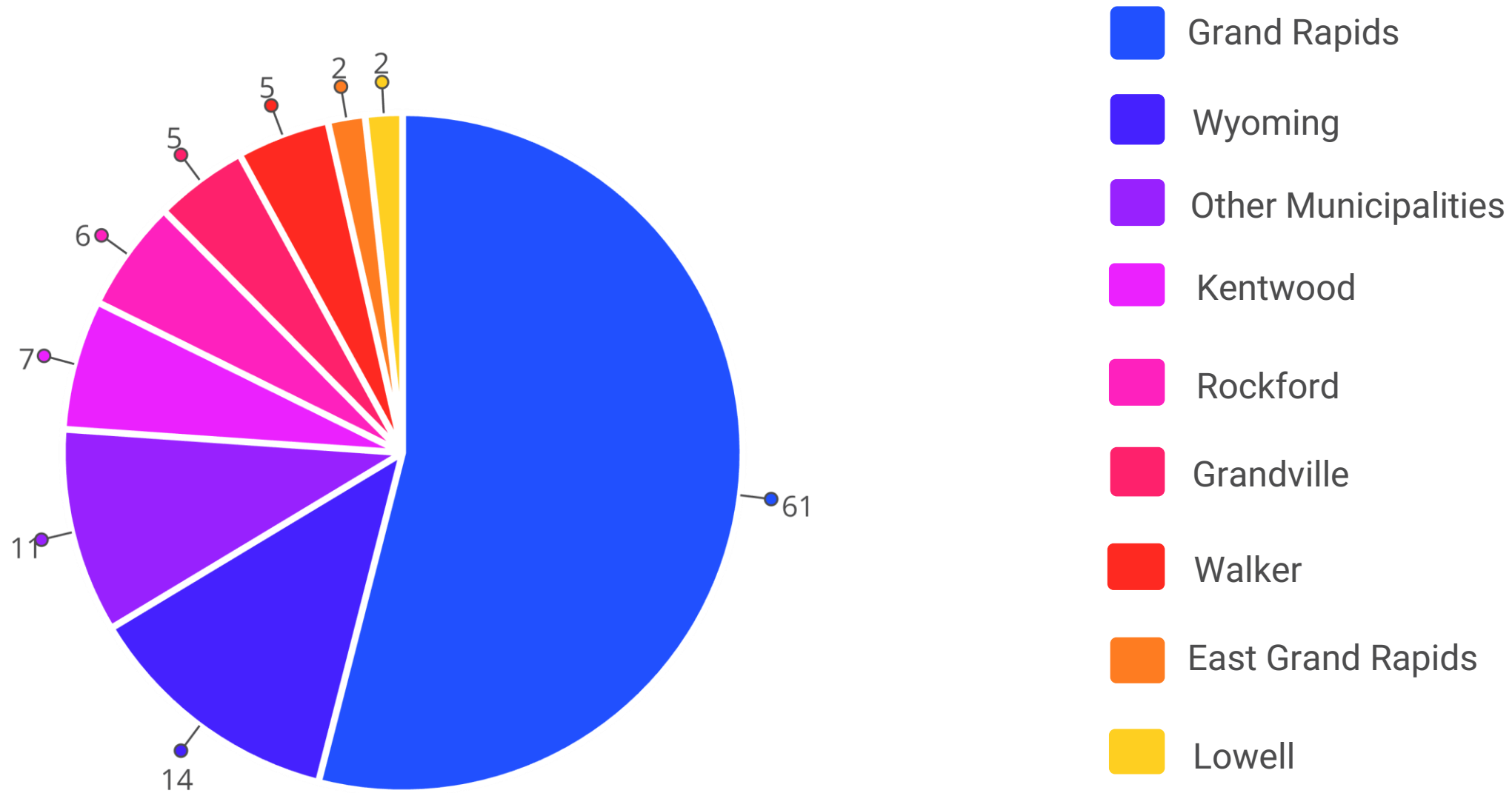
- Search by service category or business name
- View certification status and contact information
- Discover potential partners for joint ventures

Scan the QR code to access the directory on your mobile device.



MLBE Geographic Breakdown

The distribution of certified Micro/Local Business Enterprises (MLBEs) highlights their concentration within Grand Rapids and surrounding communities, underscoring the program's impact across the region.



As shown, Grand Rapids hosts the majority of MLBEs, with a significant presence also observed in Wyoming and other neighboring municipalities. This broad distribution supports local economies throughout the greater Grand Rapids area.

EBO Adjacent Programs: MLBE Bonding Program

Purpose

Helps Micro Local Business Enterprises (MLBEs) in Kent County and West Michigan overcome financial barriers to obtaining surety bonds, a key requirement for public construction projects.

Program Overview

- Provides education, technical assistance, and financial support for small contractors to become bond-ready.
- Partners include local CPAs, surety experts, and business advisors offering guidance in credit improvement, financial reporting, and legal consultation.
- Offers structured review and ongoing check-ins to monitor bonding eligibility progress.

Who It Helps

- Any City-certified MLBE, including those operating outside Grand Rapids but within Kent County
- Aims to increase access to City, County, and institutional contracting by preparing firms to meet bonding and prequalification standards between governmental institutions and general contractors.

Impact

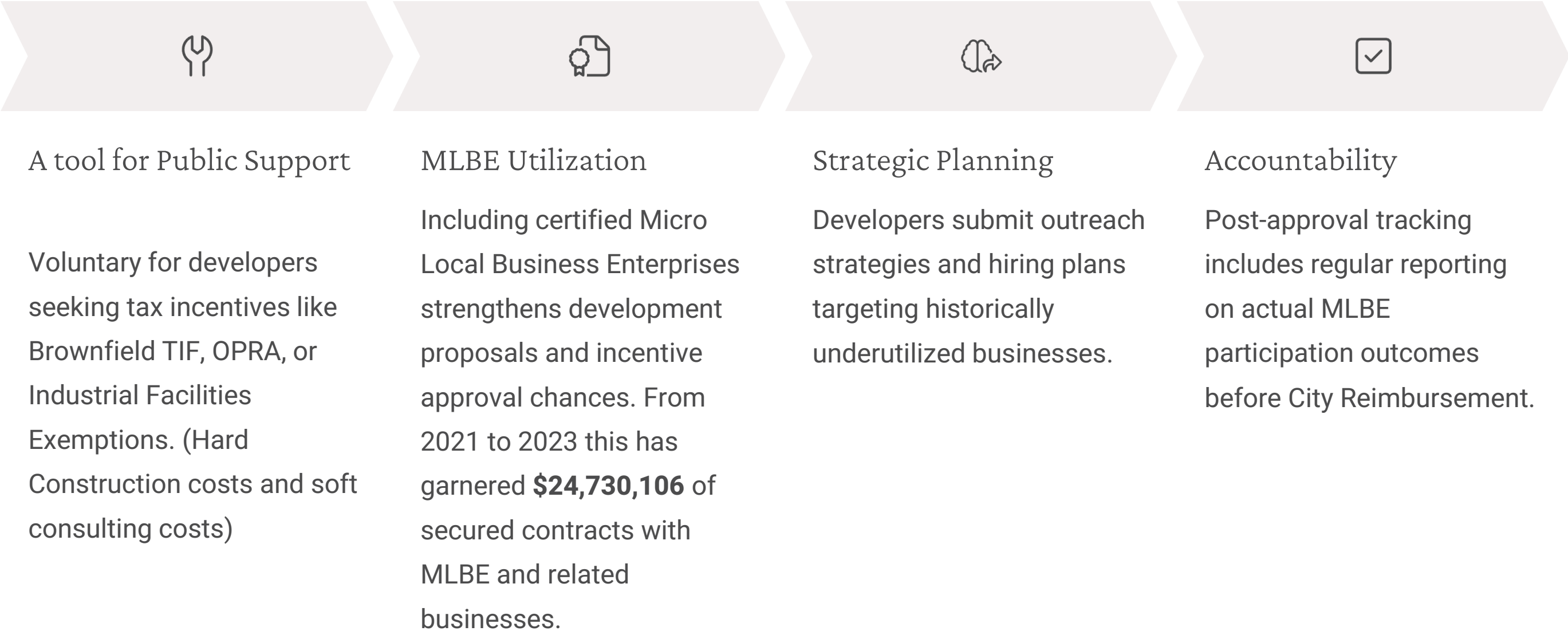
- Expands the pipeline of qualified local contractors.
- Reduces prime contractor reliance on small pool subcontractor firms.
- Strengthens the regional construction ecosystem by building financial capacity and long-term sustainability for small, locally owned businesses.



EBO Adjacent Programs

Inclusion Plan via Economic Development Department

A strategic framework ensuring City-supported **private** development projects advance equity through inclusive contracting and job creation.



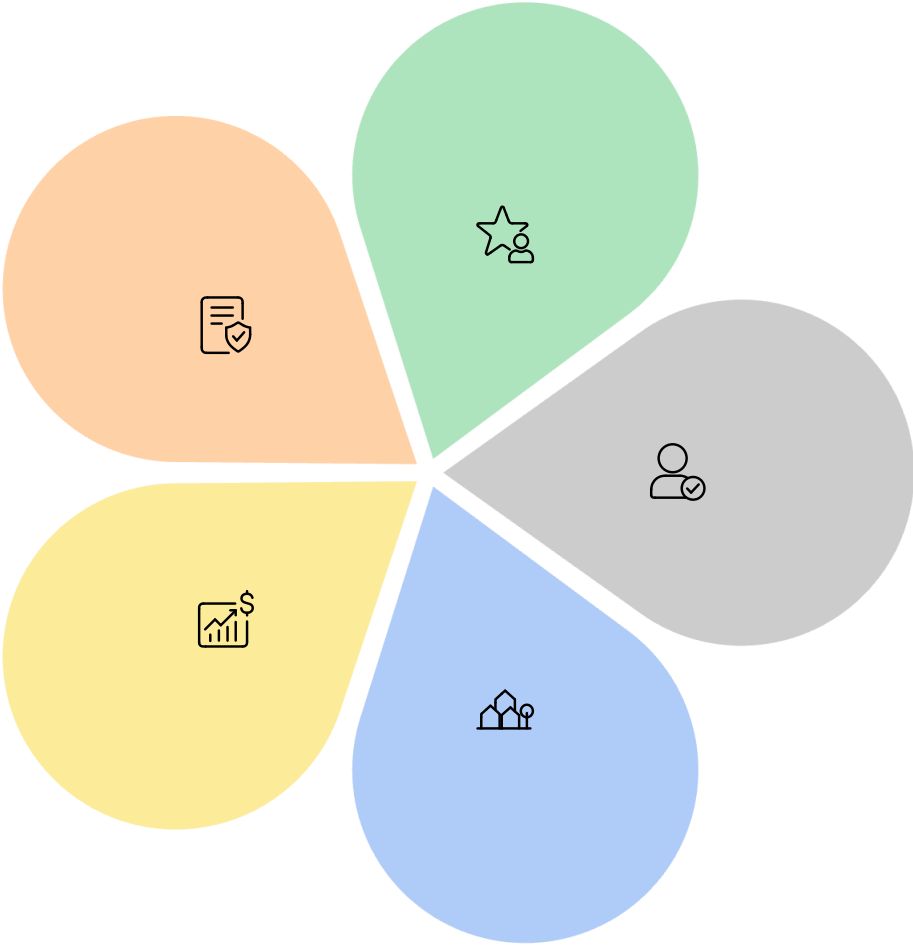
EBO Adjacent Programs: Cannabis & Social Equity

Policy Extension

The City's Cannabis Social Equity Policy (CCP-900-59) and Administrative Policy (AP-22-01) extend EBO goals into the private cannabis industry in exchange for preferential and expedited zoning and license approval.

New Market Pathways

These policies broaden small-business opportunities, creating a market-based pathway for MLBEs to engage in new sectors and strengthen local economic inclusion.



Compliance Credit

Cannabis operators who participate in the social equity program can earn compliance credit by contracting with certified MLBEs for facility build-outs and daily operations.

Standardized Verification

MLBE participation is verified through documentation (invoices, contracts, proof of payment), mirroring EBO reporting standards.

Community Reinvestment

Businesses unable to meet supplier goals can contribute to the Community Reinvestment Fund, fostering local business development and future MLBE capacity.

Steps for Vendor Registration

Registering as a vendor with the City of Grand Rapids is straightforward. Follow these key steps to complete your registration.

Visit the Portal

Access the Vendor Registration Portal on the Fiscal Services Department website.

The process typically takes 15-25 minutes to complete.

Submit Documentation

- Business license
- Tax Identification Number (TIN)
- Commodity Codes
- Certifications (MLBE, M/WBE)

Create an Account

Set up your profile with business contact information.

Enter company details and business structure information.

Receive Confirmation

The City will send official registration confirmation.

Supporting guides are available for first-time registrants.

Home / Services / Register as a Vendor/Supplier

Register as a Vendor/Supplier

Are you a local business seeking to do business with the City? Are you looking to register as a vendor/supplier with us? You are in the right place.

CONTACT US

Phone
311 or 616-456-3000

Email
accounts@payable@grand-rapids.mi.us

Location
City Hall
300 Monroe Ave NW
Grand Rapids
49503
[View Map](#)

RELATED LINKS

- [VSS Registration Instructions](#) PDF, 34KB
- [EFT Enrollment Instructions](#) PDF, 14KB
- [EFT Enrollment Form](#) PDF, 28KB

1 Gather your documents

To successfully complete your Vendor Self-Service (VSS) registration, you will need the following documents:

- Employer Identification Number (EIN) or Social Security Number
- Address Information
- Contact information
- Complete EFT Enrollment Form and provide a voided check or an authorized letter from your bank to the Accounts Payable Supervisor (a fax number and mailing address is listed on the EFT Enrollment Form)

2 Register to become a vendor

Registering through the below link works best using Microsoft Edge and Google Chrome. Using other web browsers (such as Safari or Mozilla Firefox) may result in error messages while registering. We strongly recommend that you complete the registration process using Microsoft Edge.

Prequalification with the Engineering Department

Why Prequalify?

Required for all contractors bidding on City-funded construction projects.

Ensures your business meets standards for safety, financial stability, and project experience.

Visit the Website

Navigate to grandrapidsmi.gov → Departments → Engineering → Contractor Prequalification.

Complete Online Form

Submit all information electronically. Paper submissions are no longer accepted.

Upload Documents

Attach required supporting documentation directly through the online portal.



Questions? Contact City Engineering Department:

Email: engineering@grcity.us | Phone: (616) 456-3060

Registering for Bid Notifications – Bid Express

What is Bid Express?

The City's official platform for managing construction bid opportunities.

- View current solicitations
- Download bid documents
- Submit bids electronically
- Receive automatic notifications

Registration Steps

1. Visit www.bidexpress.com
2. Create a free account
3. Search for: City of Grand Rapids, MI
4. Subscribe to relevant categories

Need Help? Contact:

- Bid Express: (888) 352-2439

Additional Resources

Check the Engineering Department's webpage under "Bidding Opportunities".



Registering for Bid Notifications – BidNet

What is Bid Express?

The City's official platform for managing bid opportunities via the Purchasing Department. (Goods and Professional Services)

- View current solicitations
- Download bid documents
- Submit bids electronically
- Receive automatic notifications

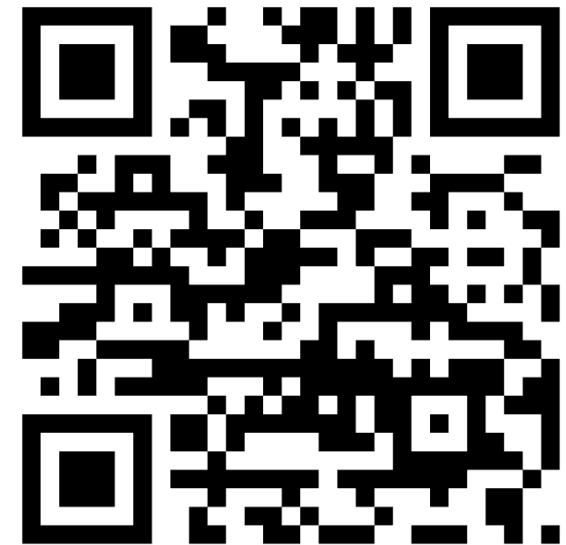
Registration Steps

1. Visit www.bidnetdirect.com/mitn
2. Create a free account
3. Search for: City of Grand Rapids, MI

Need Help? Contact:

- Bid Express: (800) 835-4603
- support@bidnet.com

Additional Resources



EBO Partnerships Supporting MLBE-Certified Companies



1

Grand Rapids Community College (GRCC) and Grand Rapids Public Schools (GRPS) recognize City MLBE Certification, offering a **5% bid discount** to certified firms.

Current Partnerships

- MLBE status enhances competitiveness.
- Separate vendor registration with each institution is required.

2

Benefits for MLBE Firms

→ Increased Visibility
Access to major public-sector opportunities.

→ Enhanced Credibility
City-backed certification reinforces trust.

→ Tangible Incentives
Bid discounts reward local participation.

Questions?

Email

Email inquiries: Amaad Hardy

Phone

616-370-8999

Website

[https://www.grandrapidsmi.gov/
supplierdiversity](https://www.grandrapidsmi.gov/supplierdiversity)

Business Developer, City of Grand Rapids

Staff Report

Date: November 5, 2025

Subject: R-2 and R-3 Residential Zone District Changes

From: Nicole Hofert, Director of Community & Economic Development

CC: John Shay, City Manager

Meeting Date: November 10, 2025

RECOMMENDATION

Provide guidance to staff on proposed zoning code changes in the R-2 and R-3 residential districts based on historic building patterns.

ALIGNMENT WITH STRATEGIC PLAN

- PILLAR 1 – Community
 - GOAL 4 – Encourage more affordable housing in the city.

DISCUSSION

At the October work session staff presented recommended revisions to the R-2 and R-3 residential districts based on historic building patterns. The intent of the revisions is to reduce the number of R-2 and R-3 non-conforming lots in Wyoming, thereby making it easier for residents to make investments in their property and preserve neighborhood character. The presentation was part one of a two-part series.

This month, staff will explore the additional nuances of the recommended revisions proposed in part one, including the impacts combining the R-2 and R-3 districts have on the zoning code. Specifically, staff will explore revisions to ground floor building area and dwelling unit size; the requirement for attached garages; and allowance of duplexes in the revised R-2 district.

Staff will present additional data and historical examples that support staff's recommendations.