

AGENDA
WYOMING CITY COUNCIL MEETING
ORIOLE PARK
MONDAY, AUGUST 6, 2018, 7:00 P.M.

- 1) Call to Order**
- 2) Invocation** – Pastor Bruce Osbeck, Faith Reformed Church
If you wish and are able, please stand for the invocation. The Pledge of Allegiance will immediately follow the invocation.
- 3) Pledge of Allegiance**
- 4) Roll Call**
- 5) Student Recognition**
- 6) Approval of Minutes**
From the July 16, 2018 Committee of the Whole, Regular Meeting and Closed Session
- 7) Approval of Agenda**
- 8) Public Hearings**
If you wish to speak to an item during a public hearing you are welcome to do so. It is important to note this is not an opportunity for dialog or debate; this is an opportunity to provide comment to the City Council. Comments made during a public hearing may become part of the meeting's permanent record. Upon approaching the podium, please begin by providing your name and address. There is a 3 minute limit per person.
- 9) Public Comment on Agenda Items**
This public comment period is reserved for comment on agenda items only. If you wish to speak about an item that is not on the agenda, please hold your comments until the acknowledgement of visitors at the end of the meeting. It is important to note this is not an opportunity for dialog or debate; this is an opportunity to provide comment to the City Council. Upon approaching the podium, please begin by providing your name and address. There is a 3 minute limit per person.
- 10) Presentations and Proclamations**
 - a) Presentations
 - b) Proclamations
- 11) Petitions and Communications**
 - a) Petitions
 - b) Communications
- 12) Reports from City Officers**
 - a) From City Council
 - b) From City Manager
18-04 Acceptance of an Easement and Temporary Permit for Construction for
355 – 54th Street, SW (Wal-Mart Real Estate Business Trust)
- 13) Budget Amendments**
 - a) Budget Amendment No. 11 – To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list. (General Fund)
 - b) Budget Amendment No. 12 – To reappropriate monies for open purchase orders, capital outlay, uncompleted projects, and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list. (Major Streets Fund)

- c) Budget Amendment No. 13 – To reappropriate monies for open purchase orders, capital outlay, uncompleted projects, and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list. (Local Street Fund)
- d) Budget Amendment No. 14 – To reappropriate monies for open purchase orders, capital outlay, uncompleted projects, and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list. (Parks and Recreation Fund)
- e) Budget Amendment No. 15 – To reappropriate monies for open purchase orders, capital outlay, uncompleted projects, and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list. (Community Development Fund)
- f) Budget Amendment No. 16 – To reappropriate monies for open purchase orders, capital outlay, uncompleted projects, and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list. (Capital Improvement Fund)
- g) Budget Amendment No. 17 – To reappropriate monies for open purchase orders, capital outlay, uncompleted projects, and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list. (Library Fund)
- h) Budget Amendment No. 18 – To reappropriate monies for open purchase orders, capital outlay, uncompleted projects, and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list. (Sewer Fund)
- i) Budget Amendment No. 19 – To reappropriate monies for open purchase orders, capital outlay, uncompleted projects, and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list. (Water Fund)
- j) Budget Amendment No. 20 – To reappropriate monies for open purchase orders, capital outlay, uncompleted projects, and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list. (Motor Pool Fund)
- k) Budget Amendment No. 21 – To reappropriate monies for open purchase orders, capital outlay, uncompleted projects, and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list. (Motor Pool – Depreciation Reserve)
- l) Budget Amendment No. 22 – To reappropriate monies for open purchase orders, capital outlay, uncompleted projects, and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list. (Capital Projects Revolving Fund)
- m) Budget Amendment No. 23 – To Appropriate an Additional \$2,500.00 of Additional Budgetary Authority and Recognize the Associated Revenue for the Walmart Community Services Funding to Purchase Bikes for the National Night Out Event

14) Consent Agenda

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

- a) Of Appreciation to Edward McGregor for His Service as a Member of the Parks and Recreation Commission for the City of Wyoming
- b) To Appoint Brenda Johnson as a Member of the Parks and Recreation Commission for the City of Wyoming
- c) To Set Meeting Day and Time for the Tree Commission of the City of Wyoming
- d) To Set a Date for a Public Hearing on a Proposed Brownfield Plan Amendment for Eligible Activities Conducted at 2557 (Partial), 2757, 2759, and 2761 44th Street SW (August 20, 2018 at 7:01 p.m.)

15) Resolutions

- e) To Authorize the Mayor and City Clerk to Execute a Restrictive Covenant with Dale A. Miedema and Laura L. Miedema for the Property Located at 2581 – 56th Street SW
- f) To Correct the Special Assessment Roll for the 56th Street Improvements from Byron Center Avenue to Ivanrest Avenue, Special Assessment Roll 18-801
- g) To Provide the City of Wyoming's Appropriation to the Children's Advocacy Center of Kent County

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

- h) To Engagement of Value Trends Inc. for Appraisal Services for a Property Tax Appeal
- i) To Concur with the Purchase of Property Management Software, an Annual Maintenance Agreement, and to Authorize the Mayor and City Clerk to Execute the Software License and Maintenance Agreements
- j) To Accept a Proposal for Professional Engineering Services and to Authorize the Mayor and City Clerk to Execute the Agreement
- k) To Accept a Quote from HESCO for the Purchase of Five Plant Samplers
- l) To Award a Bid to Triangle Associates, Inc. (Budget Amendment No. 10)
- m) To Authorize the Purchase of a Rotork Actuator from System Specialties
- n) To Authorize the Purchase of Laboratory Supplies from Hach Company
- o) To Accept a Proposal for an Underground Irrigation System and to Authorize the City Manager to Execute the Contract
- p) To Authorize the Purchase of a Wood Chipper from Bandit Industries
- q) To Authorize the Purchase of a Vehicle
- r) To Accept a Quote from Arista Truck Equipment for the Purchase of a Snow Plow Assembly
- s) For Award of Bids
 - 1. Firefighter Coats & Bunker Pants
 - 2. Telescopic Articulating Aerial Bucket & Body
 - 3. Waterworks Fittings

17) Ordinances

- 12-18 To Amend Section 90-32 of the Code of the City of Wyoming by Adding Subsection (115) Thereto to Rezone 3.5 Acres from ER Estate Residential to R-7 Residential (5511 and 5551 Canal Avenue SW) (Final Reading)
- 13-18 To Amend Section 90-32 of the Code of the City of Wyoming by Adding Subsection (116) Thereto to Rezone the Burton Street Corridor from B-1 Local Business, B-2 General Business, P Parking District and R-2 Single Family Residential to FBC Form Based Code, R-2 Single Family Residential and R-3 Two Family Residential. The properties are located between Clyde Park Avenue and Burlingame Avenue SW. (Final Reading)

18) Informational Material

19) Acknowledgment of Visitors

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

20) Closed Session (as necessary)

21) Adjournment

August 6, 2018

Wyoming City Council
Wyoming, Michigan

City Manager's Report No. 18-04

Subject: Acceptance of a Easement and Temporary Permit for Construction for
355 – 54th Street, SW (Wal-Mart Real Estate Business Trust)

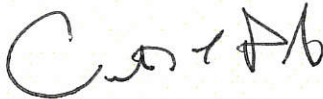
Councilmembers:

Wal-Mart Real Estate Business Trust, owner of 355 – 54th Street, SW, has submitted the following described Easement and Temporary Permit. The Easement conveys access rights to the City of Wyoming for the additional street width required to widen 54th Street to six lanes. The Temporary Permit will allow additional access for construction and grading purposes. The Easement and Temporary Permit areas are shown on the attached Estimate of Just Compensation drawing. Both acquisitions are necessary as part of the construction of a third westbound lane on 54th Street from Haughey Avenue to US-131. Project to be completed in 2019.

| | |
|-------------------|---|
| Grantor: | Wal-Mart Real Estate Business Trust |
| Parent Parcel: | 41-17-36-201-038 |
| Right-of-way Size | 6,103 sf – Warranty Deed 8,845 sf – Temporary Permit |
| Consideration: | \$64,000 |

It is recommended that the City Council accept the attached Easement and the Temporary Permit which have been approved as to form by the City Attorney.

Respectfully submitted,



Curtis L. Holt
City Manager

Attachments: Easement
Temporary Permit
Estimate of Just Compensation



CITY COUNCIL

Sheldon DeKryger Dan Burrill Kent Vanderwood Marissa Postler Robert Postema Sam Bolt

Jack A. Poll, Mayor

**CITY OF WYOMING
EASEMENT
Parcel No. 41-17-36-201-038**

The Grantor, **Wal-Mart Real Estate Business Trust**, a Delaware statutory trust, whose address is 2001 SE 10th Street, Bentonville, AR 72716-0550

DOES HEREBY GRANT AND CONVEY TO:

CITY OF WYOMING, a Michigan Municipal corporation, whose address is 1155 28th Street, SW, Wyoming, Michigan 49509, (the "City" herein) an Easement for Highway, Public and Private Utility, Sidewalk, Non-Motorized Trail, Landscaping, and Vegetation Management purposes in, under, over, across, through and upon property located in the City of Wyoming, County of Kent, State of Michigan, as follows:

**See Exhibit A attached hereto for the Easement Area and Easement Legal Description
(A Portion of Parcel No. 41-17-36-201-038)**

For the full consideration of Forty-Nine Thousand Four Hundred Dollars and No Cents (\$49,400.00).

The Easement and the rights relating to it that are granted herein are for the City, and for any individual, company or entity (including contractors and subcontractors) authorized by the City to use the Easement. Each reference to the City herein includes by definition "each additional representative".

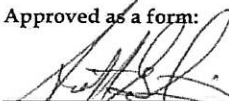
The City shall have the right to use the Grantor's property outside the Easement Area, but immediately adjoining the Easement Area, to accomplish the work; provided however, that the City shall restore the portion of the Grantor's property adjoining the Easement Area to as good or better condition than it was prior to any work having been performed. During construction, at least one access drive to Wal-Mart will be open at all times. Notwithstanding anything to the contrary contained herein, except in the case of an emergency, Grantee shall in no event perform (or cause to be performed) any work within the Easement Area which would impair access or utility service to the Grantor's property either within or outside the Easement Parcel, during any of the following time periods: (i) November 1 through the next succeeding January 15, and (ii) the two (2) week period preceding Easter Sunday.

Grantor shall not construct, install, or place any buildings, permanent structures, or obstructions in the Easement Area which would interfere with the intended use of the Easement.

Grantor shall not grant an easement to any other party within the Easement Area without the prior written consent of the City of Wyoming.

DATED: 7-17-18

Approved as a form:



Attorney for the City of Wyoming

GRANTOR:
Wal-Mart Real Estate Business Trust,
a Delaware statutory trust

E. Dalton
By: Eric Dalton
Its: Senior Director, Realty Operations

STATE OF ARKANSAS)
)ss.
COUNTY OF BENTON)

The foregoing instrument was acknowledged before me in BENTON County,
ARKANSAS on this 27th day of May, 2018, by
ERIC DALTON, Senior Director of Wal-Mart Real Estate
Business Trust, a Delaware statutory trust.

Linda Stelljes
Linda Stelljes Notary Public
State of Arkansas County of Benton
My Commission Expires: 12/01/2027
Acting in the County of Benton

LINDA STELLJES
NOTARY PUBLIC
BENTON COUNTY, ARKANSAS
COMM. EXP. 12/01/2027
COMMISSION NO. 12703323

Prepared by and after recording return to:
Deborah S. Poeder
Land Matters, LLC
O-11230 Tallmadge Woods Drive
Grand Rapids, Michigan 49534

Legal Description prepared by:
Michael Manning, P.S.
Meyers, Bueche & Nies, Inc.
1638 Leonard Street, NW
Grand Rapids, Michigan 49504

CITY OF WYOMING
TEMPORARY PERMIT
Parcel No. 41-17-36-201-038

The Grantor, **Wal-Mart Real Estate Business Trust**, a Delaware statutory trust, whose address is 2001 SE 10th Street, Bentonville, AR 72716-0550

DOES HEREBY GRANT AND CONVEY TO:

CITY OF WYOMING, a Michigan Municipal corporation, whose address is 1155 28th Street, SW, Wyoming, Michigan 49509 a Temporary Permit to change existing land contours, to remove and/or install trees and vegetation, and to construct and/or reconstruct side-slopes, service walks, sidewalks, driveways, parking lots, curb and gutter, public and private utilities, drainage facilities, lighting facilities, and other facilities as required for the 54th Street Improvement Project from Haughey Avenue to US-131 Ramp. All areas disturbed by the work in the Temporary Permit area will be properly restored. The Temporary Permit area is located on property in the City of Wyoming, County of Kent, State of Michigan, as follows:

**See Exhibit A attached hereto for the Temporary Permit Area
and Temporary Permit Legal Description (A Portion of Parcel No. 41-17-36-201-038)**

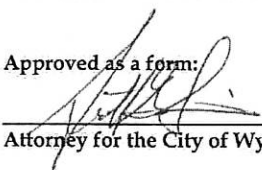
The Temporary Permit as referenced herein is granted and conveyed for the full consideration of **Five Thousand Four Hundred Dollars and No Cents (\$5,400.00)**.

The Temporary Permit, including all rights granted or inferred, shall terminate upon completion of the 54th Street Improvement Project from Haughey Avenue to US-131 Ramp, including restoration of the Temporary Permit Area. During construction, at least one access drive to Wal-Mart will be open at all times.

IN WITNESS, WHEREOF, the undersigned have hereunto set their hand this day and year as referenced herein.

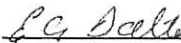
DATED: 7-17-18

Approved as a form:



Attorney for the City of Wyoming

GRANTOR:
Wal-Mart Real Estate Business Trust,
a Delaware statutory trust



By: Eric Dalton
Its: Senior Director, Realty operations

Prepared by and return to:
Deborah S. Poeder
Land Matters, LLC
O-11230 Tallmadge Woods Drive
Grand Rapids, Michigan 49534

Legal Description prepared by:
Michael Manning, P.S.
Meyers, Bueche & Nies, Inc.
1638 Leonard Street, NW
Grand Rapids, Michigan 49504

**CITY OF WYOMING
ESTIMATE OF JUST COMPENSATION**

PROJECT: 54th Street Improvements, from Haughey Avenue to US-131 Ramp

| | | | |
|-------------------|-------------------------------------|--|-----------------------------------|
| SITE DATA: | | Permanent Parcel No.: 41-17-36-201-038 | |
| Parcel: | Wal-Mart Real Estate Business Trust | Land Use: | Commercial Size: 19.63 Ac (total) |
| Address | 355 54 th Street SW | Zoning: | 201 |

| | |
|--|--|
| <p>ACQUISITION DESCRIPTION:</p> <p>Square foot values based on Appraisal by R.S. Thomas & Associates, Inc. Review Appraisal by Maturen & Associates, Inc.</p> <p>Summary of Costs:</p> <p><u>Easement:</u> An irregular piece of property located adjacent to 54th Street as shown on sketch. Area: 6,103 s.f.</p> <p><u>Temporary Permit:</u> An irregular piece of property located adjacent to the Easement area as shown on sketch. Area: 8,845 s.f.</p> | <p>SKETCH:</p> <p align="right">North ↑</p> |
|--|--|

| | |
|--|-------------------|
| COMPUTATION OF VALUE: | |
| LAND ACQUISITION, EASEMENT | |
| 1937 s.f. (Area) X \$ 4.00 / s.f. = \$7,750.00 (rounded) | \$ 49,400.00 |
| 4166 s.f. (Area) X \$ 10.00 / s.f. = \$41,650.00 (rounded) | |
| LAND ACQUISITION, TEMPORARY PERMIT | |
| 3557 s.f. (Area) X \$ 4.00 / s.f. x 8% = \$1,138.00 (rounded) | \$ 5,400.00 |
| 5288 s.f. (Area) X \$ 10.00 / s.f. x 8% = \$4,230.00 (rounded) | |
| TOTAL: = \$5,368.00 (\$5,400.00 rounded) | |
| SITE IMPROVEMENTS (Sprinkling, asphalt paving, concrete curbing, trees and plantings) | \$9,200.00 |

REMARKS:

Signed: *Deborah S. Poeder*
Land Matters, llc
Deborah S. Poeder

For information call 616.791.9805

\$ 64,000.00

Agreed to by: *Eric Dalton*
Wal-Mart Real Estate Business Trust
By: Eric Dalton
Its: Senior Director, Realty Operations

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: **August 6, 2018**

Budget Amendment Number 011

To the Wyoming City Council:

A budget increase of \$ **161,625.40** for the General Fund is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-----------------|-----------------|----------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | _____ | _____ | |
| | | ===== | ===== | |
| | | | 161,625.40 | |

Recommended:

Kate Baefort
Senior Accountant

Chris Ab
City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

City of Wyoming
Schedule of Reappropriations
 To the 2018 - 2019 Fiscal Year
For The General Fund
 Budget Amendment Number 011

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|--|--|---------------|-------------------------------|
| 101-136-13600-984.000 | District Court | Capital Outlay - State Designated Fund | | 64,654.61 |
| 101-136-15100-707.000 | District Court-Probation | Salaries - Temporary | 51,056.48 | |
| 101-136-15100-715.000 | | FICA | 3,905.82 | |
| 101-136-15100-719.000 | | Workers Comp Insurance | 768.12 | |
| 101-136-15100-910.000 | | Liability Insurance | 1,123.24 | |
| 101-136-15100-801.000 | | Professional Services | 25,632.48 | |
| 101-540.001 | | State Grant Revenue | 12,874.74 | |
| 101-583.513 | | Contributions from Local Units Other Gov Agencies | 69,611.40 | - |
| | | Veterans Treatment Court Grant-Funded by State of Michigan and Kent County | | |
| 101-258-25800-801.000 | Information Technology | Professional Services | | 5,500.00 |
| | | PO #2018-0548 Millenia Technologies | | |
| | | Shoretel phone system upgrade | | |
| 101-305-31200-973.013 | Police Forensic Science Unit | Capital Outlay-State Grant Funds | | 3,954.94 |
| | | Drug Testing Revenue | | |
| 101-305-31500-744.000 | Police - Patrol | Uniforms | 9,450.00 | |
| 101-509.000 | | Federal Grants Bulletproof Vest Grant | 4,725.00 | 4,725.00 |
| | | Bulletproof Vest grant expenses and revenue | | |
| 101-305-31506-709.000 | Police OHSP Grant - Strategic Enforcement | Salaries - Uniform O.T. | 3,301.19 | |
| 101-305-31506-715.000 | | FICA | 519.91 | |
| 101-305-31506-718.000 | | Pension | 3,636.39 | |
| 101-305-31506-719.000 | | Workers Comp. Insurance | 484.24 | |
| 101-305-31506-956.520 | | Other Services - Grand Rapids Dist. | 12,408.33 | |
| 101-305-31506-956.521 | | Other Services - Grandville Dist. | 1,274.18 | |
| 101-305-31506-956.522 | | Other Services - Kentwood Dist. | 9,934.96 | |
| 101-305-31506-956.523 | | Other Services - Walker Dist. | 7,917.41 | |
| 101-305-31506-956.525 | | Other Services - Kent County Dist. | 11,755.39 | |
| 101-505.003 | | Federal Grant Revenue - OHSP - Safety Belts | 51,232.00 | |
| 101-305-32100-860.000 | Police - Training Act 302 | Travel and Training | | 15,323.85 |
| 101-337-33700-956.000 | Fire Administration | Other Services - Accreditation Costs | | 6,950.00 |
| 101-337-33700-973.056 | | Capital Outlay - Records Management Software | | 30,000.00 |

City of Wyoming
Schedule of Reappropriations
 To the 2018 - 2019 Fiscal Year
For The General Fund
 Budget Amendment Number 011

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|------------------------------------|---|---------------|-------------------------------|
| 101-337-33800-975.000 | Fire Buildings | Capital Outlay Caulking and roof repair at all four fire stations | | 21,552.00 |
| 101-337-33900-740.100 | Fire | Operating Supplies Medical | 7,806.98 | |
| 101-337-33900-860.000 | Fire Fighting | Travel and Training | 4,900.00 | |
| 101-675.009 | | Income/Donations Fire Dept Program Metro Health Stop the Bleed grant | 12,706.98 | - |
| 101-753-75300-956.000 | Community Outreach Programs | Other Services CEC Fireworks delayed due to weather | | 8,965.00 |
| | | | | 161,625.40 |

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: August 6, 2018

Budget Amendment Number 012

To the Wyoming City Council:

A budget increase of 437,093.02 for the Major Streets Fund is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-------------------|-------------------|-------------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | <u> </u> | <u> </u> | <u>437,093.02</u> |

Recommended: Kate Baugh
Senior Accountant

C. D. D.
City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

City of Wyoming
Schedule of Reappropriations
To the 2018 - 2019 Fiscal Year
For The Major Street Fund
Budget Amendment Number 012

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|---------------------------|--|---------------|-------------------------------|
| 202-441-46300-972.510 | Street Maintenance | Capital Outlay Street Resurfacing PO #2018-0343 Michigan Paving & Materials Co Project: 2017 CP.2017WyoResurface | | 434,353.02 |
| 202-441-47400-801.000 | Traffic Services | Professional Services PO #2017-0673 Progressive AE Corridor Study - Burton St from Burlingame to Clyde Park | | 2,740.00 |
| | | | | <u>437,093.02</u> |

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: August 6, 2018

Budget Amendment Number 013

To the Wyoming City Council:

A budget increase of **336,461.06** For The Local Street Fund is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-----------------|-----------------|----------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | _____ | _____ | |
| | | ===== | ===== | 336,461.06 |

Recommended:

Kate Baelfout
Senior Accountant

C. Smith
City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

City of Wyoming
Schedule of Reappropriations
To the 2018 - 2019 Fiscal Year
For The Local Street Fund
Budget Amendment Number 013

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|---------------------------|--|---------------|-------------------------------|
| 203-441-46300-972.510 | Street Maintenance | Capital Outlay Street Resurfacing PO #2018-0343 Michigan Paving & Materials Co Project: 2017 CP.2017WyoResurface | | 336,461.06 |
| | | | | <hr/> <hr/> 336,461.06 |

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: August 6, 2018

Budget Amendment Number 014

To the Wyoming City Council:

A budget increase of **932,327.17** for the Parks and Recreation Fund is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-------------------|-------------------|-------------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | <u> </u> | <u> </u> | <u>932,327.17</u> |

Recommended: Kate Bayford
Senior Accountant

C. J. P. B.
City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

City of Wyoming
Schedule of Reappropriations
 To the 2018 - 2019 Fiscal Year
For The Parks and Recreation Fund
 Budget Amendment Number 014

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|---------------------------------|--|-------------------------------------|-------------------------------|
| 208-752-75200-801.006 | Administration | Professional Services PO #2018-0333 Falk Design-brochure design | | 3,975.00 |
| 208-752-75600-956.010 | Parks & Rec Facility | Other Services - Dog Park | | 8,930.37 |
| 208-752-75600-975.113 | | Capital Outlay - Pinery Park Improvements Pickle Ball Court | | 550.00 |
| 208-752-75600-975.120 | | Capital Outlay - Buck Creek Nature Preserve PO #2018-0440 VanderKodde Construction Balance for restroom project | 32,587.00 13,635.00 | 46,222.00 |
| 208-752-75600-975.122 | | Capital Outlay - Marquette Park Court improvement project | | 35,000.00 |
| 208-752-75600-975.141 | | Capital Outlay - Ideal Park Improvements PO #2017-0531 PM Blough PO #2018-0220 Fishbeck Thompson Carr & Huber Balance for project | 28,710.00 7,500.00 778,976.80 | 815,186.80 |
| 208-752-75600-980.091 | | Capital Outlay - Camera Equipment Security camera upgrades at Lamar and Hillcroft Parks | | 20,000.00 |
| 208-752-75800-975.225 | Senior Center | Capital Outlay - Senior Center Improvement Carpet replacement project | | 2,463.00 |
| 208-752-75800-956.200 | | Other Services Go Bus Tickets | 8,494.03 | |
| 208-636.000 | | AAA Transportation Fees | 3,877.03 | |
| 208-522.000 | | AAA Transportation Grant Revenue AAAWM Go Bus Grant | 4,617.00 | - |
| | | | | 932,327.17 |

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: August 6, 2018

Budget Amendment Number 015

To the Wyoming City Council:

A budget increase of _____ - _____ for the Community Development Fund is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-----------------|-----------------|----------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | _____ | _____ | |
| | | ===== | ===== | |

Recommended: Kate Barlow
Senior Accountant

C. D. D.
City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

City of Wyoming
Schedule of Reappropriations
 To the 2018 - 2019 Fiscal Year
For The Community Development Fund
 Budget Amendment Number 015

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|-----------------------------|---|---------------|-------------------------------|
| 256-000-00018-531.001 | Grant 2018 | Federal Grant Revenue | 71,298.18 | |
| 256-683.000 | | Loan Payments | 0.03 | |
| 256-400-69218-956.029 | CDBG Activities 2018 | Other Services Demolition | 11,700.00 | |
| 256-400-69218-956.045 | | Other Services Rehab Loans | 14,598.18 | |
| 256-400-69218-956.085 | | Other Services Home Repair Services | 20,000.00 | |
| 256-400-69218-975.113 | | Capital Outlay Pinery Park Improvements | 20,000.00 | |
| 256-400-69218-956.308 | | Other Services Salvation Army Rental Assistance | 5,000.00 | |
| 256-400-69219-956.045 | CDBG Activities 2019 | Other Services Rehab Loans | 0.03 | - |

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: August 6, 2018

Budget Amendment Number 016

To the Wyoming City Council:

A budget increase of 1,523,617.43 for the Capital Improvement Fund is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-----------------|-----------------|---------------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | _____ | _____ | <u>1,523,617.43</u> |

Recommended: Kate Balfour
Senior Accountant

C. J. (D)
City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

City of Wyoming
Schedule of Reappropriations
 To the 2018 - 2019 Fiscal Year
For The Capital Improvement Fund
 Budget Amendment Number 016

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|----------------------------------|--|---------------|-------------------------------|
| 400-441-45200-972.452 | Storm Sewer Construction | Capital Outlay Storm Sewer Outstanding POs: | | |
| | | PO #2018-0310 King & MacGregor Project: 2018 CP.Buck Ck Restore | 11,247.60 | |
| | | PO #2018-0537 Gable Holdings II Project: 2018 CP.West M6 Ind Park | 393,280.60 | |
| | | Materials Testing Corp Project: 2018 CP.West M6 Ind Park | 15,000.00 | 419,528.20 |
| 400-441-50200-972.502 | Major Street Construction | Capital Outlay Outstanding POs: | | |
| | | PO #2016-0785 State of MI Project: 2016 CP.2016 FedResurface.Expense | 149,441.23 | |
| | | PO #2018-0292 State of MI Project: 2016 CP.56thStBCtolvan.Expense | 626,912.67 | |
| | | Additional Expenses without PO Project: 2016 CP.56thStBCtolvan.Expense | 50,000.00 | |
| | | PO #2018-0309 Scott Civil Engineering Project: 2017 CP.54th Haughey 131 | 13,595.00 | |
| | | Right-Of-Way Acquisitions Project: 2017 CP.54th Haughey 131 | 200,000.00 | |
| | | PO #2017-0239 Kentwood Excavating Project: 2017 CP.28West Place.Exp | 64,140.33 | 1,104,089.23 |
| | | | | 1,523,617.43 |

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: August 6, 2018

Budget Amendment Number 017

To the Wyoming City Council:

A budget increase of **131,633.46** for the Library Fund is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-----------------|-----------------|-------------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | _____ | _____ | <u>131,633.46</u> |

Recommended:


 Senior Accountant


 City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

_____ City Clerk

City of Wyoming
Schedule of Reappropriations
 To the 2018 - 2019 Fiscal Year
For the Library Maintenance and Capital Fund
 Budget Amendment Number 017

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|---|---|---------------|-------------------------------|
| 401-267-26700-975.000 | Facilities Maintenance | Capital Outlay Security camera system upgrades | \$ 131,633.46 | \$ 131,633.46 |
| | | | | 131,633.46 |

Was originally budgeted for in Fund 271 - Library Fund.
 Beginning in FY 2019 all library expenses are now accounted for in Fund 401.

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: August 6, 2018

Budget Amendment Number 018

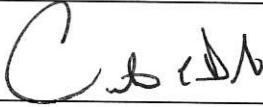
To the Wyoming City Council:

A budget increase of **1,123,214.23** for the Sewer Fund is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-----------------|-----------------|---------------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | _____ | _____ | <u>1,123,214.23</u> |

Recommended: 
Senior Accountant


City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

City of Wyoming
Schedule of Reappropriations
 To the 2018 - 2019 Fiscal Year
For The Sewer Fund
 Budget Amendment Number 018

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|--------------------------------------|--|--|-------------------------------|
| 590-441-54400-987.000 | Public Works - Capital Outlay | Capital Outlay Equipment Sewer camera purchase | | 12,000.00 |
| 590-590-54300-930.000 | Treatment | Repairs and Maintenance PO #2018-0156 Newkirk - Substation Transformer Repair | | 5,000.00 |
| 590-590-54300-967.000 | | Project Costs PO #2017-0296 Donohue & Associates - Asset Management Program | | 185,368.60 |
| 590-590-54400-986.444 | Capital Outlay | Capital Outlay PO #2018-0471 Donohue & Assoc - Aeration Basin Improvements PO #2018-0232 Donohue & Assoc - Centrifuge Project PO #2018-0532 DHE Plumbing & Mechanical - Centrifuge Project | 3,062.14 19,383.49 <u>898,400.00</u> | 920,845.63 |
| | | | | <u><u>1,123,214.23</u></u> |

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: August 6, 2018

Budget Amendment Number 019

To the Wyoming City Council:

A budget increase of 638,599.28 for the Water Fund is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-----------------|-------------------|----------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | | <u>638,599.28</u> | |

Recommended: Kate Baedlow
Senior Accountant

C. J. (AJ)
City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

City of Wyoming
Schedule of Reappropriations
 To the 2018 - 2019 Fiscal Year
For The Water Fund
 Budget Amendment Number 019

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|---------------------------------------|--|--|-------------------------------|
| 591-441-57300-972.573 | Capital Outlay | Capital Outlay - Watermains PO #2018-0476 Cutting Edge Excavating Project: 2015 CP.Buch44thtoCrown.Watermain | | 29,589.11 |
| | | PO #2018-0537 Gable Holdings II LLC Project: 2018 CP.West M6 Ind Park | | 22,553.36 |
| 591-591-55300-775.000 | Pumping & Treatment | Maintenance Supplies PO #2018-0573 Kendall Electric PO #2018-0574 Systems Specialties PO #2018-0258 VanMannen Oil | 1,149.35 1,305.00 1,846.87 | 4,301.22 |
| 591-591-55300-801.000 | | Professional Services PO #2018-0504 Dixon Engineering PO #2018-0409 Johnson & Anderson PO #2018-0321 Johnson & Anderson PO #2018-0544 Raftelis Financial | 3,899.40 7,253.00 2,415.00 28,382.50 | 41,949.90 |
| 591-591-55300-930.000 | | Repairs and Maintenance PO #2018-0410 Corrpro Waterworks PO #2017-0174 Cummins Bridgeway PO #2018-0218 Cummins Bridgeway PO #2018-0576 Star Crane & Hoist PO #2018-0550 Weatherproofing Tech. | 780.00 915.36 5,935.52 941.00 500.00 | 9,071.88 |
| 591-591-55800-930.000 | T & D - Storage/E of Gezon | Repairs and Maintenance PO #2018-0410 Corrpro Waterworks | | 780.00 |
| 591-591-55900-930.000 | T & D - Gezon Station | Repairs and Maintenance PO #2018-0410 Corrpro Waterworks PO #2018-0013 Godwin Plumbing | 1,560.00 732.00 | 2,292.00 |
| 591-591-56100-930.000 | T & D - Storage/W of Gezon | Repairs and Maintenance PO #2018-0410 Corrpro Waterworks | | 1,560.00 |
| 591-591-57300-986.444 | Capital Outlay | Capital Outlay PO #2018-0178 Buist Electric - Replacement of electrical switchgear at Gezon Booster Station and Low Service PO #2018-0488 Fedewa, Inc - Painting of Gezon Elevated Water Tank PO #2017-0608 - FTC&H - Engineering services for second WTP intake pipeline | 73,762.01 35,280.00 416,919.18 | 525,961.19 |
| 591-591-57300-986.954 | Capital Outlay | Capital Outlay Maintenance Equipment PO #2015-0648 Tetra Tech - Low service pump #3 variable frequency drive | | 540.62 |
| | | | | <u>638,599.28</u> |

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: August 6, 2018

Budget Amendment Number 020

To the Wyoming City Council:

A budget increase of **12,754.77** for the Motor Pool Fund is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-----------------|-----------------|----------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | _____ | _____ | _____ |
| | | ===== | ===== | 12,754.77 |

Recommended:

Kate Ballou
Senior Accountant

C. J. A. B.
City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

August 6, 2018

City of Wyoming
Schedule of Reappropriations
To the 2018 - 2019 Fiscal Year
For The Motor Pool Fund
Budget Amendment Number 020

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|-----------------|---|---------------|---------------------------------------|
| 661-441-58300-967.000 | Building | Project Costs | | |
| | | PO #2018-0561 Conference Room Projector | 3,692.67 | |
| | | Balance of project | 9,062.10 | <u>12,754.77</u> |
| | | | | <u>12,754.77</u> |

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: August 6, 2018

Budget Amendment Number 021

To the Wyoming City Council:

A budget increase of 406,091.75 for the Motor Pool - Depreciation Reserve is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-----------------|-----------------|----------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | | 406,091.75 | |

Recommended: Kate Baltrop
Senior Accountant

[Signature]
City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

City of Wyoming
Schedule of Reappropriations
To the 2018 - 2019 Fiscal Year
For The Motor Pool - Depreciation Reserve Fund
Budget Amendment Number 021

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|-----------------------|---------------------------------------|---------------|-------------------------------|
| 662-441-58500-977.000 | Capital Outlay | Capital Outlay Buildings | | |
| | | PO #2018-0482 Rohr Gasoline Equipment | 261,896.52 | |
| | | Fuel Island Replacement | | |
| | | PO #2018-0483 Asset Works Inc | 74,875.34 | |
| | | Fuel Focus software module | | |
| | | Balance of project | 69,319.89 | <u>406,091.75</u> |
| | | | | <u><u>406,091.75</u></u> |

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: August 6, 2018

Budget Amendment Number 022

To the Wyoming City Council:

A budget increase of **93,044.45** For the Capital Projects Revolving Fund is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-----------------|-----------------|------------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | _____ | _____ | <u>93,044.45</u> |

Recommended:

Kate Baughn
Senior Accountant

C. J. [Signature]
City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

City of Wyoming
Schedule of Reappropriations
 To the 2018 - 2019 Fiscal Year
For the Capital Projects Revolving Fund
 Budget Amendment Number 022

| <u>Account Number</u> | <u>Activity</u> | <u>Purpose</u> | <u>Amount</u> | <u>Change in Fund Balance</u> |
|-----------------------|-----------------------|---|---------------|-----------------------------------|
| 800-000-57300-975.000 | Capital Outlay | Capital Outlay | | |
| | | PO #2018-0222 MC Smith Associates | 90.04 | |
| | | PO #2018-0441 Denny's Excavating Ferrand Park entrance door improvement project | 92,954.41 | <u>93,044.45</u> |
| | | | | <u><u>93,044.45</u></u> |

RESOLUTION NO. _____

RESOLUTION OF APPRECIATION TO EDWARD MCGREGOR FOR HIS SERVICE
AS A MEMBER OF THE PARKS AND RECREATION COMMISSION
FOR THE CITY OF WYOMING

WHEREAS:

1. Edward McGregor has served faithfully and effectively as a member of the Parks and Recreation Commission since March 17, 2014.

NOW, THEREFORE, BE IT RESOLVED:

1. Councilmembers and citizens of the City of Wyoming wish to express their deep appreciation to Edward McGregor for his dedicated service as a member of the Parks and Recreation Commission.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

RESOLUTION NO. _____

RESOLUTION TO APPOINT BRENDA JOHNSON AS A MEMBER OF
THE PARKS AND RECREATION COMMISSION FOR THE CITY OF WYOMING

WHEREAS:

1. Brenda Johnson has submitted an application requesting appointment to the Parks and Recreation Commission for the City of Wyoming.
2. A vacancy exists in a term ending June 30, 2021.
3. City Council wishes to appoint Brenda Johnson as a member of the Parks and Recreation Commission.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council for the City of Wyoming, Michigan does hereby appoint Brenda Johnson as a member of the Parks and Recreation Commission of the City of Wyoming for the unexpired term ending June 30, 2021.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

RESOLUTION NO. _____

RESOLUTION TO SET MEETING DAY AND TIME
FOR THE TREE COMMISSION
OF THE CITY OF WYOMING

WHEREAS:

1. The Tree Commission currently meets on the second Tuesday of each month at 12:30 p.m.
2. The Tree Commission has proposed changing its meeting schedule to 10:00 a.m. on the second Thursday of each month.
3. Section 2.113 of the Code of Ordinances states that the days and times of regular meetings of all board and commission shall be set by City Council resolution.

NOW, THEREFORE, BE IT RESOLVED:

1. The regular day and time for meetings of the Tree Commission shall be the second Thursday of each month at 10:00 a.m. in the Manager's Conference Room.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

RESOLUTION NO. _____

RESOLUTION TO SET A DATE FOR A PUBLIC HEARING ON
A PROPOSED BROWNFIELD PLAN AMENDMENT FOR
ELIGIBLE ACTIVITIES CONDUCTED AT 2557 (PARTIAL), 2757, 2759,
AND 2761 44TH STREET SOUTHWEST

WHEREAS:

1. The City of Wyoming Brownfield Redevelopment Authority (the “Authority”), prepared and recommended a Brownfield Plan Amendment to provide reimbursement for eligible activities at 2557 (partial), 2757, 2759, and 2761 44th Street Southwest, pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, MCL 125.2651 *et seq.* (“Act 381”).
2. That Brownfield Plan Amendment was reviewed and approved by City Council on September 5, 2017.
3. The Authority has subsequently prepared and recommended a First Amended Brownfield Plan for the same project to address an updated work plan and eligible activities.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council shall hold a public hearing on August 20, 2018 at its regular meeting at 7:01 p.m. local time on the proposed amendment to the City of Wyoming Brownfield Redevelopment Authority Brownfield Plan to provide reimbursement for eligible activities at 2557 (partial), 2757, 2759, and 2761 44th Street Southwest.
2. Notice shall be given in the form attached as Exhibit A.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this Resolution, rescinded.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes

No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

Exhibit A
NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING
CITY COUNCIL
CITY OF WYOMING, MICHIGAN

PLEASE TAKE NOTICE that the Wyoming City Council will hold a public hearing on August 20, 2018, at City Hall, 1155 28th Street, SW, Wyoming, MI 49509, at 7:01 p.m., local time, to consider public comment regarding a proposed amendment to the Wyoming Brownfield Plan to provide reimbursement for eligible activities at 2557 (partial), 2757, 2759, and 2761 44th Street Southwest.

Copies of the proposed Plan, a legal description and map of the property to which the Plan applies will be available for inspection at the office of the City Clerk, 1155 28th Street, SW, Wyoming, MI 49509, during normal City business hours, 7:00 a.m. to 5:00 p.m., Monday through Thursday, excluding City holidays. Written comments concerning the proposed Plan may be submitted to the City Clerk by first class mail or in person up to the meeting time. All aspects of the proposed Plan will be open for discussion at the public hearing.

Date: _____, 2018

Kelli A. VandenBerg, Wyoming City Clerk

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE A
RESTRICTIVE COVENANT WITH DALE A. MIEDEMA AND LAURA L. MIEDEMA FOR
THE PROPERTY LOCATED AT 2581 - 56TH STREET SW

WHEREAS:

1. The City is in the process of improving 56th Street from Byron Center Avenue to Ivanrest Avenue.
2. Dale A. Miedema and Laura L. Miedema, owners of property located at 2581 - 56th Street SW, are willing to refrain from connecting to the sanitary sewer in 56th Street for a period of 10 years in exchange for the City to not construct sanitary laterals to said property.
3. It is in the best interest of the City to execute the attached Restrictive Covenant for the deletion of one sanitary lateral.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby authorizes the Major and City Clerk to execute the attached Restrictive Covenant with Dale A. Miedema and Laura L. Miedema.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

Kelli A. Vandenberg, Wyoming City Clerk

ATTACHMENT:
Restrictive Covenant

RESTRICTIVE COVENANT

THIS COVENANT made this 26th day of July, 2018 by and between **Dale A. Miedema and Laura L. Miedema** whose address is 2581 56th Street, Wyoming, MI 49519, hereinafter referred to as "Owner," and the **City of Wyoming**, a Michigan Municipal Corporation of 1155-28th Street SW, Wyoming, Michigan 49509 hereinafter referred to as the "City."

WHEREAS, the City is contemplating the improvements in 56th Street from Byron Center Avenue to Ivanrest Avenue, and

WHEREAS, the Owner has fee title to the property described as follows:

PART OF NE 1/4 COM AT SW COR OF E 1/2 NE 1/4 TH S 88D 19M 30S E ALONG E&W 1/4 LINE 206.5 FT TH N 0D 00M PAR WITH E 1/8 LINE 264.0 FT TH N 34D 15M E 220.62 FT TH NLY TO SE COR OF TARRA ESTATES TH W TO SW COR OF SD PLAT TH S TO BEG EX S 40 FT * SEC 33 T6N R12W 3.22 A., PPN 41-17-33-276-039, Commonly known as 2581 56th Street and

WHEREAS, the Owner has requested that one 6" sanitary lateral be deleted from the Special Assessment Roll SA 18-801; now, therefore,

The parties agree to the following:

1. The City will delete one 6" sanitary lateral from the 56th Street Special Assessment Roll SA 18-801.
2. It is understood and agreed that no additional sanitary sewer connections to the sanitary sewer main will be allowed along 56th Street to service the above described property.
3. This Covenant shall be in effect for 10 years from the above date and shall be binding on the Owner, their heirs, successors and assigns. After said 10 years, the Owner, their heirs, successors and assigns shall be responsible for all costs for making additional connections to the sanitary sewer in 56th Street.

WITNESSES FOR OWNER:

OWNER

Dale A. Miedema and Laura L. Miedema

Keller Howard
*

Dale A. Miedema
Dale A. Miedema

Shirley Jean
*

Laura L. Miedema
Laura L. Miedema

* Print or type name beneath signature line.

WITNESSES FOR CITY:

CITY OF WYOMING

*

By _____
Jack A. Poll, its Mayor

*


By _____
Kelli A. Vandenberg, its City Clerk

STATE OF MICHIGAN

COUNTY OF KENT

On July 26th 2018 before me, a Notary Public, in and for said County, personally appeared **Dale A. Miedema and Laura L. Miedema, husband and wife** to me known to be the same persons described in and who executed the within instrument, who acknowledged the same to be the free act and deed of said person.

AREND SMITH
NOTARY PUBLIC - MICHIGAN
KENT COUNTY
MY COMMISSION EXPIRES 03-17-2020
ACTING IN KENT COUNTY


* _____ Notary Public,
Kent County, Michigan
Commission expires: 3-17-2020

* Print or type name beneath signature line.

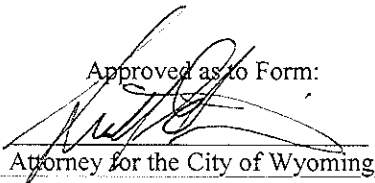
STATE OF MICHIGAN

COUNTY OF KENT

On _____ before me, a Notary Public, in and for said County, personally appeared by **Jack A. Poll and Kelli A. Vandenberg** to me personally known, as the **Mayor and City Clerk** of the **City of Wyoming**, a Michigan corporation, on behalf of the corporation by authority of its City Council.

* _____ Notary Public,
_____ County, Michigan

Commission expires: _____

Approved as to Form:

Attorney for the City of Wyoming

This Instrument Drafted By:

Jeffrey Oonk
City of Wyoming
2660 Burlingame Ave. SW
Wyoming, MI 49509

After Recording return to:

Kelli A. Vandenberg
Wyoming City Clerk
City of Wyoming
1155 28th Street
Wyoming, MI 49509

RESOLUTION NO. _____

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

WHEREAS:

1. The Special Assessment Roll 18-801 for constructing the 56th Street Improvements from Byron Center Avenue to Ivanrest Avenue was confirmed on March 19, 2018.
2. Dale A. Miedema and Laura L. Miedema have executed a Restrictive Covenant and are willing to refrain from connecting to the sanitary sewer in 56th Street for a period of ten years in exchange for the City not constructing sanitary laterals as follows:
 - a. Dale A. Miedema and Laura L. Miedema – Delete one (1) six inch sanitary lateral at 2581 - 56th Street

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby approves the changes to the 56th Street Special Assessment Roll 18-801 in the amount of \$2,070 for the deletion of the assessments levied against parcel 41-17-33-276-039 (2581 - 56th Street).

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

RESOLUTION NO. _____

RESOLUTION TO PROVIDE THE CITY OF WYOMING'S APPROPRIATION
TO THE CHILDREN'S ADVOCACY CENTER OF KENT COUNTY

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended the City Council enter into an agreement for the annual payment/donation to the Children's Advocacy Center of Kent County.
2. The Children's Advocacy Center of Kent County partners with the City in the investigation of crimes against and witnessed by children in the City of Wyoming.
3. Funds for the annual payment/donation exist in the Police Department account number 101-305-30500-956000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept the agreement from the Children's Advocacy Center of Kent County in the amount of \$16,500.00 and authorizes the City Manager to execute the agreement.
2. The City Council authorizes the City Manager to acknowledge acceptance of future renewals in accordance with budget authorization.

Moved by Councilmember:

Seconded by Councilmember:

| | |
|----------------|-----|
| Motion Carried | Yes |
| | No |

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

ATTACHMENTS:

- Staff Report
- Invoice
- Agreement

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: July 31, 2018

Subject: Increase in Financial Commitment to the Children's Advocacy Center

From: Captain James Maguffee

Date of Meeting: August 6, 2018

Recommendation:

The Kent County Children's Advocacy Center (CAC), a major partner with us in the investigation of crimes against and witnessed by children, has asked us to increase our annual financial commitment to those operations by 10%. This would raise that commitment from \$15,000 to \$16,500. I respectfully recommend we do so.

Sustainability Criteria:

Environmental Responsibility – This financial decision will not significantly impact this criterion.

Social Equity – The CAC is a mission critical partner to us in protecting and bringing justice to child victims. Their role in aiding us in the pursuit of justice in these situations is hard to overstate. They ease the delivery of services to the most vulnerable in our community and are especially helpful when language, physical, and developmental obstacles are present. In short, they make serving those who need us most, easier. They also make us more efficient and effective as we do so.

Economic Strength – After private donations and grant funding, the CAC is funded in part by financial commitments made by the law enforcement agencies who partner with them. I argue we could never create or duplicate this important service for an amount even close to \$16,500. Thus, this monetary commitment is an entirely appropriate and responsible use of taxpayer dollars.

Customer Service – As discussed under Social Equity, the CAC is crucial to our service delivery to an extremely vulnerable portion of our community. Leveraging our combined resources has allowed us to aggressively investigate and prosecute those who victimize children and to do so in a way that meets and often exceeds what is considered a best practice standard. Further, our partnership with them allows our victims to immediately access supportive services we could never provide without this partnership, such as therapy and other important needs.

Discussion:

Currently we enter into an annual MOU with the CAC that documents our commitment to provide \$15,000 toward their operations. To cover rising costs relating to their physical plant, increased demand for services, rising caseloads, and increasingly a need to bring in an additional forensic interviewer, they have requested each partner law enforcement agency to increase their financial commitment by 10%, bringing ours to \$16,500. We have contributed \$15,000 annually for ten years. This is the first request for an increase in a decade.

In 2018 we deepened our partnership with the CAC by joining Kent County and GRPD in dedicating a detective assigned to the center. Currently Detective Margaret McKinnon works nearly exclusively on crimes against children and has a dedicated work station at the center, using the physical and personnel resources of the center nearly every work day. Final numbers for 2018 are not available at this writing, but we were on track to reach **120 Wyoming cases** at the center in the first half of 2018!

Chief Koster has approved this request. The funding for this purchase is available through Police budget line: 101-305-30500-956000. Thank you for your consideration.

Respectfully Submitted,

Capt. James Maguffee
Deputy Director Public Safety
Administrative Services



July 17, 2018

Chief Kim Koster
Department of Public Safety
2300 DeHoop Avenue
Wyoming MI 49509

Dear Chief Koster, *Kim*

As you know, the Children's Advocacy Center of Kent County exists to reduce the trauma for child victims during investigation into sexual assault. Best practice around the nation indicates that a team approach is the best way to do this. It is also the best way to ensure evidence is gathered and offenders are brought to justice. That's why our commitment—and yours—is essential to making the Center what it is.

Our successful \$3.1 million capital campaign demonstrated the community's belief in this important team. The 25% increase in forensic interviews so far this year demonstrate the need for our partnership to continue. And, renewal of the partnership between the Center and the Wyoming Department of Public Safety and the City of Wyoming demonstrates your commitment to providing every service needed by the most vulnerable citizens of your community.

Enclosed you will find the 2018-2019 services agreement and an invoice for your fees. Per our earlier conversation, the invoice represents an increase of 10% over previous years due to the increase in the number of interviews we have conducted for your department.

Thank you for your support of the partnership that exists between Children's Advocacy Center of Kent County and the officers of the Wyoming Department of Public Safety. It is an honor to work with your officers.

Sincerely,

Susan
Susan Shannon
Executive Director

*Thanks for increasing
your contribution.*



INVOICE

DATE: JULY 17, 2018

TO

Director of Public Safety, Chief Kim Koster
Wyoming Police Department
2300 DeHoop Avenue
Wyoming MI 49509

| DESCRIPTION | AMOUNT |
|---|----------|
| 2018-2019 Appropriation for Children's Assessment Center dba Children's Advocacy Center of Kent County | \$16,500 |
| | |
| TOTAL DUE | \$16,500 |

Please make checks payable to the Children's Advocacy Center of Kent County.

THANK YOU FOR YOUR PARTNERSHIP.

Please note our new address below.

Professional Services Agreement

THIS AGREEMENT is made as of July 1, 2018, between the CHILDREN'S ASSESSMENT CENTER d.b.a. CHILDREN'S ADVOCACY CENTER OF KENT COUNTY, a Michigan non-profit corporation, of 2855 Michigan Street NE, Grand Rapids, Michigan 49506, hereinafter referred to as "Center." and the CITY OF WYOMING, a Michigan Municipal Corporation having its principal place of business at 2300 DeHoop Ave, Wyoming, Michigan 49509, hereinafter referred to as the "City."

RECITAL

The Center provides a centralized and coordinated location and group of services that assists and supports children who are victims of sexual assaults, and at the same time, facilitates the investigation of these crimes so that the perpetrators can be successfully prosecuted. The City wishes to contract with the Center for these services and the assistance of the Center in conducting investigations into alleged sexual assaults with child victims.

TERMS AND CONDITIONS

The parties agree as follows:

1. Scope of Services. The Center shall provide services in connection with sexual complaints or allegations where there are child victims. These services shall include, but not be limited to, providing a single location for providing these services:
 - A. Children's Protective Services workers from the Department of Health and Human Services that handle child sexual abuse reports in Kent County.
 - B. Law enforcement detectives from the Grand Rapids Police Department, the Kent County Sheriff's Department, and the City of Wyoming Department of Public Safety that are specially trained in investigating child sexual abuse complaints;
 - C. A medical team of contracted, specially trained Sexual Assault Nurse Examiners through contract with the YWCA;
 - D. Counselors who provide crisis intervention, mental health evaluations, therapeutic support, and information and referral to individuals with a concern about possible sexual abuse of a child; and
 - E. Professionally trained forensic specialists who interview children to determine the validity and extent of child sexual abuse.

9. Integration and Amendment. This agreement is the whole agreement and may be amended only in writing executed by all parties.
10. Authority. The parties agree that the persons executing this Agreement below on behalf of each party have the requisite authority to enter into this Agreement and to thereby bind the respective party.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date and year above first written.

CITY OF WYOMING, a Michigan Municipal Corporation

By: C. Holt 7.25.18
Curtis Holt, City Manager Date

The Children's Assessment Center d.b.a. Children's Advocacy Center of Kent County,
a Michigan Non-Profit Corporation

By: Susan Shannon 7/18/18
Susan Shannon, Executive Director Date

RESOLUTION NO. _____

RESOLUTION TO ENGAGEMENT OF VALUE TRENDS INC. FOR
APPRAISAL SERVICES FOR A PROPERTY TAX APPEAL

WHEREAS:

1. The owner of Roger's Plaza has appealed to the Michigan Tax Tribunal (MTT) the 2017 and 2018 taxable values for that property.
2. About \$1,000,000 in taxable value is in dispute in each of those tax years.
3. Fair property taxation requires taxable values to be in appropriate relation to the true cash value of the property subject to constitutional and statutory limitations.
4. The City Attorney and Deputy City Assessor recommend engaging an appraiser to determine the true cash value of the property within a time needed to meet the valuation disclosure exchange date set by the MTT.
5. Value Trends Inc. is highly recommended by assessors in other communities who have engaged that firm to appraise similar properties.
6. Value Trends Inc. has submitted a proposal to produce and appraisal report and testify, if needed, in depositions or in the MTT hearing related to the Roger's Plaza tax appeal.
7. Sufficient funds are available in the Assessing-Professional Services fund – 101-209-200900-801.000 – to cover the anticipated costs.

NOW, THEREFORE, BE IT RESOLVED:

1. The July 24, 2018 proposal from Value Trends Inc. to provide an appraisal report for the 2017 and 2018 tax years for \$14,500 and to testify as needed at the rate of \$225 per hour is approved and the City Manager is authorized and direct to sign it on behalf of the City.
2. All resolutions and parts of resolutions are, to the extent any conflict with this Resolution, rescinded.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Staff Report
Proposal

Resolution No. _____

STAFF REPORT

Date: July 24, 2018
Subject: Engagement of appraiser for Roger's Plaza property tax appeal
From: Scott Smith, City Attorney
Meeting Date: August 6, 2018

Recommendation:

Staff recommends engaging Value Trends Inc. to appraise the Roger's Plaza property, provide an appraisal report in a form needed for the 2017 and 2018 property tax appeals pending before the Michigan Tax Tribunal ("MTT"), and to testify as needed prior to and during the MTT hearing at a cost of \$14,500 for the appraisal and report and \$225 an hour for testimony and consulting as specified in the July 24, 2018 proposal.

Sustainability Criteria:

Social Equity – Approval will enable the City to better ensure this property tax assessment is fair.

Economic Strength – Approval will enable the City to better ensure all property owners fairly support City services.

Quality Customer Service – Approval will enhance the likelihood of successful defense of taxable value by providing additional expertise.

Discussion:

Shopping centers are difficult to appraise. Comparable sales can be difficult to find and properly adjust. The income approach requires a full analysis of the rents received, lengths and terms of leases, vacancy rates and other information. The replacement cost approach requires a careful inspection of the premises. Economic and functional obsolescence, capitalization rates and other factors are also important in the analysis.

It is often best to engage appraisers who have appraised similar properties. When considering who to engage, we consider who has the needed expertise and experience, who can prepare well-reasoned and well-presented reports, and who will testify well.

Grand Rapids engaged Value Trends in the successful defense of taxable values for Centerpoint Mall, a matter with which I am familiar. Therefore, Value Trends can provide the needed expertise and services.

Sufficient funds are available in the Assessing-Professional Services fund – 101-209-200900-801.000 – to cover the anticipated costs.



July 24, 2018

City of Wyoming
Mr. Scott G. Smith, City Attorney
1155 28th Street SW
Wyoming, Michigan 49509-0905

**Re: Appraisal proposal pertaining to:
Rogers Plaza
Tax Parcel # 41-17-14-201-016
950 - 1150 28th Street SW
Wyoming, Michigan 49509**

Dear Mr. Smith:

I am directing to your attention this Letter of Transmittal pertaining to providing appraisal services related to the above captioned real estate. The information provided by yourself and obtained from other sources indicates that this appraisal assignment includes a single tax parcel 41-17-14-201-016. This parcel is located in the City of Wyoming, Kent County, Michigan. Some of the property information I have been able to obtain is as follows:

Rogers Plaza, 950 - 1150 28th Street SW, Wyoming, MI

Tax I.D. # 41-17-14-201-016. The captioned property is located on the south side of 28th Street SW, extending between Clyde Park Ave. SW and Michael Avenue. This location is also approximately one-half mile west of U.S. 131. According to assessment records its site includes 34.69[±] acres and is improved to include a partially enclosed retail center located just outside of the City of Grand Rapids. According to Wikipedia, the center was built in 1960 and opened in 1961. It was the first shopping mall in Western Michigan. The center currently includes nearly 30 tenants. The total building floor area is reportedly 365,572 square feet.

The need for the appraisal assignment is the result of the existing *ad valorem* tax appeal. The date of valuation in contention is December 31, 2016 and December 31, 2017, which pertains to Tax Years 2017 and 2018.

Smith letter
Page 2
July 24, 2018

The purpose of the appraisal is to estimate the True Cash Value of the real property identified as Tax Parcel 41-17-14-201-016 as of December 31, 2016 and 2017. In turn, the function of the report will be to assist the client, yourself and other legal representatives in the matter by providing valuation evidence as it relates to this litigation. The date of valuation is identified as a retrospective valuation.

An existing leased fee ownership interest is understood to exist for the entire center. Because the appraisal is for ad valorem purposes, a fee simple interest is to be appraised subject to existing occupancy and market rent.

The intended users of the proposed appraisal report include the client (City of Wyoming), yourself, and other representatives assigned on behalf of the client. It is my understanding that other potential users of this appraisal who are not defined as clients are likely to include the Petitioner (S & S Shopping Centers Ltd.) in this matter, their representatives and the Michigan Tax Tribunal. The appraisal report is not intended for other uses such as financing, the soliciting of potential purchasers, estate planning, or any other purpose.

True Cash Value may be defined as follows:

“True cash value” means the usual selling price at the place where the property to which the term is applied is at the time of assessment, being the price that could be obtained for the property at private sale, and not at auction sale except as otherwise provided in this section, or at forced sale. The usual selling price may include sales at public auction held by a non-governmental agency or person if those sales have become a common method of acquisition in the jurisdiction for the class of property being valued. The usual selling price does not include sales at public auction if the sale is part of a liquidation of the seller’s assets in a bankruptcy proceeding or if the seller is unable to use common marketing techniques to obtain the usual selling price for the property. A sale or other disposition by this state or an agency or political subdivision of state of land acquired for delinquent taxes or an appraisal made in connection with the sale or other disposition or the value attributed to the property of regulated public utilities by a governmental regulatory agency for rate-making purposes is not controlling evidence of true cash value for assessment purposes. In determining the true cash value, the assessor shall also consider the advantages and disadvantages of location; quality of soil; zoning; existing use; present economic income of structures, including farm structures; and present economic income of land if the land is being farmed or otherwise put to income producing use; quantity and value of standing timber; water and power privileges; and mines, minerals, quarries, or other valuable deposits known to be available in the land and their value...

As used in subsection (1), “present economic income” means for leased or rented property the ordinary, general, and usual economic return realized from the lease

or rental of property negotiated under current, contemporary conditions between parties equally knowledgeable and familiar with real estate values. The actual income generated by the lease or rental of property is not the controlling indicators of its true cash value in all cases. This subsection does not apply to property subject to a lease entered into before January 1, 1984 for which the terms of the lease governing the rental rate of tax liability have not been renegotiated after December 31, 1983... ”¹

In addition to True Cash Value, the subject valuation also adheres to what is referred to as Market Value. The definition of Market Value is defined by Title XI of the Federal Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), and also set forth on pages 22 thru 25 of the book titled The Dictionary of Real Estate Appraisal, 5th edition, and reads as follows:

Market value is the major focus of most real property appraisal assignments. Both economic and legal definitions of market value have been developed and refined. Citable definitions of market value can be found in state and federal regulations, laws, or publications. For example, *the following definition of market value is used by agencies that regulate federally insured financial institutions in the United States:*

The most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently, and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- 1. buyer and seller are typically motivated;*
- 2. both parties are well informed or well advised, and acting in what they consider their own best interest;*
- 3. a reasonable time is allowed for exposure in the open market;*
- 4. payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and*
- 5. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.*

¹ MCL 211.27(1) (4).

An appraisal is an analysis, opinion, or conclusion relating to the nature, quality, value, or utility of specified interests in, or aspects of, identified real estate. In order to complete this process, the necessity exists for the appraiser to be familiar with the following items and issues.

- Identification of the client/intended users
- Intended use of appraisal.
- Purposes of appraisal (including definition of value).
- Date of opinion of value.
- Identification of characteristics of property (including location and property rights to be valued).
- Identification of extraordinary assumptions, if any.
- Identification of hypothetical conditions, if any.

Appraisers are not engineers, public planners, or attorneys. Although I frequently have a familiarity with some of the expertise these professions provide, I do not offer engineering or legal opinions relative to the properties appraised. In those situations where these expertises are required, I typically confer with the client to determine whether these additional expertises should be retained. When the necessity exists for the utilization of these expertises, but the client elects not to utilize these services, appraisals are completed under either an extraordinary assumption or hypothetical condition.

Once the scope of the assignment is fully identified and the factual data related to the appraised property known, the data collection process begins. Data is collected relative to the following areas:

- Market Area Data - This information pertains to the general characteristics of the region, city, and neighborhood. This information is utilized as a basis to assist in analyzing those market conditions present that effect the current demand for the appraised real estate.
- Subject Property Data - A physical inspection of the appraised real estate will be conducted. This inspection will be coupled with the inspection and review of public records pertaining to the appraised property. Survey and building blueprints will be requested from the client, should they exist.
- Comparable Property Data - The assignment requires that comparable sales of improved and vacant property be gathered and analyzed. In addition, rental comparables will also be reviewed and analyzed. All of the comparables utilized in the report will be inspected by myself. Sources utilized in the assembling of this information include Value Trends files, brokers, public records, other appraisers, buyers, sellers, and various lenders.

The scope of work provided will include a detailed analysis of the subject real estate and market data

relevant to the appraisal assignment. Inspections of both the subject and comparable data will be made when reasonably possible. Verification of all the market data used to assist in the conclusions rendered will be provided in adherence to those requirements necessary for the data to be admissible as evidence in the court within which testimony may be required. This report will be prepared to adhere to the Appraisal Report Standards required to be in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), requirements of the Appraisal Institute of which I am a member, plus those Jurisdictional requirements that might be necessary to adhere to Michigan Law. Unless otherwise requested a total of three (3) original copies of the report will be delivered.

By law, appraisers cannot agree to provide a value opinion that is contingent on a predetermined amount. Appraisers cannot guarantee the outcome of the assignment in advance. Appraisers cannot ensure that the opinion of value developed as a result of this Assignment will serve to facilitate any specific objective of Client or others or advance any particular cause. Appraiser's opinion of value will be developed competently and with independence, impartiality and objectivity.

Based upon a review of the work which appears necessary to complete the assignment, our firm's appraisal fee will be \$14,500. Covered by the appraisal fee are the actual appraisal report and response to comments which might be offered by yourself and your representatives. Not included within the fee estimate are those cost which might become necessary relating to meetings/conferences, actual trial preparation and court testimony. Should any of this additional work become necessary, this time will be billed at my hourly rate current as of the date the services are rendered. Currently, this rate is \$225 per hour. Should the issues related to the ad valorem dispute be resolved prior to completion of the appraisal report, the work completed will be billed at my normal hourly rate.

To assist in the completion of the appraisal report, I would request that the following information, be provided.

- The name, address, and phone number of the person the appraiser should contact in order to inspect the property.
- Name of current ownership entity for tax parcel identification numbers.
- History of Ownership. Provide details pertaining to all sales or leases involving the appraised property since 2010.
- Subject's legal description(s).
- "As built" site survey. If a survey does not exist, please provide any details that are known related to placement on the site of easements, and/or deed restrictions that accompany property.

- Copy of owner's title policy, as well as copies of any recorded documents, including easement agreements.
- Copy of Operating Agreement and Reciprocal Parking Lot Agreement, if any.
- A statement as to whether, or not, the property is encumbered by any environmental hazards or toxins.
- Building and site plans for the property.
- **Rent rolls and details as to all leases in effect as of Year End 2013, 2014, 2015 2016, 2017 and as of June 31, 2018.** These details should include: Lease Start Date, Term of Lease, Payment Schedule (include rental amounts, itemized reimbursements and formulas utilized for these payments), Tenant Option details. Also requested is a copy of each lease that was in effect as of December 31, 2016 and 2017.
- Provide details of all new leases for the appraised property since January of 2012. These details should also include information as to any leasing commission paid and cost of TI's provided.
- Any and all documents relating to tenant turnover since January of 2012.
- Provide tenant aging report effective as of December 31, 2016 and December 31, 2017. These details should include a listing of delinquent tenants with the amounts they are in arrears.
- Provide occupancy reports on a monthly and annual year-end basis since 2012.
- Provide income and expense statements for the property for Years 2012 through the end of 2017. This information should include details pertaining to the actual rental received during each year, plus itemized expenses which should include taxes, utility cost, building insurance, administration, management, and repair & maintenance cost, including ground maintenance, et cetera. All statements provided should be provided on an actual basis, as opposed to that of an accrual basis. In addition, the projected pro-forma for the property in 2018 is also requested.
- Annual gross retail sales volume for each tenant for the Years 2012 through 2017.
- Documents identifying any deferred maintenance and the estimated cost to cure any deferred maintenance as of the date of valuation: December 31, 2016, if any.
- Management contracts in effect as of date of valuation, if any.

Smith letter
Page 7
July 24, 2018

- Listing agreements and advertisements of for sale and/or leasing during the time period extending from January 1, 2012 through June 30, 2018. In recognition that the property was acquired in 2016, also requested is the marketing package that was prepared to market the property.
- Is the property currently mortgaged? If so, identify the mortgage lender, date of mortgage, mortgage amount, interest rate on loan, and repayment schedule.
- Identify those sale and rental comparables that you are aware of and believe I should be aware of when completing the appraisal assignment.

Prior to Value Trends commencing work on this assignment it will be necessary that written authorization be provided to proceed. Once authorization is received, I would anticipate that the report will be completed and delivered in a timely manner, **assuming that all of the information requested is also provided in a timely manner**. It is understood that a finalized copy of the report will be due prior to November 5, 2018.

Prior to completion of the appraisal report you have indicated that you would like to see a copy of the working *“draft of the appraisal before it is finalized. This is not for the purpose of questioning or giving input on any values or methodology. It would be to (i) review for clarity, (ii) to review for grammatical, mathematical or typographical errors, and (iii) to provide additional information, if I have it, for example, sometimes I have additional information about transactions that may be helpful in evaluating or adjusting comps. There have been times in the past where missing or extra words or phrases, incomplete explanations, or other easily addressed but unaddressed situations resulted in needs for extensive explanations during depositions and hearings. So, I {client} have found it helpful to work with the appraiser as a “second set of eyes” to review a draft.”*

Should you have any questions, please do not hesitate to call.

Respectfully yours,

Approved by:

Value Trends, Inc.



Michael E. Ellis, MAI
President

By:

It's:

Dated: July 24, 2018

Dated: _____

RESOLUTION NO. _____

RESOLUTION TO CONCUR WITH THE PURCHASE OF PROPERTY
MANAGEMENT SOFTWARE, AN ANNUAL MAINTENANCE AGREEMENT,
AND TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE THE
SOFTWARE LICENSE AND MAINTENANCE AGREEMENTS

WHEREAS:

1. As detailed in the attached Staff Reports, it is recommended City Council concur with the emergency purchase of property management software and a recurring annual maintenance agreement from Porter Lee Corporation in the amounts of \$12,662.20 for the software and \$1,075.00 annually for the maintenance agreement.
2. Funds are available in the drug law enforcement fund account 265.305.31500.973013.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby concur with the purchase of property management software from Porter Lee Corporation and the associated annual maintenance agreement.
2. The City Council does hereby authorize the Mayor and City Clerk to execute the software license agreement and annual maintenance agreement after review and approval by the City Attorney of said agreements.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

ATTACHMENTS:
Staff Reports

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: July 11, 2018
Subject: Purchase of Property Management Software
From: D/Lt. Timothy Pols
Meeting Date: August 6, 2018

RECOMMENDATION:

It is recommended that the City Council approve the purchase of a property management software system from Porter Lee Corporation to be used in the Forensic Science Unit (FSU) of the police department.

SUSTAINABILITY CRITERIA:

Environmental Responsibility – This purchase will positively impact environmental responsibility by reducing the amount of printing and number of hard copies necessary in order to organize and maintain the property room. The purchase would make property management virtually paperless, whereas the current system requires hard copies of all property sheets printed in duplicate.

Social Equity – This purchase impacts social equity in that it is an important tool to quickly and accurately log, store, and track every piece of property that is handled by the police department. Chain of custody is very important in criminal cases and more effectively managing evidentiary property will contribute to the pursuit of justice in criminal cases across the social spectrum.

Economic Strength – This product is not inexpensive but the recommended product is competitively and reasonably priced and will significantly reduce the man-hours required by the current system. This would free up time for FSU technicians to work on other duties, and would be fiscally responsible.

CUSTOMER SERVICE IMPACT:

As addressed under social equity, this equipment will strengthen and increase evidence storage and tracking capability as well as the ability to quickly and effectively serve citizens. The risk of evidence loss through human error will be decreased and the integrity of evidentiary property will be protected. The system has a service request component which will lend itself to quick, accurate submissions of requests to assist internal and external customers alike. It will simplify the property audit procedure which is an important element of transparency and the accreditation process (both the current department accreditation and the anticipated future FSU laboratory accreditation). All of this strengthens the department's ability to serve citizens at the highest level.

DISCUSSION:

The Forensic Science Unit (FSU) has, for the last several years, been utilizing records management software to manage property in the custody of WYDPS. The software was not designed specifically with property management in view; however it was useable for this purpose once some tweaks were made to the process. In June of 2018, the department transitioned to a new records management system called TIMS and again an effort was made to utilize this system for property management, a purpose for which it was not designed. Utilizing the new records management system for property management

proved much more difficult, cumbersome, and also reduced accountability for evidence tracking and audit procedures. The effort related to utilizing the new system for property management also came at the cost of significantly increased man-hours required in order to accomplish the task. A neighboring agency of comparable size and with the same records management software as WYDPS transitioned to has had to dedicate a full time employee to manage their property under this system. FSU staff's time commitment to this process post-transition was similar when it was considered in totality.

The recommended product is a stand-alone property management system specifically designed for that purpose. It has a good track record, having been utilized for over 20 years by hundreds of law enforcement agencies. It uses a barcoding system and scanners to log, store, and track items of property and evidence, making the current system of using "property sheets" completed in duplicate for each item of property unnecessary. It has chain of custody tracking with electronic signature capture integration. Users can receive automatic notifications when cases expire, property has been signed out and not returned by the department defined time limit, or when a letter was sent to an owner and the owner has not claimed it by the department defined wait limit.

The recommended product has been researched by the Forensic Science Unit staff, led by Supervisor Terra Wesseldyk. Their research included searching for comparable products (of which they found none), a site visit to a neighboring agency using the current system (in an effort to determine if changes could be made based on their recommendations that would make the current system more tenable), and a site visit to an agency using the recommended system. FSU staff's recommendation was unanimous and enthusiastic support for the service capabilities of the recommended product.

The recommended product is called the *Crime Fighter B.E.A.S.T. Evidence Information Management System* developed and designed by Porter Lee Corporation. Porter Lee Corporation is the sole source for this product and its accompanying licenses, support, maintenance, hardware, and consumables such as ribbons and labels.

The cost of this product is \$12,662.20 which includes all necessary software, hardware, supplies, training, and services. This would be a one-time expense and the only recurring expense related to this purchase would be annual software support which comes at a cost of \$1,075.00 for subsequent years. The police department has budgeted \$10,155.67 to be allocated from drug forfeiture funds for the purchase of a drying cabinet pending the approval of city council. Due to the urgent need for comprehensive property management and the priority of this need, the department would like to reallocate this budgeted money plus an additional \$2,506.53 for the purchase of the *Crime Fighter B.E.A.S.T. Evidence Information Management System*.

It should be noted that City Attorney Scott Smith has reviewed and approved the Porter Lee Corporation Software Licensing Agreement as well as the Support and Maintenance Agreement. These contracts will be finalized and signed by the City Manager when installation is complete.

BUDGET IMPACT:

This expenditure of \$12,662.20 would come from the Drug Enforcement State Fund (forfeiture money) in account number 265-305-31500-973013, and there is sufficient money in this fund to accommodate the purchase. Additionally, there is an effort underway to recoup or withhold funds budgeted for the TIMS record management system based on the fact that it does not have the functionality that was promised relating to property management.

End of Report.

STAFF REPORT

DATE: July 19, 2018
SUBJECT: Purchase of Property Management Software
FROM: Pat Firestone, Director of Information Technology
MEETING DATE: August 6, 2018

RECOMMENDATION:

The Information Technology department supports the recommendation by Public Safety-Police, to proceed with the purchase of property management software from Porter-Lee.

SUSTAINABILITY CRITERIA:

Environmental Quality – This purchase will positively impact environmental responsibility by reducing the amount of printing and number of hard copies necessary in order to organize and maintain the property room. The purchase would make property management virtually paperless, whereas the current system requires hard copies of all property sheets printed in duplicate.

Social Equity – This purchase impacts social equity in that it is an important tool to quickly and accurately log, store, and track every piece of property that is handled by the police department. Chain of custody is very important in criminal cases and more effectively managing evidentiary property will contribute to the pursuit of justice in criminal cases across the social spectrum.

Economic Strength – This product is not inexpensive, but the recommended product is competitively and reasonably priced and will significantly reduce the man-hours required by the current system. This would free up time for FSU technicians to work on other duties, and would be fiscally responsible.

QUALITY SERVICE IMPACT:

As addressed under social equity, this equipment will strengthen and increase evidence storage and tracking capability as well as the ability to quickly and effectively serve citizens. The risk of evidence loss through human error will be decreased and the integrity of evidentiary property will be protected. The system has a service request component which will lend itself to quick, accurate submissions of requests to assist internal and external customers alike. It will simplify the property audit procedure which is an important element of transparency and the accreditation process (both the current department accreditation and the anticipated future FSU laboratory accreditation). All of this strengthens the department's ability to serve citizens at the highest level.

DISCUSSION:

Information Technology staff have met with Public Safety/Police to discuss the proposed solution by Porter-Lee, as well as a review of the required specifications for the software and hardware solutions. The software and hardware were determined to be fully-compliant with our current City of Wyoming computing environment, with minimal impact on computing infrastructure resources.

BUDGET IMPACT:

Funding for this vendor selection is addressed in the staff report submitted by Lt. Tim Pols.

End of Report.

RESOLUTION NO. _____

RESOLUTION TO ACCEPT A PROPOSAL FOR PROFESSIONAL
ENGINEERING SERVICES AND TO AUTHORIZE THE
MAYOR AND CITY CLERK TO EXECUTE THE AGREEMENT

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended City Council accept the attached proposal from Fishbeck, Thompson, Carr & Huber, Inc. for professional engineering services in the approximate amount of \$43,000.
2. The engineering services are outlined in the attached staff report and proposal and include development of design drawings and specifications for HVAC system upgrades at the Wyoming Clean Water Plant.
3. Funds for the engineering services are budgeted in the sewer fund capital outlay account number 590.590.54400.986.444.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept a proposal from Fishbeck, Thompson, Carr & Huber, Inc. for professional engineering services in the approximate amount of \$43,000.
2. The City Council does hereby authorize the Mayor and City Clerk to execute the agreement.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

ATTACHMENTS:
Staff Report
Proposal
Agreement

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: July 16, 2018
Subject: HVAC Upgrade Design
From: Jon Burke, Clean Water Plant Superintendent
Meeting Date: August 6, 2018

RECOMMENDATION:

It is recommended that the City Council approve an HVAC engineering agreement with Fishbeck, Thompson, Carr & Huber, as outlined in the attached scope of work. The cost of this work is \$43,000.

SUSTAINABILITY CRITERIA:

Environmental Quality:

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

Social Equity :

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

Economic Strength :

The replacement of boiler equipment that is 40 and 50 years old with more modern and efficient equipment will provide substantial energy savings.

QUALITY SERVICE IMPACT:

The need to replace one of the air conditioning units that is currently failing makes this a logical time to look at the heating and cooling requirements of the entire facility before moving forward with any work.

DISCUSSION:

With Resolution No. 26021, the Council authorized Fishbeck, Thompson, Carr & Huber (FTC&H) to conduct a study of the Clean Water Plant's aging heating, ventilating, and air conditioning (HVAC) system.

The study has been completed and FTC&H has provided the CWP staff with a couple of different options for improvements. After meeting with the FTC&H again, we have selected the most economical path moving forward. This option will also take advantage of the new ductwork that was installed during the remodeling of the laboratory and front office space a few years ago.

Some of this equipment is over 50 years old and is in need of replacement soon. As a result we would like to get FTC&H started on the design work as soon as possible.

BUDGET IMPACT:

The cost of the proposed work will not exceed \$43,000. Sufficient funds exist in the Sewer Fund Capital Outlay Account #590.590.54400.986.444.

Attachments:

Proposal for Professional Engineering Services from FTC&H

Engineering agreement between the City of Wyoming and FTC&H



June 22, 2018

Mr. Tom Wilson
Wyoming Clean Water Plant
2350 Ivanrest Avenue, SW
Grandville, MI 49418

Re: Proposal for Professional Engineering Services
City of Wyoming Clean Water Plant
Administration Building HVAC System Upgrade Design

Dear Mr. Wilson:

Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) is pleased to submit this proposal to perform Professional Engineering Services for the Wyoming Clean Water Plant. We have developed the following proposal based upon our recent studies recommendations.

OVERALL OBJECTIVE

Provide the clean water plant with engineering services to develop design drawings and specifications for the HVAC system upgrades recommended in our report dated June 6, 2018 and described as Project 1.

Special Conditions/Assumptions

The project comes with some unique conditions that impact the required level of effort. We have factored them into our scope and fee development and describe them below.

1. Existing structural drawings are available for the purposes of review to ensure the roof structure at locations of new rooftop equipment will be able to support it without major additional structural members.
2. We assume the existing electrical and gas services to be adequate for tying into for new equipment requirements.
3. We assume one parking space will be abandoned to make room for a grade mounted HVAC unit where the existing cooling tower is located.

GENERAL WORK SCOPE

Design Phase

1. Attend a kick off meeting to review project scope and approach.
2. Review the facility's existing Mechanical and Electrical (M/E) systems design drawings.
3. Coordinate placement of equipment with the facilities operations and maintenance staff.
4. Through on-site visual inspection, confirm the physical space layout and accuracy of existing M/E systems design drawings related to installing additional equipment.
5. Develop preliminary design drawings and specifications including front end contract Divisions 00 and 01 sections, technical specification sections, and provide the Plant with a set of both for review.
6. Develop a preliminary construction cost estimate for the project.
7. Attend a design progress meeting with Plant staff to discuss and review details of the preliminary design.
8. Prepare final design drawings and specifications and provide the Plant with a set for review.
9. Attend a design progress meeting with plant staff to discuss and review details of the final design.



10. Update the cost estimate.
11. Provide the Wyoming Clean Water Plant with drawings and specifications for Bidding.

Bidding Phase

1. Assist with a pre-bid meeting.
2. Answer contractor questions.
3. Develop addenda as required.
4. Develop a bid tab.
5. Make an award recommendation.

Construction Phase

1. Attend kick off meeting and four progress meetings.
2. Review shop drawings.
3. Answer contractor questions.
4. Issue bulletins.
5. Review pay applications.
6. Inspect progress with four site visits.
7. Inspect project and issue final punch list.
8. Administer project close out.

Schedule

We are prepared to begin work within two weeks of Notice to Proceed. We anticipate up to an eight week duration for the design phase to be completed.

Professional Service fees

We propose a fee for the work scope above of Forty-Three Thousand Dollars (\$43,000) which includes expenses. Work beyond this amount will not be completed without prior authorization. We believe this amount will cover the effort that is anticipated, but we also understand that renovation type projects can lead to further issues that require additional efforts.

Authorization

It is our understanding that this project will be contracted under the terms of the attached Agreement. Invoices will be submitted every four weeks on a percent complete basis.

We look forward to continuing our relationship with the Wyoming Clean Water Plant. If you have any questions or require additional information, please contact me at 616.464.3816 or pmoconnor@ftch.com.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink, appearing to read "Patrick M. O'Connor".

Patrick M. O'Connor, LEED AP

nh
By email

AGREEMENT


This Agreement made this 6th day of August, 2018 between the City of Wyoming, a municipal corporation of 1155 – 28th Street SW, Wyoming, Michigan 49509 (hereinafter "City") and Fishbeck, Thompson, Carr & Huber, a corporation having an office located at 1515 Arboretum Dr S.E. Grand Rapids, Michigan 49546 (hereinafter "Consultant") the terms of which are as follows:

1. The City hereby hires Consultant to provide engineering services for the City in accordance with the proposal dated June 22, 2018, is hereby incorporated by reference.
2. The Agreement shall be for a period of six months commencing upon execution of the Agreement. This Agreement may be extended by mutual agreement of the parties.
3. Payment shall be made in accordance with the proposal and upon billing for work completed, approximately \$43,000 total for the engineering services.
4. The City may terminate the Agreement upon 30 days written notice. Upon termination or completion of this contract and at all times during the term of the contract, all work done by Consultant under this contract shall be the property of the City.
5. Consultant is an independent contractor and the City is hiring Consultant for professional services. All officers, agents and employees of Consultant shall at all times be considered employees of Consultant and not of the City.
6. This Agreement contains the entire Agreement between the parties and may not be modified except in writing by mutual consent.

CITY OF WYOMING

Fishbeck, Thompson, Carr & Huber

By: _____
Jack A. Poll
It's Mayor

By: 
Patrick M. O'Connor, LEED AP
It's Vice President

By: _____
Kelli A. VandenBerg
It's City Clerk

Approved:

Scott Smith
City Attorney

RESOLUTION NO. _____

RESOLUTION TO ACCEPT A QUOTE FROM HESCO
FOR THE PURCHASE OF FIVE PLANT SAMPLERS

WHEREAS:

1. As detailed in the attached Staff Report, HESCO provided the City with a quote for the purchase of a five new plant samplers in the total amount of \$33,600.
2. It is recommended City Council accept the quote from HESCO.
3. Funds for the purchase are budgeted in the Sewer Fund Capital Outlay account number 590-590-54400-986444.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept a quote from HESCO for the purchase of five plant samplers in the total amount of \$33,600.
2. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

ATTACHMENTS:
Staff Report
Quote

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: July 26, 2018
Subject: New Plant Samplers
From: Jon Burke, Clean Water Plant Superintendent
Meeting Date: August 6, 2018

RECOMMENDATION:

It is recommended that the City Council approve the purchase of five new plant samplers from Hesco at a cost of \$33,600 including shipping to our plant.

SUSTAINABILITY CRITERIA:

Environmental Quality:

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

Social Equity:

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

Economic Strength:

The need for replacement samplers was foreseen and budgeted for in advance.

QUALITY SERVICE IMPACT:

Proper sampling and testing of the wastewater through the treatment process is a critical part of ensuring that the plant is running optimally, which ultimately serves our rate payers and citizenry.

DISCUSSION:

The treatment process at the CWP includes sampling the wastewater flow not only as the flow enters and exits the plant, but also at other steps in the treatment process. There are a total of five stationary samplers that collect flow-proportional samples throughout the course of the day. The age of these samplers only ranges from 7 to 10 years old but they have become obsolete and we can no longer get parts for them.

In researching replacements, we thought it wise to purchase from the same sampler manufacturer that is used by our industrial pre-treatment program (IPP). The IPP group has researched several types of samplers in the past and they have been using the same brand for the past several years with great success. By changing the plant's stationary samplers over to the same manufacturer, it will allow us to simplify our parts inventory as well.

We did not put this sampler project out for bid because there is only one regional supplier in Michigan. However, we were able to obtain two other competitive quotes from the manufacturer themselves as well as another regional supplier in Indiana. Hesco provided us with the lowest price and they are the local supplier as well.

The quotes were as follows:

Hesco = \$33,600

Teledyne Instruments, Inc. = \$33,600

Gripp Incorporated = \$34,960

BUDGET IMPACT:

The cost of the new samplers will not exceed \$33,600. Sufficient funds exist in the Sewer Fund Capital Outlay Account #590.590.54400.986.444.

Attachments:

Hesco quote



Knowledgeable • Professional • Attentive • Likeable

28838 Van Dyke • Warren, MI 48093
Phone: 586.978.7200 • Fax: 586.978.2200
www.hesco-mi.com

Monday, July 16, 2018

To: Wyoming, City of CWP
Jon Burke
2350 Ivanrest Ave SW
Wyoming, MI 49418-1197

RFQ #: Verbal
Quotation #: 0596591031K_K
Please refer to this number when ordering

Phone: 616-261-3557

Fax: 616-261-3590

E-mail: Burke, Jon

RE: ISCO 5800 FR Sampler(s)

Jon,

Please find attached updated ISCO 5800 FR Sampler Budgetary quote per your request. Let me know if you need any additional information once you review - additional ISCO parts/supplies - deleted parts items listed etc.

Service - Start-up & training needed please let me know & I can provide pricing

Thanks for the opportunity as always!

If favored with an Order, please make the Purchase Order out to:

Teledyne Isco
P.O. Box 82531
Lincoln, NE 68501

and email or fax it to HESCO at (586) 978-2200 for order entry and processing.

Best regards,

Kip Koszewski
HESCO
E-mail: kip@hesco-mi.com
Tel: 586-978-7200
Fax: 586-978-2200

PRICE QUOTE

| Item | Description | Qty | Unit Price | Subtotal |
|------|--|------|------------|-------------|
| 1.00 | Teledyne Isco 68-5800-001 (Isco 5800 Refrigerated Sampler) Isco 5800 Refrigerated Sampler 5800 Refrigerated Sampler (120 VAC, 60 Hz). Includes control panel, refrigeration unit, distributor arm, two pump tubes, instruction manual, and pocket guide. To receive a complete system you must also order a bottle configuration kit and suction line with strainer. | 5 EA | \$5,739.00 | \$28,695.00 |
| 2.00 | Teledyne Isco 68-5800-009 (Isco 5800 Refrigerated Sampler) Isco 5800 Refrigerated Sampler 68-5800-009 - 1-bottle Configuration. Includes one polyethylene 2.5-gallon (10-liter) round bottle, locating base, two caps and two discharge tubes. | 5 | \$188.00 | \$940.00 |
| 3.00 | Teledyne Isco 68-5800-020 (Isco 5800 Refrigerated Sampler) Isco 5800 Refrigerated Sampler 68-5800-020 - 5800 refrigerated sampler multipurpose cable with 16 unterminated leads, 10 ft. (3 m). Includes instruction sheet. | 5 | \$99.00 | \$495.00 |
| 4.00 | Teledyne Isco 60-9004-379 (60-9004-379) 60-9004-379 3/8 inch ID x 25 ft. long vinyl suction line with standard weighted polypropylene strainer. Includes tubing coupler. | 5 | \$115.00 | \$575.00 |
| 5.00 | Teledyne Isco 60-5314-978 (SPA) SPA SPA 1978. Generation III Hi-Temp Flow Through Chamber. Made from ABS and CPVC and compatible with liquids up to 180 degrees F. Chamber has a 2-inch inlet, 3-inch outlet, and 3-inch clean-out plug; same opening sizes as now obsolete part number 60-5304-888. | 5 | \$209.00 | \$1,045.00 |

| | | | | |
|------------------------------|---|---|----------|--------------------|
| 6.00 | Teledyne Isco | 5 | \$370.00 | \$1,850.00 |
| | Freight10 (Standard ground freight rate For refrigerator (per unit cost)) | | | |
| | Standard ground freight rate For refrigerator (per unit cost) | | | |
| Subtotal | | | | \$33,600.00 |
| Taxable Subtotal | | | | \$0.00 |
| Sales Tax [0.0000%] | | | | \$0.00 |
| Misc. Charge | | | | \$0.00 |
| Shipping & Handling Best Way | | | | \$0.00 |
| Grand Total | | | | \$33,600.00 |

| Terms & Conditions | | | |
|-------------------------------|-------------------------------|---|------------------------------|
| Proposed Shipping Date | 3 Weeks After Receiving Order | Payment Terms | Net 30 |
| Shipping Method | Best Way | Shipping Terms | Prepaid and Added to Invoice |
| F.O.B. | Factory | This Quotation is valid until 2018-09-30. | |

Thank you for your inquiry!

RESOLUTION NO. _____

RESOLUTION TO AWARD A BID TO TRIANGLE ASSOCIATES, INC.

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended City Council award a bid for installation of a new biofilter and other odor control improvements at the Wyoming Clean Water Plant to Triangle Associates, Inc. in the amount of \$1,317,000.
2. A budget amendment is required for this project.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby award a bid for installation of a new biofilter and other odor control improvements at the Wyoming Clean Water Plant to Triangle Associates in the amount of \$1,317,000.
2. The City Council does hereby approve the budget amendment.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

ATTACHMENTS:
Budget Amendment
Staff Report
FTC&H Letter

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

CITY OF WYOMING BUDGET AMENDMENT REQUEST

Date: August 6, 2018

Budget Amendment Number 011

To the Wyoming City Council:

A budget increase of \$ 161,625.40 for the General Fund is requested for the following reason:

To reappropriate monies for open purchase orders, capital outlay, uncompleted projects and other encumbrances from the 2017-2018 fiscal year to the 2018-2019 fiscal year per the attached list.

| <u>Description/Account Code</u> | <u>Current</u> | <u>Increase</u> | <u>Decrease</u> | <u>Amended</u> |
|---------------------------------|----------------|-----------------|-----------------|-------------------|
| <u>See Attached Sheet</u> | | | | |
| Fund Balance/Working Capital | | _____ | _____ | <u>161,625.40</u> |

Recommended:

Kate Baelfout
Senior Accountant

[Signature]
City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2018-2019 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

I hereby certify that at a _____ meeting of the Wyoming City Council duly held on _____ the foregoing budget amendment was approved.

City Clerk

STAFF REPORT

Date: July 23, 2018
Subject: Biofilter Award of Bid
From: Jon Burke, CWP Superintendent
Date of Meeting: August 6, 2018

RECOMMENDATION:

It is recommended that the City Council award a bid from Triangle Associates, Inc for the installation of a new biofilter and other odor control improvements at the Clean Water Plant, at a cost of \$1,317,000.

SUSTAINABILITY CRITERIA:

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

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

Economic Strength – Regular and proper upkeep of City equipment contributes to the efficiency of the equipment, and to the prevention of untimely and costly repairs or replacement that could potentially interrupt the day to day operations of the Plant.

QUALITY SERVICE IMPACT:

Odors emanating from the plant have a negative effect on our neighbors’ (some of whom are our rate payers as well) happiness and enjoyment of their properties and environment.

DISCUSSION:

After completing an odor study on the CWP’s carbon unit with Fishbeck, Thompson, Carr & Huber (FTC&H), several options were presented to improve the odor problems at and around the treatment facility. On March 5, 2018, Wyoming entered into an agreement with FTC&H to design and prepare plans and specifications for bidding and constructing the odor improvements at the CWP. On July 17th, four bids were received for the project. They are as follows:

Triangle Associates, Inc. = \$1,317,000
Davis Construction, Inc. = \$1,320,573
RCL Construction, Inc. = \$1,331,700
Owen-Ames-Kimball Company = 1,336,400

The four bids have been reviewed by FTC&H, who recommends that Wyoming award a bid to Triangle, Inc., the low bidder.

BUDGET IMPACT:

The cost of Triangle's bid for the construction and installation of the equipment is \$1,317,000. A budget amendment is necessary so that sufficient funds will be available in Sewer Fund Capital Outlay Plant Expansion Phase 2, account number 590-590-54400-986.444.

Attachments:

Letter of recommendation from Fishbeck, Thompson, Carr, & Huber, Inc.
Budget Amendment



July 20, 2018
Project No. 171570

Mr. Jon Burke
Superintendent
City of Wyoming Clean Water Plant
2350 Ivanrest Avenue SW
Grandville, MI 49418

Re: Evaluation of Bids
Wyoming Clean Water Plant Biofilter and Odor Control Improvements

Dear Mr. Burke:

The City of Wyoming (City) received sealed bids for the Wyoming Clean Water Plant (CWP) Biofilter and Odor Control Improvements project at the City Clerk's Office on July 17, 2018 at 11:00 a.m. Four bids were received, publicly opened, and read aloud. Base bids ranged from \$1,317,000 to \$1,336,400. Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) evaluated the bid packages and conducted a post-bid interview on July 19, 2018, with the apparent low responsive bidder, Triangle Associates Inc. (Triangle) of Grand Rapids, Michigan, along with their mechanical subcontractor, Allied Mechanical Services Inc. (Allied) of Grand Rapids, Michigan. A complete bid tabulation is attached for your information.

The evaluation of bidding documents revealed that Triangle's bid package contained the requested information as outlined in Article 7 of Specification Section 00 41 13 – Bid – Stipulated Sum, except for a proposed supplier list, which was supplied post-bid on July 19, 2018. Through a letter included in their bid package, Triangle expressed concern in meeting the proposed schedule due to long lead time items, namely the Variable Frequency Drive (VFD) panel and the Fiberglass Reinforced Plastic (FRP) pipe. This concern was also expressed by another bidder on their bid form.

During the post-bid interview, Triangle demonstrated a thorough knowledge of the project by outlining a preliminary construction schedule and identifying the subcontractors that will be responsible for each area of construction. Triangle indicated that this project fits well with their current workload and staffing levels. Triangle expressed no further concerns regarding the project, beyond those outlined in the bid package regarding the long lead time items.

In the interview, Triangle clarified questions presented in the City of Wyoming Bid Proposal Additional Information Form. Triangle confirmed that they are not in default on any contract or agreement with the City, or any taxes, fines, or fees due the City. Triangle confirmed that they have not been disbarred or suspended in the past three years. Triangle confirmed that they represent and warrant to the City that they are not on the Federal Excluded Parties List System (EPLS). Triangle confirmed that they are not an Iran linked business as defined in the Michigan Iran Economic Sanctions Act, 2012 P.A. 517. Triangle confirmed that they comply with the Elliot Larson Civil Rights Act, the Persons with Disabilities Act, Equal Employment Opportunity, and any other applicable laws related to employment and non-discrimination.

Mr. Jon Burke
Page 2
July 20, 2018

Triangle is a reputable general contractor and has completed numerous water and wastewater construction projects. The selected team of subcontractors are reputable firms capable of completing the project. Triangle and Allied answered all questions presented during the post-bid interview in sufficient detail and are prepared to complete the project. Triangle was the low bidder at the bid opening, has now provided all bidding items requested, and is prepared and qualified to complete the Wyoming CWP Biofilter and Odor Control Improvements project.

This evaluation is being submitted for the City's review and consideration. Award of the contract should be made by a Resolution. Directly following the City Council approval of the Resolution, FTCH will formally notify the successful bidder through the issuance of the Notice of Award as found in Specification Section 00 51 00 – Notification of Award. FTCH will prepare contract documents for execution by the City and the successful bidder. If you have any questions or require additional information, please contact me at 616.464.3848 or jwredner@ftch.com.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.



Joshua W. Redner, PE



John C. Rafter, PE

nes

By email

Attachments

cc/att: Mr. Myron Erickson, PE – City of Wyoming
Mr. Tom Wilson – City of Wyoming
Mr. Dave Oostindie – City of Wyoming



BID TABULATION

MEETING: Bid Opening
DATE: July 17, 2018
TIME: 11:00 am
LOCATION: Wyoming City Hall
 1155 28th Street SW
 P.O. Box 905
 Wyoming, MI 49509-0905

PROJECT NAME: City of Wyoming
 Clean Water Plant
 Biofilter and Odor Control Improvements
PROJECT NO.: 171570

| BIDDER | BID FORM SIGNED | ADDENDA NO. 1 | ADDENDA NO. 2 | BID SECURITY | EVIDENCE OF AUTHORITY TO SIGN BID | PROPOSED SUB-CONTRACTORS | PROPOSED SUPPLIERS | PROJECT REFERENCES | EVIDENCE OF AUTHORITY TO DO BUSINESS IN MICHIGAN | EVIDENCE OF ABILITY TO OBTAIN STATE CONTRACTOR'S LICENSE | BIDDER QUALIFICATION STATEMENT | CITY OF WYOMING ADDITIONAL BID INFORMATION FORM | BASE BID AMOUNT | OVER EXCAVATION UNIT PRICE | OVER EXCAVATION TOTAL |
|----------------------------|-----------------|---------------|---------------|--------------|-----------------------------------|--------------------------|--------------------|--------------------|--|--|--------------------------------|---|-----------------|----------------------------|-----------------------|
| TRIANGLE ASSOCIATES INC. | X | X | X | X | X | X | Provided Post-Bid | X | X | X | X | X | \$1,317,000 | \$20/CYD | \$1,000 |
| RCL CONSTRUCTION CO., INC. | X | X | X | X | X | X | X | X | X | X | X | X | \$1,331,700 | \$67/CYD | \$3,350 |
| OWEN-AMES-KIMBALL COMPANY | X | X | X | X | X | X | X | X | X | X | X | X | \$1,336,400 | \$23.30/CYD | \$1,115 |
| DAVIS CONSTRUCTION, INC. | X | X | X | X | X | X | X | X | X | X | X | X | \$1,320,573 | \$22/CYD | \$1,100 |

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF
A ROTORK ACTUATOR FROM SYSTEM SPECIALTIES

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended the City Council authorize the purchase of a Rotork actuator from the sole source, Systems Specialties, in the total amount of \$22,243.00.
2. Funds for the purchase are available in account number 591-591-57300-986.444.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of a Rotork actuator from System Specialties in the total amount of \$22,243.00.
2. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

ATTACHMENTS:
Staff Report
Quote

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: July 18, 2018
Subject: Rotork Actuator, WTP
From: Tom Wilson, Utility Maintenance Manager
Meeting Date: August 6, 2018

RECOMMENDATION:

It is recommended that the City Council accept the quote from System Specialties Company for a new Rotork actuator at a cost of \$22,243.00 which includes shipping costs.

SUSTAINABILITY CRITERIA:

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

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

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

QUALITY SERVICE IMPACT:

Standardizing on a piece of equipment means no unnecessary training for its operation, preventive maintenance, and major maintenance requirements. From the inventory standpoint it means stocking one style of parts that can be used in multiple actuators, which ultimately serves our rate payers with greater efficiency.

DISCUSSION:

Located in the low service pump house at the drinking water plant are two electric actuators, one of which was replaced last year. The purpose of each actuator is to raise and lower a gate so as to isolate one set of three water pumps that is used to draw water from Lake Michigan, which in

turn is then pumped to the water treatment plant. Isolation of these pumps is required when service or preventive maintenance is required. The remaining actuator is over 40 years old, well past its life expectancy. Parts are no longer available for it, and it is in need of replacement.

The drinking water plant currently utilizes 137 Rotork electric actuators that have proven to be very dependable. We have worked toward standardizing control of all of our valves and gates to an electric actuator manufactured by Rotork. To continue with this standardization in the low service pump house, we contacted System Specialties (the sole source supplier of Rotork actuators) to provide us with a quote. The quote received from Systems Specialties Company is for \$22,243.00 which includes shipping charges, and satisfies our stringent quality and performance requirements.

BUDGET IMPACT:

Adequate funds exist in the Water Fund Account #591-591-57300-986.444.



390 Enterprise Ct. Ste 200 Bloomfield Hills, MI 48302 www.sysspec.com Phone 800-686-9341 or 248-332-0099 Fax 248-332-4919

July 31, 2018

Quote # 062618KS8-Rev 1

Tom Wilson
Utility Maintenance Manager
City of Wyoming WTP
Phone: (616) 261-3573
Email: wilsont@wyomingmi.gov

Reference: **Rotork actuator for retrofit service**
For use on existing 78" x 78" Sluice Gate (South end)

Tom,

Systems Specialties is pleased to offer this firm quotation for the following ROTORK products.

Existing Gate Information: **78" x 78" Sluice Gate**
 Cast Iron Gate
 2 3/4" Stem diameter

Sizing assumptions: **25' head**
 3500 lb gate weight
 Double start on stem
 Calculated to 43,500 lbs thrust & 1135 Ft-Lbs of torque

Qty 1

Rotork IQ90/IS11 actuator

- Rotork IQ3 Series with IS gearbox
- For Open-Close Service
- 60 starts per hour
- 112,500 lbs rated thrust output
- 2754 Ft-Lbs max torque output
- 6:1 gearbox ratio
- 230 RPM actuator motor
- Watertight enclosure
- Manual handwheel override
- 480/3/60 powered
- Machined drive bushing to mate to existing stem
- Adaption equipment for mounting to existing gate
- Start-up assistance and commissioning
- Shipping included

Your Price each..... **\$22,243.00 each**

Estimated Delivery: ~ 14-16 Weeks ARO (due to gearbox)

Terms: The prices in this quotation are good for thirty days.
Terms: Net 30 days
Freight: FOB Wyoming WTP, Holland, MI

Should we be favored with an order, please make your PO out to:

Systems Specialties Company
390 Enterprise Court
Bloomfield Hills, MI 48302
Fax# 248.332.4919

We appreciate the opportunity to review our quotation with you in detail and should you have additional questions please do not hesitate to call.

Sincerely,

Kurt Somsel

Kurt Somsel
Sales Engineer
Ph 231.796.7980
Cell 616.490.4132

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF
LABORATORY SUPPLIES FROM HACH COMPANY

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended the City Council authorize the purchase of laboratory supplies from Hach Company on an as needed basis up to an estimated total amount of \$40,000.
2. Funds for the purchase are budgeted in account number 590-590-54310-740000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of the laboratory supplies from Hach Company on an as needed basis up to an estimated total amount of \$40,000.
2. The Wyoming City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

ATTACHMENTS:
Staff Report
Quote

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: August 1, 2018
Subject: Hach Company Purchases
From: Jaime Fleming, Utilities Laboratories Manager
Meeting Date: August 6, 2018

RECOMMENDATION:

It is recommended that purchases for laboratory supplies from Hach Company be allowed on an as-needed basis, up to an estimated amount of \$40,000.

SUSTAINABILITY CRITERIA:

Environmental Quality – The Clean Water Plant is actively engaged in the protection of the public health of Wyoming’s citizens. A large part of this work is conducting laboratory analysis to quantifiably document our treatment success and compliance with regulatory requirements. The Hach testing supplies are recyclable and use sample and reagent volumes that are ten times less than the alternative methods.

Social Equity – The Utility function within the City of Wyoming provides the same high quality service to all areas of the City, as well as to its wholesale customer communities, without regard to income level or socio-economic status. All of Wyoming’s residents enjoy equal access to the benefits of our state-of-the-art drinking water treatment technologies.

Economic Strength – By maintaining our own independent laboratories in the Utilities Department, we are able to keep our costs as low as possible, while generating more analytical data in which we have higher confidence. The Hach testing methods are less labor intensive, more accurate, and give a faster turnaround time than other methods. The supplies are only available for purchase from Hach Company.

QUALITY SERVICE IMPACT:

Quality Service at the Utility plant laboratories depends completely on the quality of our data. The Hach testing methods provide the quality we need while serving the public interest and support our overall Quality Service goals.

DISCUSSION:

The Clean Water Plant laboratory goes through a considerable amount of consumable supplies to conduct regulatory compliance, process control testing, industrial monitoring, and biosolids characterization. We currently use methods (TNT Plus) for phosphorus and ammonia testing

which are proprietary technologies. Therefore, their manufacturer (Hach Company) is our sole source for these supplies. These techniques are approved by the USEPA for use in generating reportable data, and give us greater accuracy with less labor, variability, and turnaround time. The cost of the supplies for these tests, in addition to other products typically purchased from Hach, will exceed \$7500 annually.

BUDGET IMPACT:

We have a monthly standing order for eighteen (18) boxes of TNT plus testing vials for ammonia (25 tests/box) and twenty (20) boxes (25 tests/box) of vials for phosphorus. We may periodically order additional boxes of something to cover emergency samples or an increase in sample load, but the standing order pretty much covers our needs. These testing supplies comprise the largest portion of our purchases, and are in addition to other consumables and products typically purchased from Hach.

The attached quotes from Hach gives unit pricing for the supplies described above. The cost is a monthly total of \$2,144.57 for materials, not including shipping. The grand total for the year, including shipping, is \$26,695.80.

It is recommended that the Council provide approval to continue to make purchases from Hach Company, on an as-needed basis, up to \$40,000 annually. The Sewer Fund Treatment Lab Services Account 590-590-54310-740000 is used for these purchases.

Attachments:

Hach Extended Quote

Sales Order Acknowledgement

(This is not an Invoice)

Date: 06/29/2018



HACH COMPANY

Headquarters
 P. O. Box 389
 5600 Lindbergh Drive
 Loveland, CO 80539-0389

U.S.A.
 Phone: 800-227-4224
 Fax: 970-669-2932
 Email: orders@hach.com
quotes@hach.com
bids@hach.com
techhelp@hach.com

Remittance
 2207 Collections Center Drive
 Chicago, IL 60693

Purchase Orders
 PO Box 608
 Loveland, CO 80539-0608
Web Site: www.hach.com

Export
 Phone: 970-669-3050
 Fax: 970-461-3939
 Email: intl@hach.com

Wire Transfers
 Bank of America
 231 S. LaSalle St.
 Chicago, IL 60604
 Account: 8765602385
 Routing (ABA): 026009593
 Swift Code: BOFAUS3N

Order Number 315168912
 P.O. Number 2018-2019 PICKNSHIP QUOTE
 Payment Terms Net 30
 Currency USD
 Freight Terms Prepay And Bill Customer
 Ship Method UPS-UPS**UPS --Ground
 Order Date 06/29/2018
 Customer Number 058222
 Order Contact JAIME FLEMING
 Phone 6162613572
 Fax
 E-Mail flemingj@wyomingmi.gov

| | | |
|--|---|-------------------|
| Bill-To | Ship-To | Deliver-To |
| 701716 CITY OF WYOMING 2350 IVANREST AVE WYOMING,MI,49418 /United States | 988303 WYOMING CLEAN WATER PLANT 2350 IVANREST AVE SW WYOMING,MI,49418 /United States | |

| Ln# | Item No | Description | Order Qty | Out of Stock | Requested Date | Expected Ship Date | Unit Price | Extended Amount |
|------|---------|--|-----------|--------------|----------------|--------------------|------------|-----------------|
| 1.1 | TNT832 | AMMONIA, TNT+, HR (2-47 MG/L) PK/25 | 12 | 0 | 09/21/2018 | 09/25/2018 | 54.79 | 657.48 |
| 2.1 | TNT843 | aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) | 6 | 5 | 09/21/2018 | 09/25/2018 | 55.15 | 330.90 |
| 3.1 | TNT845 | aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) | 12 | 0 | 09/21/2018 | 09/25/2018 | 55.19 | 662.28 |
| 4.1 | TNT830 | AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 | 6 | 0 | 09/21/2018 | 09/25/2018 | 54.79 | 328.74 |
| 5.1 | TNT844 | aa PHOSPHORUS TNT+ HR PK/25 (0.5-5 MG/L PO4-P) | 2 | 0 | 09/21/2018 | 09/25/2018 | 55.19 | 110.38 |
| 6.1 | TNT831 | AMMONIA, TNT+, LR (1-12 MG/L) PK/25 | 1 | 0 | 09/21/2018 | 09/25/2018 | 54.79 | 54.79 |
| 8.1 | TNT832 | AMMONIA, TNT+, HR (2-47 MG/L) PK/25 | 12 | 0 | 10/22/2018 | 10/24/2018 | 54.79 | 657.48 |
| 9.1 | TNT843 | aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) | 6 | 5 | 10/22/2018 | 10/24/2018 | 55.15 | 330.90 |
| 10.1 | TNT845 | aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) | 12 | 0 | 10/22/2018 | 10/24/2018 | 55.19 | 662.28 |
| 11.1 | TNT830 | AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 | 6 | 0 | 10/22/2018 | 10/24/2018 | 54.79 | 328.74 |
| 12.1 | TNT844 | aa PHOSPHORUS TNT+ HR PK/25 (0.5-5 MG/L PO4-P) | 2 | 0 | 10/22/2018 | 10/24/2018 | 55.19 | 110.38 |

Sales Order Acknowledgement

(This is not an Invoice)

Date: 06/29/2018

| Ln# | Item No | Description | Order Qty | Out of Stock | Requested Date | Expected Ship Date | Unit Price | Extended Amount |
|------|---------|---|-----------|--------------|----------------|--------------------|------------|-----------------|
| 13.1 | TNT831 | AMMONIA, TNT+, LR (1-12 MG/L) PK/25 | 1 | 0 | 10/22/2018 | 10/24/2018 | 54.79 | 54.79 |
| 15.1 | TNT832 | AMMONIA, TNT+, HR (2-47 MG/L) PK/25 | 12 | 0 | 11/21/2018 | 11/27/2018 | 54.79 | 657.48 |
| 16.1 | TNT843 | aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) | 6 | 5 | 11/21/2018 | 11/27/2018 | 55.15 | 330.90 |
| 17.1 | TNT845 | aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) | 12 | 0 | 11/21/2018 | 11/27/2018 | 55.19 | 662.28 |
| 18.1 | TNT830 | AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 | 6 | 0 | 11/21/2018 | 11/27/2018 | 54.79 | 328.74 |
| 19.1 | TNT844 | aa PHOSPHORUS TNT+ HR PK/25 (0.5-5 MG/L PO4-P) | 2 | 0 | 11/21/2018 | 11/27/2018 | 55.19 | 110.38 |
| 20.1 | TNT831 | AMMONIA, TNT+, LR (1-12 MG/L) PK/25 | 1 | 0 | 11/21/2018 | 11/27/2018 | 54.79 | 54.79 |
| 22.1 | TNT832 | AMMONIA, TNT+, HR (2-47 MG/L) PK/25 | 12 | 0 | 12/21/2018 | 12/27/2018 | 54.79 | 657.48 |
| 23.1 | TNT843 | aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) | 6 | 5 | 12/21/2018 | 12/27/2018 | 55.15 | 330.90 |
| 24.1 | TNT845 | aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) | 12 | 0 | 12/21/2018 | 12/27/2018 | 55.19 | 662.28 |
| 25.1 | TNT830 | AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 | 6 | 0 | 12/21/2018 | 12/27/2018 | 54.79 | 328.74 |
| 26.1 | TNT844 | aa PHOSPHORUS TNT+ HR PK/25 (0.5-5 MG/L PO4-P) | 2 | 0 | 12/21/2018 | 12/27/2018 | 55.19 | 110.38 |
| 27.1 | TNT831 | AMMONIA, TNT+, LR (1-12 MG/L) PK/25 | 1 | 0 | 12/21/2018 | 12/27/2018 | 54.79 | 54.79 |
| 29.1 | TNT832 | AMMONIA, TNT+, HR (2-47 MG/L) PK/25 | 12 | 0 | 01/21/2019 | 01/23/2019 | 54.79 | 657.48 |
| 30.1 | TNT843 | aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) | 6 | 5 | 01/21/2019 | 01/23/2019 | 55.15 | 330.90 |
| 31.1 | TNT845 | aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) | 12 | 0 | 01/21/2019 | 01/23/2019 | 55.19 | 662.28 |
| 32.1 | TNT830 | AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 | 6 | 0 | 01/21/2019 | 01/23/2019 | 54.79 | 328.74 |
| 33.1 | TNT844 | aa PHOSPHORUS TNT+ HR PK/25 (0.5-5 MG/L PO4-P) | 2 | 0 | 01/21/2019 | 01/23/2019 | 55.19 | 110.38 |
| 34.1 | TNT831 | AMMONIA, TNT+, LR (1-12 MG/L) PK/25 | 1 | 0 | 01/21/2019 | 01/23/2019 | 54.79 | 54.79 |
| 36.1 | TNT832 | AMMONIA, TNT+, HR (2-47 MG/L) PK/25 | 12 | 0 | 02/21/2019 | 02/25/2019 | 54.79 | 657.48 |
| 37.1 | TNT843 | aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) | 6 | 5 | 02/21/2019 | 02/25/2019 | 55.15 | 330.90 |
| 38.1 | TNT845 | aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) | 12 | 0 | 02/21/2019 | 02/25/2019 | 55.19 | 662.28 |
| 39.1 | TNT830 | AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 | 6 | 0 | 02/21/2019 | 02/25/2019 | 54.79 | 328.74 |
| 40.1 | TNT844 | aa PHOSPHORUS TNT+ HR PK/25 (0.5-5 MG/L PO4-P) | 2 | 0 | 02/21/2019 | 02/25/2019 | 55.19 | 110.38 |
| 41.1 | TNT831 | AMMONIA, TNT+, LR (1-12 MG/L) PK/25 | 1 | 0 | 02/21/2019 | 02/25/2019 | 54.79 | 54.79 |
| 43.1 | TNT832 | AMMONIA, TNT+, HR (2-47 MG/L) PK/25 | 12 | 0 | 03/21/2019 | 03/25/2019 | 54.79 | 657.48 |
| 44.1 | TNT843 | aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) | 6 | 5 | 03/21/2019 | 03/25/2019 | 55.15 | 330.90 |
| 45.1 | TNT845 | aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) | 12 | 0 | 03/21/2019 | 03/25/2019 | 55.19 | 662.28 |
| 46.1 | TNT830 | AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 | 6 | 0 | 03/21/2019 | 03/25/2019 | 54.79 | 328.74 |
| 47.1 | TNT844 | aa PHOSPHORUS TNT+ HR PK/25 (0.5-5 MG/L PO4-P) | 2 | 0 | 03/21/2019 | 03/25/2019 | 55.19 | 110.38 |
| 48.1 | TNT831 | AMMONIA, TNT+, LR (1-12 MG/L) PK/25 | 1 | 0 | 03/21/2019 | 03/25/2019 | 54.79 | 54.79 |

Sales Order Acknowledgement

(This is not an Invoice)

Date: 06/29/2018

| Ln# | Item No | Description | Order Qty | Out of Stock | Requested Date | Expected Ship Date | Unit Price | Extended Amount |
|------|---------|---|-----------|--------------|----------------|--------------------|------------|-----------------|
| 50.1 | TNT832 | AMMONIA, TNT+, HR (2-47 MG/L) PK/25 | 12 | 0 | 04/22/2019 | 04/24/2019 | 54.79 | 657.48 |
| 51.1 | TNT843 | aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) | 6 | 5 | 04/22/2019 | 04/24/2019 | 55.15 | 330.90 |
| 52.1 | TNT845 | aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) | 12 | 0 | 04/22/2019 | 04/24/2019 | 55.19 | 662.28 |
| 53.1 | TNT830 | AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 | 6 | 0 | 04/22/2019 | 04/24/2019 | 54.79 | 328.74 |
| 54.1 | TNT844 | aa PHOSPHORUS TNT+ HR PK/25 (0.5-5 MG/L PO4-P) | 2 | 0 | 04/22/2019 | 04/24/2019 | 55.19 | 110.38 |
| 55.1 | TNT831 | AMMONIA, TNT+, LR (1-12 MG/L) PK/25 | 1 | 0 | 04/22/2019 | 04/24/2019 | 54.79 | 54.79 |
| 57.1 | TNT832 | AMMONIA, TNT+, HR (2-47 MG/L) PK/25 | 12 | 0 | 05/21/2019 | 05/23/2019 | 54.79 | 657.48 |
| 58.1 | TNT843 | aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) | 6 | 5 | 05/21/2019 | 05/23/2019 | 55.15 | 330.90 |
| 59.1 | TNT845 | aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) | 12 | 0 | 05/21/2019 | 05/23/2019 | 55.19 | 662.28 |
| 60.1 | TNT830 | AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 | 6 | 0 | 05/21/2019 | 05/23/2019 | 54.79 | 328.74 |
| 61.1 | TNT844 | aa PHOSPHORUS TNT+ HR PK/25 (0.5-5 MG/L PO4-P) | 2 | 0 | 05/21/2019 | 05/23/2019 | 55.19 | 110.38 |
| 62.1 | TNT831 | AMMONIA, TNT+, LR (1-12 MG/L) PK/25 | 1 | 0 | 05/21/2019 | 05/23/2019 | 54.79 | 54.79 |
| 64.1 | TNT832 | AMMONIA, TNT+, HR (2-47 MG/L) PK/25 | 12 | 0 | 06/21/2019 | 06/25/2019 | 54.79 | 657.48 |
| 65.1 | TNT843 | aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) | 6 | 5 | 06/21/2019 | 06/25/2019 | 55.15 | 330.90 |
| 66.1 | TNT845 | aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) | 12 | 0 | 06/21/2019 | 06/25/2019 | 55.19 | 662.28 |
| 67.1 | TNT830 | AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 | 6 | 0 | 06/21/2019 | 06/25/2019 | 54.79 | 328.74 |
| 68.1 | TNT844 | aa PHOSPHORUS TNT+ HR PK/25 (0.5-5 MG/L PO4-P) | 2 | 0 | 06/21/2019 | 06/25/2019 | 55.19 | 110.38 |
| 69.1 | TNT831 | AMMONIA, TNT+, LR (1-12 MG/L) PK/25 | 1 | 0 | 06/21/2019 | 06/25/2019 | 54.79 | 54.79 |
| 71.1 | TNT832 | AMMONIA, TNT+, HR (2-47 MG/L) PK/25 | 12 | 0 | 07/22/2019 | 07/24/2019 | 54.79 | 657.48 |
| 72.1 | TNT843 | aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) | 6 | 5 | 07/22/2019 | 07/24/2019 | 55.15 | 330.90 |
| 73.1 | TNT845 | aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) | 12 | 0 | 07/22/2019 | 07/24/2019 | 55.19 | 662.28 |
| 74.1 | TNT830 | AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 | 6 | 0 | 07/22/2019 | 07/24/2019 | 54.79 | 328.74 |
| 75.1 | TNT844 | aa PHOSPHORUS TNT+ HR PK/25 (0.5-5 MG/L PO4-P) | 2 | 0 | 07/22/2019 | 07/24/2019 | 55.19 | 110.38 |
| 76.1 | TNT831 | AMMONIA, TNT+, LR (1-12 MG/L) PK/25 | 1 | 0 | 07/22/2019 | 07/24/2019 | 54.79 | 54.79 |
| 78.1 | TNT832 | AMMONIA, TNT+, HR (2-47 MG/L) PK/25 | 12 | 0 | 08/21/2019 | 08/23/2019 | 54.79 | 657.48 |
| 79.1 | TNT843 | aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) | 6 | 5 | 08/21/2019 | 08/23/2019 | 55.15 | 330.90 |
| 80.1 | TNT845 | aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) | 12 | 0 | 08/21/2019 | 08/23/2019 | 55.19 | 662.28 |
| 81.1 | TNT830 | AMMONIA TNT+, ULR, 0.015-2.0 MG/L PK/25 | 6 | 0 | 08/21/2019 | 08/23/2019 | 54.79 | 328.74 |
| 82.1 | TNT844 | aa PHOSPHORUS TNT+ HR PK/25 (0.5-5 MG/L PO4-P) | 2 | 0 | 08/21/2019 | 08/23/2019 | 55.19 | 110.38 |
| 83.1 | TNT831 | AMMONIA, TNT+, LR (1-12 MG/L) PK/25 | 1 | 0 | 08/21/2019 | 08/23/2019 | 54.79 | 54.79 |
| 85.1 | RNWSIRR | PICK & SHIP RENEWAL LETTER | 1 | 0 | 08/21/2019 | 08/23/2019 | 0.00 | 0.00 |

Sales Order Acknowledgement

(This is not an Invoice)

Date: 06/29/2018

| | |
|---------------------------|--------------------|
| Merchandise Total: | \$25,734.84 |
| Domestic / Inland Freight | \$960.96 |
| Total : | \$26,695.80 |

NOTES :

Out of stock quantities exist on your order. You will receive an e-mail confirmation at the time of shipment. We apologize for any inconvenience this delay may have caused. To make order changes, you may respond to this e-mail, or contact Customer Service

Additional charges may be added for certain heavy/large items shipping to US Destinations. Some states require tax to be applied to freight charges. The freight tax will be added at time of invoice.

Your Order Total is \$25,000 or more, please send a confirming purchase order to address or fax number above. YOUR LAST SHIPMENT WILL BE ON 08/21/2019. PLEASE CALL 800-227-4224, EXT 6103 THIRTY DAYS PRIOR TO RENEW. THANK YOU FOR YOUR BUSINESS.

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale "Contract" in accordance with the Hach TCS: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract from the provisions of the Hach TCS are not part of the Contract.

Due to International regulations, a U.S. Department of Commerce Export License may be required. Hach reserves the right to approve specific shipping agents. Wooden boxes suitable for ocean shipment are extra. Specify final destination to ensure proper documentation and packing suitable for International transport. In addition, Hach may require: 1). A statement of intended end-use; 2). Certification that the intended end-use does not relate to proliferation of weapons of mass destruction (prohibited nuclear end-use, chemical /biological weapons, missile technology); and 3). Certification that the goods will not be diverted contrary to U.S. law.

IN LIEU OF PAYMENT TERMS, HACH RESERVES THE RIGHT TO REQUIRE CASH OR CREDIT CARD PAYMENT IN ADVANCE OF DELIVERY. SALES/USE TAXES ARE INCLUDED IN YOUR ACKNOWLEDGEMENT OF ORDER. Taxes will be added for orders shipping and used in US Destinations, unless valid resale/exemption certificate is provided. Exemption certificate can be sent to the above address or fax number.

| | | | |
|---|---|--|---|
| Hach Hydromet 800-949-3766 Fax: 970-461-3921 | Hach Flow Products & Services 800-368-2723 Fax: 970-619-5150 | Environmental Test Systems (ETS) 800-548-4381 Fax: 970-619-5025 | Other Hach Brands 800-454-0263 Fax: 970-461-3919 |
|---|---|--|---|

RESOLUTION NO. _____

RESOLUTION TO ACCEPT A PROPOSAL FOR AN
UNDERGROUND IRRIGATION SYSTEM AND TO AUTHORIZE
THE CITY MANAGER TO EXECUTE THE CONTRACT

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended City Council accept the attached proposal from Shoreline Sprinkling for a complete underground irrigation system in the amount of \$13,950.
2. Funds for the underground irrigation system are budgeted in the Water Treatment Plant Repairs and Maintenance account number 591-591-55300-930.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept a proposal from Shoreline Sprinkling for a complete underground irrigation system in the amount of \$13,950.
2. The City Council does hereby authorize the City Manager to execute the contract.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

ATTACHMENTS:
Staff Report
Proposal
Contract

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: July 16, 2018
Subject: Underground Sprinkling Installation Contract
From: Tom Wilson, Utility Maintenance Manager
Meeting Date: August 6, 2018

Recommendation:

It is recommended that City Council accept the proposal for a complete underground irrigation system from Shoreline Sprinkling in the amount of \$13,950.00 and authorize and direct the City Manager to sign a contract for that work.

Sustainability Criteria:

Environmental Quality – This project will improve the green areas around the low service pump station property that is a part of the City water system.

Social Equity – The installation of an irrigation system will help us honor our agreement with our neighbors to provide an aesthetically pleasing and well-kept appearance

Economic Strength – The proposed contract resulted from solicitation of competitive proposals.

Discussion:

The Drinking Water Plant’s low service pump station is located on the lakeshore and is designed to look like a residence, not an industrial facility. Agreements with its neighbors require us to maintain the property in an attractive and aesthetically pleasing way. The aging existing sprinkling system is dilapidated and only covers one-third of the property. We solicited proposals to provide a complete irrigation system and received two that are as follows.

| | |
|-----------------------------|-------------|
| Shoreline Sprinkling | \$13,950.00 |
| West Ottawa Sprinkling Inc. | \$18,882.00 |

Shoreline Sprinkling submitted the lowest proposal and it meets our requirements, so we are recommending accepting its proposal and proceeding with the work.

Budget Impact:

Adequate funds exist in the Water Treatment Plant Repairs and Maintenance Account #591-591-55300-930.000.

Attachments:

Contract with Shoreline Sprinkling Proposal

Proposal



Shoreline Sprinkling

135 N State Street Zeeland MI 49464
 616.879.0060 Phone 616.879.0063 Fax

Quotation Date: May 14, 2018
 Designer: Thad Bulthouse

SOLD TO: Wyoming Water Plant - Attn. Ron Elenbaas **Job:**
 West Olive, MI.

Home Phone _____ Work Phone O: 616-399-7848 C: 616-983-7998
 Fax _____ Email relenbaas@wyomingmi.gov

| QUANTITY | DESCRIPTION | UNIT PRICE | AMOUNT |
|----------|--|------------|-------------|
| 1 | Complete installation of an underground irrigation system. | | \$13,950.00 |
| 125 | Gear Driven Rotor Heads | | |
| 9 | Electric Control Valves | | |
| 1 | Automated Station Controller | | |
| 1 | 1" Quick Coupler Valve | | |
| 1 | Bore under small drive | | |
| ADD | OPTIONS: Rain Sensor Device - suspends irrigation during a rain event. NOTES: Sleeves by others Plumbing and Backflow Prevention Device by others Core thru wall for controller by others | 150.00 | ADD |

Warranty: One year for any material or labor defects from date of installation, 50 year Oil Creek poly pipe warranty and warranties as listed above.

Customer shall provide: Physical markings for location of property lines and/ or staked by a recognized survey company. Physical markings on site or on print for the location of any underground obstructions, such as private power lines, drain lines, wires, septic, and buried materials.

Payment to be made in full upon completion. The property owner agrees to pay all costs as may be involved for the collection of proposal amount or any unpaid balances plus interest. The company will not be held responsible for damage to or any damage resulting from underground installations, utilities, services, etc., that the presence or location of which had not been disclosed of by the property owner to the company. The property owner hereby agrees to hold harmless and indemnify the company for any such charges. The parties further agree that the price quoted herein does not include costs of installation incurred by the company as a result of routing the system through or around any hidden or unknown buried obstructions or hindrances unless such obstructions or hindrances have been disclosed to the company and included or described in the proposal. Property owner(s) agree to pay additional expenses incurred herewith.

| | | |
|---|-----------------------|--------------------|
|   | SUBTOTAL | 13,950.00 |
| | TAX | included |
| | DOWN PAYMENT | |
| | PROPOSED PRICE | \$13,950.00 |

Acceptance: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Date of Approval: _____
 By: _____
 Print: _____

Respectfully Submitted,
Shoreline Sprinkling, Inc.

B Thad Bulthouse
 *Note: We may withdraw this proposal if not accepted within 30 days

Thank you for choosing Shoreline Sprinkling for your irrigation needs!

SPRINKLING SYSTEM CONTRACT

This Sprinkling System Contract is made as of August 7, 2018, between the City of Wyoming, a Michigan municipal corporation of 1155 28th Street SW, Wyoming, MI 49509 (the "City"), and Shoreline Sprinkling, Inc., a Michigan corporation of 135 N State Street, Zeeland, MI 49464 ("Shoreline").

BACKGROUND

Shoreline submitted a proposal to install an underground irrigation system (the "System") at the City's low service pump station property, a copy of which is attached and the content of which is incorporated (the "Proposal"), which was approved by the City Council at its meeting on August 6, 2018.

TERMS AND CONDITIONS

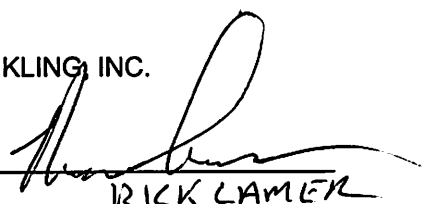
1. Shoreline will provide the equipment and materials, install the System, and instruct City staff on the use and maintenance of the System as provided in the Proposal. Except as otherwise provided in the Proposal, Shoreline will provide all needed qualified personnel, supplies, and tools needed to install the System.
2. The City will pay Shoreline in accordance with the proposal and will ensure that the devices and services the Proposal identifies as provided by others are provided on a timely basis so that Shoreline can complete its work in accordance with the Proposal.
3. Shoreline represents and warrants that it has and will maintain (i) workers disability compensation coverage in accordance with state law for all Shoreline personnel performing work under this contract and will ensure any subcontractors it retains have such coverage, and (ii) commercial general liability insurance coverage in an amount of not less than \$1,000,000 per occurrence. Upon the City's request, Shoreline will provide the City copies of certificates of insurance showing such coverage to be in place, copies of the policies, or such other information reasonably acceptable to the City to demonstrate such coverage is in place.
4. Shoreline will be solely responsible for any injuries or property damage occurring as a result of its work under this contract. Therefore, Shoreline agrees to hold the City and the City's officers and employees harmless from and to defend them against any claims made by persons other Shoreline or the City as a result of Shoreline's work under this contract. In addition, Shoreline shall reimburse the City for or pay in the City's stead any costs the City may incur as a result of claims, demands, judgments, administrative actions or any order to pay any amounts made or entered against the City or City officers or employees as a result of Shoreline's work under this contract.
5. This is the only agreement between the parties regarding this project. There are no other agreements, representations or warranties except as may be stated in the Proposal. This contract can be amended only in writing signed by both the City and Shoreline.

The City and Shoreline have signed this contract as of the date written above.

CITY OF WYOMING

SHORELINE SPRINKLING, INC.

By: _____
Curtis L. Holt, City Manager

By: _____
Thad Bolthouse 
RICK LAMER

Date signed: August __, 2018

Date signed: August 1, 2018

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF A
WOOD CHIPPER FROM BANDIT INDUSTRIES

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended that the City Council authorize the purchase of a Bandit Chipper Wood Chipper from Bandit Industries in the amount of \$39,500 using the State of Michigan MiDEAL contract.
2. Funds for the purchase of the wood chipper are budgeted in the Motor Pool Capital Outlay account number 662-441-58500-987.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of a wood chipper from Bandit Industries in the amount of \$39,500 using the State of Michigan MiDEAL program and pricing.
2. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

ATTACHMENT:
Staff Report

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

DATE: July 12, 2018

SUBJECT: Award of Purchase – Equipment Replacement

FROM: Ted Seil, Fleet Services Supervisor

Date of Meeting: August 6, 2018

RECOMMENDATION:

The Public Works Department recommends that the City Council award the purchase of one Bandit Chipper Wood Chipper from Bandit Industries using the State of Michigan MIDeal purchasing program for the amount of \$39,500.00.

SUSTAINABILITY CRITERIA:

Environmental Quality

The replacement equipment meets the latest environmental Tier 4 requirements and emission standards reducing the impact of emissions on the environment and decreasing fuel consumption.

Social Equity

The replacement of equipment will allow the City to continue to provide high quality service to all residents without regard to income level or socio-economic status.

Economic Strength

Fleet Services utilizes cooperative purchasing agreements when possible, saving time and expenses incurred using a normal bidding process. The replacement equipment allows the City to purchase higher quality equipment with better warranty programs, reduced maintenance costs and less equipment down time. We are purchasing equipment that is more fuel efficient and ergonomically designed to reduce injuries to our work force.

DISCUSSION:

To purchase vehicles and equipment, Fleet Services utilizes cooperative purchasing agreements when possible. The Bandit Industries purchase will be made through the State of Michigan MIDeal program contract # 071B3200 141, in the amount of \$39,500.00.

We are recommending the replacement of our current Bandit Chipper which was purchased in September, 1992; this equipment has performed well over the last 26 years and is just worn out. The Parks Department uses the chipper to grind down tree limbs, small branches and shrubs.

BUDGET IMPACT:

Sufficient funds have been budgeted in the Motorpool Capital Outlay Account 662-441-58500-987.000.



RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF A VEHICLE

WHEREAS:

1. As detailed in the attached Staff Report, it is recommended the City Council authorize the purchase of a vehicle from Signature Ford in the total amount of \$33,659 using Macomb County bid prices.
2. Funds for the purchase are available in the Motor Pool Capital Outlay Depreciation and Reserve account number 662-441-58500-985000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of a vehicle from Signature Ford in the amount of \$33,659.
2. The Wyoming City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

ATTACHMENT:
Staff Report

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

DATE: July 30, 2018

SUBJECT: Award of Purchase –Vehicle Replacement

FROM: Ted Seil, Fleet Services Supervisor

Date of Meeting: August 6, 2018

RECOMMENDATION:

The Public Works Department recommends that the City Council award the purchase of vehicle replacement to Signature Ford using the Macomb County Bid for \$33,659.00

SUSTAINABILITY CRITERIA:

Environmental Quality

The replacement equipment and vehicles meet the latest environmental Tier 4 requirements and emission standards reducing the impact of emissions on the environment and decreasing fuel consumption.

Social Equity

The replacement of equipment and vehicles will allow the City to continue to provide high quality service to all residents without regard to income level or socio-economic status.

Economic Strength

The replacement equipment allows the City to purchase higher quality equipment with better warranty programs, reduced maintenance costs and less equipment down time. We are purchasing equipment that is more fuel efficient and ergonomically designed to reduce injuries to our work force.

DISCUSSION:

To purchase vehicles and equipment, Fleet Services utilizes cooperative purchasing agreements when possible. The cooperative purchasing programs save time and expenses. We are recommending purchasing one vehicles from Signature Ford which has reached the end of its life cycle, using Macomb County Bid number 71 – 15 T.1 T.2 T.3, for a purchase price of \$33,659.00

The following list identifies the vehicle that is scheduled to be purchased using the cooperative purchasing agreements:

2018-2019 Fleet Services Depreciation Reserve Summary and Additional Department Vehicles.

| Replacement Vehicle | In Service Date | Miles / Hours at Replacement | Reason For Replacement | Purchase Price | Vendor |
|----------------------------|------------------------|-------------------------------------|-------------------------------|-----------------------|----------------|
| SUV | | | | | |
| 050-898 | October 2008 | 61,317 | Miles | 33,659.00 | Signature Ford |

BUDGET IMPACT:

Sufficient funds have been budgeted in the Motorpool Capital Outlay Accounts 662-441-58500-985.000

RESOLUTION NO. _____

RESOLUTION TO ACCEPT A QUOTE FROM ARISTA TRUCK EQUIPMENT
FOR THE PURCHASE OF A SNOW PLOW ASSEMBLY

WHEREAS:

1. As detailed in the attached Staff Report, Arista Truck Equipment provided the City with a quote for the purchase of a snow plow assembly in the total amount of \$9,874.60.
2. It is recommended City Council accept the quote from Arista Truck Equipment.
3. Funds for the purchase are budgeted in the Fleet Services Maintenance Supplies account number 661-441-58200-775000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept a quote from Arista Truck Equipment for the purchase of a snow plow assembly in the total amount of \$9,874.60.
2. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

ATTACHMENTS:
Staff Report
Quote

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

DATE: July 12, 2018
SUBJECT: Approval for Purchase of Snow Plow Assembly Replacement
FROM: Ted Seil, Fleet Services Supervisor
Date of Meeting: August 6, 2018

RECOMMENDATION

The Public Works Department recommends that the City Council approve the purchase of a Henderson snow plow assembly from Arista Truck Equipment in the amount of \$9,874.60.

SUSTAINABILITY CRITERIA

Environmental Quality

This criterion is not negatively impacted by this approval request.

Social Equity

Snow plows are used throughout the City, keeping streets clear of snow and ice for all residents without regard to income level or socio-economic status.

Economic Strength

The Fleet Services Division strives to repair vehicles in an economical manner. For this repair, it is more economical to completely replace the assembly rather than purchase and replace individual parts.

DISCUSSION

When snow plow truck 503-001 was inspected after the last snow event, a major crack was found in the under-scraper plow rotating assembly. When pricing out parts for the repair we found it less expensive to purchase a complete assembly rather than individual parts. Our plow trucks are equipped with Henderson Plows which limits where we can purchase the part. We requested and received quotes from two Henderson distributors,

| Vendor | Quotation |
|---------------------------|------------------|
| Arista Truck Equipment | \$9,874.60 |
| Knapheide Truck Equipment | \$10,441.00 |

Arista Truck Equipment’s quotes are lowest at \$9,874.60.

BUDGET IMPACT

Sufficient funds have been budgeted in the Fleet Services Maintenance Supplies Account 661-441-58200-775.000.



Equipment & Design for Commercial Trucks

sales@aristatrucksystems.com

Grand Rapids, MI
Ph. 616-530-6000
Ph. 800-858-3659
Fax 866-703-8598

5125 Clay Ave. Grand Rapids, MI 49548

QUOTATION

City of Wyoming
Ken Rich
Phone: (616) 530-7249
Email: richk@wyomingmi.gov

Quote Date: 2/22/2018
Order Date:
Terms: Net on receipt
F.O.B. Grand Rapids, MI
Estimated delivery:
Approx. 6 weeks

V.I.N. _____ Chassis arrival date: _____

- 1) Henderson UBS 12' Underbody Scraper Based on Serial number UBS-19212/19213
 - Power reverse moldboard 12' L x 20" H - 1" thickness
 - Cushion Valve for reversing cylinders
 - Relief valve for scraper down pressure
 - Two wrap-around curb guards
 - One piece, 1" thick reversing table.
 - (2) Reversing cylinders with 4" bore, 12-1/2" stroke, 2" dia Nitrided rods.
 - Cylinder attached via 2" 1045 cold rolled mounting pins.
 - One piece 5/8" formed steel hanger board.
 - 1" thick hold down blocks with (3), 1" grade 8 bolts.
 - 3/8" Polyurethane hold down wear pads between reversing circle and hold down blocks.
 - (4) 2-1/2" dia. x 6-1/2" long moldboard hinges (1045 steel, cross bolt retention).
 - Hinge shaft 2.5" O.D. (1045 cold rolled steel).
 - Trip spring canisters include (2) 3-1/2" bore x 9" stroke x 2" dia Nitrided rods.
 - 3/4" thick truck mount hanger plate.
 - All pivot points are greaseable.
 - Hydraulic tubing across hanger board and hoses from trip canister cylinders included.
 - Reversing cylinder hoses NOT included.
 - Push frame is primed with a high quality catalyzed primed and finish painted black.

\$ 9,874.60 Uninstalled

Price valid for 30 days
No taxes have been included in this price

Quote accepted as an order _____ Date _____

Payment is due upon delivery of completed truck. A 2% cash discount has been included in this price.

Includes a standard installation, movement or modifications of chassis components will be extra.

Thank you very much, Kevin Johns

RESOLUTION NO. _____

RESOLUTION FOR AWARD OF BIDS

WHEREAS:

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

NOW, THEREFORE, BE IT RESOLVED:

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

| Item | Recommended Bidder | Cost |
|--|-----------------------|--|
| Firefighter Coats & Bunker Pants | Dinges Fire Company | Bid prices as shown on the attached Staff Report |
| Telescopic Articulating Aerial Bucket & Body | Altec Industries Inc. | \$72,231.00 |
| Waterworks Fittings | Etna Supply Company | Bid prices as shown on the attached Tabulation Sheet |

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on August 6, 2018.

ATTACHMENTS:
Staff Reports
Tabulation Sheet

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: July 17, 2018
Subject: Firefighter Coats & Bunker Pants
From: Brian Bennett, Deputy Director of Fire Services
Meeting Date: August 6, 2018

RECOMMENDATION:

It is recommended that the City Council accept Dinges Fire Company's bid for structural firefighter coats and bunker pants through August 6, 2019.

SUSTAINABILITY CRITERIA:

Environmental Responsibility: Does not significantly impact this criterion.

Social Equity: Does not significantly impact this criterion.

Economic Strength: Maintaining a schedule of replacement for turn-out gear will ensure that our firefighters are safely equipped, minimizing injuries.

DISCUSSION:

Firefighter coats and bunker pants are purchased on an as needed basis for new firefighters and to replace old, worn out items for current firefighters. On July 10, 2017 one bid was received for firefighter coats and bunker pants. Fifty-four invitations were sent to registered bidders. The lone bid received from Dinges Fire Company was found to meet the provided desired quality and brand of firefighter "turn-out gear" that is required to keep our firefighters safe.

| | Coat | Bunker Pants | Total Set | Additional Cost for Larger Size Coat | Additional Cost for Lettering |
|-------------|------------|-----------------|-------------------|---|-------------------------------------|
| 2018 Prices | \$1,235.00 | \$950.00 | \$2,185.00 | \$295.00 | N/A |

It is anticipated that the City will spend approximately \$20,000.00 in the 2018-19 fiscal year for firefighter coats and bunker pants.

BUDGET IMPACT:

The structural firefighting coats and bunker pants will be purchased on an as-needed basis. Sufficient funds have been allocated in the Firefighting Uniform account (#101-337-33900-744000).

STAFF REPORT

DATE: July 12, 2018

SUBJECT: Award of Bid – Telescopic Articulating Aerial Bucket & Body

FROM: Ted Seil, Fleet Services Supervisor

Date of Meeting: August 6, 2018

RECOMMENDATION:

The Public Works Department recommends that the City Council award the Bid for Telescopic Articulating Aerial Bucket and Body to the lowest bidder, Altec Industries, Inc. for the amount of \$72,231.00.

SUSTAINABILITY CRITERIA:

Environmental Quality

The replacement equipment and vehicles meet the latest environmental requirements and emission standards reducing the impact of emissions on the environment and decreasing fuel consumption.

Social Equity

The replacement of equipment and vehicles will allow the City to continue to provide high quality service to all residents without regard to income level or socio-economic status.

Economic Strength

The replacement equipment allows the City to purchase higher quality equipment with better warranty programs, reduced maintenance costs and less equipment down time. We are purchasing equipment that is more efficient and ergonomically designed to reduce injuries to our work force.

DISCUSSION:

The Public Works Traffic Division maintains all of the traffic signals and some street lights within the City as well as those of several nearby communities. The current truck used for these maintenance activities has reached the usable limits of its life cycle and needs to be replaced.

This bucket and body will be installed on a new cab and chassis that was purchased from Signature Ford, per Council approval on July 16, 2018.

On June 12, 2018, the City Clerk received 2 bids for a Telescopic Articulating Aerial Bucket & Body out of 41 requests that were sent out. Bids received are tabulated below. Altec Industries Inc. submitted the lowest bid for \$72,231.00.

Tabulation of Bids

Telescopic Articulating Aerial Bucket & Body
opened by the city clerk on June 12, 2018 at 11:00 a.m. o'clock

| | Altec Industries Inc | Cannon Truck Equipment |
|--|---------------------------------|-----------------------------------|
| Total Bid Price Installed on One Customer Supplied Cab/Chassis Ford F550 Diesel 8" cab to axel with PTO provision | \$72,231.00 | \$75,887.00 |
| Bid Price for optional Features | \$578.00 | \$729.00 |

BUDGET IMPACT:

Sufficient funds have been budgeted in the Motorpool Capital Outlay Accounts 662-441-58500-985.000



STAFF REPORT

DATE: July 18, 2018
SUBJECT: Bid Award – Waterworks Fittings
FROM: Jodie Theis, Public Services Supervisor
Date of Meeting: August 6, 2018

RECOMMENDATION

It is recommended that the City Council award the bid for waterworks fittings to the low bidder, Etna Supply Company, at the unit prices listed on the attached Bid Tabulation.

SUSTAINABILITY CRITERIA

Environmental Quality

The Public Works Department is actively involved in the protection of Michigan's natural resources and the public's health and welfare. The use of waterworks fittings for water main repair allows for timely repair of these utilities that otherwise would need extensive excavation, repair and restoration.

Social Equity

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

Economic Strength

The use of waterworks fittings allows the Public Works Department to provide utility repairs without removal of significant portions of water mains and costly restoration.

DISCUSSION

On Tuesday, July 10, 2018, the City received two bids for waterworks fittings. Fifty-five invitations to bid were sent to prospective bidders. As per the attached Bid Tabulations, Etna Supply Company was the low bidder.

The Public Works Department utilizes waterworks fittings to repair damaged water mains throughout the City. Water main breaks can be caused by several factors, including age, freezing or thawing of soil, pipe corrosion, soil conditions, or ground movement.

The Public Works Department is anticipating an estimated yearly total of \$25,000 for waterworks fittings. The total estimated price is an increase of 2% from last year.

BUDGET IMPACT

Sufficient funds are available in the Water Fund, account number 591-441-56200-775.000.

BID TABULATION

| CITY OF WYOMING, MICHIGAN | | | | | | | | | |
|---|---------------------|------------|-------------|---------------------|------------------------------|---------------|-------------|---------------------|------------------------------|
| TABULATION OF BIDS | | | | | | | | | |
| Opened By City Clerk On July 10, 2018 At 11:00 a.m. o'clock | | | | | | | | | |
| All bid prices reduced to net. All bid prices shown are firm for orders placed within one year from date of award of bid. | | | | | | | | | |
| | Etna Supply Company | | | | | Core and Main | | | |
| Item Description | Est. Qty | Unit Price | Total Price | Tyler Union Product | Star Pipe Product (Domestic) | Unit Price | Total Price | Tyler Union Product | Star Pipe Product (Domestic) |
| SLEEVES | | | | | | | | | |
| 20" x 15" | 2 | \$908.00 | \$1,816.00 | x | | \$947.12 | \$1,894.24 | x | |
| 24" x 15" | 2 | \$1,253.00 | \$2,506.00 | x | | \$1,307.09 | \$2,614.18 | x | |
| 6" x 12" | 10 | \$85.00 | \$850.00 | x | | \$90.63 | \$906.30 | x | |
| 8" x 12" | 10 | \$111.25 | \$1,112.50 | x | | \$118.45 | \$1,184.50 | x | |
| 12" x 12" | 6 | \$225.25 | \$1,351.50 | x | | \$241.83 | \$1,450.98 | x | |
| 16" x 15" | 2 | \$566.35 | \$1,132.70 | x | | \$602.95 | \$1,205.90 | x | |
| 6" x 12" Sleeve, oversized | 4 | \$258.00 | \$1,032.00 | x | | \$262.58 | \$1,050.32 | x | |
| 8" x 12" Sleeve, oversized | 4 | \$329.00 | \$1,316.00 | x | | \$334.66 | \$1,338.64 | x | |
| 12" x 12" Sleeve, oversized | 4 | \$1,348.00 | \$5,392.00 | x | | \$909.05 | \$3,636.20 | x | |
| 16" x 15" Sleeve, oversized | 2 | \$2,800.00 | \$5,600.00 | x | | \$2,362.54 | \$4,725.08 | x | |
| 20" x 15" Sleeve, oversized | 2 | \$1,240.00 | \$2,480.00 | x | | No Bid | | | |
| 24" x 15" Sleeve, oversized | 2 | \$1,950.00 | \$3,900.00 | x | | No Bid | | | |
| ITEMS FOR "D" VALVE BOXES | | | | | | | | | |
| 3 Piece "D" Valve Boxes | 75 | \$165.10 | \$12,382.50 | x | | \$169.85 | \$12,738.75 | x | |
| 6" Valve Box Extension | 20 | \$40.80 | \$816.00 | x | | No Bid | | | |
| 14" Valve Box Extension | 10 | \$40.20 | \$402.00 | x | | \$41.33 | \$413.30 | x | |
| 18" Valve Box Extension | 10 | \$48.95 | \$489.50 | x | | \$50.88 | \$508.80 | x | |
| 24" Valve Box Extension | 10 | \$49.60 | \$496.00 | x | | \$51.02 | \$510.20 | x | |
| Top Section | 20 | \$66.55 | \$1,331.00 | x | | \$68.40 | \$1,368.00 | x | |
| Mid Section | 10 | \$50.85 | \$508.50 | x | | \$52.31 | \$523.10 | x | |
| Base Section | 0 | No Bid | | | | \$39.96 | \$0.00 | x | |
| Cover | 50 | \$11.30 | \$565.00 | x | | \$13.97 | \$698.50 | x | |
| MEGALUGS GLAND (Kit to include: Gland, Nuts, Bolts and Rubber Gasket) | | | | | | | | | |
| 6" Megalugs Gland Kit | 20 | \$31.80 | \$636.00 | | EBAA | \$28.10 | \$562.00 | | EBAA |
| 8" Megalugs Gland Kit | 20 | \$43.55 | \$871.00 | | EBAA | \$39.24 | \$784.80 | | EBAA |
| 12" Megalugs Gland Kit | 10 | \$85.80 | \$858.00 | | EBAA | \$77.82 | \$778.20 | | EBAA |
| 16" Megalugs Gland Kit | 4 | \$153.00 | \$612.00 | | EBAA | \$144.72 | \$578.88 | | EBAA |
| 20" Megalugs Gland Kit | 4 | \$271.00 | \$1,084.00 | | EBAA | \$249.99 | \$999.96 | | EBAA |
| 24" Megalugs Gland Kit | 4 | \$456.10 | \$1,824.40 | | EBAA | \$1,328.28 | \$5,313.12 | | EBAA |
| CUT-IN SLEEVE | | | | | | | | | |
| 6" | 20 | \$503.00 | \$10,060.00 | x | | \$535.88 | \$10,717.60 | x | |
| 8" | 10 | \$708.00 | \$7,080.00 | x | | \$693.56 | \$6,935.60 | x | |
| 12" | 6 | \$1,034.00 | \$6,204.00 | x | | \$1,133.10 | \$6,798.60 | x | |
| 24/7 emergency location within 15 miles of the City: | YES | | | | | YES | | | |

ORDINANCE NO. 12-18

AN ORDINANCE TO AMEND SECTION 90-32 OF THE CODE OF THE
CITY OF WYOMING BY ADDING SUBSECTION (115) THERETO

THE CITY OF WYOMING ORDAINS:

Section 1. That Section 90-32 of the Code of the City of Wyoming is hereby amended by adding Subsection (115) thereto, to read as follows:

- (115) To Rezone 3.5 Acres from ER Estate Residential to R-7 Residential
(5511 and 5551 Canal Avenue SW)

Section 2. This ordinance shall be in full force and effect on the _____ day of _____,
2018.

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

Kelli A. Vandenberg
Wyoming City Clerk

City of **Wyoming** Michigan

Planning & Community Development | 1155 28th St SW, Wyoming, MI 49509
616.530.7266 | Fax 616.249.3442 | wyomingmi.gov

June 26, 2018

Ms. Kelli A. Vandenberg
City Clerk
Wyoming, MI

Subject: Request to rezone 3.5 acres from ER Estate Residential to R-7 Residential. The properties are located at 5511 and 5551 Canal Avenue, SW. (Section 31) (Albright Estates LLC)

Recommendation: To approve the subject rezoning request.

Dear Ms. Vandenberg:

The above referenced request was reviewed by the Wyoming Planning Commission at its regular meeting on June 19, 2018. This was an ongoing consideration from their previous April 17 and May 15, 2018 meetings. A motion was made by Weller, supported by Goodheart, to recommend to City Council approval of the rezoning request. The motion passed unanimously. While a more detailed review is available in the Planning Commission minutes, the following is provided as basic background information.

In 2015, the surrounding property was rezoned from ER Estate Residential to R-7 Residential. That rezoning was approved to accommodate the upscale condominium project Albright Estates. That condominium project was subsequently approved by the Planning Commission with 14 single family condominiums and 17 duplex condominiums for a total of 48 units (see attached). That development is under construction, and has been rebranded as The Woods of Albright. The developers believe the market demand for these units is supportive of additional units. They have purchased the two adjoining properties with the intent to expand the development. The site plan for that expansion, The Woods of Albright Phase 2, is requested for approval by the Planning Commission subject to City Council approval of this rezoning.

These two properties proposed for rezoning are surrounded on three sides by the approved condominium project. The additional property allows for the development to increase to 67 units comprised of 17 single and 25 duplex units. The project area would increase to 24.8 acres, for an overall density of 2.7 units per acre. This is below the 3.5 units per acre low density recommendation for the properties provided by the City of Wyoming Land Use Plan 2020.

The Development Review Team suggested the Planning Commission recommend to the City Council approval of the rezoning request. At the April 17, 2018 meeting public comments were provided by an adjoining property owner over a fish pond siltation concern. Although no direct

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The Wyoming Community Cares



CITY COUNCIL

Sheldon DeKryger

Dan Burrill

Kent Vanderwood

Marissa Postler

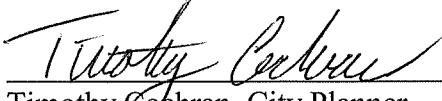
Robert Postema

Sam Bolt

Jack A. Poll, Mayor

linkage between the Albright development and that concern can be made, the developer will voluntarily provide pond bank stabilization measures. In a related motion, the Planning Commission approved the second phase of construction for the Woods of Albright, subject to conditions including the proposed rezoning of the two properties by City Council.

Respectfully submitted,



Timothy Cochran, City Planner
Planning and Development Department

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



Kenowa Avenue

Canal Avenue

Woods of Albright
Rezoning

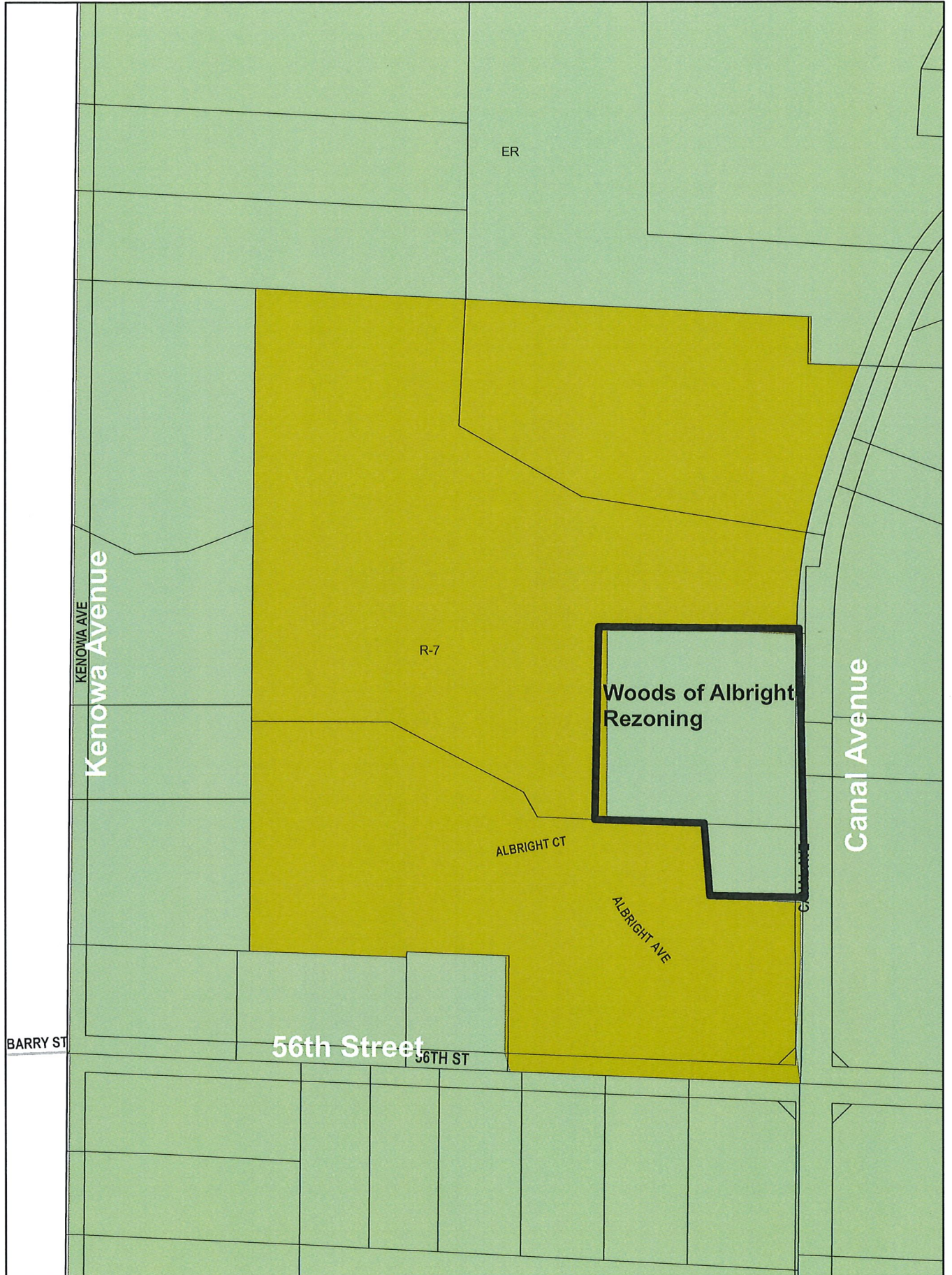
ALBRIGHT CT

ALBRIGHT AVE

56th Street

BARRY ST

56TH ST



ER

R-7

**Woods of Albright
Rezoning**

ALBRIGHT CT

ALBRIGHT AVE

KENOWA AVE
Kenowa Avenue

Canal Avenue

BARRY ST

56th Street

56TH ST

ORDINANCE NO. 13-18

AN ORDINANCE TO AMEND SECTION 90-32 OF THE CODE OF THE
CITY OF WYOMING BY ADDING SUBSECTION (116) THERETO

THE CITY OF WYOMING ORDAINS:

Section 1. That Section 90-32 of the Code of the City of Wyoming is hereby amended by adding Subsection (116) thereto, to read as follows:

- (116) To Rezone the Burton Street corridor from B-1 Local Business, B-2 General Business, P Parking District and R-2 Single Family Residential to FBC Form Based Code, R-2 Single Family Residential and R-3 Two Family Residential. The properties are located between Clyde Park Avenue and Burlingame Avenue SW.

Section 2. This ordinance shall be in full force and effect on the ____ day of _____, 2018.

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

Kelli A. Vandenberg
Wyoming City Clerk

City of **Wyoming** Michigan

Planning & Community Development | 1155 28th St SW, Wyoming, MI 49509
616.530.7266 | Fax 616.249.3442 | wyomingmi.gov

June 26, 2018

Ms. Kelli A. VandenBerg
City Clerk
Wyoming, MI

Subject: Request to rezone the Burton Street corridor from B-1 Local Business, B-2 General Business, P Parking District and R-2 Single Family Residential to FBC Form Based Code, R-2 Single Family Residential and R-3 Two Family Residential. The properties are located between Clyde Park Avenue and Burlingame Avenue, SW. (Sections 2 and 11) (City of Wyoming)

Recommendation: To approve the subject rezoning request.

Dear Ms. VandenBerg:

The above referenced request was reviewed by the Wyoming Planning Commission at its regular meeting on June 19, 2018. A motion was made by Micele, supported by Goodheart, to recommend to City Council approval of the rezoning request. The motion passed unanimously. While a more detailed review is available in the Planning Commission minutes, the following is provided as basic background information.

The proposed amendments pertain to expanding the FBC by establishing new standards for the Burton Street corridor. The initial FBC was developed in 2013 for the one mile corridor of 28th Street between Clyde Park Avenue and Burlingame Avenue. In 2016, it was expanded and applied to 4 ½ miles of the Division Avenue corridor. All through this period, the FBC was also thought to be highly applicable to the Burton Street corridor. This is due to the corridors established pre-WWII development pattern where the businesses are placed primarily near the street, with some having apartments located above. The existing homes are on small lots, have front porches, with many having alley access. This existing development pattern greatly contradicts the requirements of our standard suburban-style Zoning Ordinance. Applying the FBC would bring these non-conforming properties into far greater alignment with the new zoning regulations. Moreover, it would allow for investment opportunities that could foster new developments that would integrate and enhance the corridor.

A Burton Street FBC Steering Committee was established for several months during the spring and summer of 2017. The Committee was comprised of the Mayor, Planning Commissioners, several corridor business owners, a Godfrey Lee School Board member, a General Motors



CITY COUNCIL

Sheldon DeKryger

Dan Burrill

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Robert Postema

Sam Bolt

Jack A. Poll, Mayor

executive and City staff. After consideration of the existing zoning requirements, and the provisions of the proposed FBC, the recommendation was to proceed with the desired amendments to the FBC and rezoning of the corridor. On September 25, 2017, an outreach meeting was held at the Godfrey Lee Early Childhood Center to explain the FBC to area residents. All area property owners', and occupants of properties, that would be officially notified in the corridor rezoning were noticed for this meeting. It was well attended with many questions answered. Subsequently, City staff engaged our consulting team to make the Burton Street corridor amendments. Those amendments were considered by the Planning Commission on March 20, 2018 and were recommended to City Council. On June 4, 2018 the amendments were adopted by City Council into the FBC, which allowed for this rezoning process to proceed.

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

A synopsis of the Corridor Center Area, Corridor Edge Area and Corridor Neighborhood Area follows:

Corridor Center Context Area:

The Corridor Center Area is the equivalent of a village downtown, with the highest concentration of development. This area is characterized by mixed use and retail buildings set close to the sidewalk. These buildings contain ground floor retail and commercial uses with housing and office uses allowed on the upper floors. The area limits building heights to two (2) stories.

Building Types Permitted With Required Front Yard Setbacks:

- Mixed Use Building- Zero setback
- Zero Lot Line Retail Building-Zero setback

Corridor Edge Context Area:

The Corridor Edge Area represents a district which transforms from more urban districts to the existing development pattern of the City. This area promotes retail and residential uses with building placement that is more consistent with existing City development patterns and includes the flexibility of locating limited parking in the front of retail buildings.

Building Types Permitted With Required Front Yard Setbacks:

- Retail Building – 5 to 50 foot setback
- Live / Work Building – 5 to 15 foot setback
- Apartment – 8 to 30 foot setback
- Row House – 5 to 15 foot setback
- Two-Family House – 15 to 35 foot setback

Corridor Neighborhood Area:

The Corridor Neighborhood Area is a residential district that allows row houses, two family and single family homes. It is intended to address redevelopment opportunities consistent with existing adjacent single family residential neighborhoods.

Building Types Permitted With Required Front Yard Setbacks:

- Row House – 5 to 15 foot setback
- Two-Family House – 15 to 35 foot setback
- Single Family House – 15 to 35 foot setback

Additional Rezoning Considerations:

A few residential properties located on the backside of the corridor are currently zoned B-1, B-2 and I-1. The zoning on these properties should reflect both the current use of the property and be compatible with the adjoining zoning. These properties should receive the more appropriate R-2 and R-3 residential zonings.

The following properties would be rezoned to R-2 Single Family Residential:

- 2021 Cleveland Ave., SW
- 1945 Cleveland Ave., SW (the west 13 feet)
- 1966 Hendricks Ave., SW
- 1260 Hudson Ave., SW
- 2011 Huizen Ave., SW
- 1961 Huizen Ave., SW


2012 Johanna Ave., SW
1968 Kamp Ave., SW
1967 Kamp Ave., SW
1263 Burton St., SW (the north 185 feet)

The following portion of a property would be rezoned to R-3 Two Family Residential:

2022 Martindale Ave., SW (the north 23 feet)

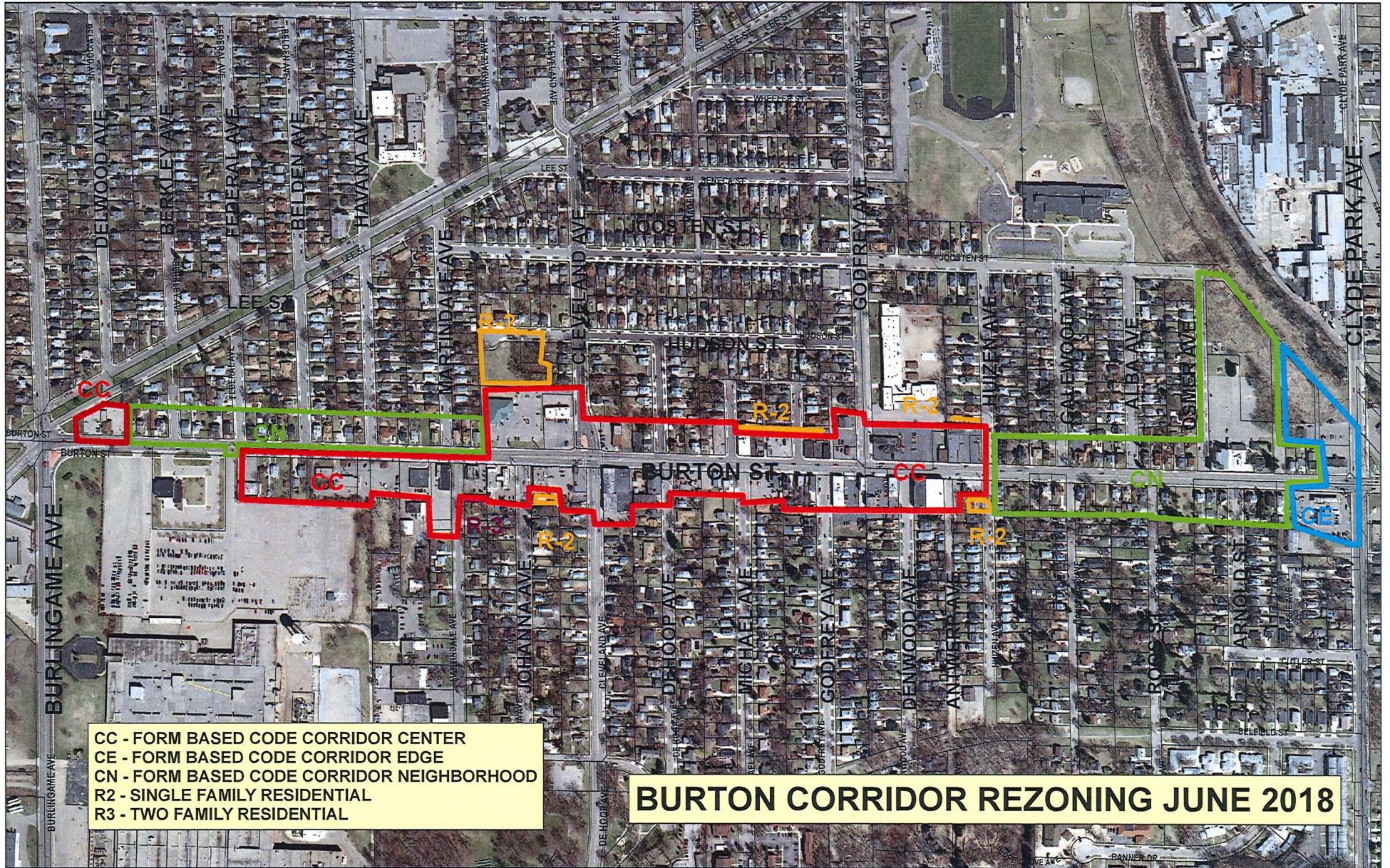
The Development Review Team suggested the Planning Commission recommend to the City Council approval of the rezoning request. A couple of public comments were provided at the hearing regarding future considerations for traffic calming.

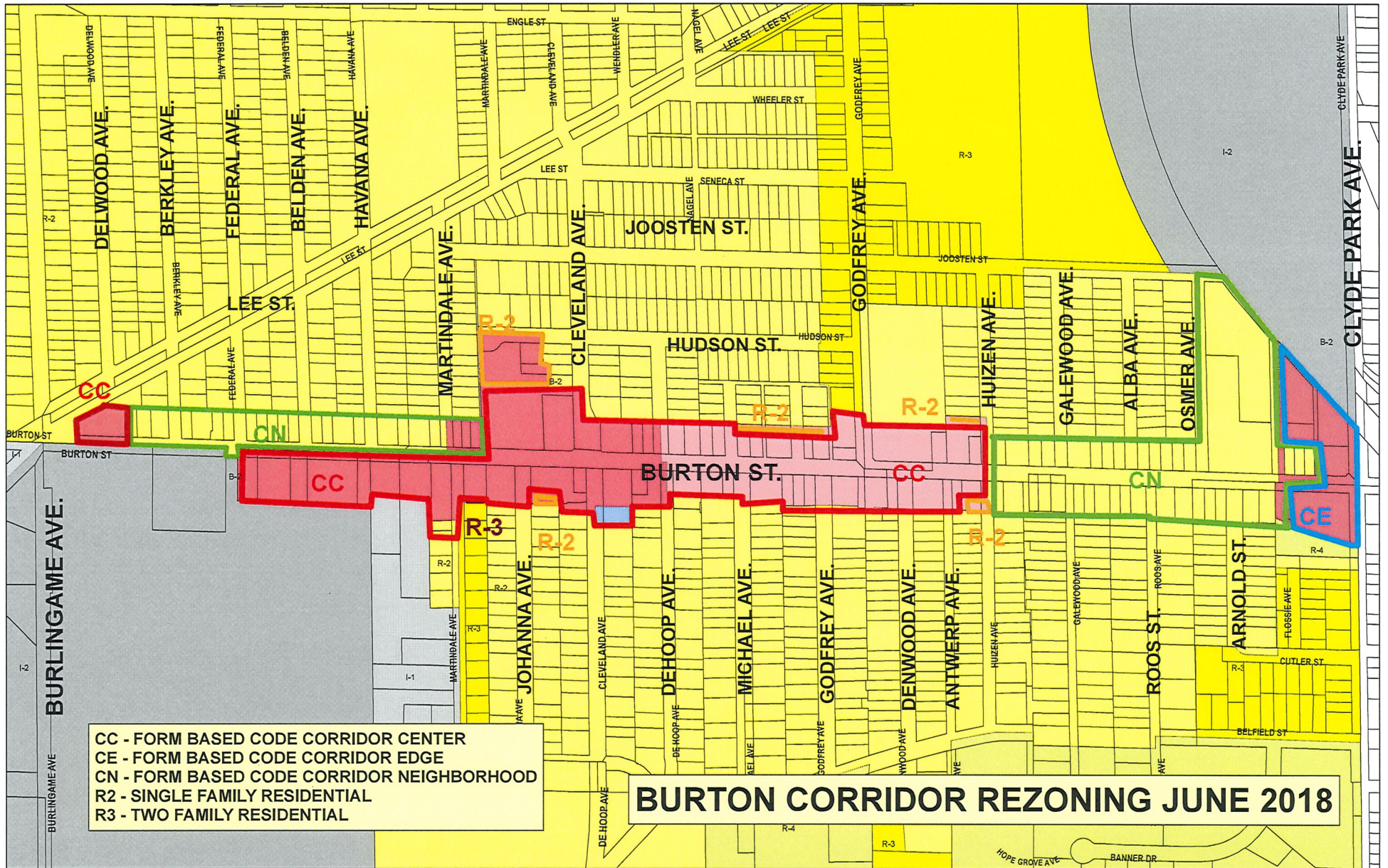
Respectfully submitted,



Timothy Cochran, City Planner
Planning and Development Department

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





CC - FORM BASED CODE CORRIDOR CENTER
 CE - FORM BASED CODE CORRIDOR EDGE
 CN - FORM BASED CODE CORRIDOR NEIGHBORHOOD
 R2 - SINGLE FAMILY RESIDENTIAL
 R3 - TWO FAMILY RESIDENTIAL

BURTON CORRIDOR REZONING JUNE 2018