

AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, OCTOBER 15, 2018, 7:00 P.M.

- 1) Call to Order**
- 2) Invocation** – Mayor Jack Poll
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 October 1, 2018 Regular Meeting
- 7) Approval of Agenda**
- 8) Public Hearings**
If you wish to speak to an item during a public hearing you are welcome to do so. It is important to note this is not an opportunity for dialog or debate; this is an opportunity to provide comment to the City Council. Comments made during a public hearing may become part of the meeting's permanent record. Upon approaching the podium, please begin by providing your name and address. There is a 3 minute limit per person.
- 9) Public Comment on Agenda Items**
This public comment period is reserved for comment on agenda items only. If you wish to speak about an item that is not on the agenda, please hold your comments until the acknowledgement of visitors at the end of the meeting. It is important to note this is not an opportunity for dialog or debate; this is an opportunity to provide comment to the City Council. Upon approaching the podium, please begin by providing your name and address. There is a 3 minute limit per person.
- 10) Presentations and Proclamations**
 - a) Presentations
 1. Kent District Library 2017 Annual Report, presented by Director of Branch Services & Operations Lindsey Dorfman, Wyoming Branch Manager Lori Holland, and Board Chair Penny Weller
 2. Consolidated Annual Performance and Evaluation Report – Rebecca Rynbrandt
 - b) Proclamations
- 11) Petitions and Communications**
 - a) Petitions
 - b) Communications
- 12) Reports from City Officers**
 - a) From City Council
 - b) From City Manager
- 13) Budget Amendments**
- 14) Consent Agenda**

15) Resolutions

- a) To Amend the City of Wyoming's Mission Statement and Adopt a Vision Statement
- b) To Accept the Edward Byrne Memorial Justice Assistance Grant (Budget Amendment No. 36)
- c) To Accept the United States Department of Justice Bulletproof Vest Partnership Grant
- d) To Accept and Distribute Grant Funding Received from the Office of Highway Safety Planning (Budget Amendment No. 37)

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

- e) To Engage Value Trends Inc. for Appraisal Services for a Property Tax Appeal and to Authorize the Related Budget Amendment (Budget Amendment No. 35)
- f) To Authorize the City Manager to Accept a Proposal for Professional Services with Fishbeck, Thompson, Carr & Huber, to Authorize an Amended Agreement with MCSA Group, Inc. and to Authorize the Associated Budget Amendment (Budget Amendment No. 38)
- g) To Accept Proposals from Great Lakes Systems for Emergency Roof Repairs
- h) To Authorize the Purchase of Smartphones, Accessories, and Monthly Service and to Authorize the Mayor and City Clerk to Execute the Agreement
- i) To Authorize the Purchase of De-Icing Salt from Compass Minerals
- j) To Extend the Bids for Permanent Winter Hot Mix and Winter Cold Mix Asphalt
- k) To Award a Bid for Cured-in-Place Pipe Lining to Corby Energy Services, Inc.

17) Ordinances

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



KDL delivers.

**Kent District Library
2017 Annual Report**



2017 was a year of evolution. We honed and enhanced countless services, providing greater value while deepening relationships.

The past year has been a whirlwind! Our strategic plan outlined 12 categories of priorities with dozens of specific actions. I'm proud to tell you that we have completed all of them. We have also exceeded many goals.

Libraries are most often thought of as a source for items that you can check out. While that is still a significant part of what we do, we are also engaging with people and communities in deeper and more meaningful ways. In some cases, such as with Community Reads (see the story on pages 6-7), programs have many layers and a very significant impact in the transformation of lives and communities.


There are also countless smaller initiatives that simply bring people together and put a smile on every face. The single common criteria in everything that we do is to help people to become better versions of themselves. This in turn helps communities to become better, too.

KDL partnered with Kelloggsville Public Schools to create a public library within the high school. Construction, planning, staffing and establishing a collection took place during 2017, with the library officially opening in January of 2018. This new library is open to the public outside of school hours and throughout the summer. It's the first partnership between a public library and school in the region. It was largely made possible by the generous support of the Steelcase Foundation.



Whenever there is an unmet need in our community, the KDL team is quick to respond with ideas, energy and results. **Time and time again, KDL delivers.**

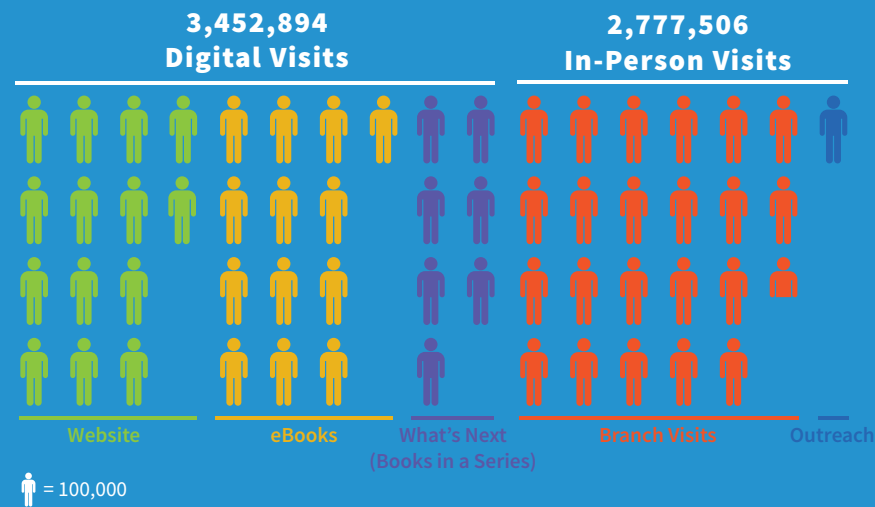
On behalf of everyone at KDL, thank you. We are looking forward to an even bigger, busier and brighter future with you!



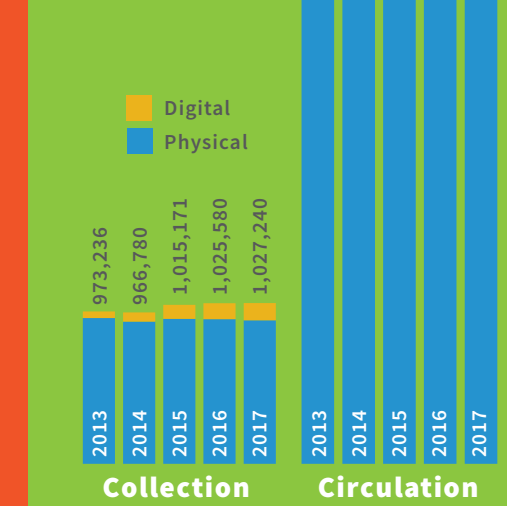
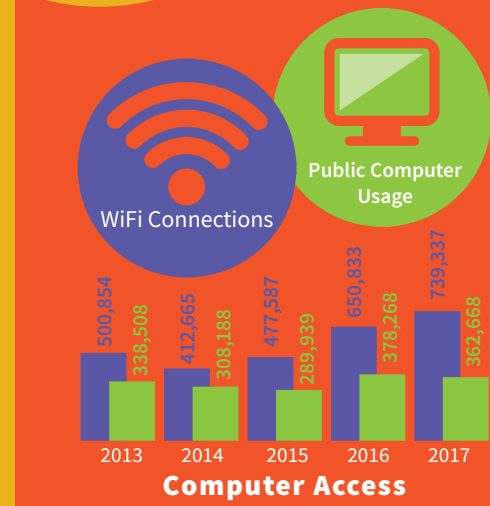
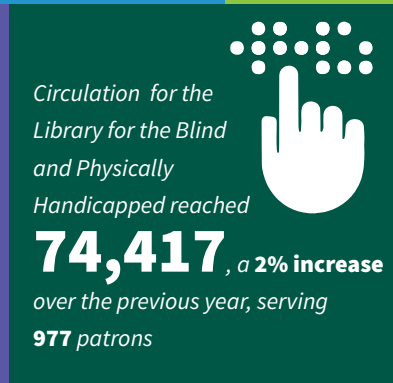
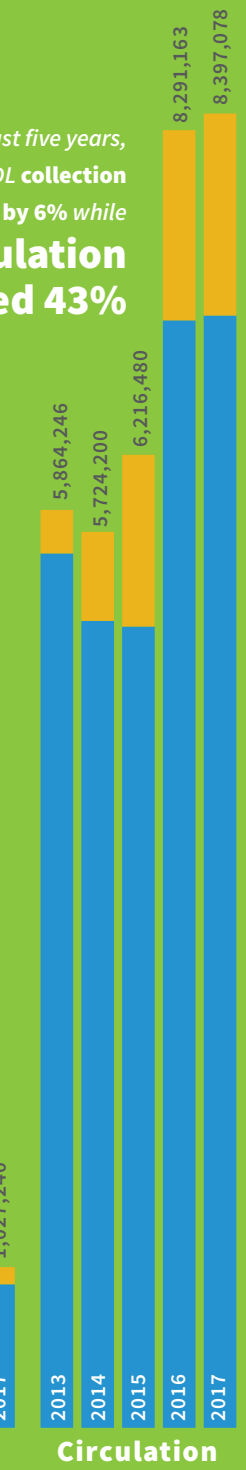
Lance M. Werner
Director



KDL delivers information.



Over the past five years, the size of the KDL collection grew by 6% while total circulation increased 43%





KDL delivers ideas.

Melanie Johnston, an English teacher at Wyoming High School, proudly shows copies of student-published books while explaining how the **KDL Community Reads program** is achieving success on “so many levels.”

The program started more than five years ago when Lori Holland, branch manager of Kent District Library’s Wyoming Branch, became determined to find a way to bring authors into classrooms to help inspire students. She worked with Melissa Schneider, media specialist at Wyoming High School, and others at KDL to bring best-selling authors of young adult books to the schools to speak with students and to provide more than 400 copies of the author’s book so each student could have one. The program includes the students authoring and publishing a book of their collected writings.



The primary goal of the program is to instill good reading and writing skills. The benefits of the program go beyond simply helping with literacy. Often it becomes a transformative experience for the students, authors, parents and guests who are involved.

Melanie’s class is one of several at Wyoming and Godwin Heights schools that starts each year by giving each student their own personal copy of a book, which

serves as the cornerstone of the year’s study. “A lot of our kids have never had a book they can call their own,” Melanie explains. “They’re free to write in the pages as they read, but what’s really exciting is that as the books are handed out, I tell them that the author will be here at the end of the school year. They usually expect a quick result from whatever they’re asked to do, so this is a wonderful way to foster long-range goals.”

“KDL does an excellent job of selecting books that are relevant and pertinent to students’ lives,” Melanie explains. “Last year, our book was *All American Boys*, which is coauthored by Jason Reynolds, who is black, and Brendan Kiely, who is white. In the book, they tell stories from alternating perspectives, which helps students to see themselves and the perspectives of others.”

The book touches on issues of police and racial profiling. During the school year, Melanie invited police officers to join the classes. The students and police officers had constructive conversations about hard topics, and were able to do so without getting defensive or angry. The next summer, some of the students chose to attend the Grand Rapids Police Academy. Melanie describes how two of the students are now interested in a

career in law enforcement.

“They came away from the experience saying ‘I think I can help fix a problem in society by representing my race on the police force.’ It’s a transformative experience!”

“They came away from the experience saying ‘I think I can help fix a problem in society.’ It’s a transformative experience!”

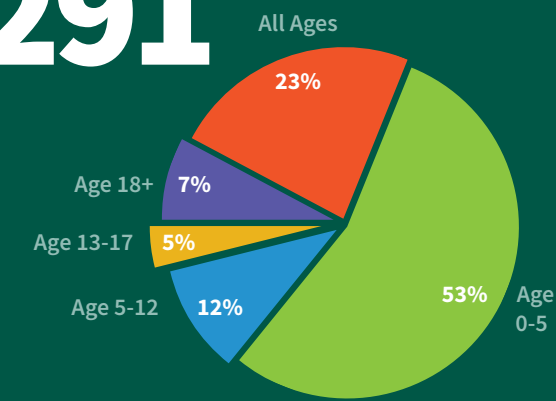
Melanie sums it all up. “Our goal in high school is to help make things applicable to the real world. A lot of the students here are not going on to college, but go on to vocational schools. How can we foster a love and curiosity toward reading? A desire to continue to read? This program goes beyond that, helping young people to appreciate that they are represented in literature, that their voice is heard.”



KDL delivers excitement.

264,291

participants at KDL programs, **10,392 more** than the previous year



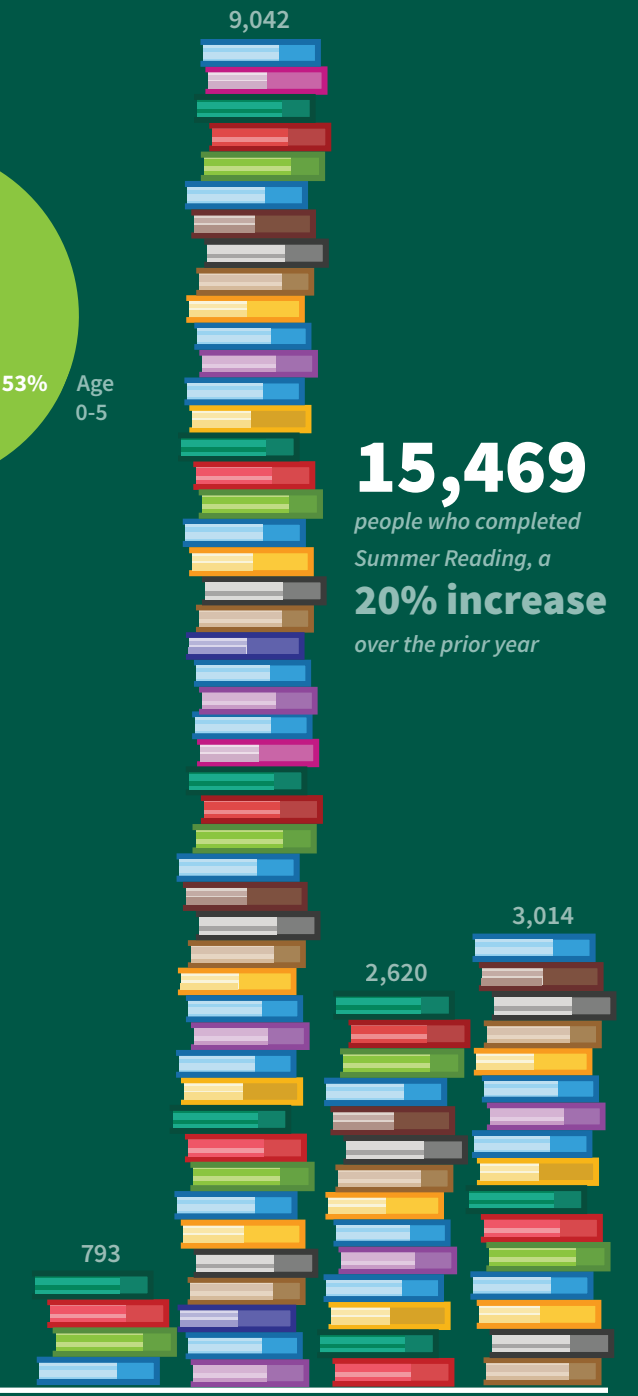
+10% checkouts of KDL Cruiser bikes (631 in 2017 vs. 576 in 2016)

+48% stories submitted to the Write Michigan Short Story Contest (899 in 2017 vs 608 in 2016)

More than 2,000 people attended the first SuperPartyWonderDay. This is a family-friendly event that features bands, beer, bikes and BBQ



15,469 people who completed Summer Reading, a **20% increase** over the prior year



Age Groups: 0-24 mo. 2-10 years 11-17 years 18 and older



KDL makes a difference.

Girls Changing the World is a KDL Lab Experience that took place at the Tyrone Branch. Participants discovered the women scientists, mathematicians, artists, explorers, engineers and computer programmers behind some of the discoveries and inventions that changed our world.



Thank you!

The Kent District Library Board of Trustees and Fund Development team extend a profound thank you to all the individuals, corporations and foundations that generously supported Kent District Library with **\$450,989** in donations, sponsorships and grants in 2017. Your gifts allow KDL to provide outstanding programs and services to our community members. We couldn't do it without you!

We are grateful to our sponsors and honorary committee members for funding our third annual Literary Libations Gala. We are humbled by and grateful for your support of our organization.

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A special thank you to Kim and Pam Gary for supporting our cocktail hour.

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We gratefully acknowledge those gifts given to KDL from January 1, 2017 - December 31, 2017. We also salute the many donors who chose to remain anonymous for their generosity.

♥ Indicates 3-year consecutive donation

◆ Indicates gift to the endowment

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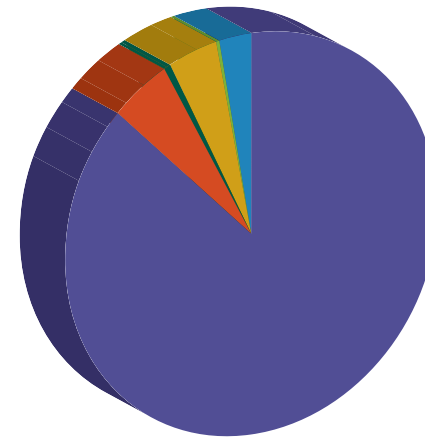
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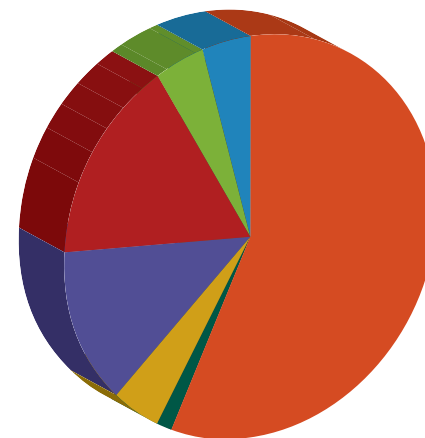
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AHC + Hospitality, Amway Grand Plaza
Kate Morrow Photography
Moore & Bruggink
Pam Spring Advertising
Steelcase Inc.
THR Construction
WGVU

Our financial picture



2017 REVENUE		
Tax Revenue		\$20,556,739
State Sources		\$1,182,712
Charges for Services		\$135,731
Fines and Forfeitures		\$940,983
Interest and Rentals		\$152,418
Other Revenue		\$1,147,804
Total		\$24,116,387



2017 EXPENDITURES		
Salaries, Wages and Benefits		\$12,879,492
Supplies		\$260,059
Professional and Contractual Services		\$1,378,557
Other Services and Charges		\$2,993,389
Books and Materials		\$3,056,038
Capital Outlay - Technology		\$306,294
Capital Outlay - Office Equipment and Furniture		\$53,445
Total		\$20,927,274

Comprehensive annual financial reports are online at kdl.org/about/policies



KDL®

Information. Ideas. *Excitement!*

Kent District Library | kdl.org | 616.784.2007



KDDL[®]

Kent District Library

2017

Fact Book



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History

1927

Kent County Federation of Women's Clubs begins project of library extension.

1994

The Library separates from the County to form the Kent District Library, an independent taxing agency with governance by a Board of Trustees appointed by the Kent County Board of Commissioners and representing eight geographic regions of the KDL Service Area.

2014

A ten-year 1.28 millage approved by voters.

Obtained 501 (c)(3) status.

2016

Completion of the KDL Meeting Center, which includes multiple meeting spaces with advanced technology that can be rented by the community.

New website, which allows users to access KDL catalog on a mobile device.

1936

Kent County Library Association formed.

Kent County Library System becomes a department of Kent County.

2011

Kent District Library celebrates 75 years of providing library service to citizens in Kent County.

2015

Expanded the services of the Library for the Blind and Physically Handicapped by increasing the number of large print materials.

Implemented a new SirsiDynix ILS (Integrated Library System) for Kent District Library.

2017

cloudLibrary replaced OverDrive for providing electronic materials to patrons.

Mission

Information. Ideas. *Excitement!*

Vision

KDL: Cornerstone of a literate society

Kent District Library Branches and Service Center

Kent District Library provides library services to over **395,660 customers** in **27 municipalities** through **19 branches** located throughout Kent County. With the exception of the KDL Service Center, the library buildings are owned and maintained by the local municipality while Kent District Library provides the staff, collection, technology and programming.

Strategic Plan 2017

The following 2017 Activities are in addition to those originally outlined in the 2015-2017 Strategic Plan. The new activities below are proposed to help the library achieve the desired Outcomes related to KDL's service priorities. Ongoing activities identified in the original Plan will continue. For instance, KDL will continue to offer environments and activities that make reading and learning how to read fun, and the library will continue to offer and improve upon creative opportunities like the Write Michigan Short Story Contest and the Teen Film Festival.

Strategic Plan Service Priorities

KDL ENGAGES THE COMMUNITY ACTIVITIES

- ✔ By January 2017, the KDL Service Center will be recognized as a Bicycle Friendly Business by the League of American Bicyclists for promoting bike culture through the KDL Cruisers program, sponsoring Active Commute Week and having bicycle friendly amenities for employees. Plans to expand to additional branches will also be included.
- ✔ By April 2017, KDL will create STEAM specific outreach tubs that guarantee availability for outreach events.
- ✔ By May 2017, KDL will craft a new 3-year strategic plan using Design Think processes that will include research and feedback from local communities and staff focus groups.
- ✔ By June 2017, KDL will launch The Leadership Circle, a major donor initiative inviting community members with capacity and inclination to support the programs and services of KDL at a leadership level by learning more about our impact in the community and the importance of their support.
- ✔ By summer 2017, KDL will partner with Friends of the White Pine Trail to build a White Pine Trail Rest Stop on the trail near the Service Center. Amenities may include a bike repair station and a Little Free Library.
- ✔ By August 2017, KDL will embark on a videogame project to circulate videogame consoles in the Library of Things.
- ✔ By September 2017, KDL will create partnerships with local experts who are willing to share their knowledge and present on STEAM based topics and help with programs.
- ✔ By September 2017, KDL will apply a software upgrade to What's Next so it will better integrate with the CORE database (KDL StoryCompass) down the road.
- ✔ By December 2017, the KDL Collection Department team will work to increase the public's awareness of the KDL collection and what they love. This could include video book talks, radio or TV spots plus assisting the Materials Advisory Workgroup on keeping the KDL Recommendations website fresh and frequently updated.
- ✔ By December 2017, the Social Media Workgroup will review and update the social media content plans by evaluating the reach and engagement of our social media outlets.

KDL CREATES YOUNG READERS

- ✔ By March 2017, the Summer Reading Workgroup will assess summer reading programming and refresh concepts for 2017. Clear expectations for all levels and types of programs will be developed.
- ✔ By September 2017, KDLville playspaces will have an increased focus on the early literacy practice of "Writing" by providing funding and purchase suggestions to all KDL branches.
- ✔ By December 2017, the Early Literacy section of kdl.org will be fully updated to current KDL design standards and will provide new ideas and printable items that promote early literacy skills to create young readers.

KDL SUPPORTS LEARNING ACTIVITIES

- ✔ By February 2017, increase the selection of core classes associated with the Teen Film Festival, to encourage creative group collaboration and build on the Festival's mission to educate young filmmakers.
- ✔ By September 2017, increase activities available to patrons at drop-in physical KDL LAB spaces in the branches.
- ✔ By September 2017, KDL will incorporate a BBQ cook-off into the summer reading events for adults.

KDL CULTIVATES CREATIVE ACTIVITIES

- ✔ By April 2017, expand the outreach aspect of the Teen Poetry Contest to include additional poets and/or additional schools, to further reach our youth community.
- ✔ By April 2017, the Write Michigan Short Story contest will include a Spanish-language story component for all ages with reviewers and judges.
- ✔ By September 2017, through active participation and content development for the burgeoning website cultured.gr, KDL will become an integral partner in the greater Grand Rapids art and cultural scene, promoting arts education and creative programming at KDL and enhancing opportunities for partnership with cultural organizations.

KDL SERVES SENIOR CITIZENS ACTIVITIES

- ✔ By February 2017, the Tech Trainers will develop a document to keep track of their recent and ongoing outreach activities to senior citizens, and show it to the Manager of Community Engagement.
- ✔ By March 2017, KDL will revive the popular winter reading program for adults. Let It Snow 2.0 will take advantage of the kdl.READSsquared.com service and promote the library collection by encouraging adults to explore stories beyond their usual genres.
- ✔ By April 2017, consolidate better outreach practices to reach Senior Citizens; this information will be shared with KDL staff.

KDL SERVES SENIOR CITIZENS ACTIVITIES (CONT'D)

- ✔ By May 2017, strengthen the KDL volunteer program, making it more efficient for staff and engaging for Senior Citizen volunteers.

Organizational Competencies

COLLABORATION:

KDL staff members, departments, branches and partner organizations work together on common goals, communicating regularly.

- By March 2017, implement a new Programming model that works for multiple branch and staffing sizes to be in place for one year. This model will be based on Design Think prototype developed by a staff team in Fall 2016. **[On target for August 2018]**
- ✔ By June 2017, KDL will convene a team to investigate options to develop an app for KDL (and other libraries) using RFID technology which will offer an interactive library experience finding library material and readalikes at each branch location. This team will include KDL staff and local talent with knowledge.
- ✔ By June 2017, KDL will investigate and begin to implement recommendations for improving quarterly publications.
- ✔ By October 2017, Kent District Library will enhance our existing partnership with Great Start, promoting storytimes using Every Child Ready to Read and our evaluation process as a best practice for families with children age 0-3.
- ✔ By December 2017, KDL will begin offering Design Think sessions to area libraries in addition to KDL teams as they work to offer innovative library services and problem solve barriers to service.

CONVENIENCE:

We leverage technology and processes to enhance our internal and external customers' experience.

- ✔ By February 2017, assess summer reading incentives in terms of an appealing prize selection for all levels as well as space allocation available at the Service Center.
- ✔ By March 2017, investigate a new solution to manage the Circulating iPads at Rockford and Lowell when they have their 3-year old iPads replaced. This solution would then be implemented at other locations (or as needed) in 2018.
- ✔ By May 2017, continue our efforts of bringing KDL to Farmers Markets to keep promoting our programs (Summer Reading) and other services. Explore other options and requests to bring Summer Reading to area schools as well as other popular community events (i.e. concerts in the park)
- ✔ By June 2017, introduce Instant Message options to improve internal communication between branch staff, Patron Services and Administration.

CONVENIENCE (CONT'D)

- ✔ By September 2017, develop a plan to offer a Free Library to a hospital, a service to reach patrons in need of reading materials and a way to promote KDL library program and services.
- ✔ By November 2017, continued emphasis on KDL's infrastructure, including building out Servers, Switches, and IT Personnel to provide improved performance and redundant infrastructure to minimize outages of critical systems.

FLEXIBILITY:

We continuously evaluate operations and services to ensure they enable strategic priorities, making improvements when identified.

- ✔ By June 2017, Branch Managers will shop at least one other branch, evaluating customer service setups at each facility to encourage a welcoming environment.
- ✔ By August 2017, the Materials Advisory Workgroup will offer flexible materials advisory through the development of website-based materials advisory tools and KDLStoryCompass, a Materials Advisory database for the staff and public.
- ✔ By September 2017, complete technology refresh for the SE quadrant branches with new patron machines & monitors, staff machines & monitors, phones, faster wifi access points, switches, and other necessary technology. Focus will be put on making the right decision for each community.
- ✔ By December 2017, KDL donors will be provided with the opportunity to designate their gift to the area of their interest through all of our appeal avenues, including direct mail, online campaigns and major donor solicitations.

FRIENDLINESS:

Customers and staff members from all walks of life feel welcomed and comfortable at KDL.

- ✔ By January 2017, create clarity around KDL's mission and core values ensuring that they are clearly communicated and understood by every employee and that all programs, activities, and policies are designed around them.
- ✔ By January 2017, the HR Department will adopt at least one new practice for new hire orientation as identified through the Design Think process underway in 2016.
- ✔ By April 2017, evaluate staff and patron feedback in order to improve the online summer reading sign-up and participation experience.
- ✔ By May 2017, design a system-wide customer service initiative to be implemented by September 2017.
- ✔ By June 2017, research and develop an implementation plan for an internal communication strategy that increases clarity and fosters collaboration.
- ✔ By October 2017, improve customer service at Caledonia and Krause Memorial (Rockford) branches with the installation of new Auto Check in chutes.

FRIENDLINESS (CONT'D)

- ✔ By December 2017, investigate a replacement for KDL's intranet system - InfoPath - before it becomes an end-of-life product.
- ✔ By December 2017, the Materials Advisory Workgroup will emphasize better customer service in increased staff participation in the Materials Advisory staff development program (CORE).
- ✔ Throughout 2017, the HR Department will either host or participate in job fairs in an effort to strengthen the recruitment of future staff from the communities we serve.

INNOVATION:

We encourage the exploration and development of new ideas, embracing and celebrating innovations that improve service for our customers.

- ✔ By January 2017, KDL will adopt Blue Cloud Visibility - a product that will share our catalog records on the internet, making them searchable by the general public in our geographic area. The searches will link directly to the library's catalog.
- ✔ In January and July 2017, two additional cycles of Innovation Awards will be complete.
- ✔ By March 2017, the Innovation Team will develop a new process for submitting new ideas (i.e. innovation) to be considered by KDL. An idea map will also be provided and presented at spring training sessions for KDL staff.
- ✔ By April 2017, the Innovation Team will develop specific KDL Innovation training to be used for staff to submit future ideas to the KDL Innovation team.
- ✔ By May 2017, the Innovation Team will award opportunities to KDL branches to add circulating specialty items to their collections (Library of Things).
- ✔ By June 2017, new Design Think training for library staff will be available, with plans to offer it to other libraries in 2018.
- ✔ By August 2017, find new ways to explore a partnership relationship with our RFID vendor, Bibliotheca. (i.e. Research & Development)
- ✔ By September 2017, the Innovation Team will survey library patrons to see what kind of objects to circulate in branches to get input on developing this specialized collection that will continue to provide patrons with access to more expensive technologies (Library of Things).
- ✔ By August 2017, support branches who want to add a Tech Bar to their branch spaces. (A Tech Bar is a petting zoo similar to what people see in Best Buy where patrons can try new technology. Staff will provide activities and basic instructions to patrons. Technology may vary by branch).

LEARNING:

Our diverse workforce is composed of intellectually curious staff members, eager to learn new ways to improve customer service. We will support change efforts through training.

- ✔ By February 2017, the Tech Trainers Workgroup will identify four potential KDL training topics to share their knowledge with colleagues at quarterlies, based on the tech skills of work group members and the informational needs of KDL staff.
- ✔ By February 2017, the HR Department will gather feedback from staff to further understand their needs as employees. This will be achieved through simple surveys as well as more involved "stay interviews." Then, by June of 2017 the HR Department will identify and implement at least two new employee-centric programs which will help to attract and retain employees.
- ✔ By August 2017, study ways to incorporate LEAN manufacturing principles into circulation practices and collection balancing procedures.
- ✔ By October 2017, the HR Department will host a Library Director's Workshop for a limited number of library directors to offer explanation and guidance so that they can adopt staffing best practices.
- ✔ By December 2017, Youth Specialists will begin an annual Day of Learning for KDL youth staff. This day will encourage collaboration, teamwork, innovation and learning among a large and vibrant youth services staff.

TRUSTWORTHINESS:

Our internal processes and finances are efficient and transparent. We measure and report on KDL's return on investment for customers and communities.

- ✔ By May of 2017, the HR Department will strengthen staff selection processes through greater adoption of applicant testing. **[85% Complete. Set to be completed June 2018]**

Kent District Library Locations



ALPINE TOWNSHIP BRANCH
5255 Alpine Ave. NW
Comstock Park, MI 49321



ALTO BRANCH
6071 Linfield Ave.
Alto, MI 49302



BYRON TOWNSHIP BRANCH
8191 Byron Center Ave. SW
Byron Center, MI 49315



CALEDONIA TOWNSHIP BRANCH
6260 92nd St. SE
Caledonia, MI 49316



CASCADE TOWNSHIP BRANCH
2870 Jacksmith Ave. SE
Grand Rapids, MI 49546



COMSTOCK PARK BRANCH
3943 W. River Dr. NE
Comstock Park, MI 49321



EAST GRAND RAPIDS BRANCH
746 Lakeside Dr. SE
East Grand Rapids, MI 49506



ENGLEHARDT BRANCH
200 N. Monroe St.
Lowell, MI 49331



GAINES TOWNSHIP BRANCH
421 68th St. SE
Grand Rapids, MI 49548



GRANDVILLE BRANCH
4055 Maple St. SW
Grandville, MI 49418



KELLOGGSVILLE BRANCH
Kelloggsville High School
4787 Division Ave S
Grand Rapids, MI 49548
(Open January 2018)



**KENTWOOD
(RICHARD L. ROOT) BRANCH**
4950 Breton SE
Kentwood, MI 49508



KRAUSE MEMORIAL BRANCH
140 E. Bridge St.
Rockford, MI 49341



**NELSON TOWNSHIP/
SAND LAKE BRANCH**
88 Eighth St.
Sand Lake, MI 49343



PLAINFIELD TOWNSHIP BRANCH
2650 5-Mile Rd. NE
Grand Rapids, MI 49525



SPENCER TOWNSHIP BRANCH
14960 Meddler Ave.
Gowen, MI 49326



TYRONE TOWNSHIP BRANCH
43 S. Main St.
Kent City, MI 49330



WALKER BRANCH
4293 Remembrance Rd. NW
Walker, MI 49534



**WYOMING BRANCH
and the Library for the Blind
and Physically Handicapped**
3350 Michael Ave. SW
Wyoming, MI 49509



SERVICE CENTER
814 West River Center Dr. NE
Comstock Park, MI 49321

Service Area

TYRONE Village of KENT CITY Tyrone Township Branch ★	SOLON City of CEDAR SPRINGS ●	★ NELSON Nelson Township/ Sand Lake Branch	SPENCER ★ Spencer Township Branch
SPARTA Village of SPARTA ●	ALGOMA	COURTLAND City of ROCKFORD ★ Krause Memorial Branch	OAKFIELD
ALPINE ★ Alpine Township Branch	PLAINFIELD Comstock Park Branch ★ KDL Service Center ★ Plainfield Township Branch ★	CANNON	GRATTAN
City of WALKER Walker Branch ★	GRAND RAPIDS City of GRAND RAPIDS City of EAST GRAND RAPIDS East Grand Rapids Branch ★	ADA	VERGENNES City of LOWELL
City of WYOMING Wyoming Branch ★ & the Library for the Blind and Physically Handicapped	★ City of GRANDVILLE Grandville Branch	CASCADE ★ Cascade Township Branch	Englehardt ★ Branch LOWELL
Kelloggsville Branch (Opened January 2018) ★ Byron Township Branch	★ City of KENTWOOD Kentwood Branch	★ Caledonia Township Branch	★ Alto Branch
BYRON	★ Gaines Township Branch GAINES	CALEDONIA	BOWNE



Areas highlighted in green are outside the KDL service area and include the City of Grand Rapids, City of Cedar Springs, Solon Township, Sparta Township, the Village of Sparta, and the portion of Bowne and Caledonia Townships within the Thornapple Kellogg school district.

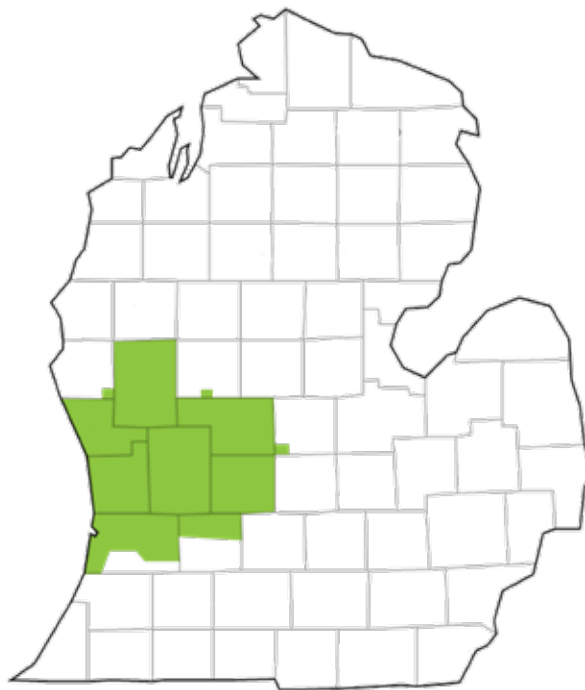
Lakeland Library Cooperative Service Area

Kent District Library is a member of the Lakeland Library Cooperative (LLC) and participates in a shared online catalog and reciprocal borrowing privileges. There are 42 libraries in the Cooperative serving 1,294,094 residents. LLC customers have access, through a free delivery service, to the over 3 million items owned by these libraries. The Lakeland Library Cooperative covers the counties shown below.

Allegan County
Barry County
Ionia County
Kent County

Montcalm County
Muskegon County
Newaygo County
Ottawa County

Affiliated counties include Gratiot, Mecosta and Oceana.



The Cooperative is governed by a Board of Trustees. KDL has two seats on this Board and shares decision-making with other members of the Cooperative.

The state of Michigan is divided into cooperatives for the purpose of the distribution of state aid. The LLC receives a portion of Kent District Library's share of state aid. State aid was appropriated by the state legislature on a basis of \$0.324790 per capita in 2017. State aid funds underwrite Cooperative functions such as the inter-loan delivery system and the Cooperative's shared integrated library system. Member libraries also pay additional fees for cooperative services. The Lakeland Library Cooperative's annual budget for FY 2016-17 was \$1,225,346.

Governance and Organizational Structure

BOARD OF TRUSTEES

The Kent District Library Board of Trustees is composed of eight members representing geographic regions of the KDL Service Area. Trustees must live in the region they represent. Board members are appointed for four-year terms by the Kent County Board of Commissioners based on recommendations from the eight regions. The KDL Board meets monthly. Major duties include establishing and maintaining a public library for Kent District Library, establishing library policies, employing the Library Director, adopting an annual budget, approving the expenditure of funds, entering into contracts, and control of all KDL property.

Trustee	Area of Responsibility
Craig Wilson, Chair	Region 5: City of East Grand Rapids, and Ada, Cascade, and Grand Rapids Townships
Penny Weller, Vice Chair	Region 3: City of Walker, and Alpine and Plainfield Townships
Lee Cook, Treasurer	Region 7: City of Grandville and Byron Township
Andrew Erlewein, Secretary	Region 2: City of Rockford, and Algoma, Cannon, Courtland and Grattan Townships
Shirley Bruursema, Trustee	Region 6: City of Kentwood, and Caledonia and Gaines Townships
Charles R. Myers, Trustee	Region 4: City of Lowell, Vergennes, Lowell, and Bowne Township
Tom Noreen, Trustee	Region 1: Nelson, Oakfield, Spencer, and Tyrone Townships
Sherrie Barber Willson, Trustee	Region 8: City of Wyoming



Craig Wilson
Chair



Penny Weller
Vice Chair



Lee Cook
Treasurer



Andrew Erlewein
Secretary



Shirley Bruursema
Trustee



Charles R. Myers
Trustee



Tom Noreen
Trustee



Sherrie Barber Willson
Trustee

LEADERSHIP TEAM

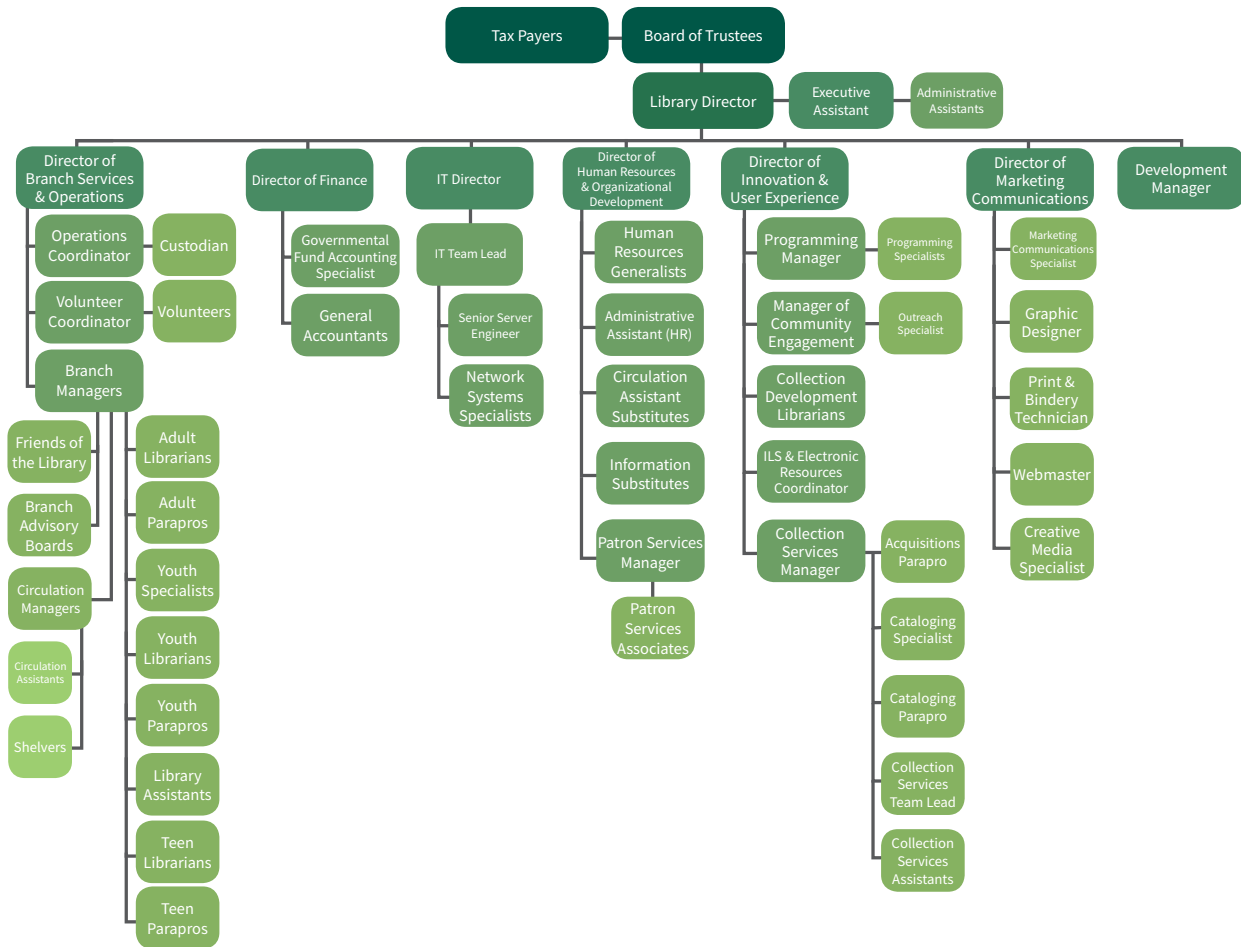
The Kent District Library Leadership Team leads the staff in support of KDL's strategic plan, coordinates organizational functions and facilitates communication.

Members of the Leadership Team are:

Position	Name
Library Director	Lance Werner
Director of Innovation and User Experience	Michelle Boisvenue-Fox
Director of Branch Services and Operations	Lindsey Dorfman
Director of Finance	Laura Powers
Director of Human Resources & Organizational Development	Brian Mortimore
Director of Information Technology	Kurt Stevens
Director of Marketing Communications	Randall Goble

KENT DISTRICT LIBRARY ORGANIZATIONAL CHART

(As of February 2018)



DEVELOPMENT BOARD

Kent District Library's Development Board is composed of community leaders who have a passion for libraries. Development Board members support the mission, vision and values of Kent District Library, and act responsibly and prudently as stewards of KDL. These members work tirelessly to raise private donations that support programming, collections and special projects that enhance the library experience for all community members.



Shelly Adamy



Lori DeBruyne



Jim Komondy
Bloom Sluggett
Morgan



Linda Masselink



Carrie Miedema
Spectrum Health



Katey Morse
Chemical Bank



Kristen Rampe
Kristen Rampe
Consulting



Heather Ross
(Chair)
Design &
Translation



John Schuring
Dickinson Wright



Penny Weller
Kent District
Library Board of
Trustees



Sherrie Willson
Steelcase Inc.



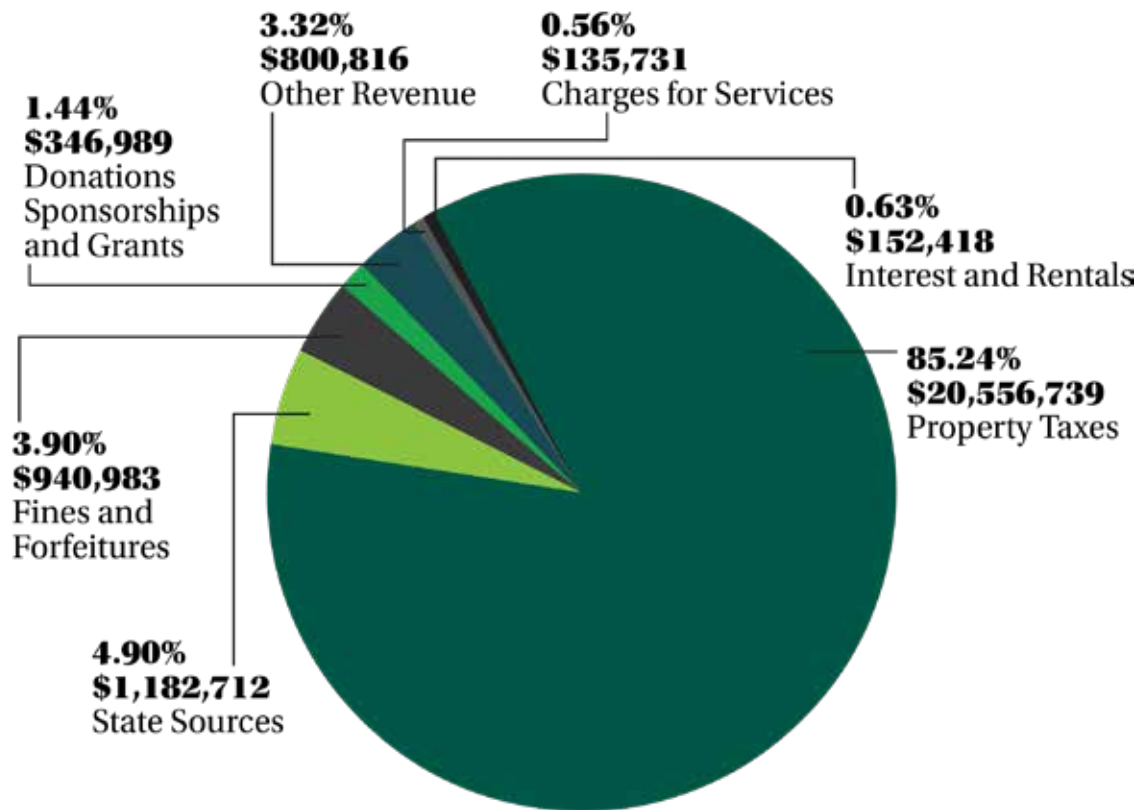
Jeff Wierenga
Centennial
Securities



Robert Younger
Zaner Bloser

2017 Summary of Financial Information

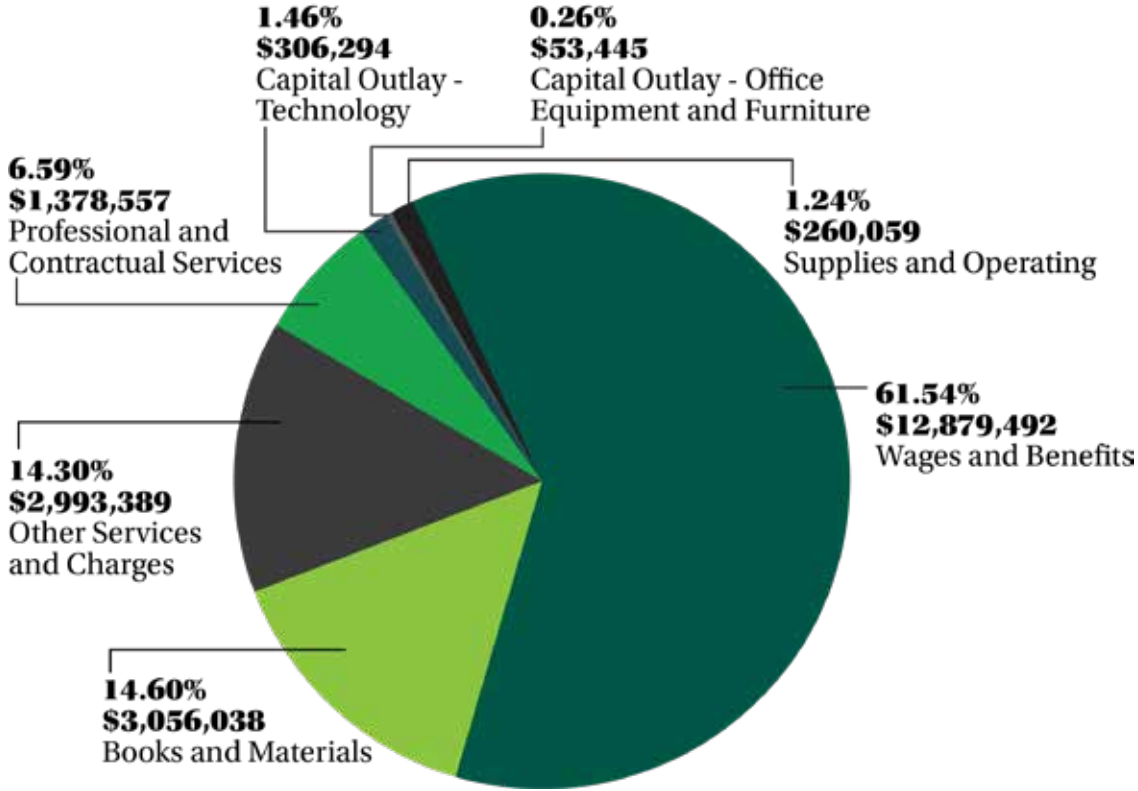
REVENUE



REVENUE	
Property Taxes	20,556,739
State Sources	1,182,712
Fines and Forfeitures	940,983
Donations, Sponsorships, and Grants	346,989
Other Revenue	800,816
Charges for Services	135,731
Interest and Rentals	152,418
TOTAL REVENUE	\$ 24,116,388

The numbers on pages 16 and 17 have been derived from the 2017 Financial Statements. Complete audited Annual Financial Statements will be available after June 2018.

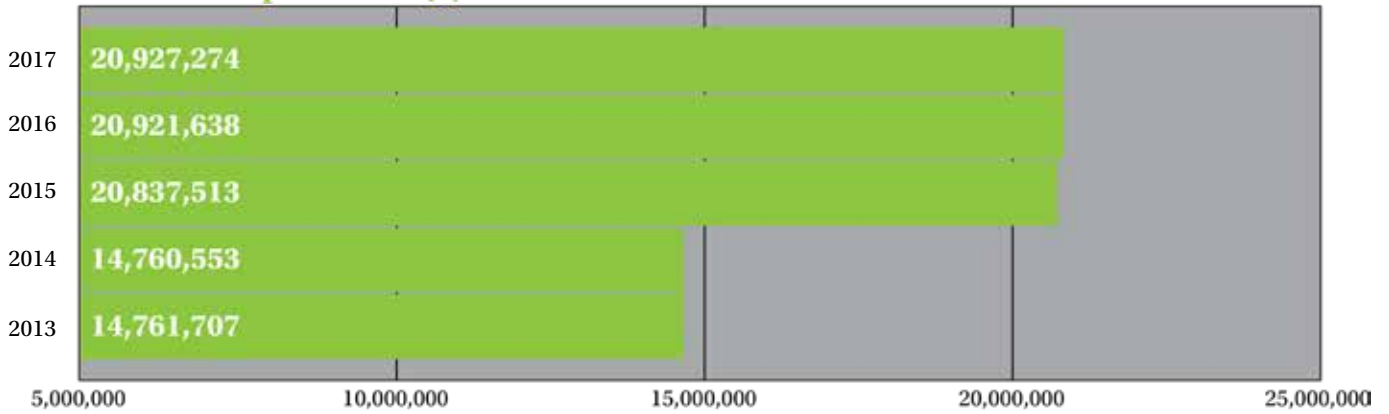
EXPENDITURES



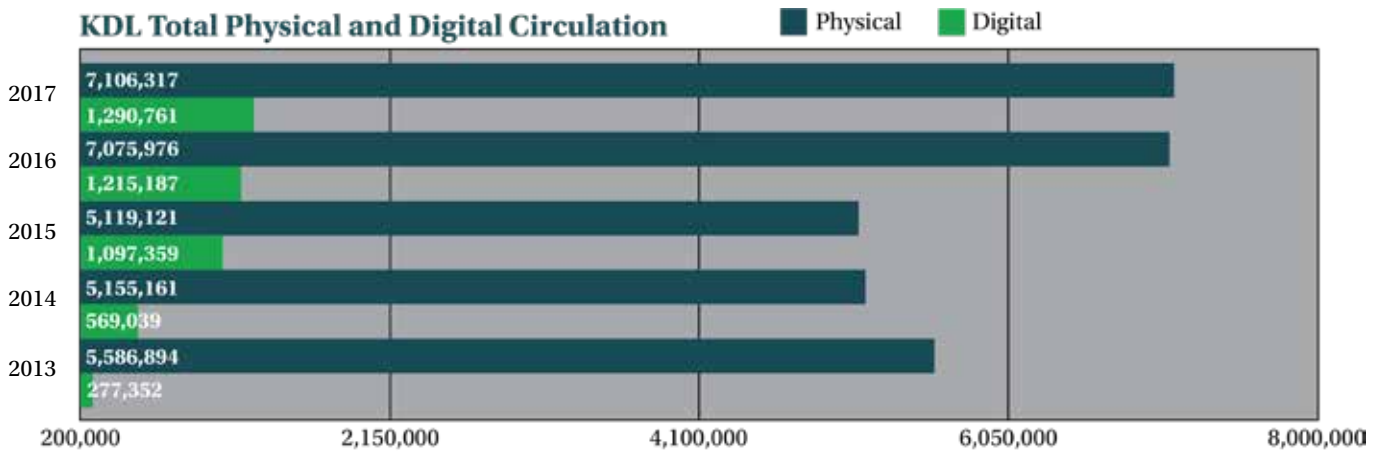
EXPENDITURES	
Wages and Benefits	12,879,492
Books and Materials	3,056,038
Other Services and Charges	2,993,389
Professional and Contractual Services	1,378,557
Capital Outlay - Technology	306,294
Capital Outlay - Office Equipment and Furniture	53,445
Supplies and Operating	260,059
TOTAL EXPENDITURES	\$ 20,927,274

2017 Statistical Trends

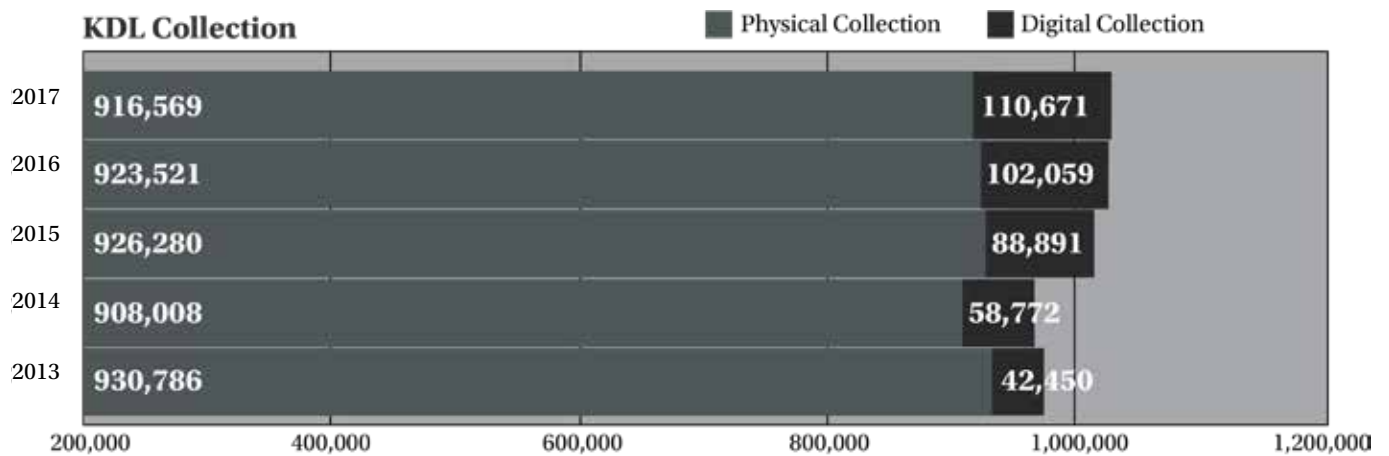
KDL Total Expenditures (\$)



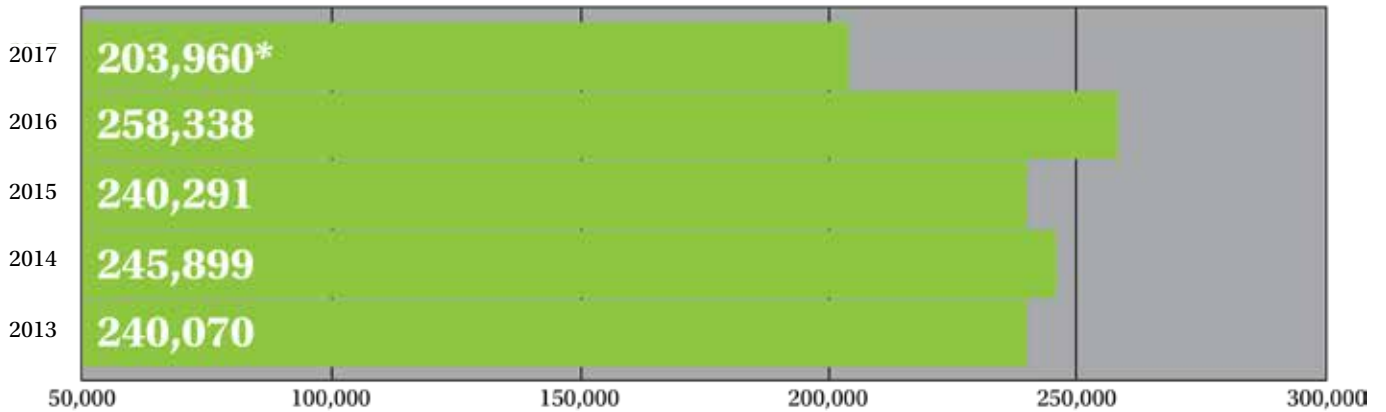
KDL Total Physical and Digital Circulation



KDL Collection

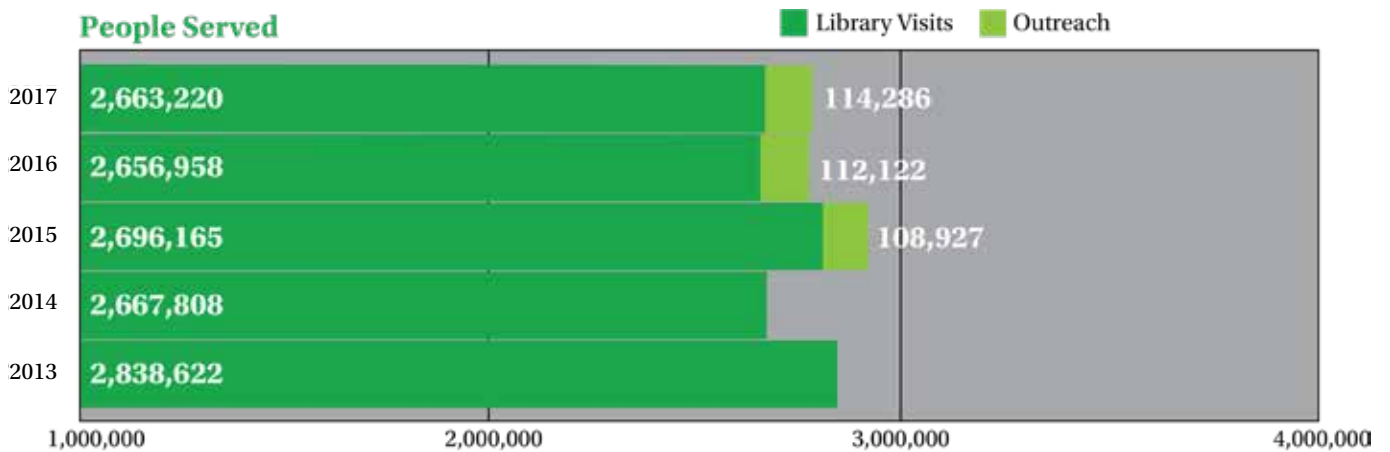


KDL Cardholders

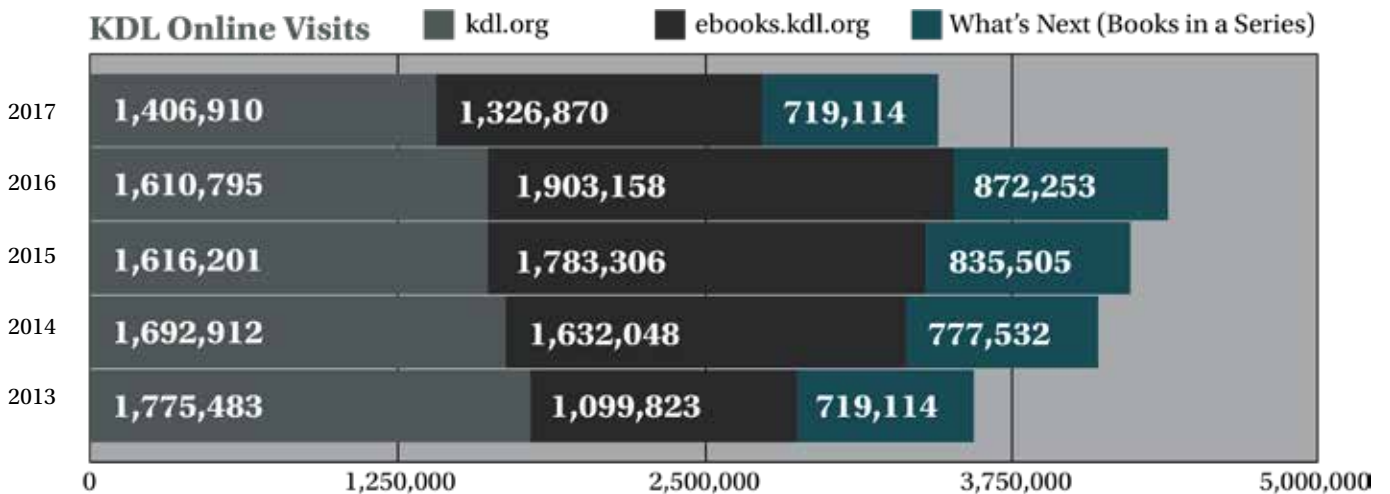


* In 2017, a new policy was implemented to deactivate cards that have been inactive for three years or more.

People Served

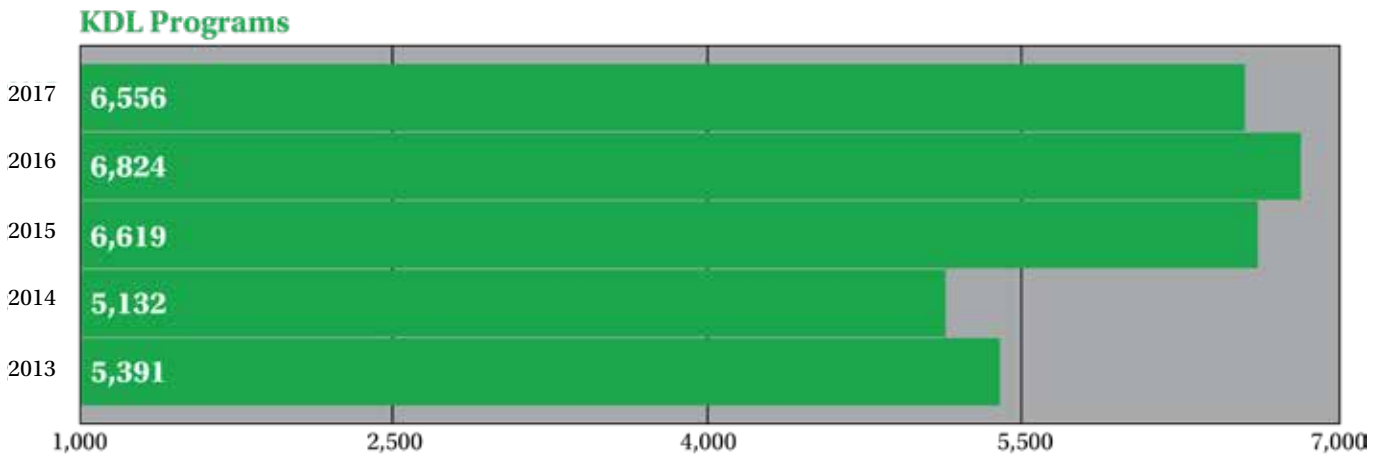
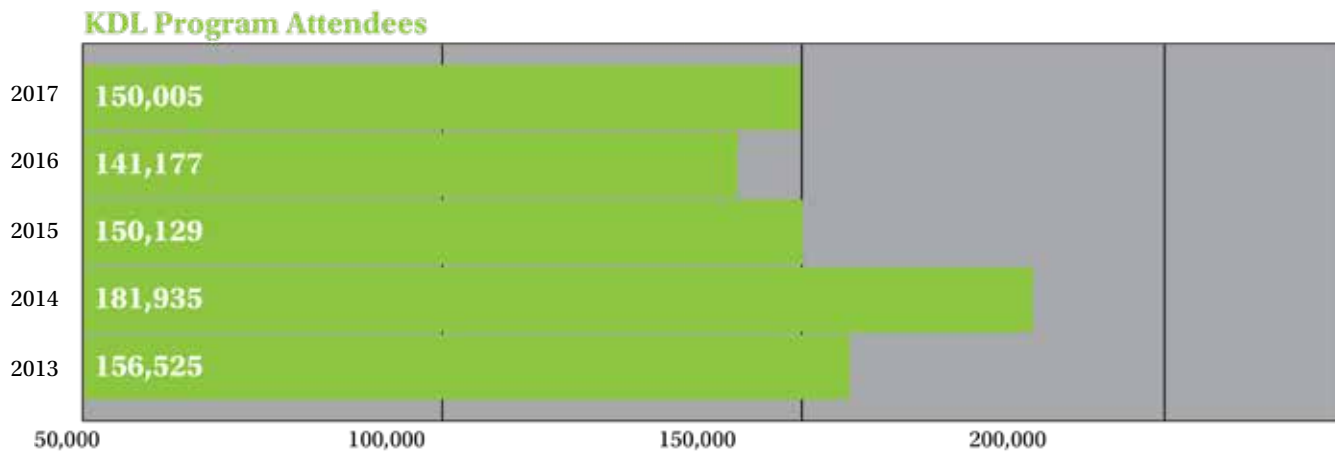
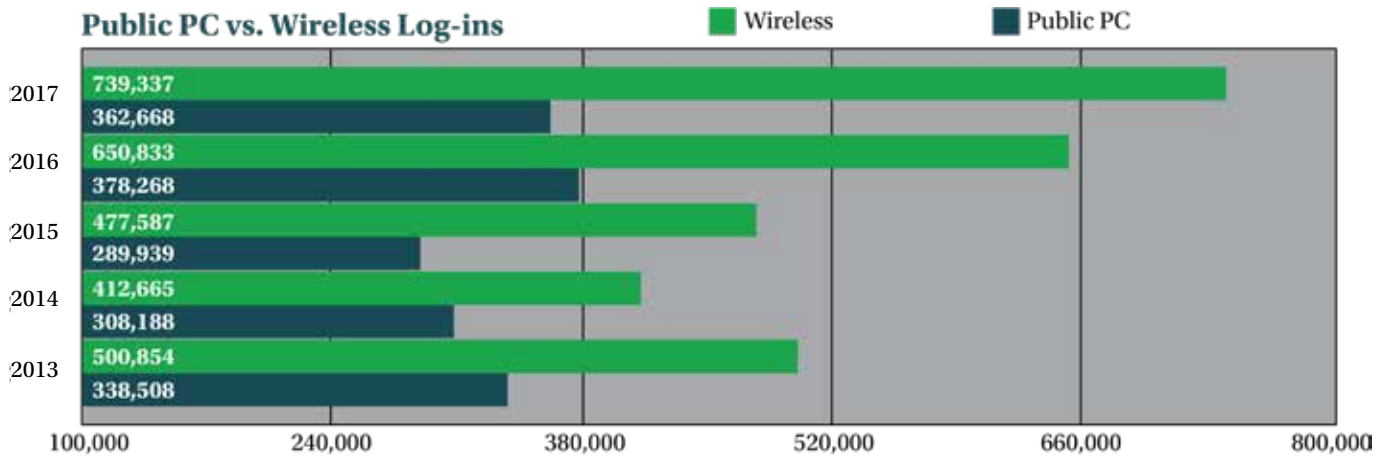


KDL Online Visits

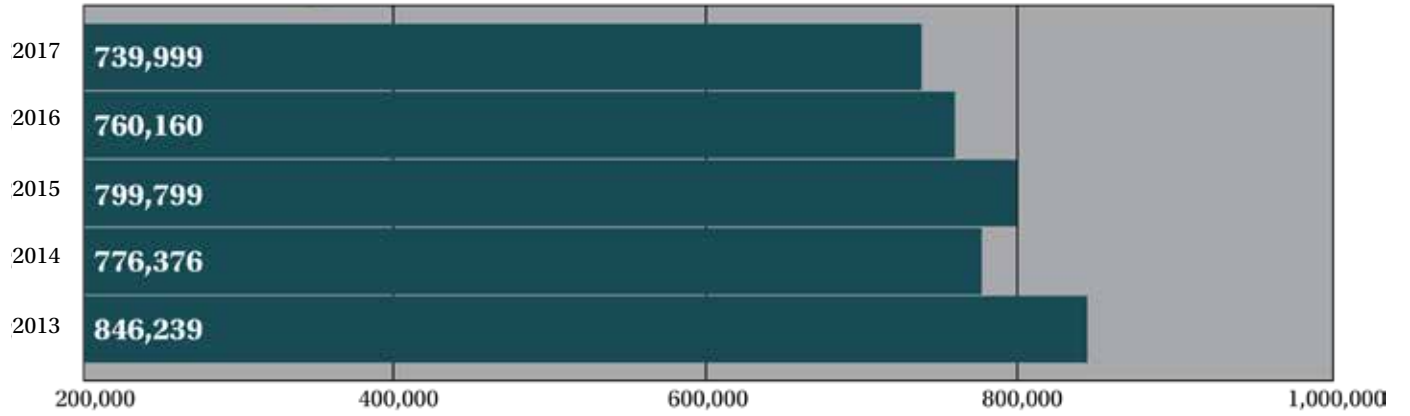


*Until the end of 2017, most digital materials were accessed through kdl.org. There has been a significant increase in the use of stand-alone applications where patrons access digital materials without needing to visit kdl.org. By the end of 2017, nearly all digital materials were accessed directly. The digital circulation data is shown in the chart on page 18.

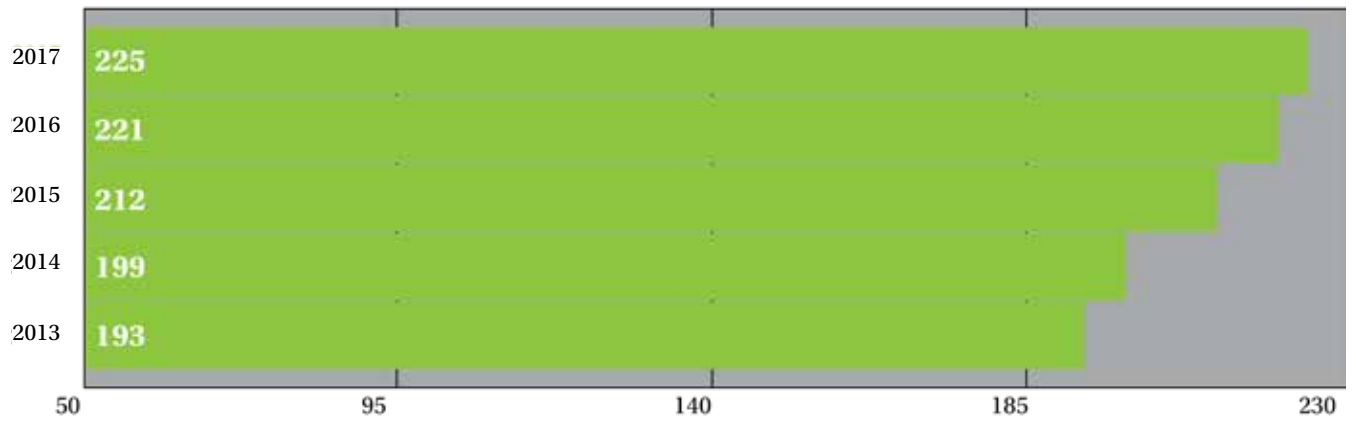
2017 Statistical Trends (cont'd)



KDL Reference Questions



KDL Staff Positions



2017 Statistical Information

Circulation	
Adult Fiction	923,322
Adult Non-Fiction	566,807
Audiobooks	234,749
Book Club in a Bag	868
DVDs and Blu-ray	1,799,696
International Language	26,969
Juvenile Fiction	2,183,267
Juvenile Non-Fiction	375,711
Large Print	78,173
LBPH (Library for the Blind and Physically Handicapped)	74,419
Local Indie	2,735
MeLCat (Inter-Library Loan)	34,097
Miscellaneous	19,386
Music CDs	193,109
Periodicals	158,524
Reference	9,474
Rotating Display Items	47,531
Teen Fiction	276,933
Teen Non-Fiction	11,236
Video Games	89,311
Total Physical Circulation	7,106,317
Digital Downloads	
eAudiobooks	301,592
eBooks	639,538
eMagazines	31,531
eMovies	16,316
eMusic	301,358
eVideogames	426
Total Digital Circulation	1,290,761
TOTAL CIRCULATION	8,397,078

Physical Collection	
Audio (audiobooks and music CDs)	76,401
Books	724,625
Braille items	334
Kits	322
Miscellaneous items	1,131
Periodicals	29,821
Videos (DVDs and Blu-ray)	75,221
Video games	8,714
Total physical items in the library collection at year-end	916,569

Digital Collection	
Electronic audiobooks (eAudiobooks)	23,580
Electronic books (eBooks)	87,091
Total digital items in the library collection at year-end	110,671
Licensed databases - Local	34
Licensed databases - State	40
Licensed databases - Total	74

Human Resources	
Number of MLS librarians	70
Full-time equivalent of MLS librarians	62
Number of non-MLS librarians	3
Full-time equivalent of non-MLS librarians	3
Number of other paid staff	238
Full-time equivalent of other paid staff	157
Total number of staff	311
Total full-time equivalents (FTEs)	225
Total hours per week worked by MLS librarians	2,494
Total hours per week worked by all staff	8,907
Staff training hours	5,331

MeLCat & Reciprocal Borrowing	
MeLCat items borrowed by KDL from other libraries	30,170
MeLCat items loaned by KDL to other libraries	28,967

2017 Statistical Information (cont'd)

Library for the Blind and Physically Handicapped (LBPH)	
Number of registered patrons	977
Total circulation	74,419

Patron Services: Centralized Phone Center		
Phone Calls	Quantity	% of Total
Circulation	23,014	29%
Directional	938	1%
Programming	2,376	3%
Reference	12,318	15%
Transfers to branch staff	7,375	9%
General	35,087	43%
Total	81,108	
Percentage of calls handled (i.e. not transferred to branch staff)		91%
AskKDL (Online Forms and Email Inquiries)		
Circulation	2,421	46%
Programming	155	3%
Reference	392	8%
General	2,248	43%
Total	5,216	
LibChat (Online Chat in kdl.org)	1,078	
Total	6,294	

Technology	
Computers for staff	230
Computers for public	249
Patron log-ins to public computers	362,668
Patron log-ins to wireless network	739,337
Self check-out units	41
Self check-in units	14
Most concurrent patrons using the wireless network	2,942

Programs		
Type	# of Events	# of Participants
Outreach (tours, workshops, etc.)	1,947	114,286
Programs for young children	2,507	79,456
Programs for school age children	539	18,618
Programs for teens	317	6,899
Programs for adults	856	10,873
Programs for all ages	390	34,159
Total	6,556	264,291

Summer Reading Program	
Completers	Total
Babies (ages 0 - 24 mo)	793
Youth (ages 2 - 10 yrs)	9,042
Teen (ages 11 - 17 yrs)	2,620
Adult (ages 18 and older)	3,014
Total	15,469

Volunteers	
Number of Volunteers	TOTAL
Adults	170
Teens	401
Volunteer Hours	TOTAL
Adults	650
Teens	5,774

Website	
Visits to KDL.org	1,406,910
Visits to KDL's eBook/eAudiobook site	1,326,870
Visits to What's Next?: Books in Series site	719,114
Visits to KDL databases	78,539
Ask KDL (online form and email inquiries handled)	5,216
LibChat (online chat sessions)	1,078
Personalized Picks lists created	615
Blog posts	144
Percent of visits from mobile devices	44%
eNewsletter subscribers	82,263

Annual Counts	
Library visits	2,663,220
Outreach Attendance	114,286
Population of service area (2010 U.S. Census)	395,660
Cardholders (library registrations)	203,960
Information requests/computer assistance	739,999
Total annual open hours	49,851
Total weekly public service hours	996

Per Capita Measures	
Circulation per capita	21.22
Circulation per registered borrower	36.50
Collection turnover rate (i.e., circulation/collection)	8.17
Expenditure per capita	\$52.89
Holdings per capita	2.59
Program attendance per capita	0.67
Public internet use per capita (PC & wireless log-ins)	2.78
Reference transactions per capita	1.87
Registration as a percentage of population	51.55%
Visits per Capita	
In person	6.73
Virtual (Website)	8.73

Systemwide Overview | 2017 Statistical Information

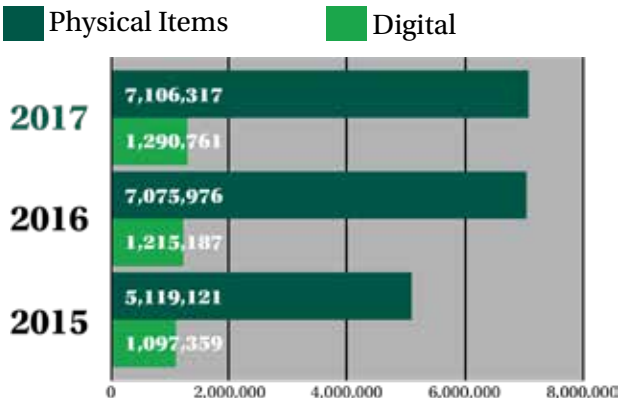
KENT DISTRICT LIBRARY FACTS

Library Director	Lance Werner
Population of Service Area	395,660
Physical Collection Size	916,569
Digital Collection Size	110,671
Public Computers	249
Staff	223 FTEs
Open Hours	996 hrs/wk

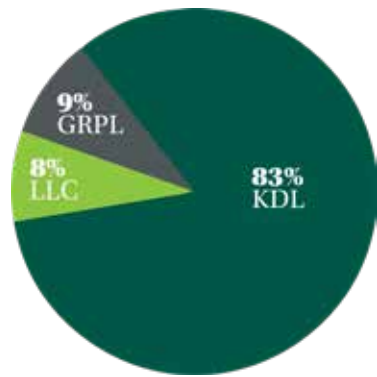
POPULATION WITH LIBRARY CARD



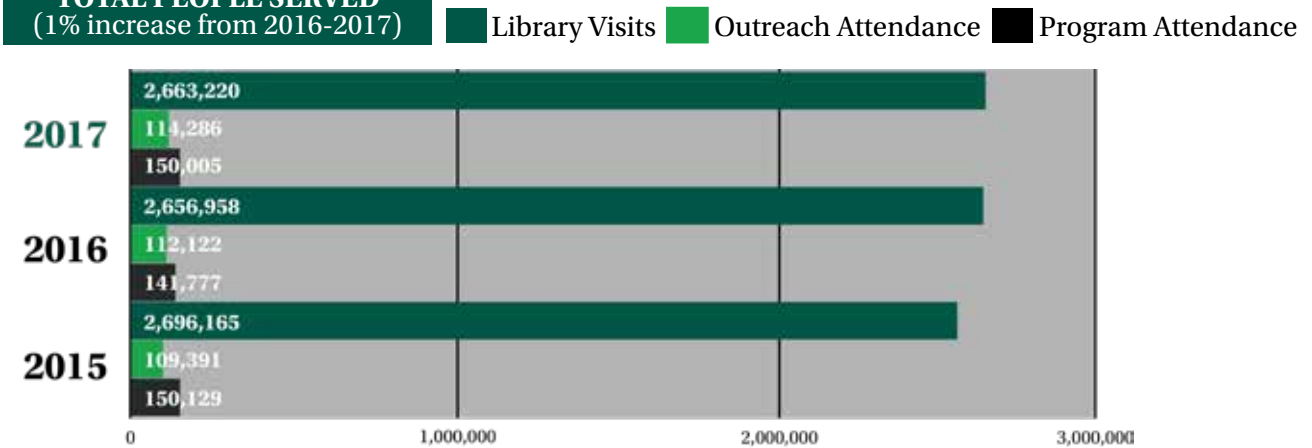
TOTAL ITEMS CHECKED-OUT (2% increase from 2016-2017)



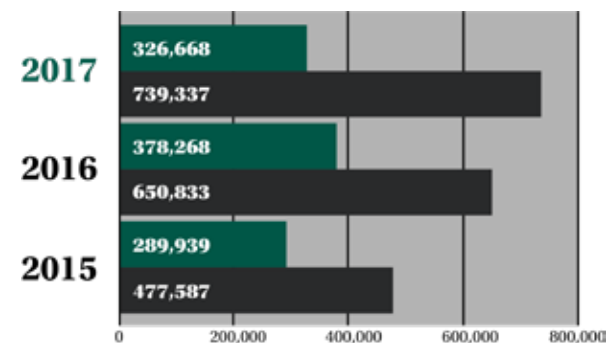
BRANCH CHECK-OUTS BY RESIDENT



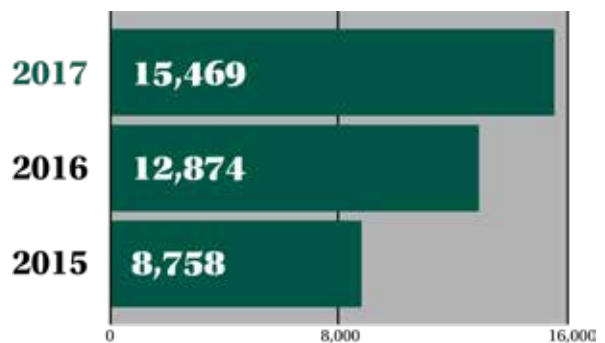
TOTAL PEOPLE SERVED (1% increase from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (7% increase in total log-ins from 2016-2017)



TOTAL SUMMER READING COMPLETERS (20% increase from 2016-2017)



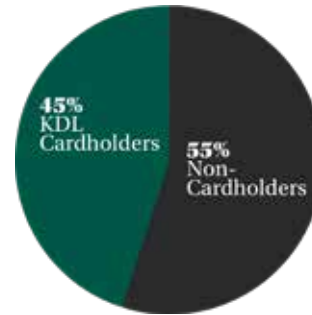
Public Computer Log-ins Wireless Log-ins

Alpine Twp. Branch | 2017 Statistical Information

BRANCH FACTS

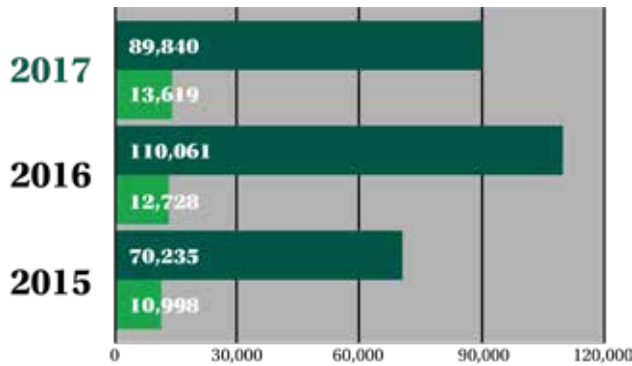
Branch Manager	Shaunna Martz
Population of Service Area	13,336
Building Size	4,862 square feet
Public Computers	8
Staff	3 FTEs
Open Hours	40 hrs/wk

POPULATION WITH LIBRARY CARD

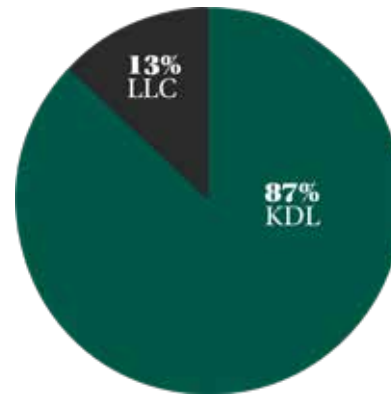


TOTAL ITEMS CHECKED-OUT (16% decrease from 2016-2017)

Physical Items Digital

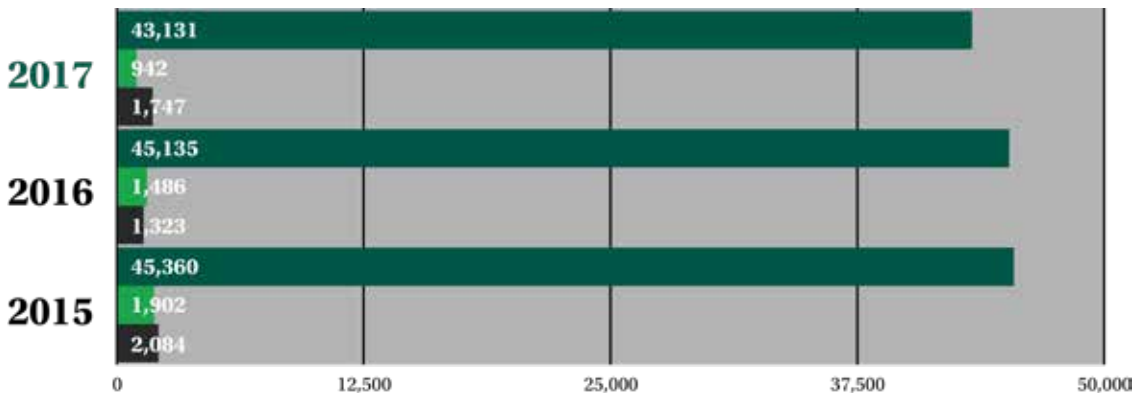


BRANCH CHECK-OUTS BY RESIDENT

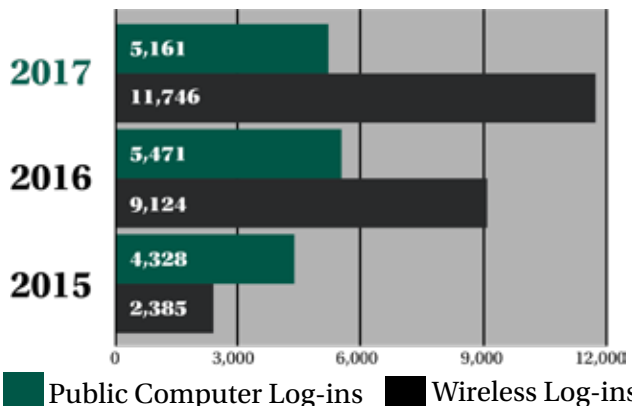


TOTAL PEOPLE SERVED (4% decrease from 2016-2017)

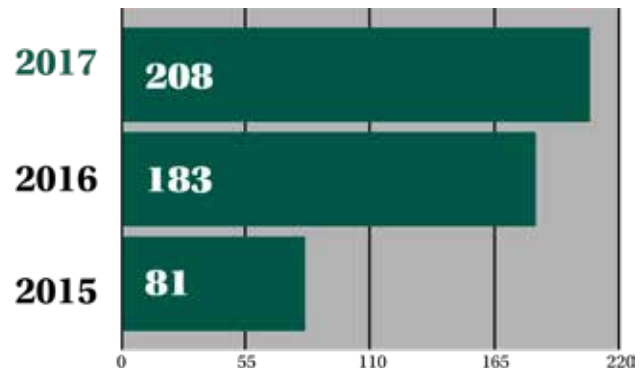
Library Visits Outreach Attendance Program Attendance



TOTAL BRANCH COMPUTER LOG-INS (16% increase in total log-ins from 2016-2017)

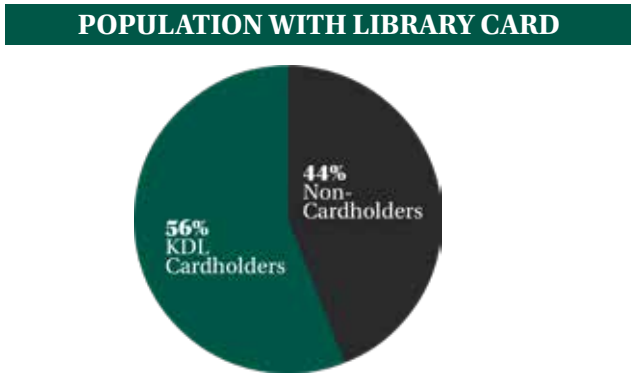


TOTAL SUMMER READING COMPLETERS (14% increase from 2016-2017)

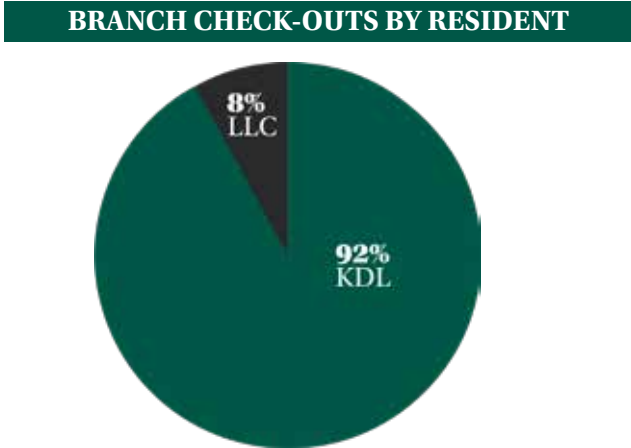
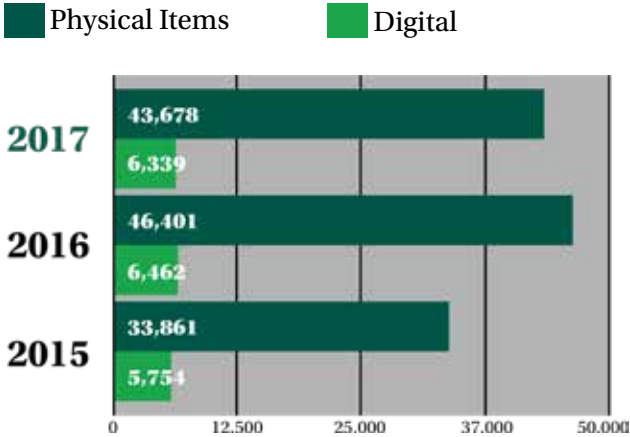


Alto Branch | 2017 Statistical Information

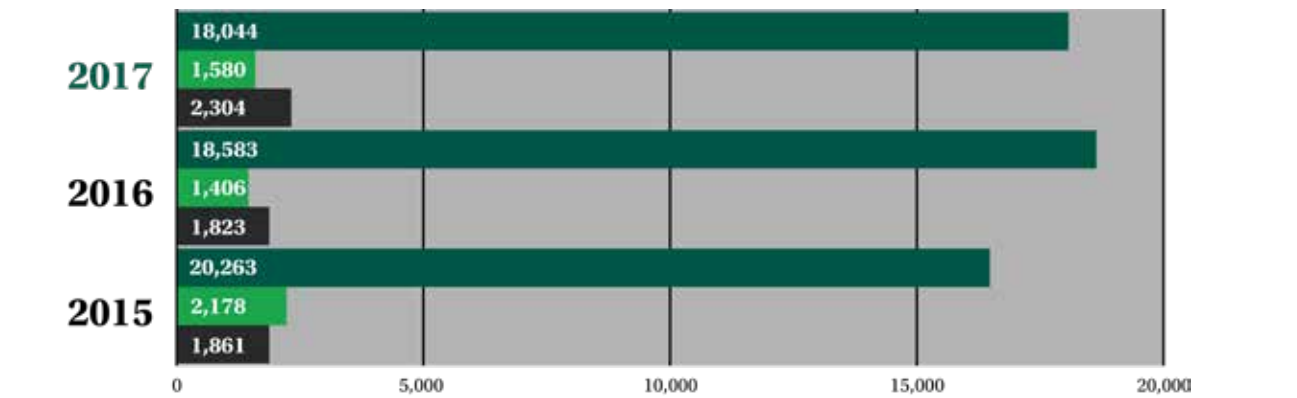
BRANCH FACTS	
Branch Manager	Sandy Graham
Population of Service Area	2,793
Building Size	5,795 square feet
Public Computers	4
Staff	2.875 FTEs
Open Hours	37.5 hrs/wk



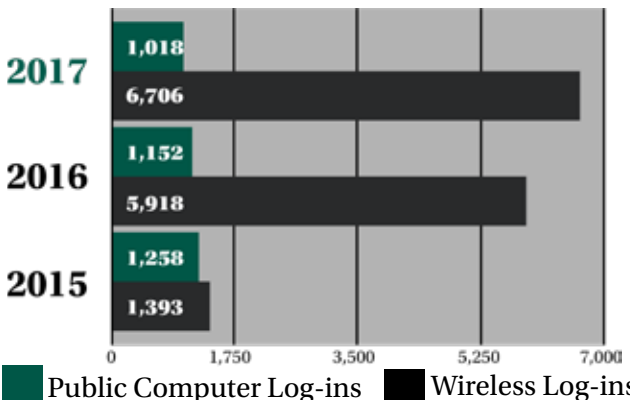
TOTAL ITEMS CHECKED-OUT (5% decrease from 2016-2017)



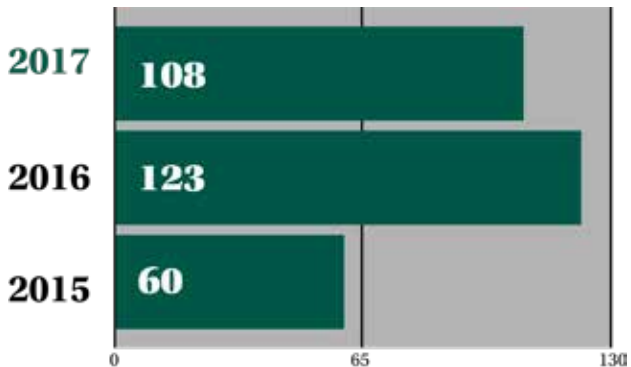
TOTAL PEOPLE SERVED (1% increase from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (9% increase in total log-ins from 2016-2017)



TOTAL SUMMER READING COMPLETERS (12% decrease from 2016-2017)

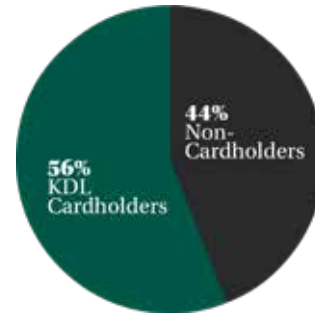


Byron Twp. Branch | 2017 Statistical Information

BRANCH FACTS

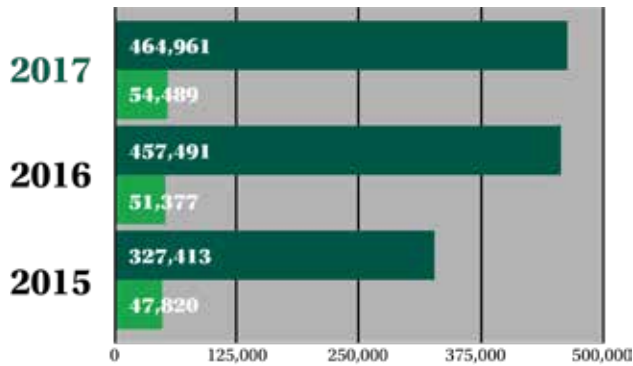
Branch Manager	Eric DeHaan
Population of Service Area	20,317
Building Size	13,600 square feet
Public Computers	9
Staff	8.675 FTEs
Open Hours	54.5 hrs/wk

POPULATION WITH LIBRARY CARD

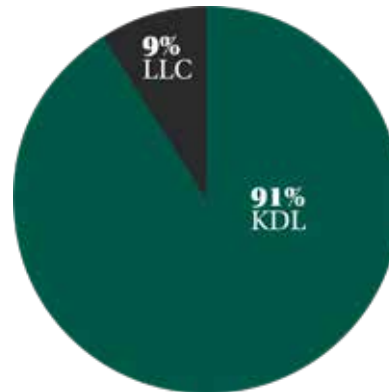


TOTAL ITEMS CHECKED-OUT (2% increase from 2016-2017)

Physical Items Digital

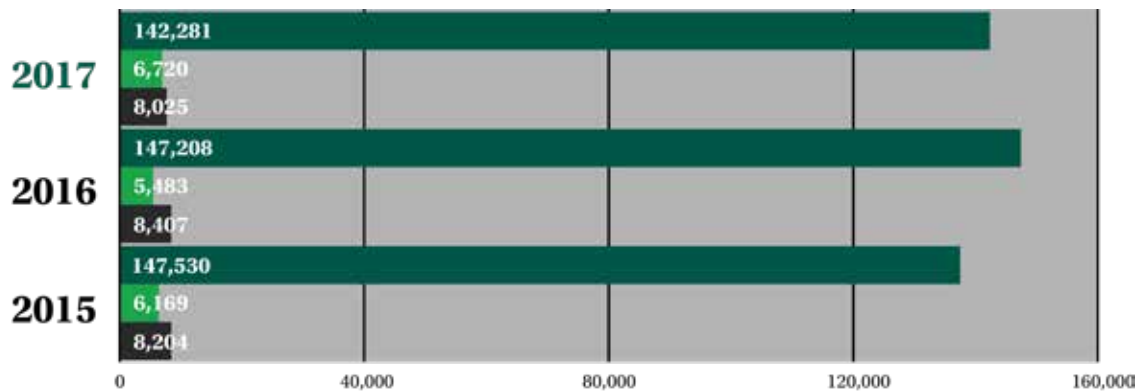


BRANCH CHECK-OUTS BY RESIDENT

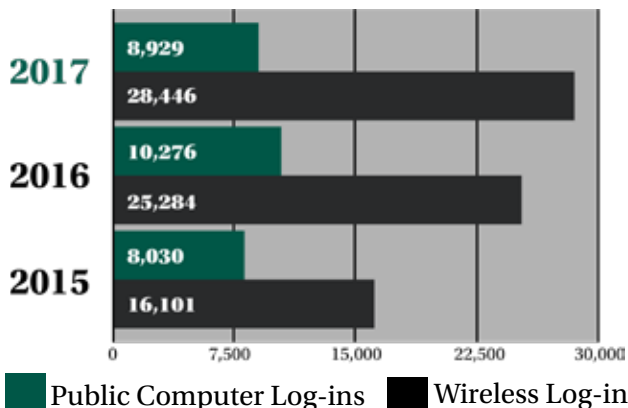


TOTAL PEOPLE SERVED (3% decrease from 2016-2017)

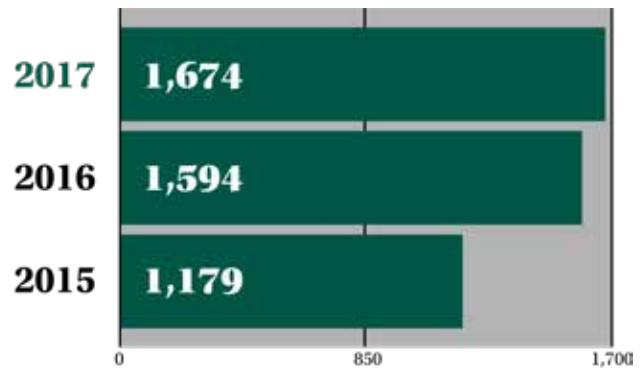
Library Visits Outreach Attendance Program Attendance



TOTAL BRANCH COMPUTER LOG-INS (5% increase in total log-ins from 2016-2017)



TOTAL SUMMER READING COMPLETERS (5% increase from 2016-2017)

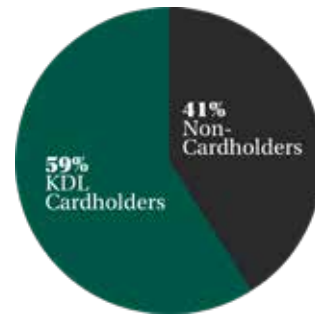


Caledonia Twp. Branch | 2017 Statistical Information

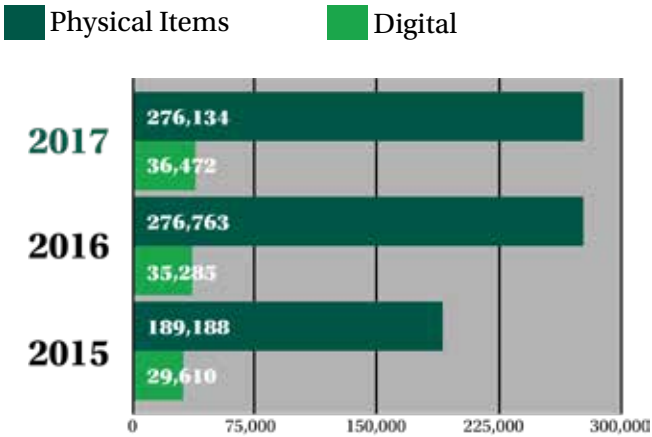
BRANCH FACTS

Branch Manager	Liz Guarino-Kozlownic
Population of Service Area	12,294
Building Size	15,464 square feet
Public Computers	14
Staff	6.5 FTEs
Open Hours	49 hrs/wk

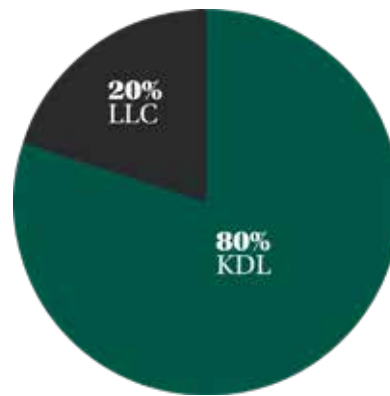
POPULATION WITH LIBRARY CARD



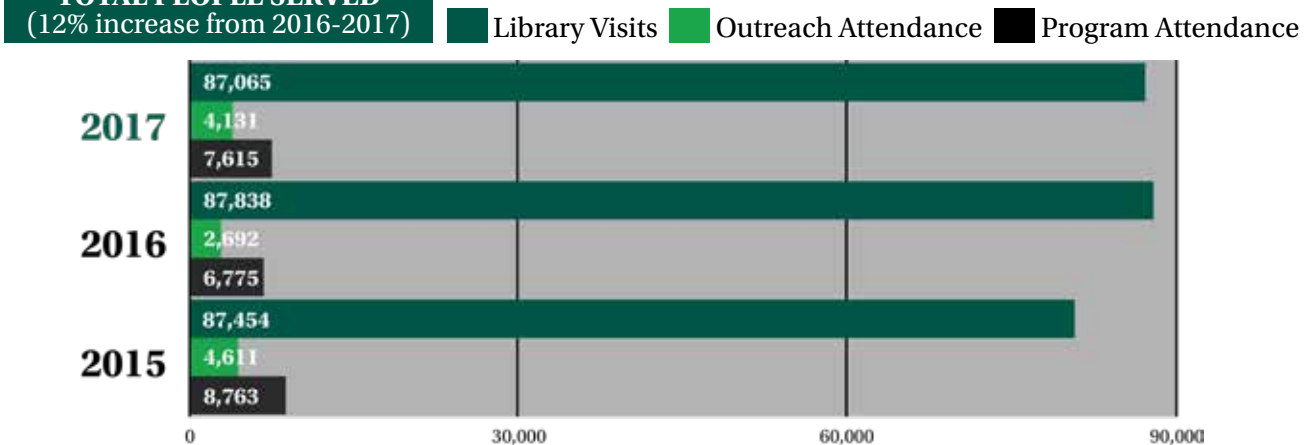
TOTAL ITEMS CHECKED-OUT (0% change from 2016-2017)



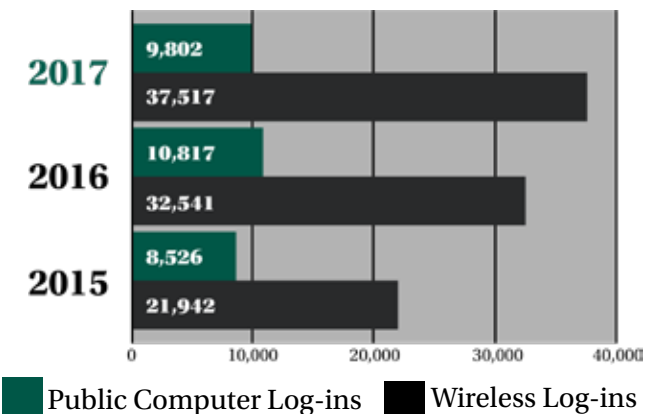
BRANCH CHECK-OUTS BY RESIDENT



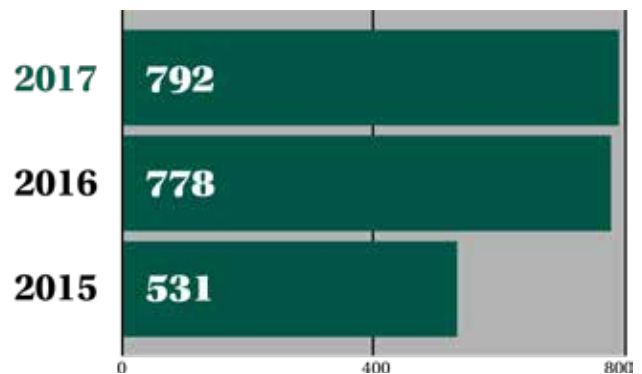
TOTAL PEOPLE SERVED (12% increase from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (9% increase in total log-ins from 2016-2017)



TOTAL SUMMER READING COMPLETERS (2% increase from 2016-2017)



Cascade Twp. Branch | 2017 Statistical Information

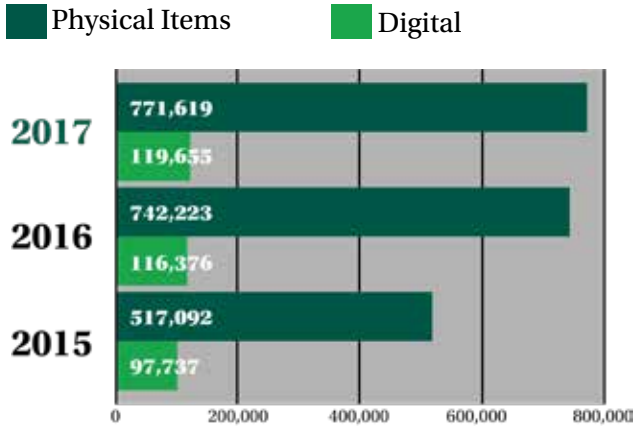
BRANCH FACTS

Branch Manager	Diane Cutler
Population of Service Area	17,134
Building Size	21,913 square feet
Public Computers	12
Staff	15.825 FTEs
Open Hours	62 hrs/wk

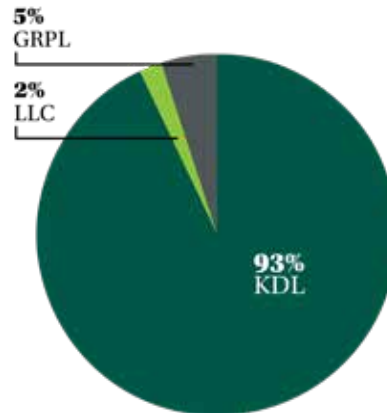
POPULATION WITH LIBRARY CARD



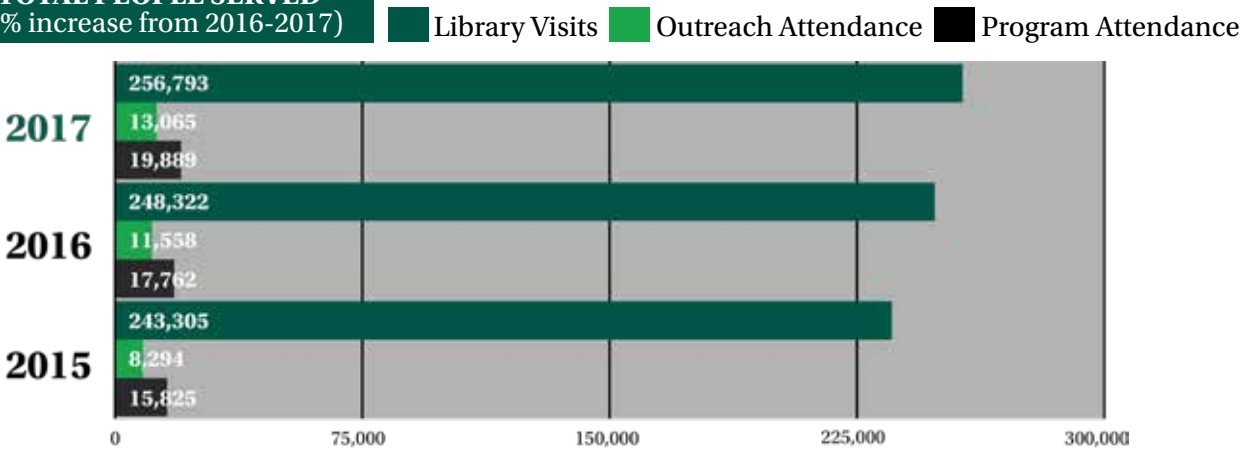
TOTAL ITEMS CHECKED-OUT (4% increase from 2016-2017)



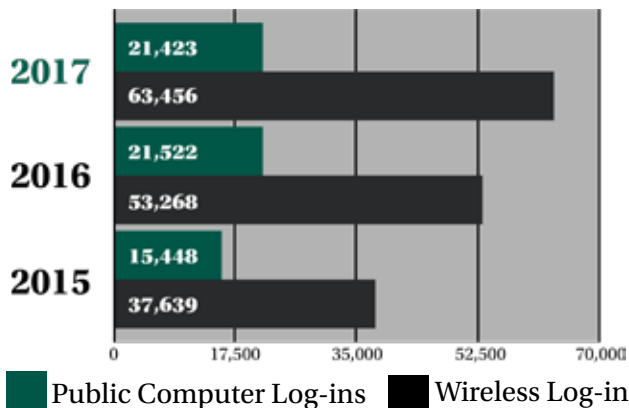
BRANCH CHECK-OUTS BY RESIDENT



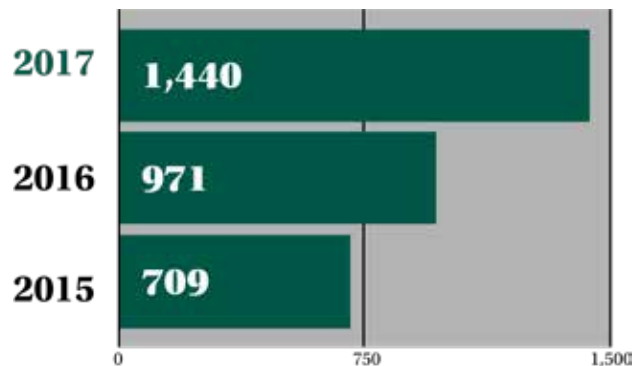
TOTAL PEOPLE SERVED (4% increase from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (13% increase in total log-ins from 2016-2017)



TOTAL SUMMER READING COMPLETERS (48% increase from 2016-2017)

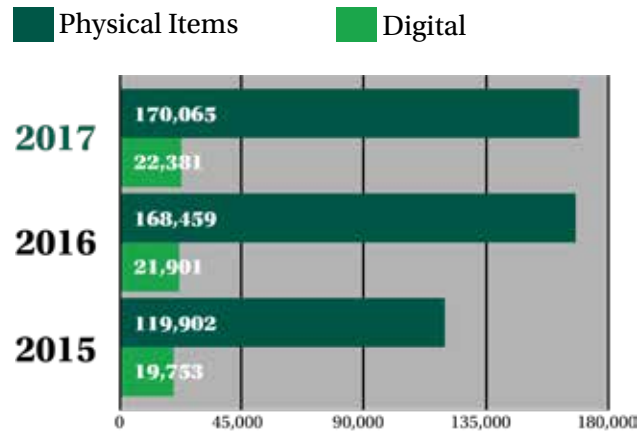


Comstock Park Branch | 2017 Statistical Information

BRANCH FACTS

Branch Manager	Nancy Mulder
Population of Service Area	30,952 (Plainfield Twp.)
Building Size	4,095 square feet
Public Computers	6
Staff	4.675 FTEs
Open Hours	45.5 hrs/wk

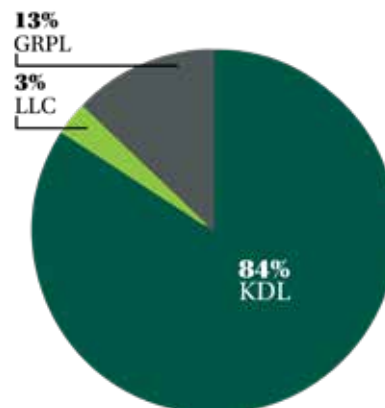
TOTAL ITEMS CHECKED-OUT (1% increase from 2016-2017)



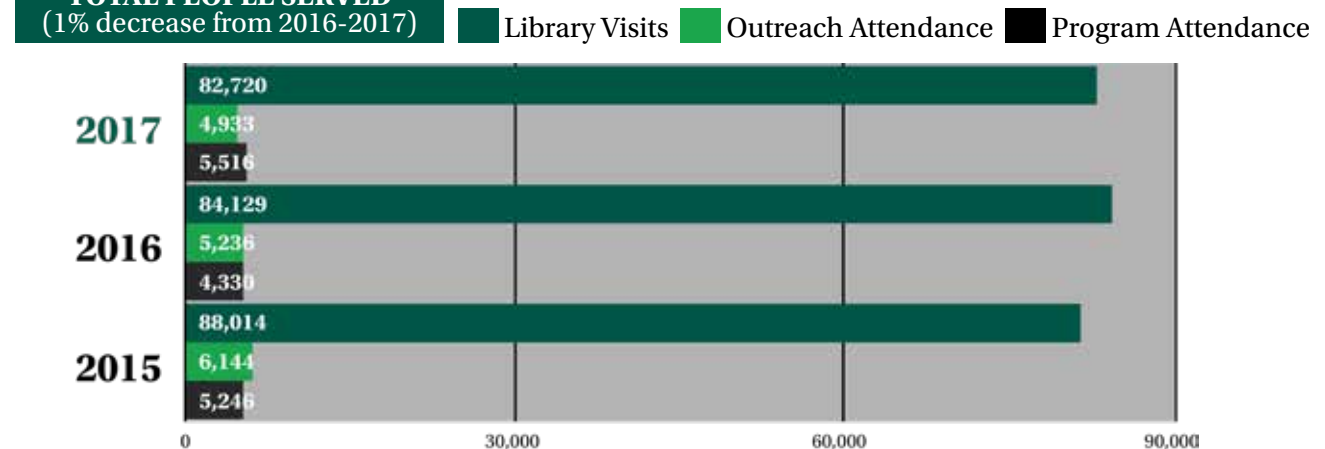
POPULATION WITH LIBRARY CARD



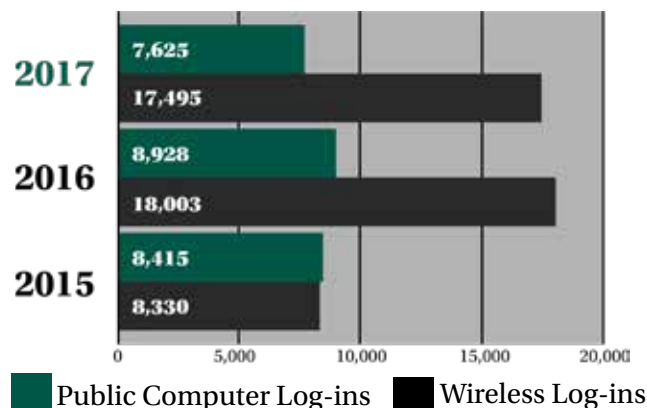
BRANCH CHECK-OUTS BY RESIDENT



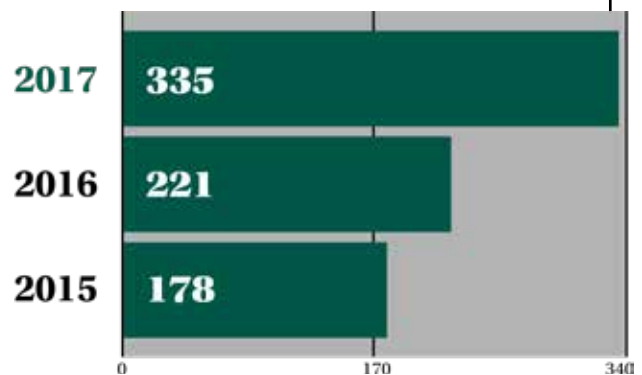
TOTAL PEOPLE SERVED (1% decrease from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (7% decrease in total log-ins from 2016-2017)



TOTAL SUMMER READING COMPLETERS (52% increase from 2016-2017)



East Grand Rapids Branch | 2017 Statistical Information

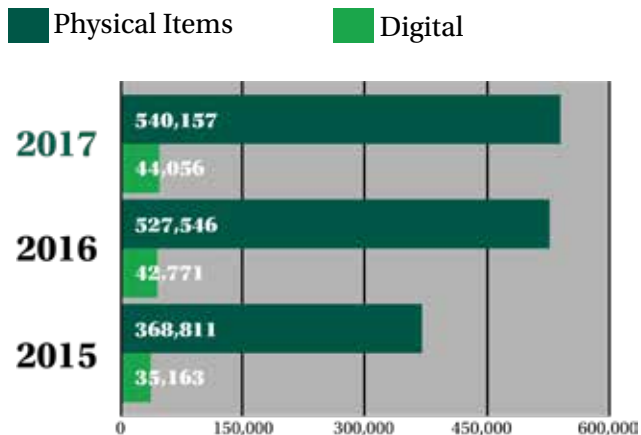
BRANCH FACTS

Branch Manager	Dawn Lewis
Population of Service Area	10,694
Building Size	26,950 square feet
Public Computers	14
Staff	13.65 FTEs
Open Hours	62 hrs/wk

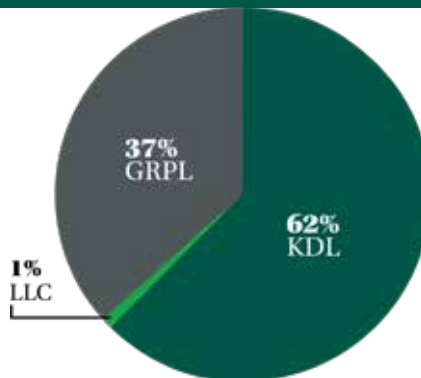
POPULATION WITH LIBRARY CARD



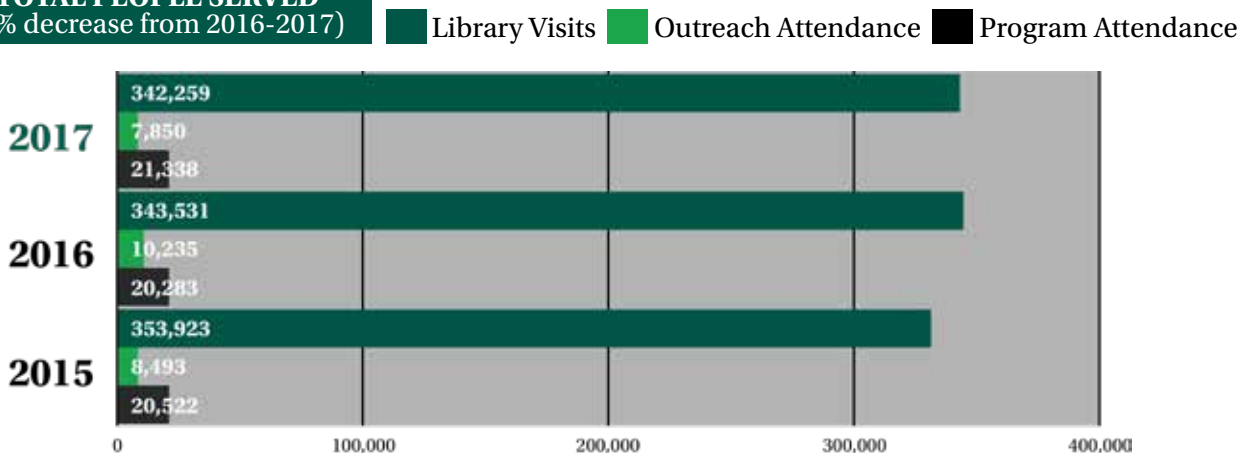
TOTAL ITEMS CHECKED-OUT (2% increase from 2016-2017)



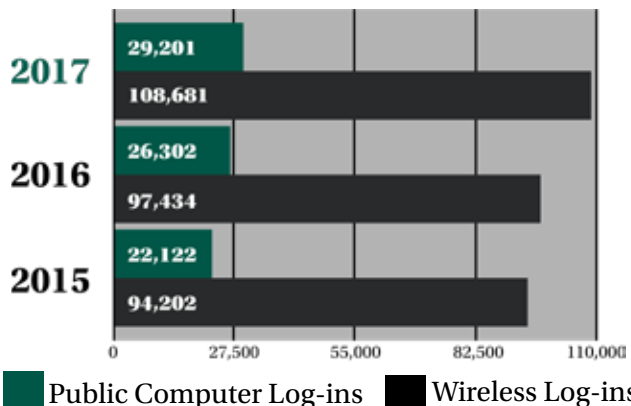
BRANCH CHECK-OUTS BY RESIDENT



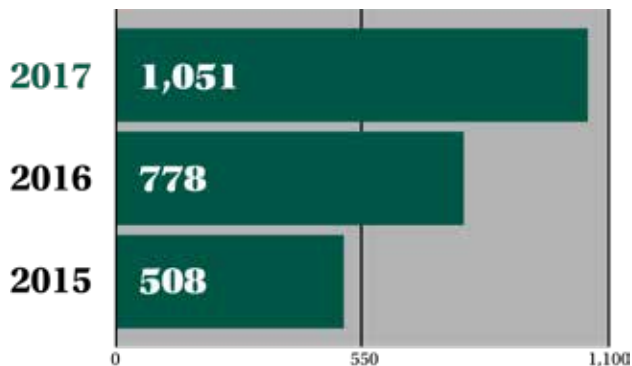
TOTAL PEOPLE SERVED (1% decrease from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (11% increase in total log-ins from 2016-2017)

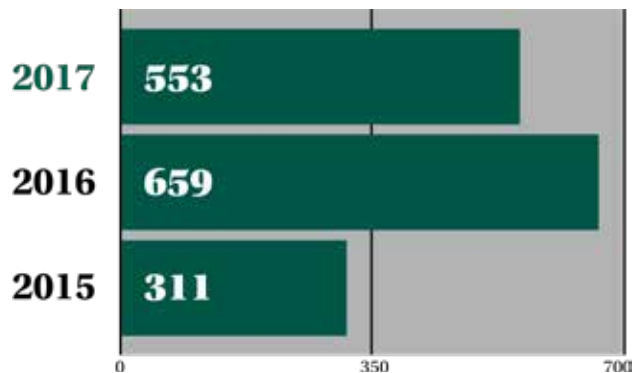
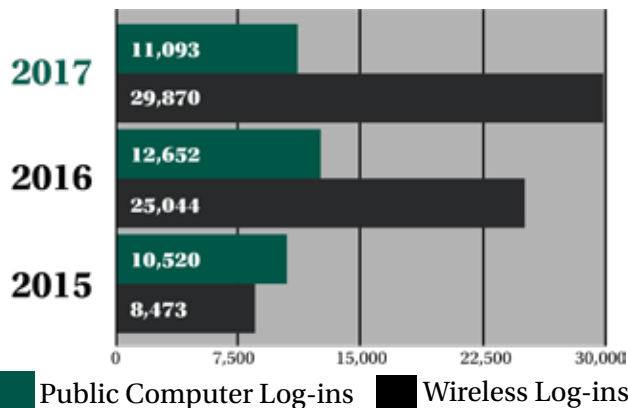
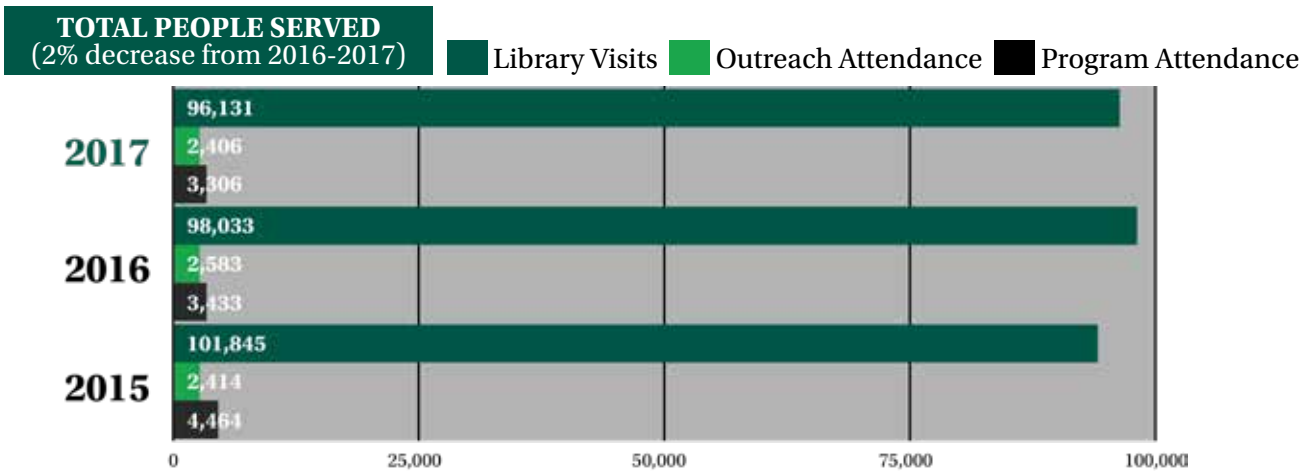
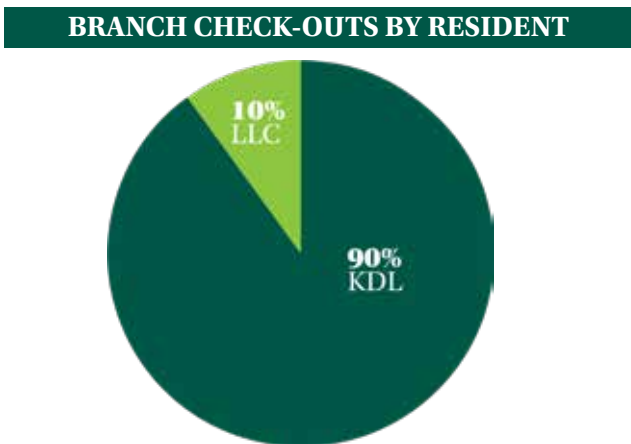
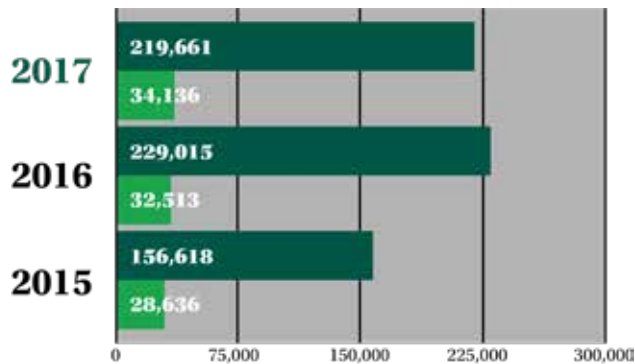
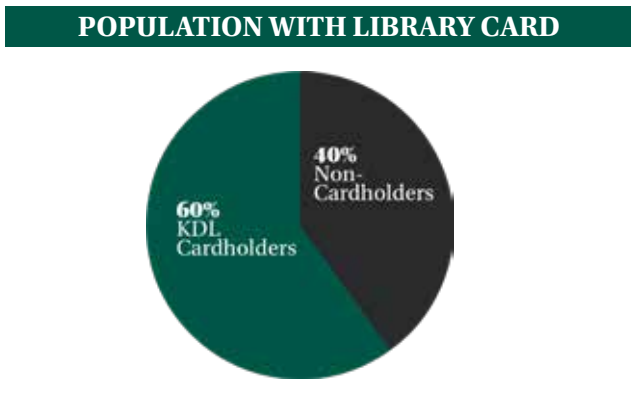


TOTAL SUMMER READING COMPLETERS (35% increase from 2016-2017)



Englehardt Branch | 2017 Statistical Information

BRANCH FACTS	
Branch Manager	Heather Wood-Gramza
Population of Service Area	3,783 (City of Lowell)
Building Size	8,771 square feet
Public Computers	8
Staff	5.325 FTEs
Open Hours	46.5 hrs/wk



Gaines Twp. Branch | 2017 Statistical Information

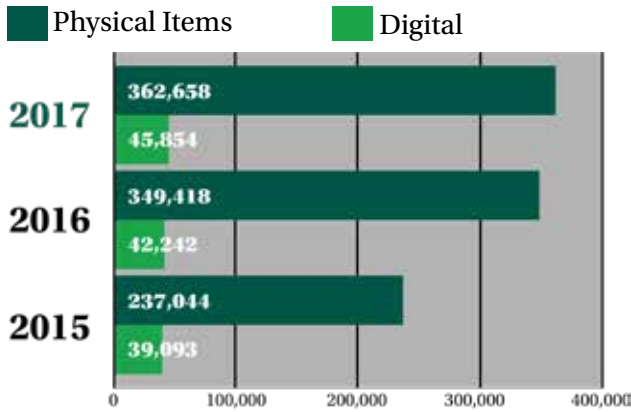
BRANCH FACTS

Branch Manager	Anjie Gleisner
Population of Service Area	25,146
Building Size	10,400 square feet
Public Computers	16
Staff	7.675 FTEs
Open Hours	54 hrs/wk

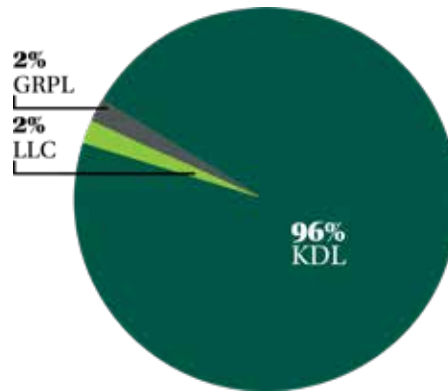
POPULATION WITH LIBRARY CARD



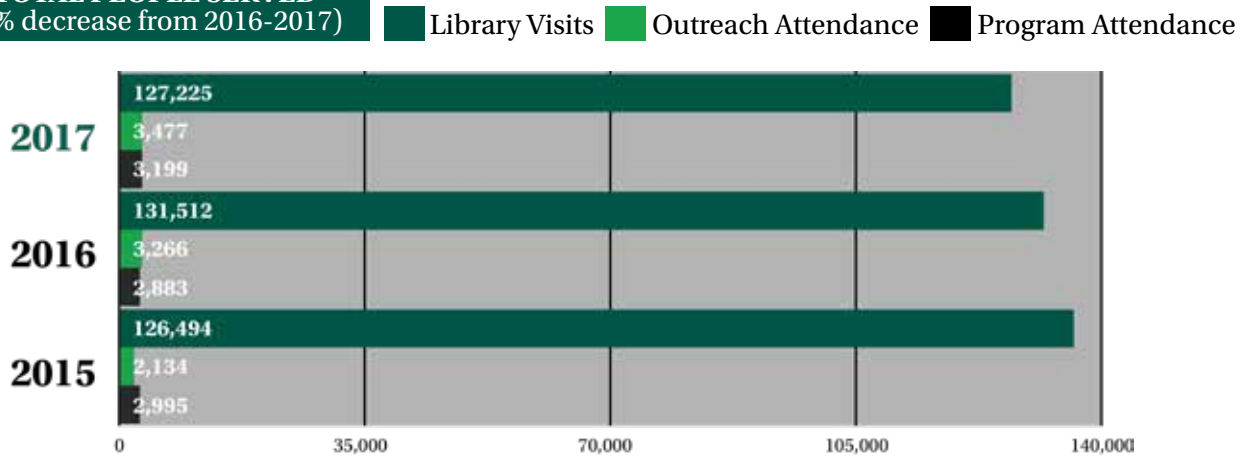
TOTAL ITEMS CHECKED-OUT (4% increase from 2016-2017)



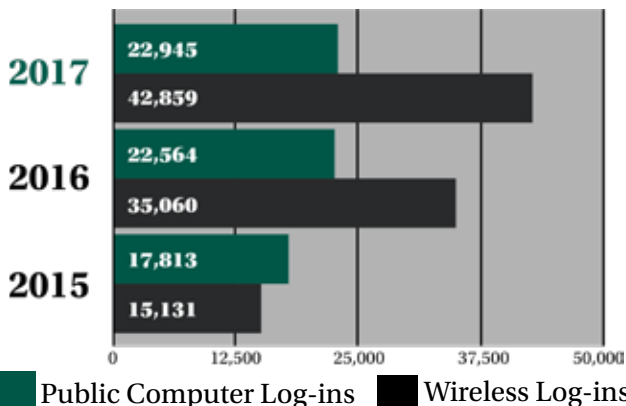
BRANCH CHECK-OUTS BY RESIDENT



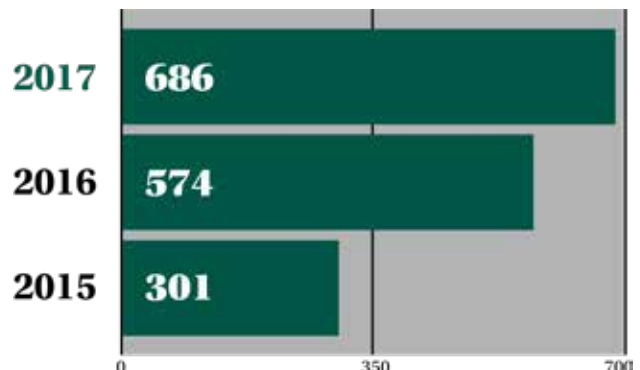
TOTAL PEOPLE SERVED (3% decrease from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (14% increase in total log-ins from 2016-2017)



TOTAL SUMMER READING COMPLETERS (20% increase from 2016-2017)

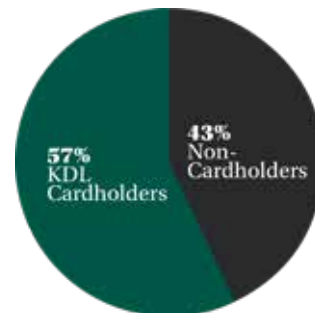


Grandville Branch | 2017 Statistical Information

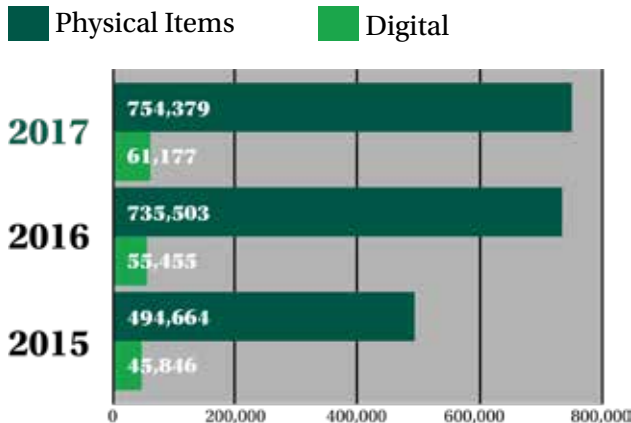
BRANCH FACTS

Branch Manager	Josh Bernstein
Population of Service Area	15,378
Building Size	18,672 square feet
Public Computers	19
Staff	14.825 FTEs
Open Hours	62 hrs/wk

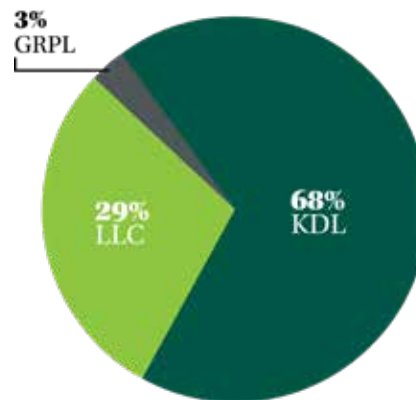
POPULATION WITH LIBRARY CARD



TOTAL ITEMS CHECKED-OUT (3% increase from 2016-2017)

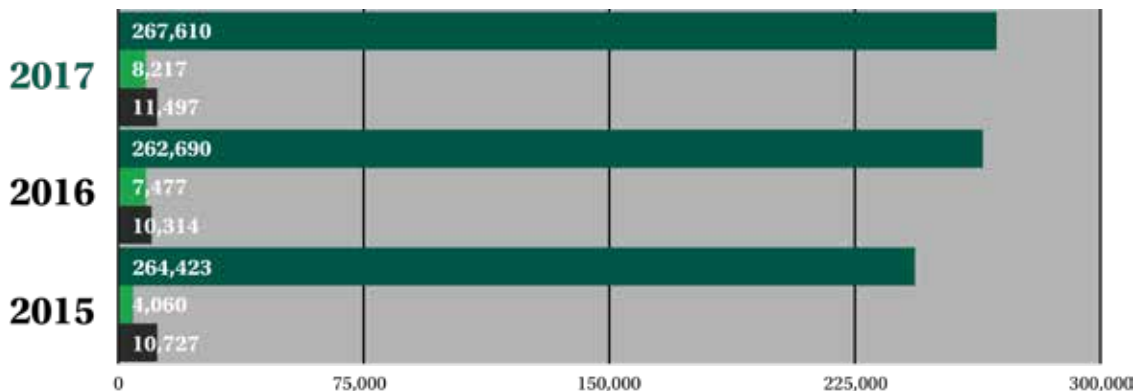


BRANCH CHECK-OUTS BY RESIDENT

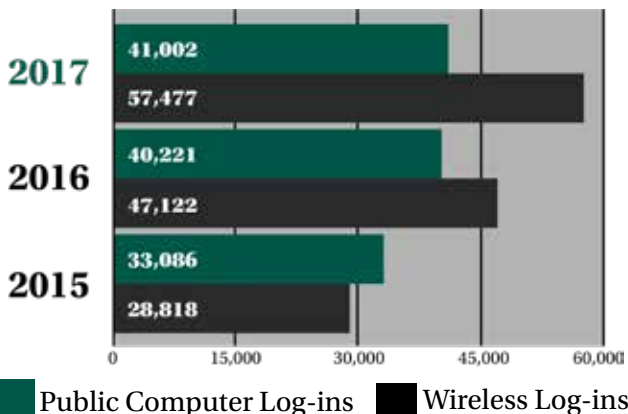


TOTAL PEOPLE SERVED (2% increase from 2016-2017)

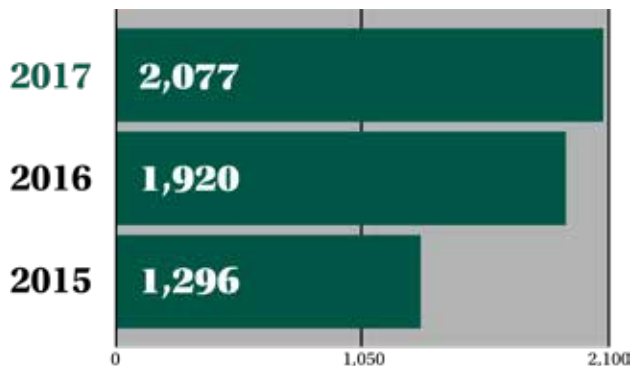
Library Visits Outreach Attendance Program Attendance



TOTAL BRANCH COMPUTER LOG-INS (13% increase in total log-ins from 2016-2017)



TOTAL SUMMER READING COMPLETERS (8% increase from 2016-2017)



Public Computer Log-ins Wireless Log-ins

Kentwood (Richard L. Root) Branch | 2017 Statistical Information

BRANCH FACTS

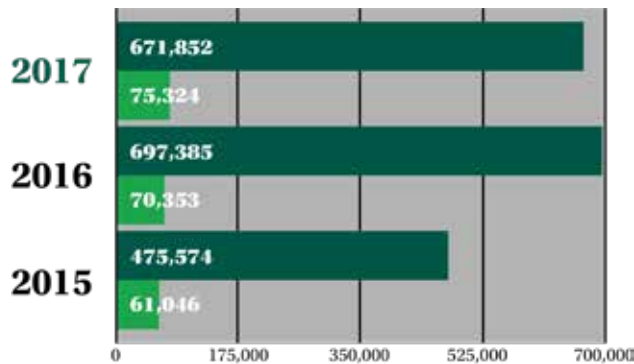
Branch Manager	Cheryl Cammenga
Population of Service Area	48,707
Building Size	45,489 square feet
Public Computers	37
Staff	15.975 FTEs
Open Hours	62 hrs/wk

POPULATION WITH LIBRARY CARD

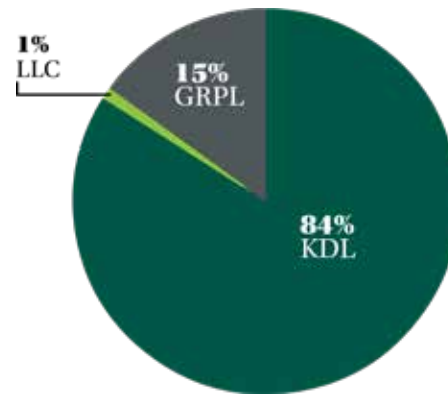


TOTAL ITEMS CHECKED-OUT (3% decrease from 2016-2017)

Physical Items Digital

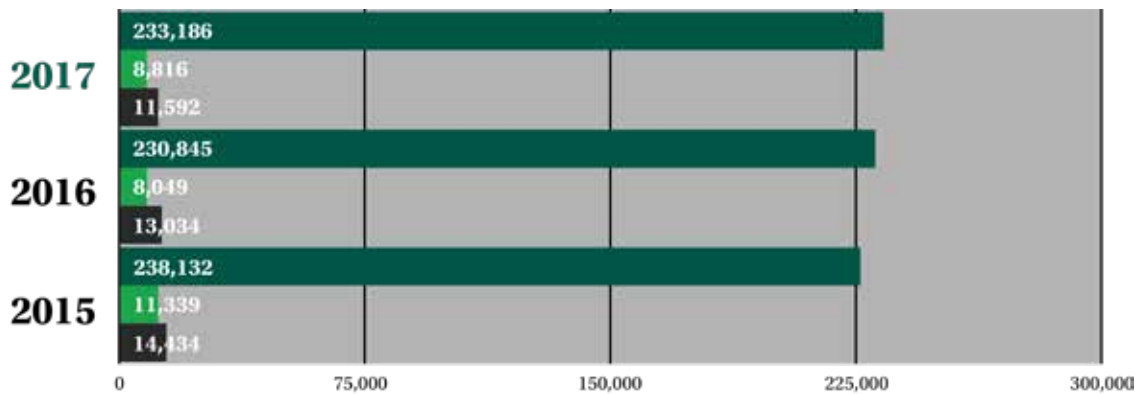


BRANCH CHECK-OUTS BY RESIDENT

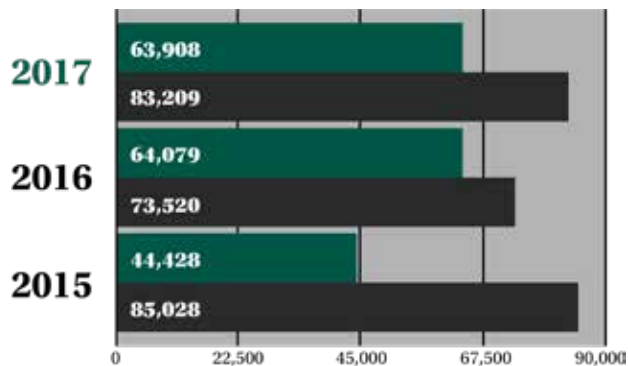


TOTAL PEOPLE SERVED (1% increase from 2016-2017)

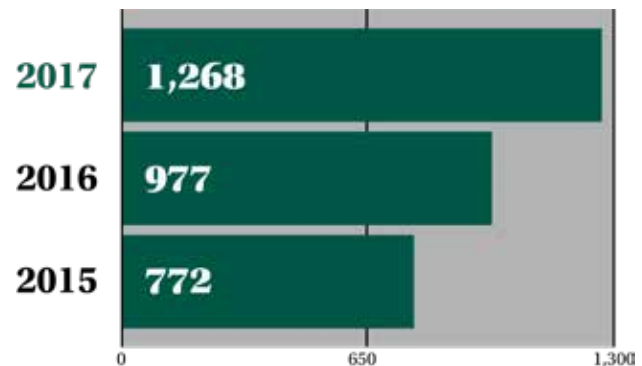
Library Visits Outreach Attendance Program Attendance



TOTAL BRANCH COMPUTER LOG-INS (7% increase in total log-ins from 2016-2017)



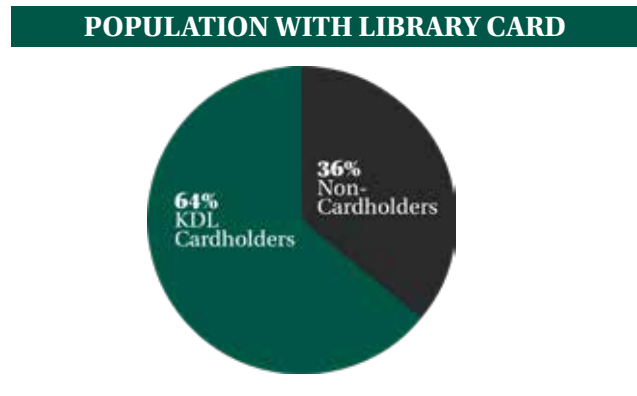
TOTAL SUMMER READING COMPLETERS (30% increase from 2016-2017)



Public Computer Log-ins Wireless Log-ins

Krause Memorial Branch | 2017 Statistical Information

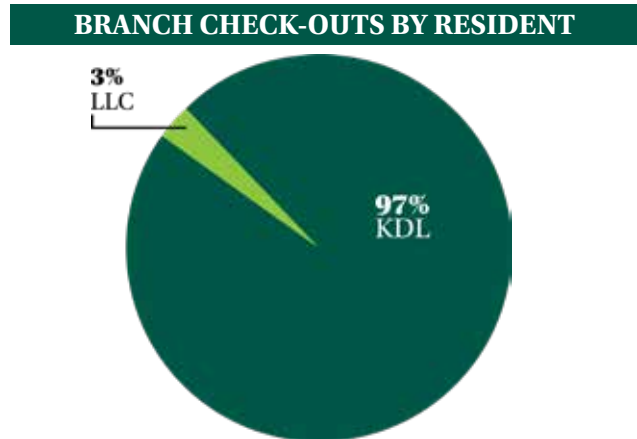
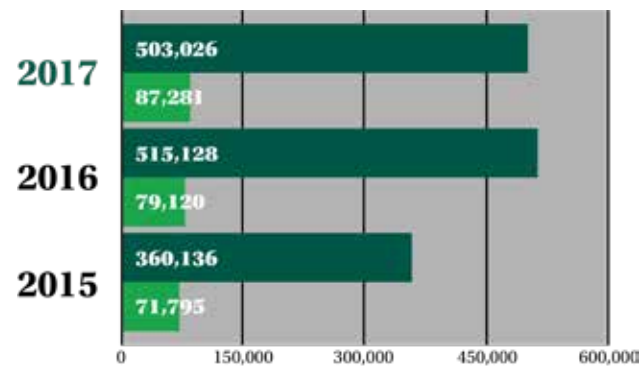
BRANCH FACTS	
Branch Manager	Jennifer German
Population of Service Area	5,719 (City of Rockford)
Building Size	9,500 square feet
Public Computers	11
Staff	9.3 FTEs
Open Hours	54.5 hrs/wk



TOTAL ITEMS CHECKED-OUT

(1% decrease from 2016-2017)

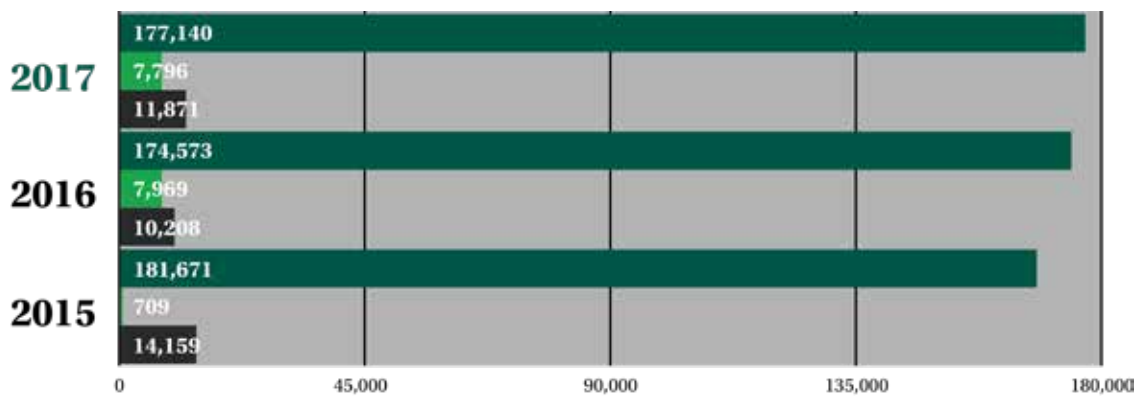
Physical Items Digital



TOTAL PEOPLE SERVED

(2% increase from 2016-2017)

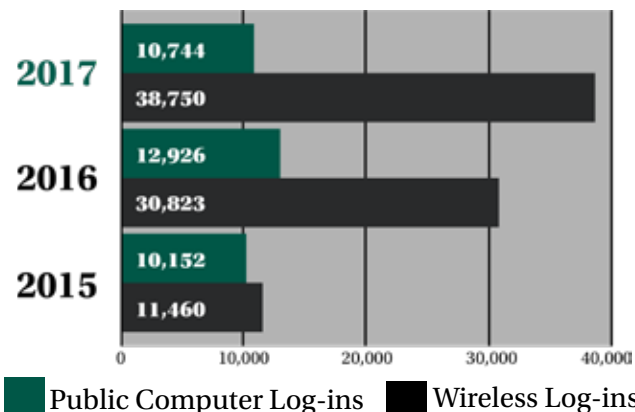
Library Visits Outreach Attendance Program Attendance



TOTAL BRANCH COMPUTER LOG-INS

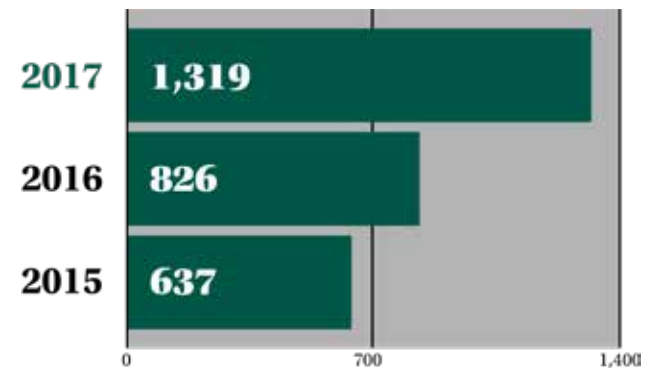
(13% increase in total log-ins from 2016-2017)

Public Computer Log-ins Wireless Log-ins



TOTAL SUMMER READING COMPLETERS

(60% increase from 2016-2017)



Nelson Twp. / Sand Lake Branch | 2017 Statistical Information

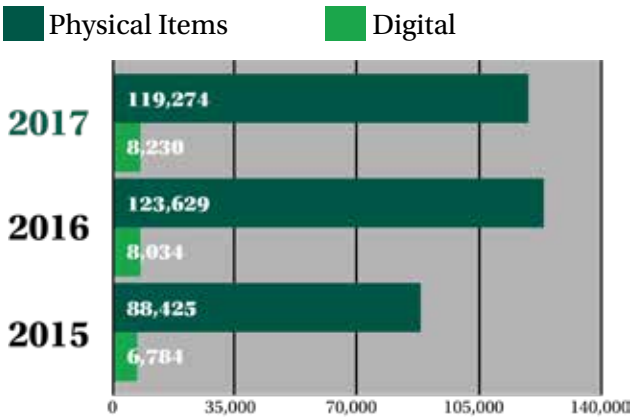
BRANCH FACTS

Branch Manager	Paula Wright
Population of Service Area	4,764
Building Size	8,736 square feet
Public Computers	10
Staff	4.075 FTEs
Open Hours	42 hrs/wk

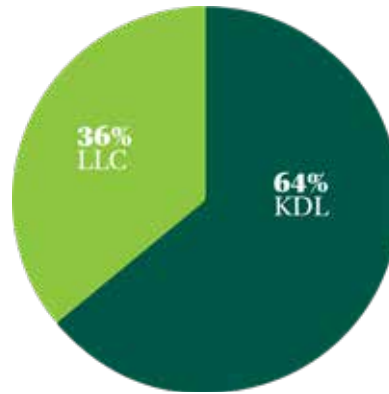
POPULATION WITH LIBRARY CARD



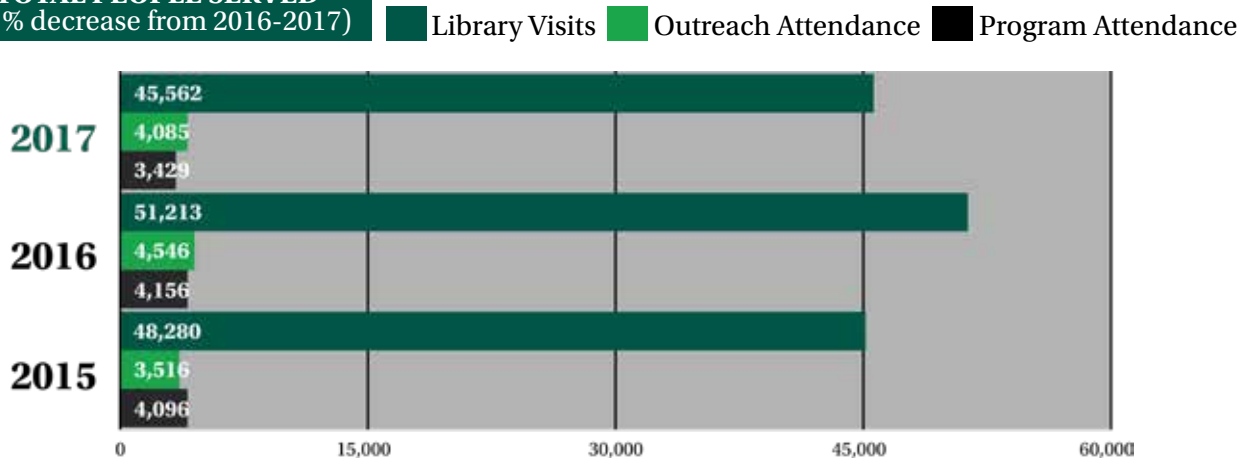
TOTAL ITEMS CHECKED-OUT (3% decrease from 2016-2017)



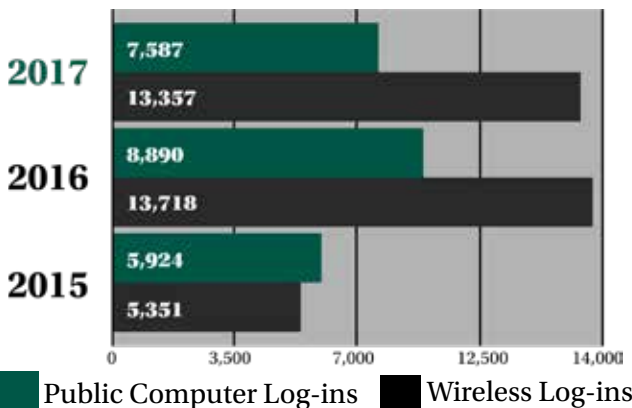
BRANCH CHECK-OUTS BY RESIDENT



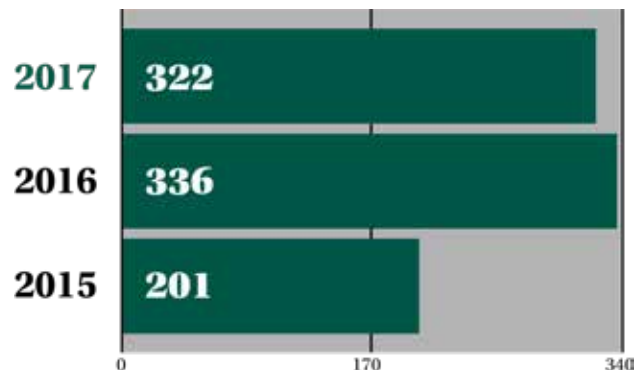
TOTAL PEOPLE SERVED (11% decrease from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (7% decrease in total log-ins from 2016-2017)

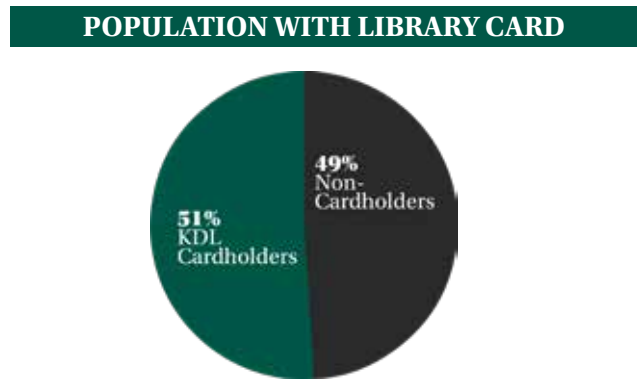


TOTAL SUMMER READING COMPLETERS (4% decrease from 2016-2017)



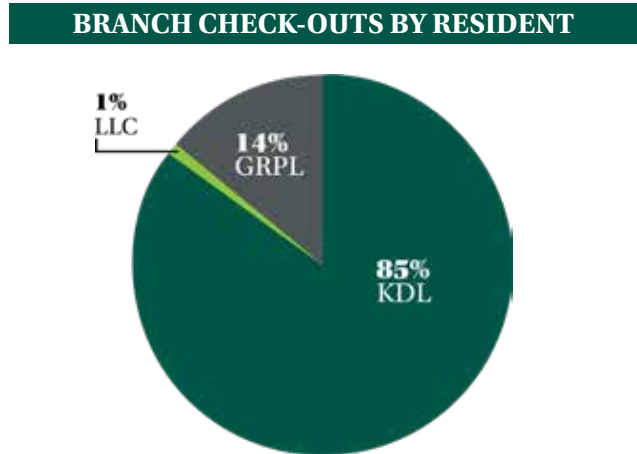
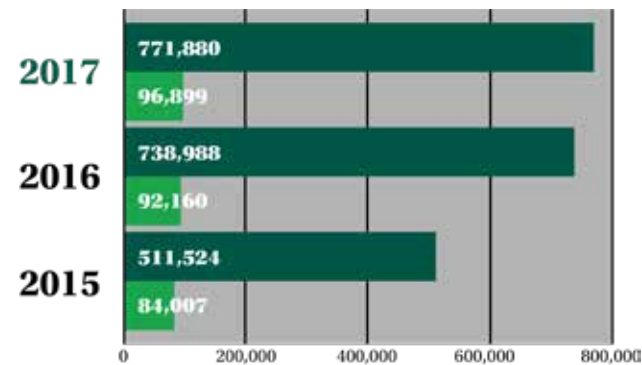
Plainfield Twp. Branch | 2017 Statistical Information

BRANCH FACTS	
Branch Manager	Zandra Blake
Population of Service Area	30,952
Building Size	26,420 square feet
Public Computers	19
Staff	15.45 FTEs
Open Hours	62 hrs/wk



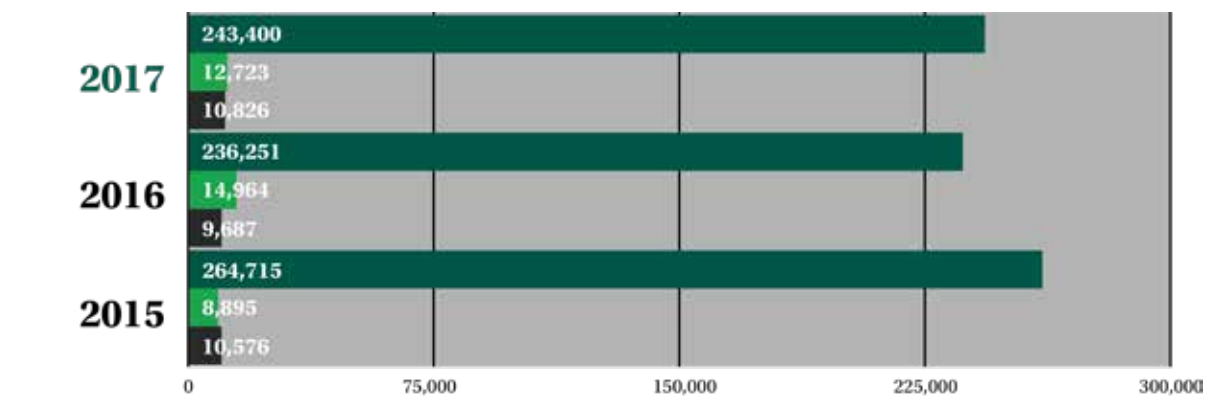
TOTAL ITEMS CHECKED-OUT (5% increase from 2016-2017)

Physical Items Digital



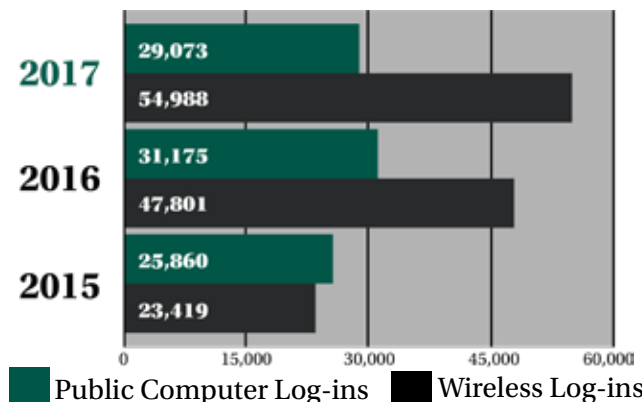
TOTAL PEOPLE SERVED (2% increase from 2016-2017)

Library Visits Outreach Attendance Program Attendance

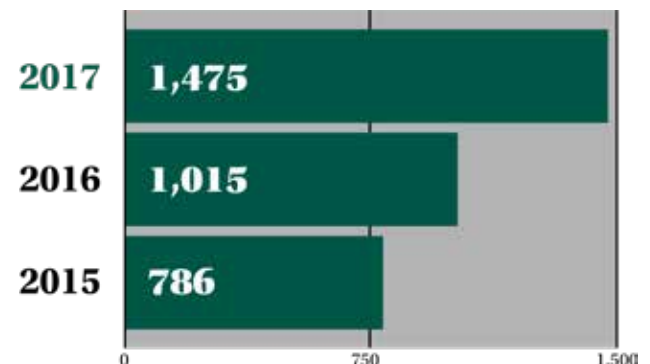


TOTAL BRANCH COMPUTER LOG-INS (6% increase in total log-ins from 2016-2017)

Public Computer Log-ins Wireless Log-ins



TOTAL SUMMER READING COMPLETERS (45% increase from 2016-2017)



Spencer Twp. Branch | 2017 Statistical Information

BRANCH FACTS

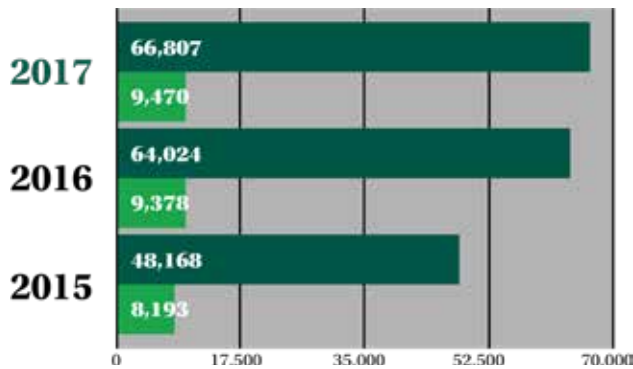
Branch Manager	Kaitlin Tang
Population of Service Area	3,960
Building Size	2,000 square feet
Public Computers	7
Staff	3.175 FTEs
Open Hours	40 hrs/wk

POPULATION WITH LIBRARY CARD

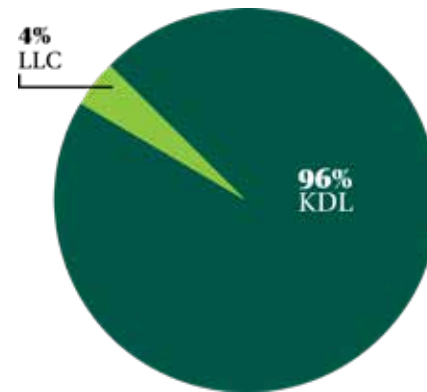


TOTAL ITEMS CHECKED-OUT (4% increase from 2016-2017)

Physical Items Digital

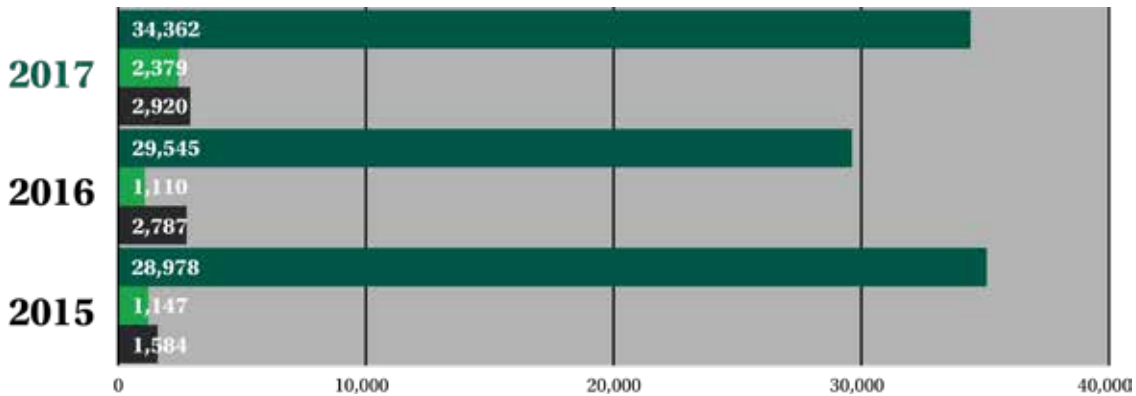


BRANCH CHECK-OUTS BY RESIDENT

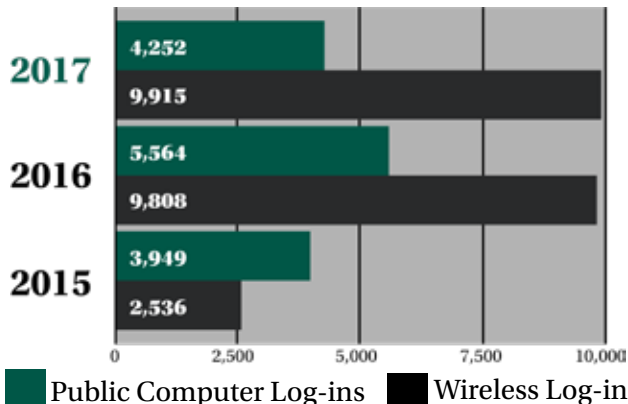


TOTAL PEOPLE SERVED (19% increase from 2016-2017)

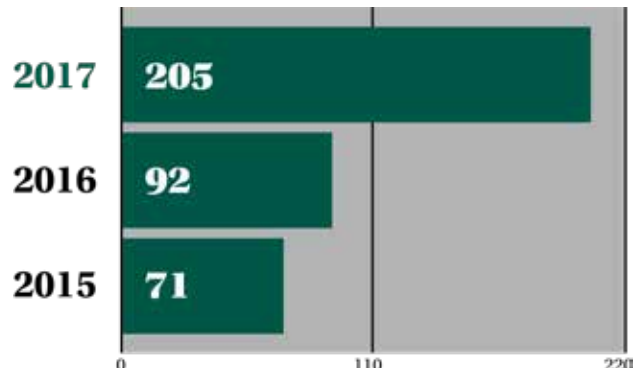
Library Visits Outreach Attendance Program Attendance



TOTAL BRANCH COMPUTER LOG-INS (8% decrease in total log-ins from 2016-2017)



TOTAL SUMMER READING COMPLETERS (123% increase from 2016-2017)



Tyrone Twp. Branch | 2017 Statistical Information

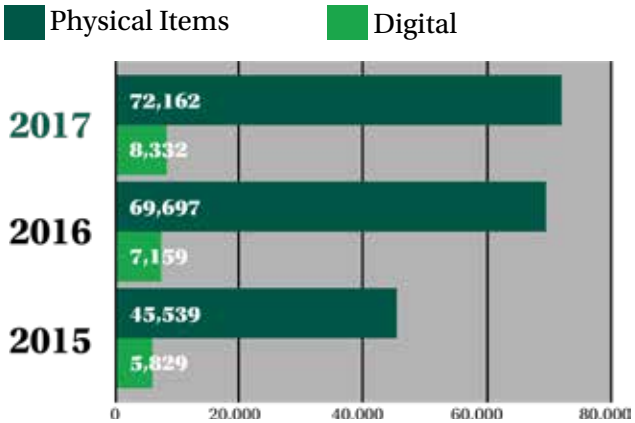
BRANCH FACTS

Branch Manager	Liz Knapp
Population of Service Area	4,731
Building Size	4,239 square feet
Public Computers	6
Staff	3.375 FTEs
Open Hours	35.5 hrs/wk

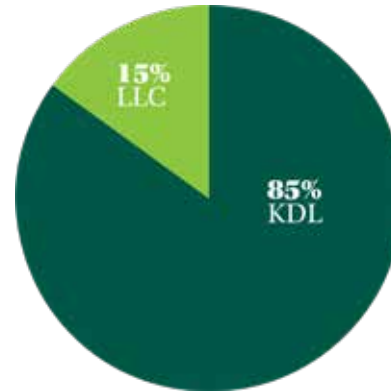
POPULATION WITH LIBRARY CARD



TOTAL ITEMS CHECKED-OUT (5% increase from 2016-2017)

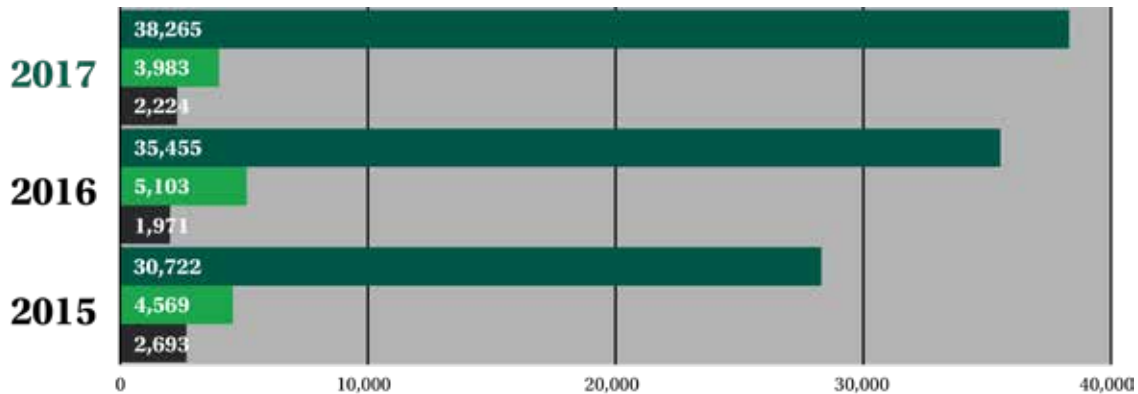


BRANCH CHECK-OUTS BY RESIDENT

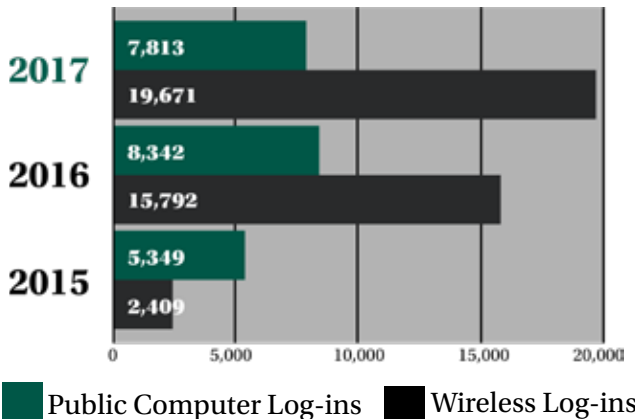


TOTAL PEOPLE SERVED (5% increase from 2016-2017)

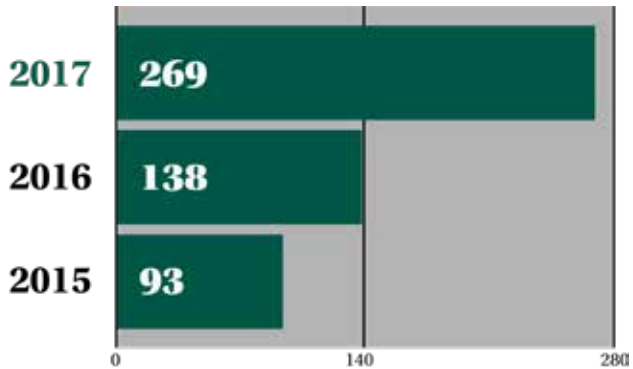
Library Visits Outreach Attendance Program Attendance



TOTAL BRANCH COMPUTER LOG-INS (14% increase in total log-ins from 2016-2017)

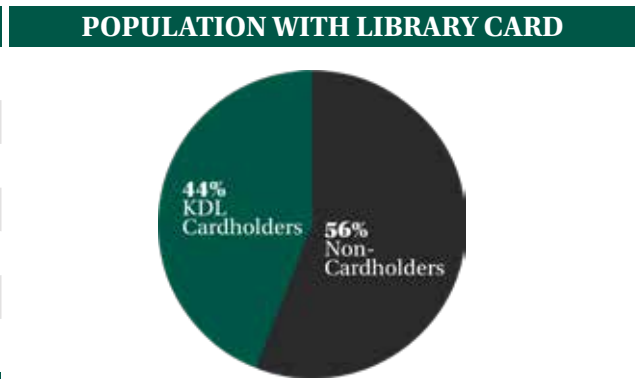


TOTAL SUMMER READING COMPLETERS (95% increase from 2016-2017)

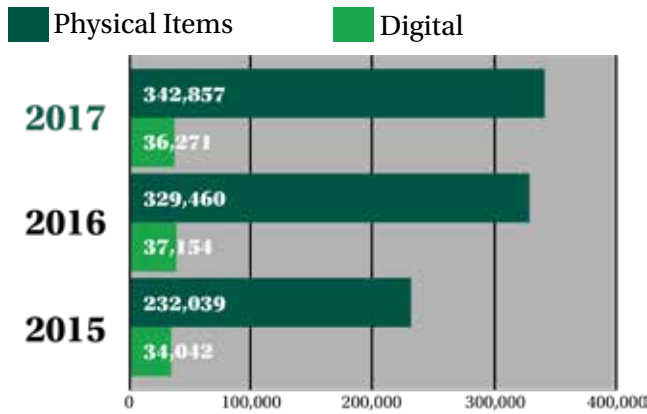


Walker Branch | 2017 Statistical Information

BRANCH FACTS	
Branch Manager	Craig Buno
Population of Service Area	23,537
Building Size	8,000 square feet
Public Computers	9
Staff	8.325 FTEs
Open Hours	57 hrs/wk



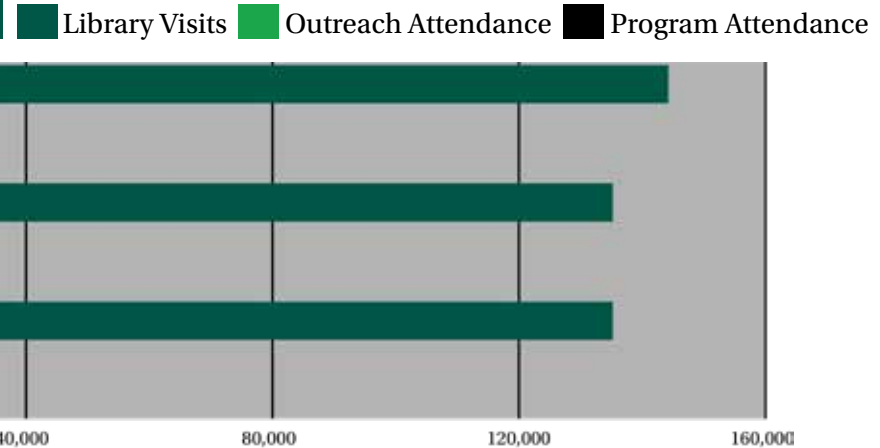
TOTAL ITEMS CHECKED-OUT (3% increase from 2016-2017)



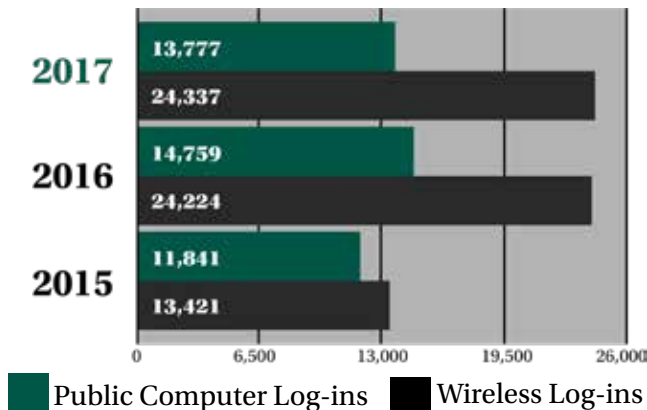
BRANCH CHECK-OUTS BY RESIDENT



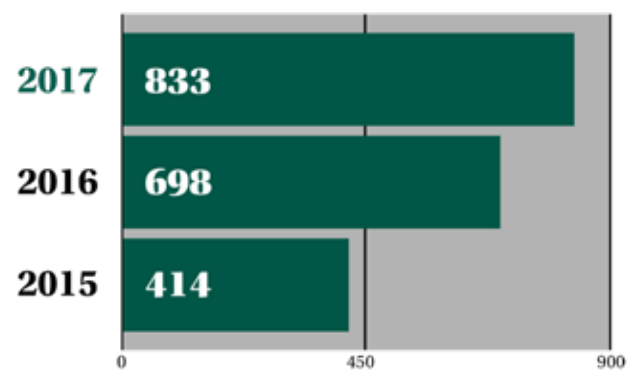
TOTAL PEOPLE SERVED (8% increase from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (0% change in total log-ins from 2016-2017)



TOTAL SUMMER READING COMPLETERS (19% increase from 2016-2017)



Wyoming Branch | 2017 Statistical Information

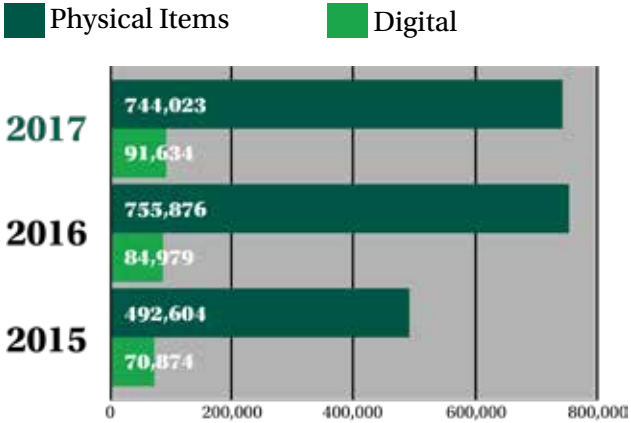
BRANCH FACTS

Branch Manager	Lori Holland
Population of Service Area	72,125
Building Size	48,950 square feet
Public Computers	40
Staff	18.35 FTEs
Open Hours	62 hrs/wk

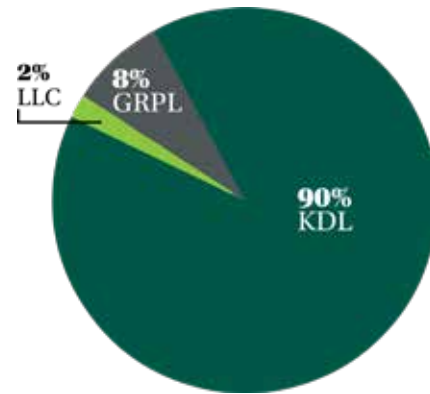
POPULATION WITH LIBRARY CARD



TOTAL ITEMS CHECKED-OUT (1% decrease from 2016-2017)

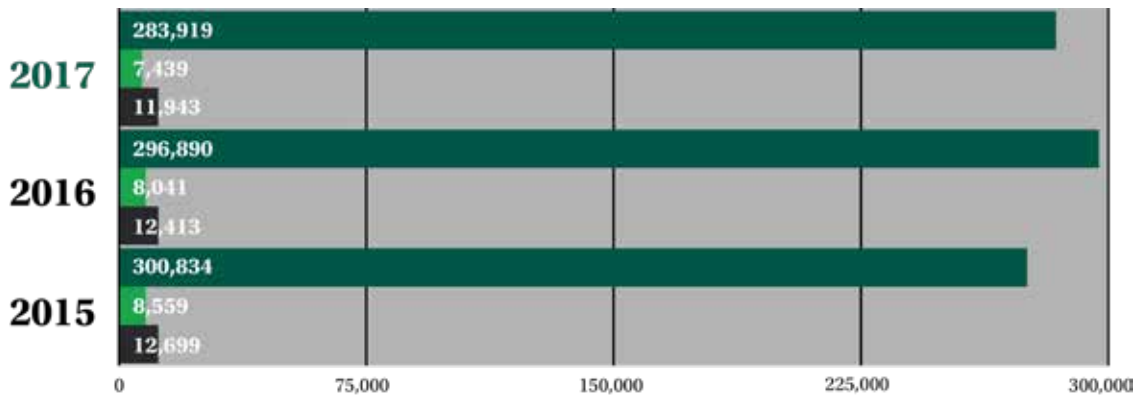


BRANCH CHECK-OUTS BY RESIDENT

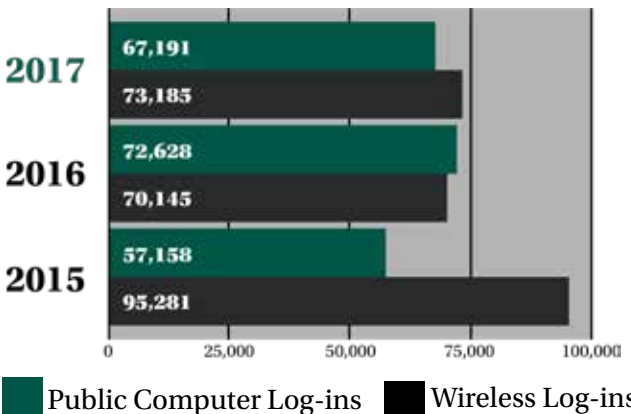


TOTAL PEOPLE SERVED (4% decrease from 2016-2017)

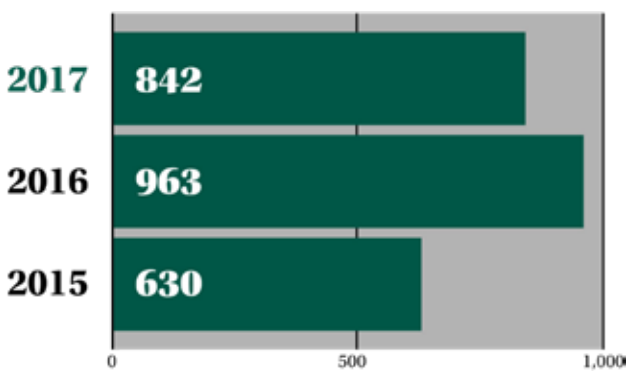
Library Visits Outreach Attendance Program Attendance



TOTAL BRANCH COMPUTER LOG-INS (2% decrease in total log-ins from 2016-2017)



TOTAL SUMMER READING COMPLETERS (13% decrease from 2016-2017)



Public Computer Log-ins Wireless Log-ins

Library for the Blind & Physically Handicapped

2017 Statistical Information

OVERVIEW

The Library for the Blind & Physically Handicapped (LBPH) is a national program that provides accessible reading material to anyone who cannot read standard print because of a visual or physical impairment. Kent District Library's LBPH service is offered through our Wyoming Branch and serves Kent, Ionia and Montcalm counties under the direction of the Library of Michigan. In addition to providing Braille and audio materials (including audiobooks, described movies and audio magazines) to LBPH patrons, KDL has a suite of adaptive technology located at the Wyoming Branch that is open to the public and includes a CCTV, a Braille embosser, a text-to-speech scanner and an accessible computer equipped with a large print keyboard, screen reading and Braille translation software packages.

Wyoming Branch Manager: Lori Holland

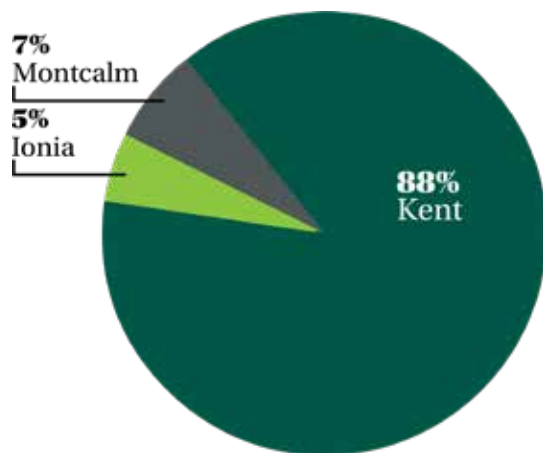
LBPH Librarian: Shelley Roossien

Address: 3350 Michael Ave. SW, Wyoming, MI 49509

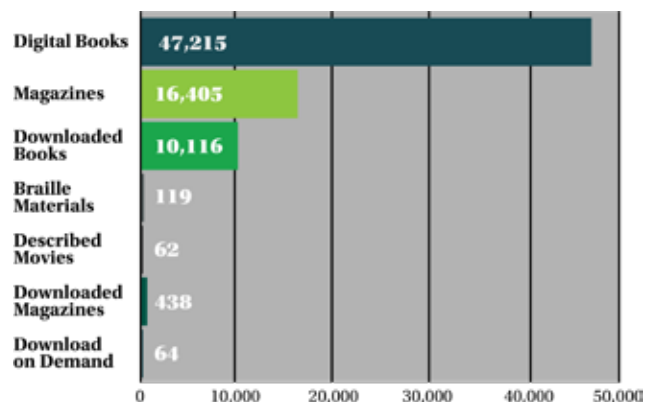
Phone: 616-647-3988

Email: lbphstaff@kdl.org

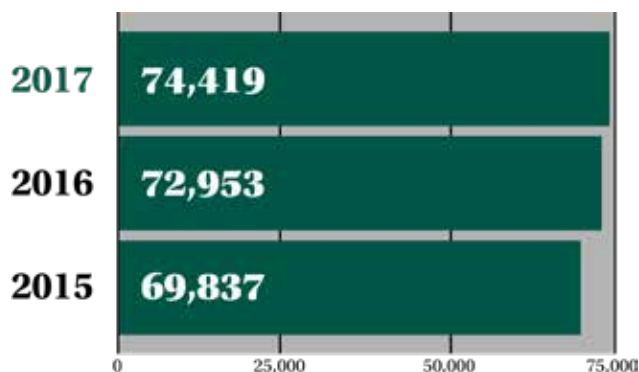
BRANCH CHECK-OUTS BY RESIDENT



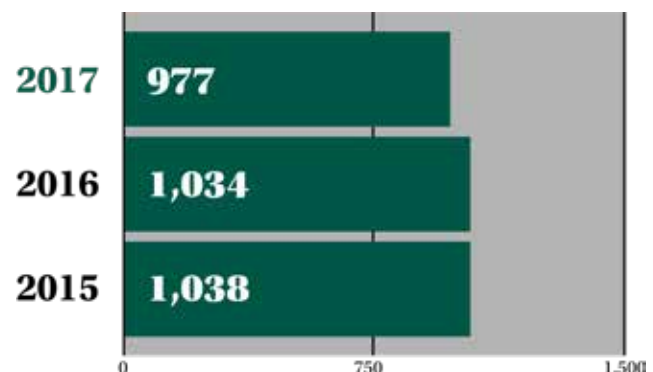
CIRCULATION BY ITEM TYPE



TOTAL CIRCULATION
(2% increase from 2016-2017)



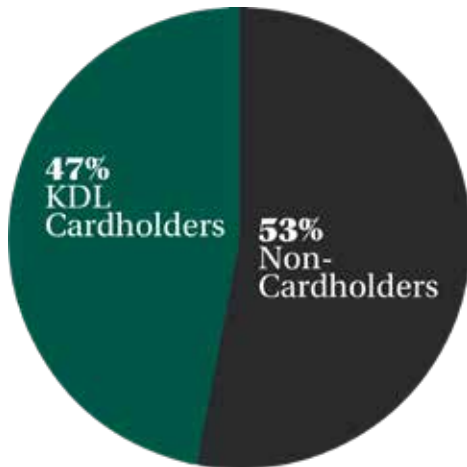
TOTAL ACTIVE BORROWERS
(6% decrease from 2016-2017)



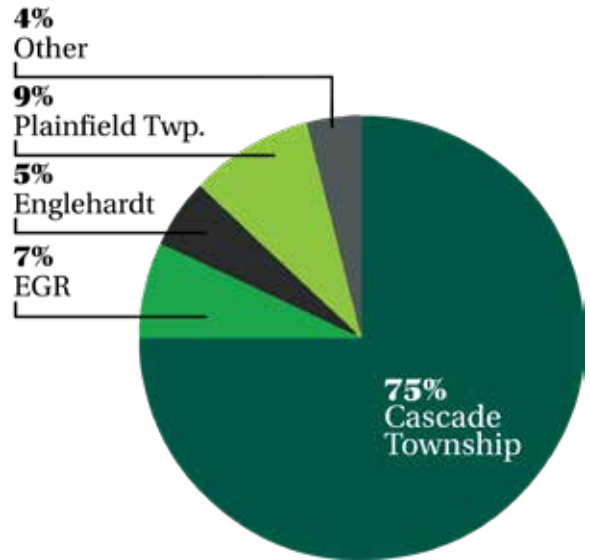
Ada Township | 2017 Annual Report

A Municipality in the Kent District Library Service Area

Population with Library Card



Preferred KDL Location: Cascade Twp. Branch (Based on materials checked out)

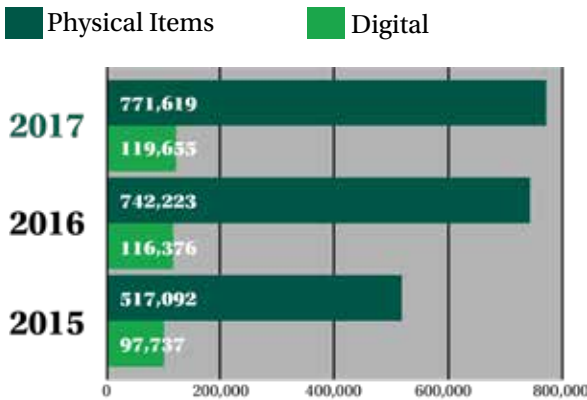


Total Items Checked-Out by Ada Residents (1% decrease from 2016-2017)

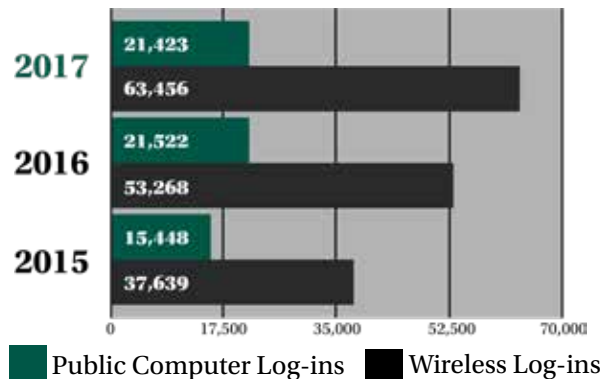


Cascade Township Branch Statistics

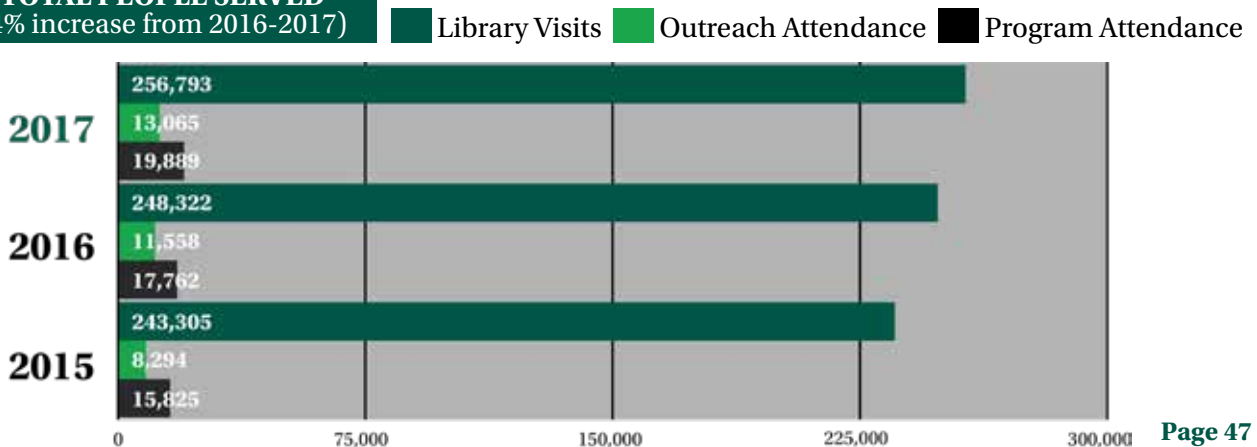
TOTAL ITEMS CHECKED-OUT (4% increase from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (13% increase in total log-ins from 2016-2017)



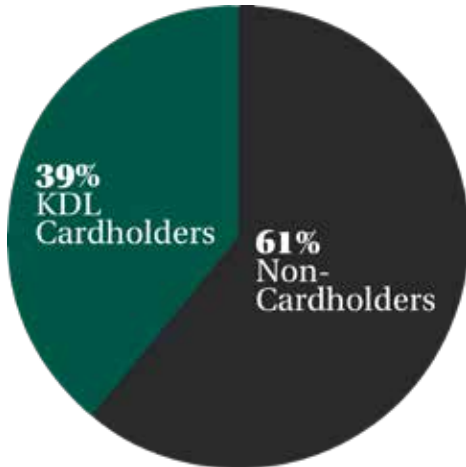
TOTAL PEOPLE SERVED (4% increase from 2016-2017)



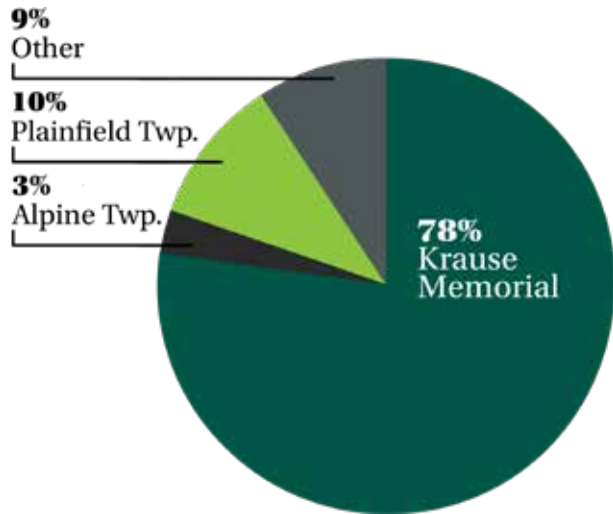
Algoma Township | 2017 Annual Report

A Municipality in the Kent District Library Service Area

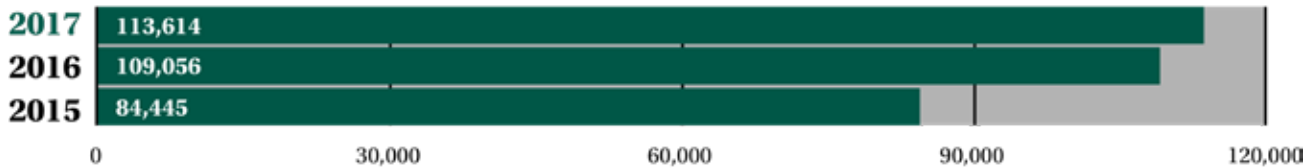
Population with Library Card



Preferred KDL Location: Krause Memorial Branch (Based on materials checked out)

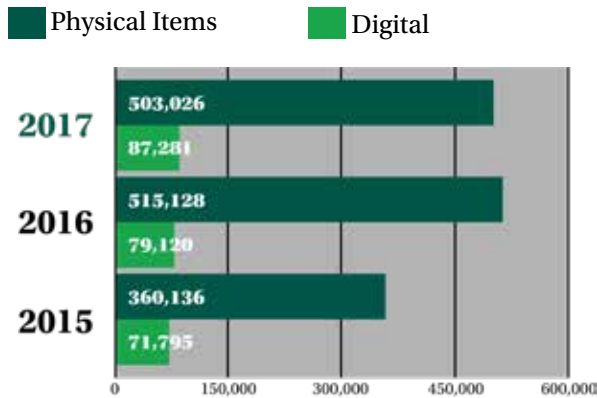


Total Items Checked-Out by Algoma Residents (4% increase from 2016-2017)

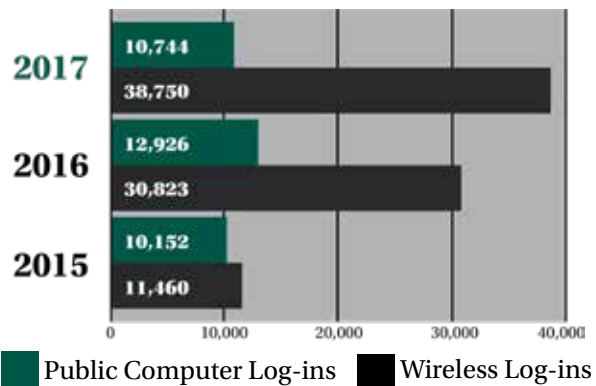


Krause Memorial Branch Statistics

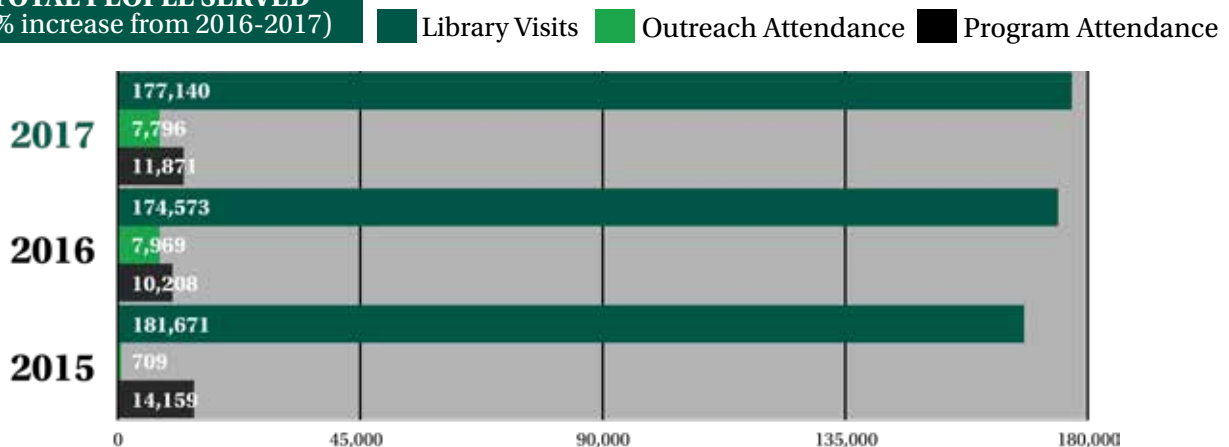
TOTAL ITEMS CHECKED-OUT (1% decrease from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (13% increase in total log-ins from 2016-2017)



TOTAL PEOPLE SERVED (2% increase from 2016-2017)



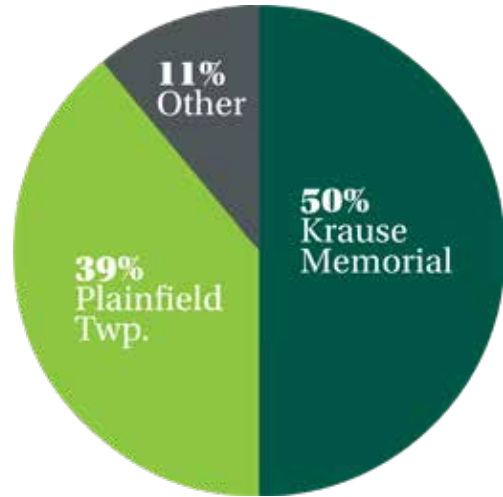
Cannon Township | 2017 Annual Report

A Municipality in the Kent District Library Service Area

Population with Library Card



Preferred KDL Location: Krause Memorial (Based on materials checked out)

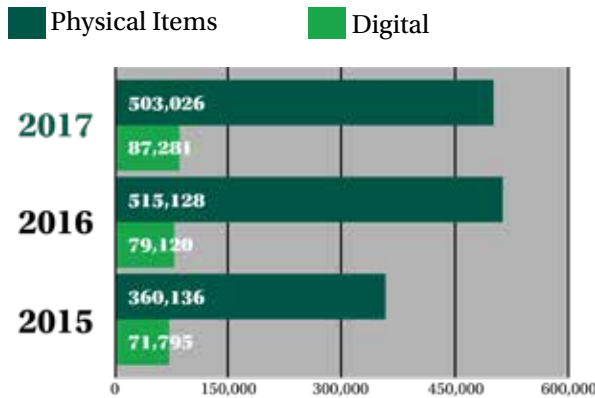


Total Items Checked-Out by Cannon Residents (3% increase from 2016-2017)

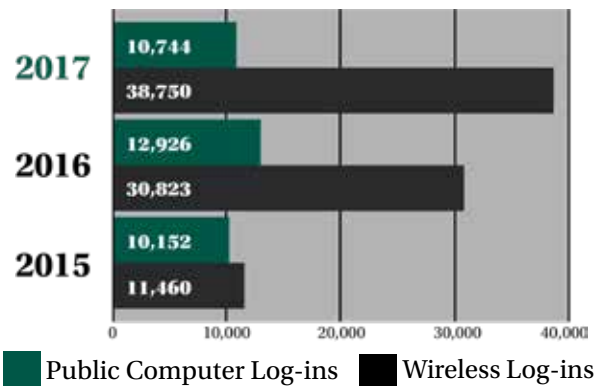


Krause Memorial Branch Statistics

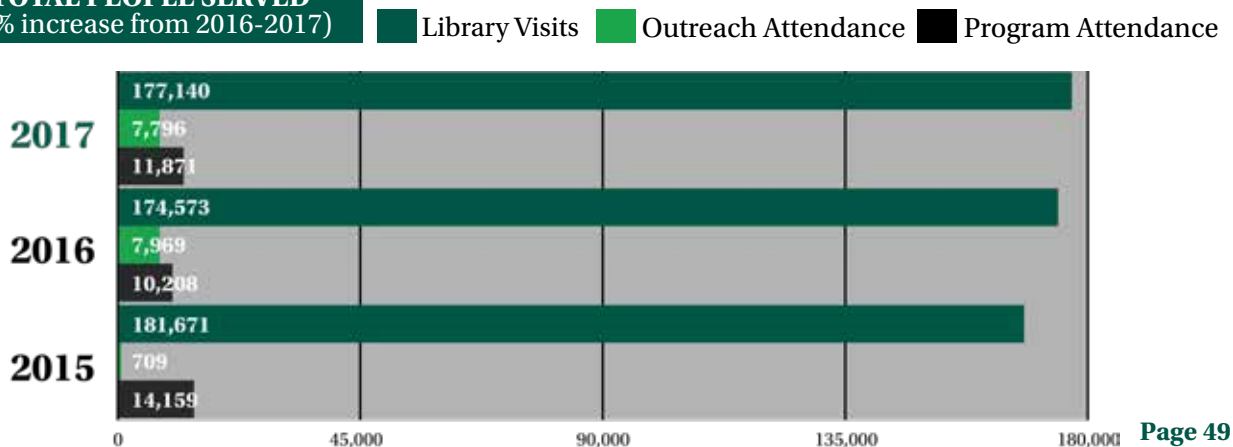
TOTAL ITEMS CHECKED-OUT (1% decrease from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (13% increase in total log-ins from 2016-2017)



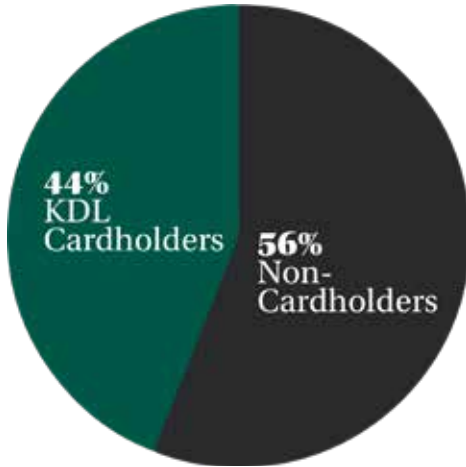
TOTAL PEOPLE SERVED (2% increase from 2016-2017)



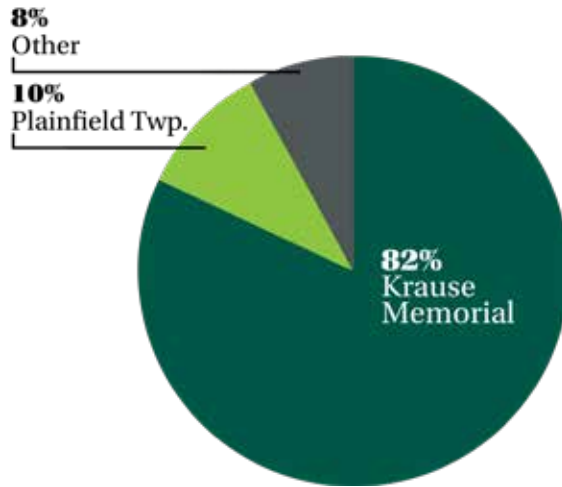
Courtland Township | 2017 Annual Report

A Municipality in the Kent District Library Service Area

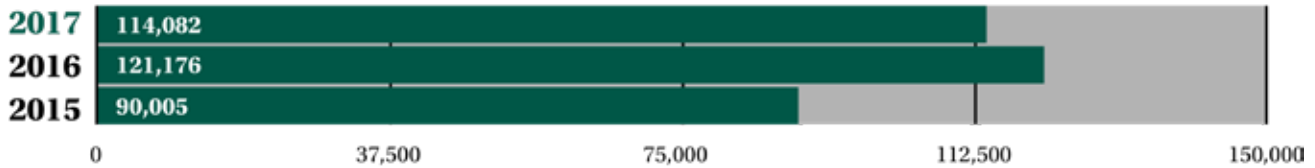
Population with Library Card



Preferred KDL Location: Krause Memorial Branch (Based on materials checked out)

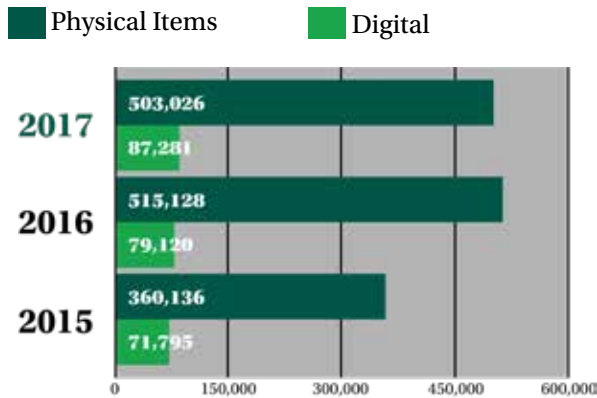


Total Items Checked-Out by Courtland Residents (6% decrease from 2016-2017)

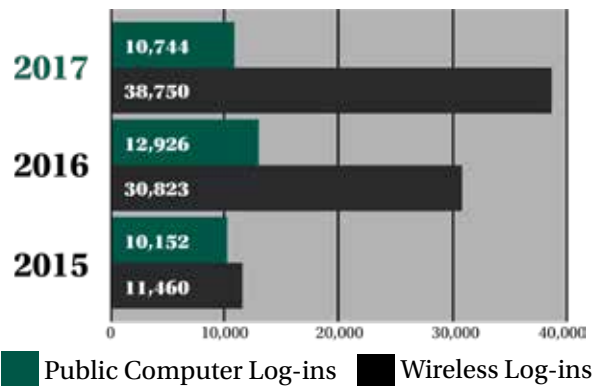


Krause Memorial Branch Statistics

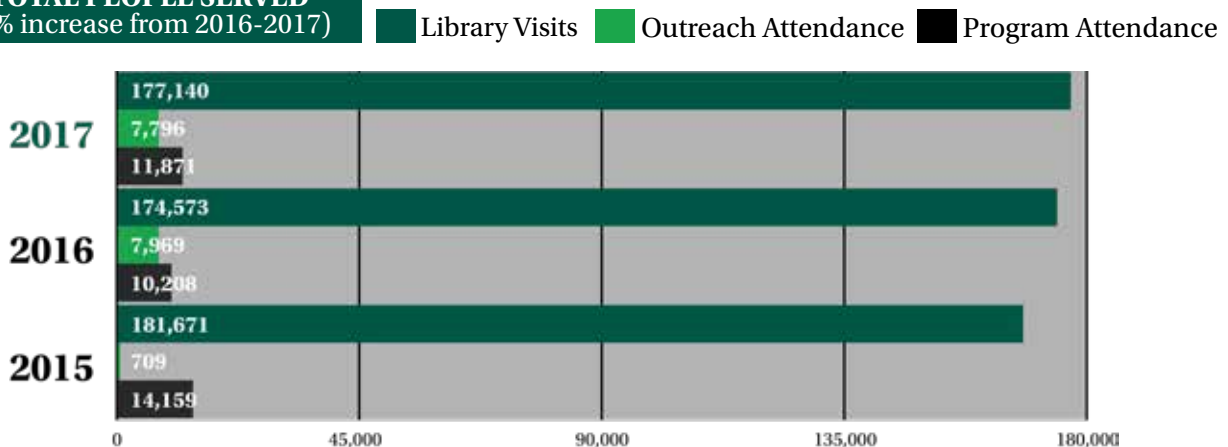
TOTAL ITEMS CHECKED-OUT (1% decrease from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (13% increase in total log-ins from 2016-2017)



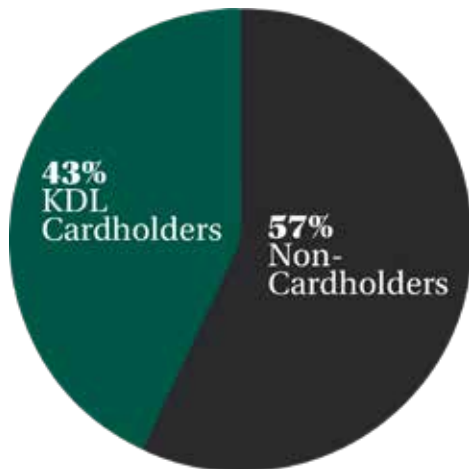
TOTAL PEOPLE SERVED (2% increase from 2016-2017)



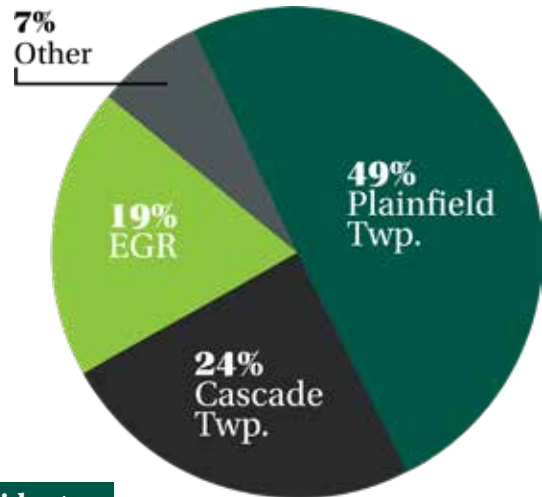
Grand Rapids Township | 2017 Annual Report

A Municipality in the Kent District Library Service Area

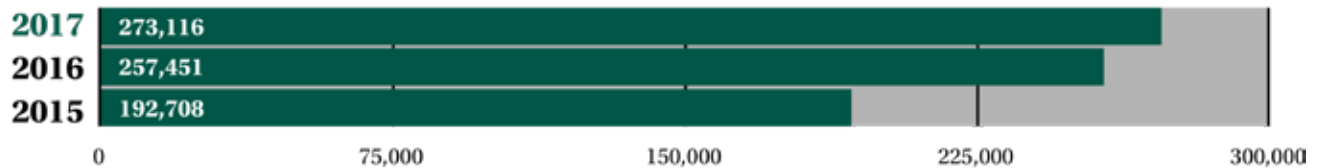
Population with Library Card



Preferred KDL Location: Plainfield Twp. Branch (Based on materials checked out)

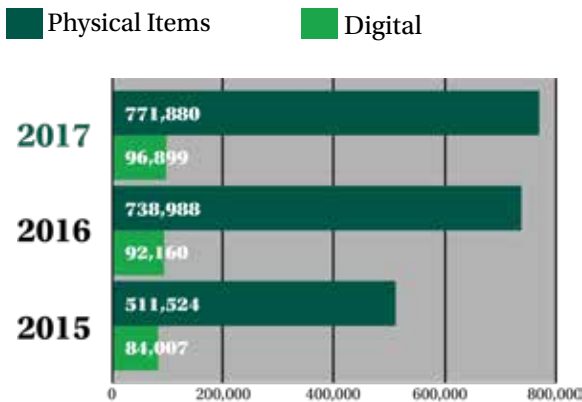


Total Items Checked-Out by Grand Rapids Twp. Residents (6% increase from 2016-2017)

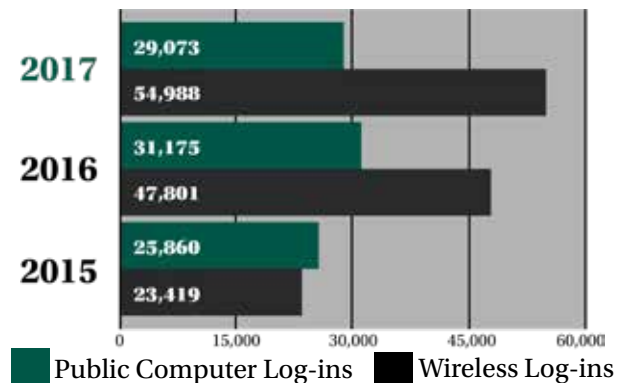


Plainfield Township Branch Statistics

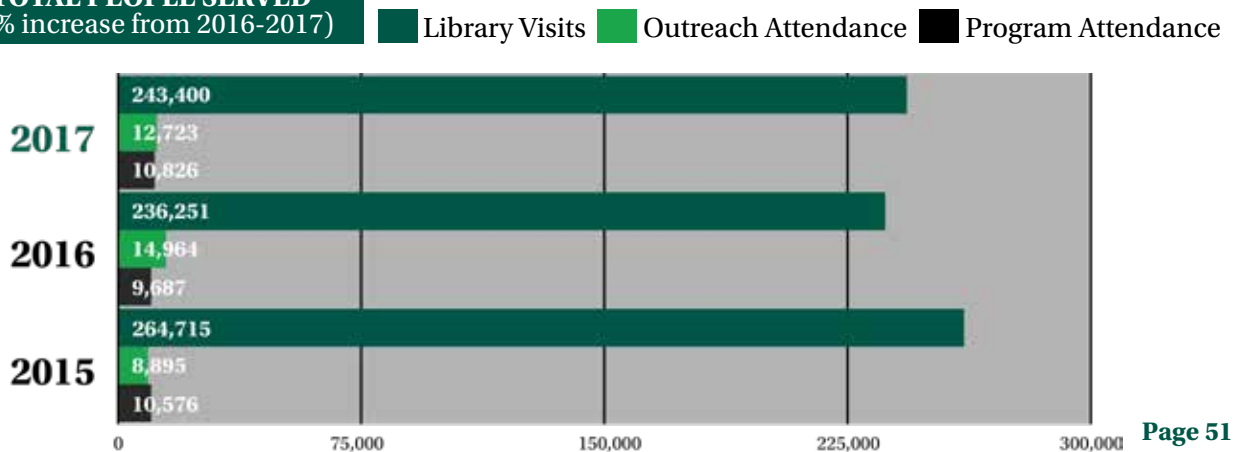
TOTAL ITEMS CHECKED-OUT (5% increase from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (6% increase in total log-ins from 2016-2017)



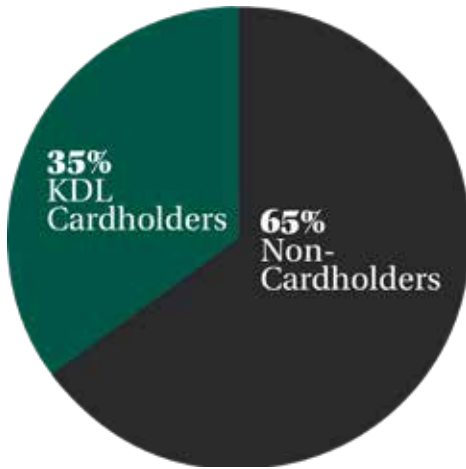
TOTAL PEOPLE SERVED (2% increase from 2016-2017)



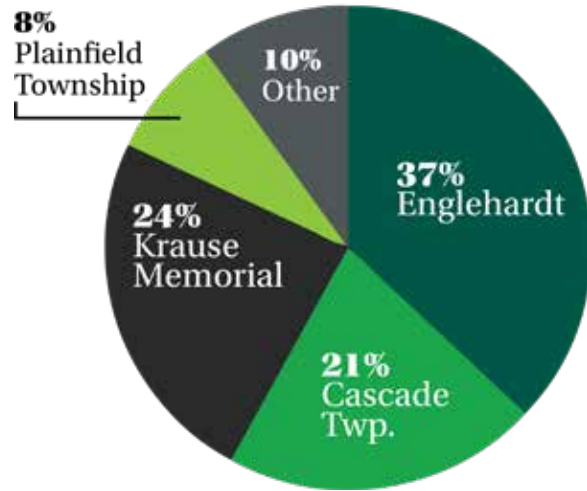
Grattan Township | 2017 Annual Report

A Municipality in the Kent District Library Service Area

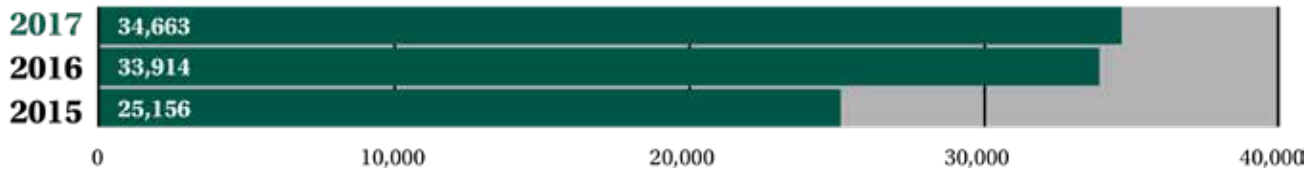
Population with Library Card



Preferred KDL Location: Englehardt Branch (Based on materials checked out)

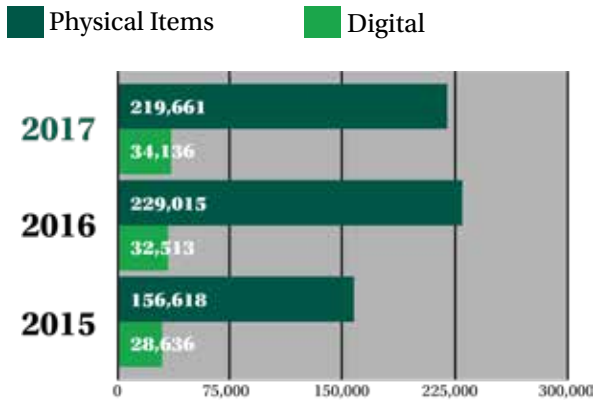


Total Items Checked-Out by Grattan Residents (2% increase from 2016-2017)

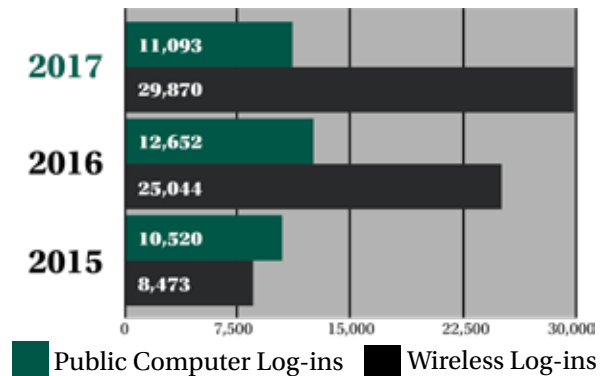


Englehardt Branch Statistics

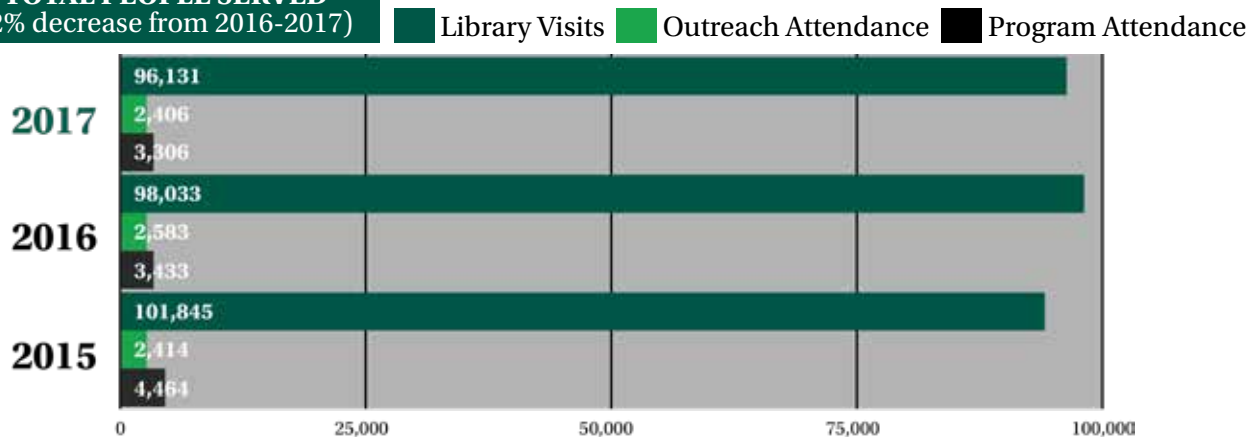
TOTAL ITEMS CHECKED-OUT (3% decrease from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (9% increase in total log-ins from 2016-2017)



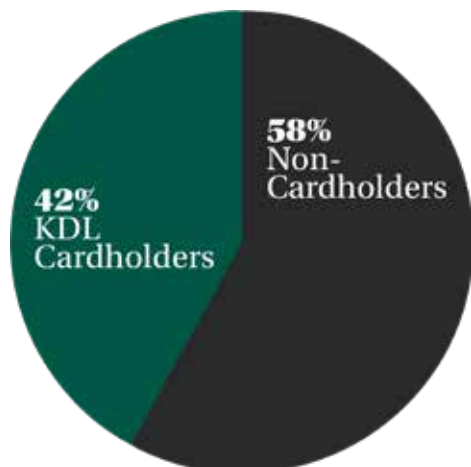
TOTAL PEOPLE SERVED (2% decrease from 2016-2017)



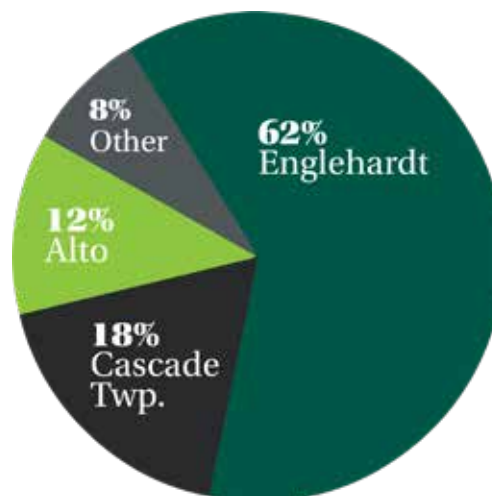
Lowell Township | 2017 Annual Report

A Municipality in the Kent District Library Service Area

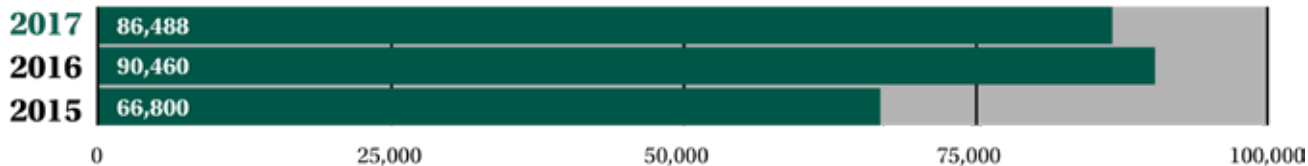
Population with Library Card



Preferred KDL Location: Englehardt Branch (Based on materials checked out)

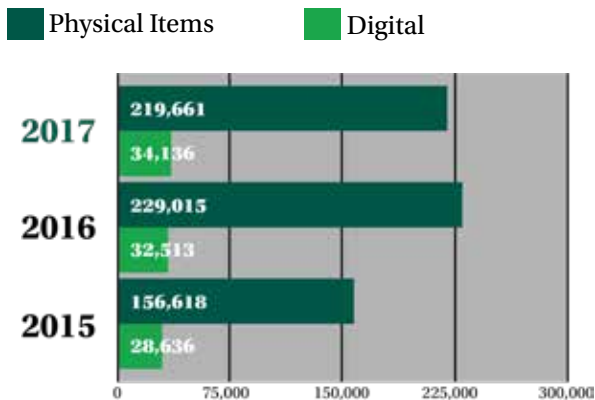


Total Items Checked-Out by Lowell Residents (4% decrease from 2016-2017)

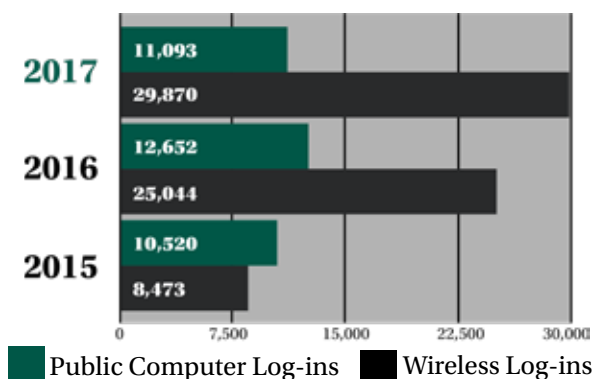


Englehardt Branch Statistics

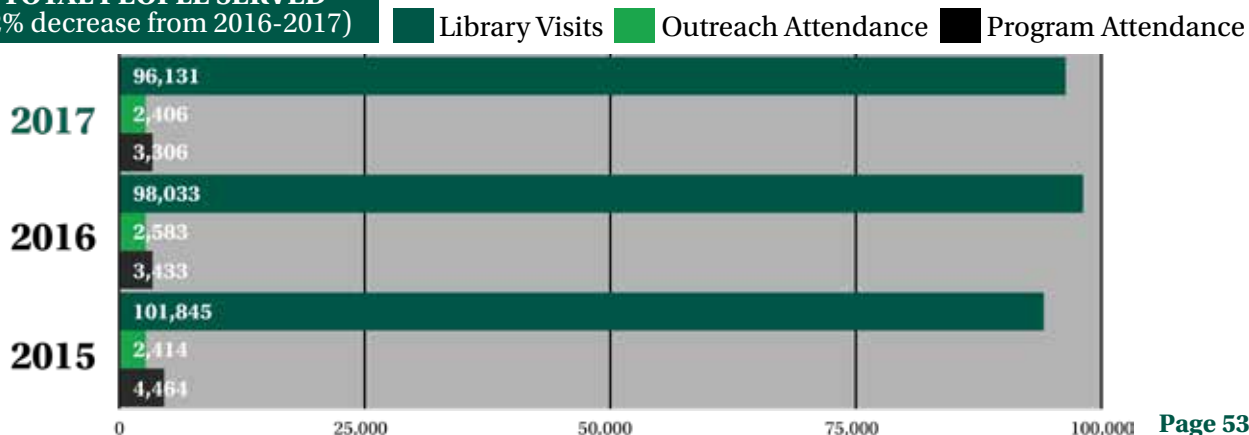
TOTAL ITEMS CHECKED-OUT (3% decrease from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (9% increase in total log-ins from 2016-2017)



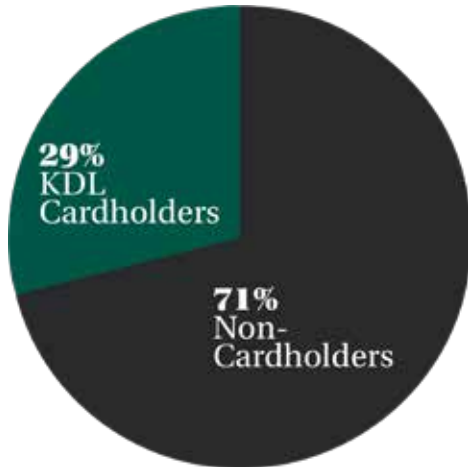
TOTAL PEOPLE SERVED (2% decrease from 2016-2017)



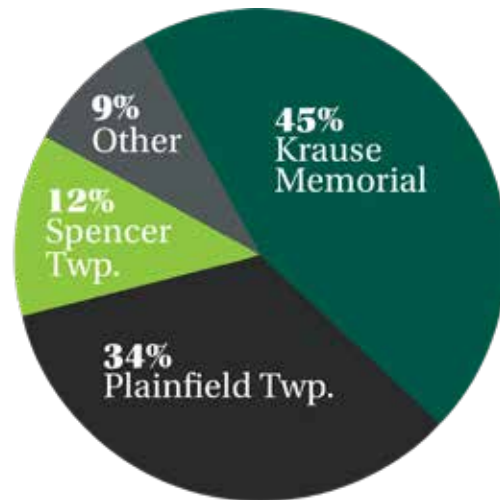
Oakfield Township | 2017 Annual Report

A Municipality in the Kent District Library Service Area

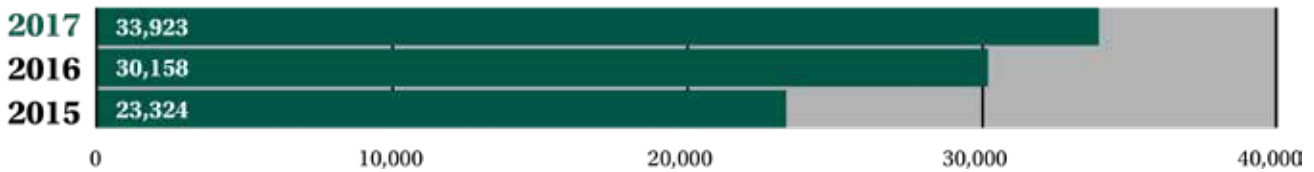
Population with Library Card



Preferred KDL Location: Krause Memorial Branch (Based on materials checked out)

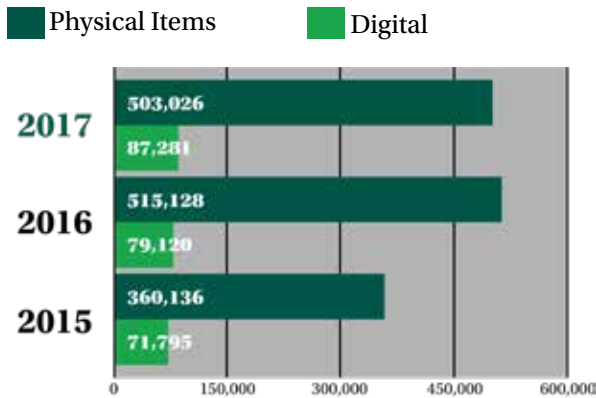


Total Items Checked-Out by Oakfield Residents (12% increase from 2016-2017)

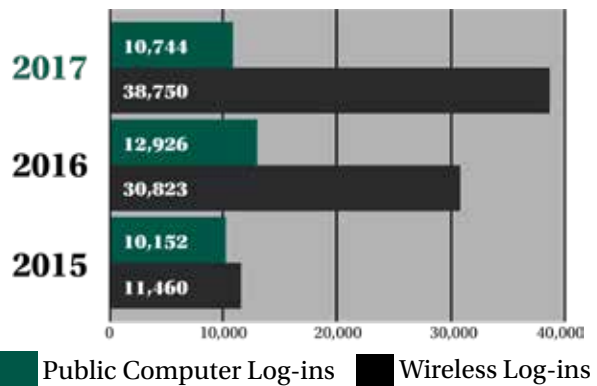


Krause Memorial Branch Statistics

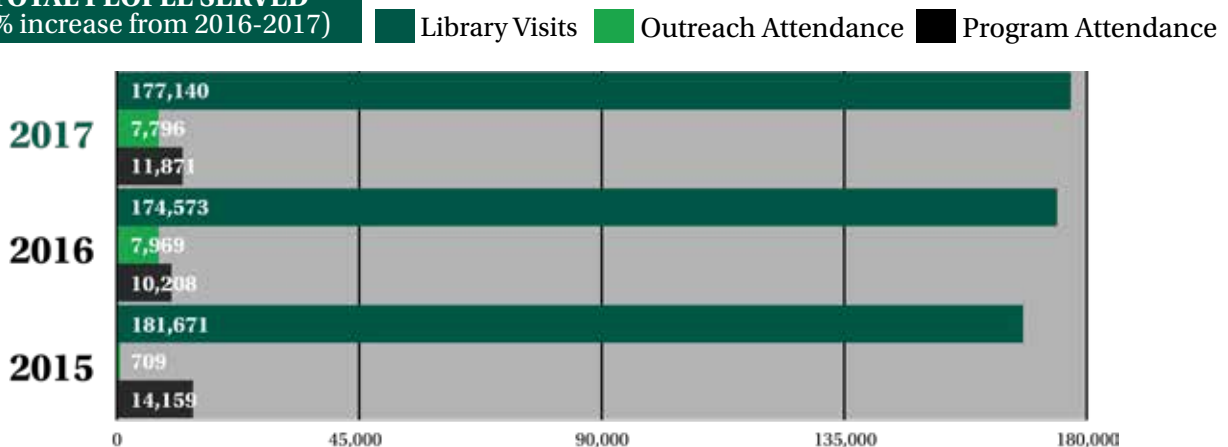
TOTAL ITEMS CHECKED-OUT (1% decrease from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (13% increase in total log-ins from 2016-2017)



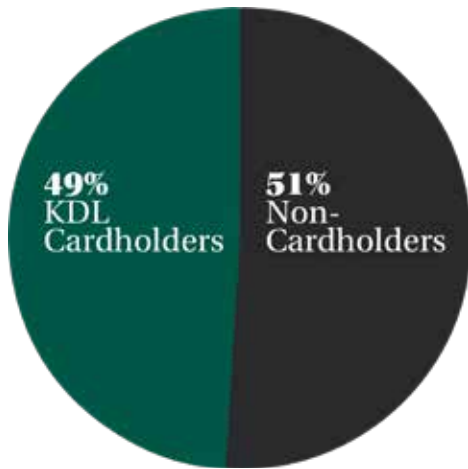
TOTAL PEOPLE SERVED (2% increase from 2016-2017)



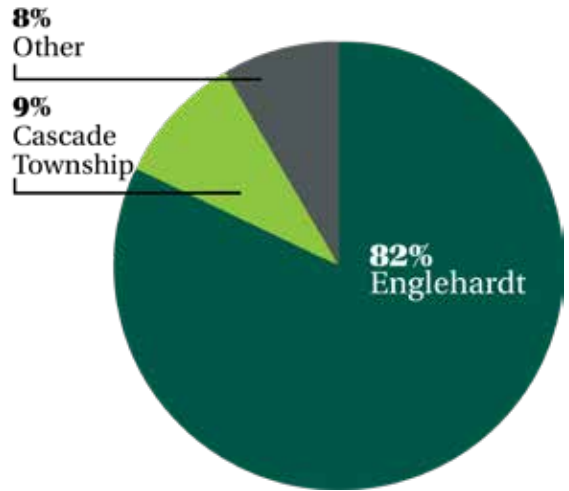
Vergennes Township | 2017 Annual Report

A Municipality in the Kent District Library Service Area

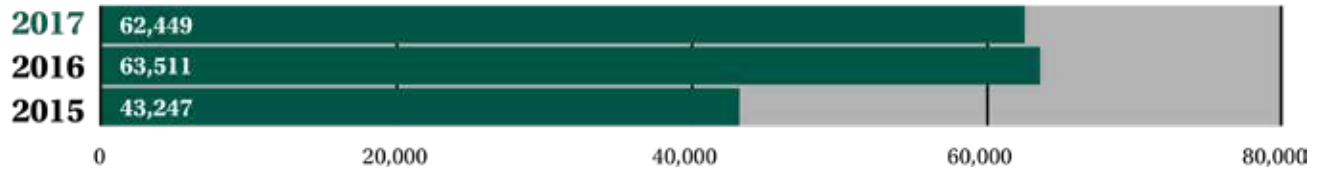
Population with Library Card



Preferred KDL Location: Englehardt Branch (Based on materials checked out)

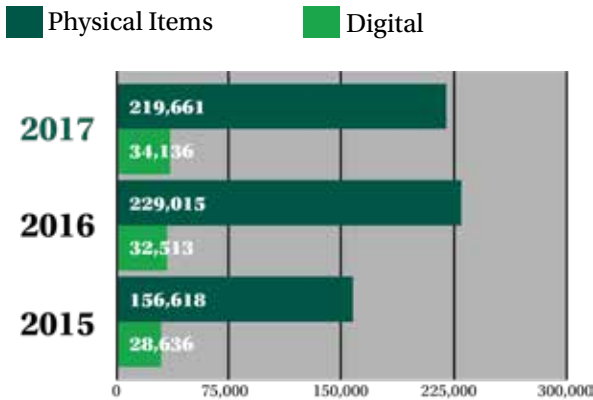


Total Items Checked-Out by Vergennes Residents (2% decrease from 2016-2017)

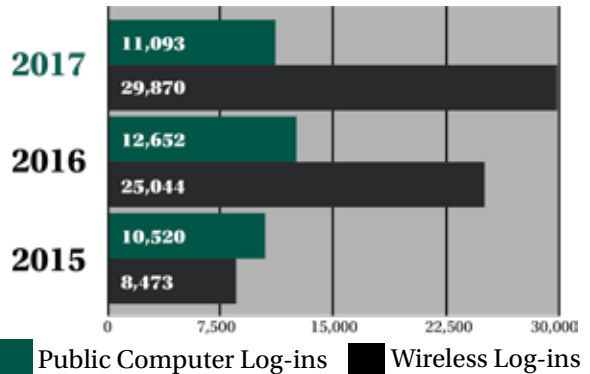


Englehardt Branch Statistics

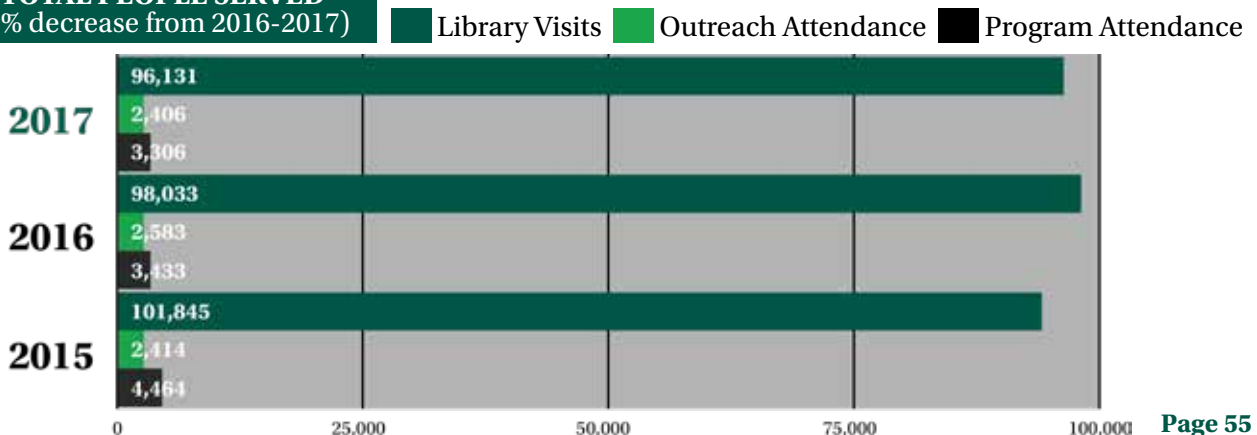
TOTAL ITEMS CHECKED-OUT (3% decrease from 2016-2017)



TOTAL BRANCH COMPUTER LOG-INS (9% increase in total log-ins from 2016-2017)



TOTAL PEOPLE SERVED (2% decrease from 2016-2017)



2017 Peer Comparison

SUMMARY OF THE RANKINGS

National Comparison

The national comparison included 22 peer libraries that have between 12-20 branch outlets and a service area population ranging from 250,000 to 500,000 people. A full statistical chart showing rankings and peer comparison data follows this summary.

The following table highlights KDL's area-specific ranking in relation to its peer libraries:

Area	KDL 2016 Rank	KDL 2017 Rank
Collection turnover rate*	1 st	1 st
Number of registered borrowers	9 th	10 th
Percentage of operating expenditures on materials	2 nd	2 nd
Total annual visits	4 th	4 th
Total circulation (all materials)	4 th	2 nd
Total electronic circulation	2 nd	2 nd
Total operating expenditures	13 th	13 th
Total operating income	12 th	13 th
Total program attendance	5 th	2 nd

**Collection turnover rate measures the activity of a library's collection. It indicates the number of times each library item would have circulated during the year if circulation had been spread evenly throughout the entire collection. It is calculated by dividing the library's total annual circulation by total library holdings.*

SUMMARY OF THE RANKINGS

State Comparison

The only criteria for entry in the library peer group for the state comparison is that a library must be in the state of Michigan and serve a population of at least 75,000 people (as reported in the *Public Library Data Service Statistical Report 2016*¹). This year's state comparison included 15 peer libraries. A full statistical chart showing rankings and peer comparison data follows this summary.

The following table highlights KDL's area-specific ranking in relation to its peer libraries in Michigan:

Area	KDL 2016 Rank	KDL 2017 Rank
Collection turnover rate	3 rd	2 nd
Number of registered borrowers	2 nd	2 nd
Percentage of operating expenditures on materials	1 st	2 nd
Total annual visits	2 nd	1 st
Total circulation (all materials)	1 st	1 st
Total electronic circulation	1 st	1 st
Total operating expenditures	2 nd	2 nd
Total operating income	2 nd	2 nd
Total program attendance	1 st	1 st

¹ Public Library Data Service Statistical Report 2017, Public Library Association, June 2017 (Based on 2016 fiscal year data)

2017 National Peer Comparison Data

Library	Total Program Attendance	Total Annual Visits	No. of Registered Borrowers	Total Circulation (all materials)	Total Electronic Circulation	Collection Turnover	Total Operating Income	Total Operating Expenditures	% of Operating Expenditures on Materials
Kent District Library (MI)	253,899	2,656,958	258,338	8,190,785	1,215,187	7.9865	\$23,417,818	\$19,621,995	16.31%
Akron-Summit County Public Library (OH)	228,308	2,250,535	303,290	4,602,255	361,478	2.0944	\$26,974,970	\$24,807,754	12.12%
Alachua County Library District (FL)	138,901	1,461,337	156,628	4,289,325	695,562	5.7593	\$17,158,258	\$15,472,282	12.30%
Allen County Public Library (IN)	212,467	2,512,375	304,839	13,311,490	8,640,543	3.5502	\$25,555,921	\$24,401,674	13.54%
Carnegie Library of Pittsburgh (PA)	229,507	2,917,415	203,354	3,982,765	468,620	1.7797	\$31,946,732	\$31,687,263	13.53%
Central Arkansas Library System (AR)	250,222	2,068,854	201,215	2,701,123	482,546	2.5475	\$17,867,650	\$18,492,248	10.43%
Charleston County Public Library System (SC)	215,172	1,711,360	236,490	3,090,479	576,246	3.6911	\$16,441,888	\$15,550,485	14.70%
Dayton Metro Library (OH)	241,017	2,448,940	377,076	5,952,160	631,986		\$28,265,298	\$29,114,961	11.28%
Department of Community Services (DE)	104,545	1,822,721	181,171				\$12,679,590	\$12,551,876	9.49%
East Baton Rouge Parish Library (LA)			294,505	2,250,419	478,835	1.0282	\$44,520,620	\$41,471,150	13.60%
Fort Vancouver Regional Library District (WA)	135,838	1,587,539	283,373	3,606,182	866,685	5.0186	\$23,545,135	\$22,834,906	15.33%
High Plains Library District (CO)	108,428	1,530,424	119,310	2,640,378	229,510	2.1294	\$38,595,684	\$15,780,405	11.84%
Jefferson Parish Library (LA)	57,950	4,142,175	89,152	1,569,345	129,974	1.6909	\$22,595,646	\$23,068,101	11.73%
Johnson County Library (KS)	83,998	2,450,760	285,711	6,552,369	389,707	5.7615	\$32,065,552	\$30,394,688	11.76%
Monmouth County Library (NJ)	132,519	1,331,054	156,542	3,253,268	252,794	1.8560	\$15,228,015	\$14,948,148	15.64%
New Orleans Public Library (LA)	50,841	1,583,049	137,070	1,148,435	163,175	1.6042	\$19,367,434	\$15,746,666	13.48%
Oakland Public Library (CA)	205,394	2,024,399	284,273	2,418,595	165,799	2.0713	\$27,714,275	\$27,616,724	6.20%
Saint Louis Public Library (MO)	150,147	1,977,118	75,273	2,297,178	239,760	0.6810	\$25,362,717	\$22,535,499	13.60%
Saint Paul Public Library (MN)	149,245	2,226,416	360,047	2,794,256	441,225	2.4537	\$18,940,919	\$18,449,067	7.01%
San Mateo County Libraries (CA)	317,625	2,281,657	154,445	3,379,055	321,706	4.5699	\$27,399,771	\$27,370,790	9.24%
Saint Charles City-County Library District (MO)	139,588	1,918,519	127,761	6,707,543	642,212	5.7925	\$18,082,834	\$17,009,745	17.08%
Toledo-Lucas County Public Library (OH)	199,688	3,008,012	264,228	5,999,792	696,348	3.0534	\$36,246,925	\$36,056,084	10.84%
KDL Ranking (out of 22)	2	2	10	2	2	1	13	13	2

2017 State Peer Comparison Data

Library	Total Annual Visits	Total Program Attendance	No. of Registered Borrowers	Total Circulation (all materials)	Total Electronic Circulation	Collection Turnover	Total Operating Income	Total Operating Expenditures	% of Operating Expenditures on Materials
Kent District Library (MI)	2,656,958	253,899	258,338	8,190,785	1,215,187	7.9865	\$23,417,818	\$19,621,995	16.31%
Ann Arbor District Library	1,564,780	114,544	141,298	6,871,651	414,451	10.4316	\$13,810,936	\$12,231,842	14.84%
Canton Public Library	499,124	28,940	77,462	1,307,755	75,856	3.3901	\$5,407,484	\$5,407,484	12.79%
Capital Area District Libraries	1,180,143	64,232	75,830	2,657,034	341,172	4.7771	\$11,169,463	\$10,859,040	13.49%
Dearborn Public Library	374,763	21,163	32,829	515,544	53,810	0.6512	\$5,522,287	\$4,983,131	9.03%
Detroit Public Library	2,212,482	170,515	365,888	1,102,902	N/A	0.2504	\$36,577,964	\$29,305,546	4.80%
Flint Public Library	149,475	35,138	27,253	195,366	83,023	0.6105	\$3,793,432	\$3,157,021	8.97%
Grand Rapids Public Library	723,751	14,206	56,312	1,608,732	140,044	1.8375	\$9,435,627	\$8,910,952	12.58%
Kalamazoo Public Library	597,220	69,089	87,533	1,733,445	113,812	2.2564	\$11,638,645	\$10,616,141	9.64%
Monroe County Library System	689,018	95,497	73,733	1,072,408	95,708	2.3509	\$7,909,580	\$7,066,340	10.14%
Rochester Hills Public Library	557,488	29,902	68,892	1,946,561	133,003	7.3935	\$4,282,385	\$4,490,500	16.87%
Southfield Public Library	420,000	9,035	55,721	386,275	19,000	1.2250	\$6,730,475	\$5,442,031	8.57%
Sterling Heights Public Library	385,398	20,209	47,334	548,414	102,581	2.1424	\$2,498,535	\$2,498,535	8.92%
KDL Ranking (out of 15)	1	1	2	1	1	2	2	2	2

KDL[®]
Kent District Library
www.kdl.org

14127BKLDL



Information. Ideas. *Excitement!*

[Service Center](#) | 814 West River Center Drive NE | Comstock Park, MI 49321-8955 | 616-784-2007 | kdl.org

Kent District Library is a public library system that serves more than 395,660 residents of 27 governmental units, comprising most of Kent County, Michigan. KDL is an IRS-designated 501(c)(3) nonprofit supported by millage dollars and private donations.



U.S. Department of Housing and Urban Development

Detroit Field Office
Office of Community Planning and Development
Patrick V. McNamara Federal Building
477 Michigan Avenue, Room 1710
Detroit, MI 48226-2592
Tel. (313) 226-7900 FAX (313) 226-6689

October 1, 2018

Ms. Rebecca Rynbrandt
Community Services Director
City of Wyoming
Office of Management and Budget
1155 28th Street, S.W.
Wyoming, MI, 49509

Dear Ms. Rynbrandt:

SUBJECT: Comprehensive Annual Performance and Evaluation Report (CAPER)
City of Wyoming– Program Year ending June 30, 2018
Community Development Block Grant (CDBG) – B-17-MC-26-0020

HUD's Office of Community Planning and Development (CPD) has sought to establish partnerships with State and local governments. The focus of our partnership has been to work with communities to ensure that our joint efforts result in housing and community development programs and policies that benefit and serve low- and moderate-income persons. These efforts occur within the framework of the statutes we administer and the regulations and emerging policies that are designed to improve program performance.

The provision of the Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990 require the annual submission of performance reports by grant recipients receiving Federal assistance through programs covered under these Acts. Additionally, these Acts require that a determination be made by the Secretary, that the grant recipient is in compliance with the statutes and has the continuing capacity to implement and administer the programs for which assistance is received. By assessing the City of Wyoming's Consolidated Annual Performance and Evaluation Report (CAPER), we are able to support the Secretary's mission.

This assessment not only meets the mandates of the statutes, but it also provides a basis for working together collaboratively to help achieve housing and community development goals outlined in your planning and reporting documents. One critical outcome we strive to achieve is the development of a more comprehensive, effective and concise Consolidated Plan and improved performance in achieving specific goals that correspond to the activities outlined in your Annual Action Plan.

We would like to congratulate you on your accomplishments during this past year on the achievement of departmental objectives. Among them were:

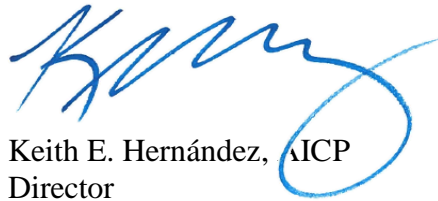
- The City of Wyoming used \$231,198 in CDBG funds to rehabilitate 13 housing units through its housing rehabilitation loan programs.
- The City of Wyoming also used \$76,710 in CDBG funds to assist 60 low- and moderate-income

households with minor home repairs and accessibility modifications to their residences.

- The City of Wyoming has consistently met the timeliness standard of 1.5. The City's timeliness ratio as of May 2, 2018, was 0.99.
- The City of Wyoming is also commended on expending 100% of its CDBG funds on activities benefiting low- and moderate-income persons.

We have determined that the City of Wyoming has the capacity to administer and has successfully met the Federal requirements of the CDBG Program. This determination is based on the information provided to this office and does not reflect a comprehensive evaluation of specific activities. If you have any questions or concerns, please contact Ms. Fern Clement, CPD Representative at: fern.a.clement@hud.gov or at: 313-234-7586.

Sincerely,



Keith E. Hernández, AICP
Director
Office of Community Planning & Development

RESOLUTION NO. _____

A RESOLUTION TO AMEND THE CITY OF WYOMING'S MISSION
STATEMENT AND ADOPT A VISION STATEMENT

WHEREAS:

1. The City Council and City staff believe it is important to have mission and vision statements to guide their work and unify the City's efforts.
2. A task force of City employees updated the City's mission statement, previously approved in 1992, to better fit today's community needs and services performed by City staff.
3. The task force also created a vision statement for the future goals for the City of Wyoming.
4. The mission and vision statements were presented to City Council for their review.
5. After review and discussion by City Council of the presented mission and vision statements, the following statements were agreed upon:

Mission: Community, safety, stewardship.

Vision: A diverse, strong and authentic community where all individuals have the opportunity to thrive.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby adopt the above amended mission statement and the vision statement.
2. The City Council and staff will look to the mission and vision statements when developing policy and carrying out their duties.

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 October 15, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

RESOLUTION NO. _____

RESOLUTION TO ACCEPT
THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

WHEREAS:

1. The City of Wyoming Department of Public Safety submitted an application for the Edward Byrne Memorial Justice Assistance Grant in the amount of \$25,663 to be used toward the procurement of equipment, technology, and other items directly related to basic law enforcement functions.
2. The City of Wyoming has been awarded \$25,663 in grant funds for the procurement of equipment, technology, and other items directly related to basic law enforcement functions.
3. The City Council for the City of Wyoming held a public hearing on Tuesday, September 4, 2018, at 7:01 p.m., for the purpose of receiving public comment on the use of the 2018 Edward Byrne Memorial Justice Grant Funds for program activities.

NOW, THEREFORE, BE IT RESOLVED:

1. That the City of Wyoming accepts the Edward Byrne Memorial Justice Assistance Grant funds in the amount of \$25,663.
2. That Police Captain James Maguffee serve as the Project Director responsible for equipment procurement and yearly status reports to be submitted to the Bureau of Justice Assistance.
3. That Rosa Ooms serve as the Finance Director responsible for the quarterly financial reports to be submitted to the Bureau of Justice Assistance.
4. That the attached budget amendment is approved.

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 October 15, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:
Budget Amendment
Grant

Resolution No. _____



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Wyoming 1155 28th Street SW Wyoming, MI 49509-1816		4. AWARD NUMBER: 2018-DJ-BX-0810	
2a. GRANTEE IRS/VENDOR NO. 386006933		5. PROJECT PERIOD: FROM 10/01/2017 TO 09/30/2021 BUDGET PERIOD: FROM 10/01/2017 TO 09/30/2021	
2b. GRANTEE DUNS NO. 784309536		6. AWARD DATE 10/01/2018	7. ACTION Initial
3. PROJECT TITLE FY 18 JAG Local		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 25,663	
		11. TOTAL AWARD \$ 25,663	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY18(BJA - JAG State & JAG Local) Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10101 - 10726), including subpart I of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a)			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.738 - Edward Byrne Memorial Justice Assistance Grant Program			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Matt Dummermuth Principal Deputy Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Kimberly S. Koster Public Safety Director	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 10/8/18
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT X B DJ 80 00 00 25663		21. TDJUGT1351	

RESOLUTION NO. _____

RESOLUTION TO ACCEPT
THE UNITED STATES DEPARTMENT OF JUSTICE
BULLETPROOF VEST PARTNERSHIP GRANT

WHEREAS:

1. The City of Wyoming Department of Public Safety applied for the United States Department of Justice Bulletproof Vest Partnership Grant in the amount of \$4,387.50
2. The grant will be used toward the procurement of bullet resistant vests directly related to law enforcement functions.
3. This amount is meant to cover half the cost of the anticipated purchase of 13 bullet resistant vests in FY 2018-2019, per a planned replacement schedule.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept the United States Department of Justice Bulletproof Vest Partnership Grant in the amount of \$4,387.50.
2. The City Council does hereby authorize Chief Kimberly Koster to serve as Program Director, responsible for yearly status reports to the United States Department of Justice.

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 October 15, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENT:

Award Document

Resolution No. _____

APPLICATION DETAILS

APPLICATION PROFILE

Participant	WYOMING CITY
Fiscal Year	2018
Number of Agencies Applied	0
Total Number of Officers for Application	86
Number of Officers on Approved Applications	86

APPLICATION PROFILE

Fiscal Year	2018				
Vest Replacement Cycle 	5				
Number of Officers	86				
Number of Emergency Replacement Needs 	<table> <tr> <td>Number of Stolen or Damaged</td> <td>0</td> </tr> <tr> <td>Number of Officer Turnover</td> <td>3</td> </tr> </table>	Number of Stolen or Damaged	0	Number of Officer Turnover	3
Number of Stolen or Damaged	0				
Number of Officer Turnover	3				

APPLICATION DETAILS

NIJ#	Quantity	Unit Price	Extended Cost	Tax Shipping and Handling	Total Cost
RZRG2-A-II	13	\$675.00	\$8,775.00	\$0.00	\$8,775.00
Grand Totals	13		\$8,775.00	\$0.00	\$8,775.00

AWARD SUMMARY FOR FY2018 REGULAR FUND

Funds Type	Eligible Amount	Award	Date Approved	Status
Regular Fund	\$8,775.00	\$4,387.50	10/03/18	Approved by BVP
Grand Totals:	\$8,775.00	\$4,387.50		

RETURN

RESOLUTION NO. _____

RESOLUTION TO ACCEPT AND DISTRIBUTE GRANT FUNDING
RECEIVED FROM THE OFFICE OF HIGHWAY SAFETY PLANNING

WHEREAS:

1. The City of Wyoming has requested to serve as the host agency for the "Strategic Traffic Enforcement Program" Kent County Task Force, as appointed by the State of Michigan, Office of Highway Safety Planning.
2. The City of Wyoming would accept and reimburse \$114,769 in grant funds designated for overtime patrols to enforce safety restraint and operating while intoxicated violations to seven agencies participating in the Task Force.

NOW, THEREFORE, BE IT RESOLVED:

1. Chief Kimberly Koster shall serve as the Director of the Task Force.
2. Rosa Ooms shall serve as the Finance Director of the Task Force.
3. The attached budget amendment is approved.

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 October 15, 2018.

Kelli A. Vandenberg, Wyoming City Clerk

ATTACHMENTS:

Budget Amendment
Budget Detail Reports
OHSP Grant

CITY OF WYOMING BUDGET AMENDMENT

Date: October 15, 2018

Budget Amendment No. 037

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate \$114,769.00 of additional budgetary authority to provide funding for the Strategic Traffic Enforcement Program grant and recognize the associated grant revenue from the Office of Highway Safety Planning as per the attached resolution.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<u>General Fund</u>				
Federal Grants-OHSP OWI				
101-505.001	-	104,225.00		104,225.00
Police - OHSP OWI - Salaries-Uniform OT Salaries				
101-305-31504-709.000	-	16,205.00		16,205.00
Police - OHSP OWI - FICA				
101-305-31504-715.000	-	1,240.00		1,240.00
Police - OHSP OWI - Pension				
101-305-31504-718.000	-	5,197.00		5,197.00
Police - OHSP OWI - Workers Comp Insurance				
101-305-31504-719.000	-	523.00		523.00
Police - OHSP OWI - Grand Rapids Distribution				
101-305-31504-956.520	-	18,997.00		18,997.00
Police - OHSP OWI - Kentwood Distribution				
101-305-31504-956.522	-	20,051.00		20,051.00
Police - OHSP OWI - Walker Distribution				
101-305-31504-956.523	-	17,012.00		17,012.00
Police - OHSP OWI - Kent County Distribution				
101-305-31504-956.525	-	24,999.00		25,000.00
Federal Grants-OHSP Safety Belts				
101-505.002	-	10,544.00		10,544.00
Police - OHSP Safety Belt - Salaries-Uniform OT Salaries				
101-305-31505-709.000	-	1,533.00		1,533.00
Police - OHSP Safety Belt - FICA				
101-305-31505-715.000	-	117.00		117.00
Police - OHSP Safety Belt - Pension				
101-305-31505-718.000	-	492.00		492.00
Police - OHSP Safety Belt - Workers Comp Insurance				
101-305-31505-719.000	-	50.00		50.00
Police - OHSP Safety Belt - Grand Rapids Distribution				
101-305-31505-956.520	-	1,798.00		1,798.00
Police - OHSP Safety Belt - Kentwood Distribution				
101-305-31505-956.522	-	1,898.00		1,898.00

CITY OF WYOMING BUDGET AMENDMENT

Date: October 15, 2018

Budget Amendment No. 037

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
Police - OHSP Safety Belt - Kent County Distribution 101-305-31505-956.525	-	4,656.00		25,000.00
Fund Balance/Working Capital (Fund 101)		\$ -	\$ -	

Recommended: *Kate Baylons*
Senior Accountant

CLM
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: Yes _____, No _____

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

City Clerk

AGENCY	Hours	Base OT Wage	Wage Amount	FICA Rate	FICA \$ Amount	Retirement Rate	Retirement \$ Amount	Comp Rate	Comp. \$ Amount	Fringe \$ Amount	Wage and Fringe Total
Grand Rapids Police Department	317.0	\$51.37	\$16,284	0.0145	\$236	0.1381	\$2,249	0.014	\$228	\$2,713	\$18,997
Kent County Sheriff's Dept.	400.0	\$51.49	\$20,596	0.0765	\$1,576	0.1307	\$2,692	0.0066	\$136	\$4,403	\$24,999
Kentwood Police Department	317.0	\$53.14	\$16,845	0.0765	\$1,289	0.0900	\$1,516	0.0238	\$401	\$3,206	\$20,051
Walker Police Department	317.0	\$48.58	\$15,400	0.0765	\$1,178	0.0000	\$0	0.0282	\$434	\$1,612	\$17,012
Wyoming Police Department	317.0	\$51.12	\$16,205	0.0765	\$1,240	0.3207	\$5,197	0.0323	\$523	\$6,960	\$23,165
TOTAL	1668.0		\$85,331		\$5,518		\$11,654		\$1,723	\$18,894	\$104,225

AGENCY	Hours	Base OT Wage	Wage Amount	FICA Rate	FICA \$ Amount	Retirement Rate	Retirement \$ Amount	Comp Rate	Comp. \$ Amount	Fringe \$ Amount	Wage and Fringe Total
Grand Rapids Police Department	30.0	51.37	\$1,541	0.0145	\$22	0.1381	\$213	0.014	\$22	\$257	\$1,798
Kent County Sheriff's Dept.	74.5	\$51.49	\$3,836	0.0765	\$293	0.1307	\$501	0.0066	\$25	\$820	\$4,656
Kentwood Police Department	30.0	\$53.14	\$1,594	0.0765	\$122	0.0900	\$143	0.0238	\$38	\$303	\$1,898
Wyoming Police Department	30.0	\$51.12	\$1,534	0.0765	\$117	0.3207	\$492	0.0323	\$50	\$659	\$2,192
TOTAL	164.5		\$8,505		\$533		\$1,137		\$113	\$2,039	\$10,544





STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

RICK SNYDER
GOVERNOR

COL. KRISTE KIBBEY ETUE
DIRECTOR

September 17, 2018

Director of Public Safety Kimberly Koster
2300 DeHoop Avenue SW
Wyoming, Michigan 49509

Dear Director Koster:

This letter is to confirm your agency's participation with the Wyoming Department of Public Safety in one or more of the following FY2019 grants:

- Traffic Safety Overtime Enforcement grant
- Underage Drinking Enforcement grant
- Pedestrian-Bicycle Overtime Enforcement grant

To be eligible for reimbursement under the grant, the chief or sheriff must review and agree to the enclosed Office of Highway Safety Planning (OHSP) Grant Management Requirements (GMRs) and provide your agency's DUNS number. The DUNS number is a unique nine-digit identification number required to register with the U.S. Federal government for contracts or grants. Your accounting office will be able to provide you with this information. Your agency must also be registered with the federal System for Award Management (SAM). Directions for registering with SAM can be found at <https://sam.gov> website.

Once you have reviewed the GMRs, please sign the enclosed acknowledgement, including the DUNS number, and return it to OHSP. Your agency may not participate in the grant until the signed acknowledgement is received and on file with OHSP by September 30, 2018.

We thank you for your interest in this project and for your support of traffic safety in your community. If you have any questions, contact Charlotte Kilvington at (517) 284-3068 or kilvingtonc@michigan.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael L. Prince".

Michael L. Prince, Director
Michigan Office of Highway Safety Planning

Enclosure



I have received, reviewed, and agree to follow the FY2019 Office of Highway Safety Planning Grant Management Requirements.



Signature of Chief or Sheriff

Wyoming Department of Public Safety

Agency

07928-3982

Agency DUNS number

October 8, 2018

Date

Return to OHSP by September 30, 2018, by fax 517-284-3338 or email a scanned copy to Susan Bishop at bishops2@michigan.gov.

RESOLUTION NO. _____

RESOLUTION TO ENGAGE VALUE TRENDS INC. FOR APPRAISAL
SERVICES FOR A PROPERTY TAX APPEAL AND TO AUTHORIZE THE
RELATED BUDGET AMENDMENT

WHEREAS:

1. The owners of the Huntington Bank property at 5745 Byron Center Ave SW, the PNC Bank property at 5381 Clyde Park Ave SW and 5215 Wilson Ave SW, and the Target store property at 5455 Clyde Park Ave SW appealed to the Michigan Tax Tribunal (MTT) the 2018 taxable values for that property.
2. About \$2.8 million in taxable value is in dispute as a result of those appeals resulting in all of the taxing units levying property taxes against those properties having a total of about \$81,062 in annual property tax revenues at risk in those appeals.
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 those properties within the 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.
6. Value Trends Inc. submitted proposals to produce appraisal reports and testify, if needed, in depositions or in the MTT hearing related to those property tax appeals.
7. A budget amendment is needed to pay the anticipated costs.

NOW, THEREFORE, BE IT RESOLVED:

1. The September 17, 2018 proposals from Value Trends Inc. to provide appraisal reports for the 2018 tax years for \$35,500 and to testify as needed at the rate of \$225 per hour are approved and the City Manager is authorized and direct to sign them on behalf of the City.
2. Budget Amendment No. 35 is authorized.
3. 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 certify that this resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on October 15, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Budget Amendment

Staff Report

Proposals

Resolution No. _____

STAFF REPORT

Date: October 3, 2018
Subject: Property tax appeals
From: Scott Smith, City Attorney
Meeting Date: October 15, 2018

Recommendation:

Staff recommends engaging Value Trends Inc. to (i) appraise the Huntington Bank property at 5745 Byron Center Ave SW, the PNC Bank parcels at 5381 Clyde Park Ave SW and 5215 Wilson Ave SW, and the Target store parcel at 5455 Clyde Park Ave SW, (ii) provide appraisal reports in the form needed for the 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 \$35,500 for the appraisals and reports and \$225 an hour for testimony and consulting as specified in the September 27, 2018 proposals.

Staff also recommends Budget Amendment No. 035 to appropriate an additional \$100,000 to the Assessing-Professional Services fund – 101-209-200900-801.000 – of \$50,000 from the Fund Balance/Working Capital Fund (Fund 101).

Sustainability Criteria:

Social Equity – Approval will enable the city to better ensure these property tax assessments are 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:

There is annual flurry of activity arising from property tax appeals. This year, we (the Assessor’s office and city attorney’s office) have ramped up that activity in hopes of achieving more favorable outcomes than some past ones.

Initially, however, it might be helpful to refresh a general understanding of the tax assessment and collection process. The following table for 2018 calendar year tax assessments and tax levies is a good way to approach that general understanding.

<u>TIME</u>	<u>EVENT</u>	<u>COMMENTS/EXPLANATION</u>
December 31, 2017	Tax Day	Values and location of real and personal property for purposes of real and personal property taxation is set as of this day.

February 1, 2018	Valuation notices are sent to taxpayers	Notices state the Assessor's determination of true cash value, assessed value, and taxable value of real property.
March 2018	Board of Review meets	Taxpayers may appeal the taxable value to the Board of Review which can adjust that value before the assessment roll is finalized.
May - June 2018	Taxpayers file petitions with Michigan Tax Tribunal ("MTT")	Usually filed on behalf of the taxpayers by attorneys, accountants, or property tax appeal firms, these petitions initiate the appeal.
May - August 2018	City files answers to petitions	Answer is due 30 days after service of the petition which can occur up to 45 days after the petition is filed.
July 1, 2018	Summer tax bills sent	Portion of local school, city, transit, KISD, GRCC, SET and part of county taxes
August - November 2018	MTT sends notices setting dates for valuation disclosure and prehearing conferences.	Dates are normally 6 months or more after the notice is sent. Valuation disclosure is the date any appraisal or other valuation documents need to be exchanged. A prehearing statement naming witnesses and addressing other issues is also exchanged.
August 2018 to valuation disclosure date	Assessor and city attorney review matters, undertake discovery, and determine for what, if any, cases an appraiser should be engaged.	Merits of the appeal are reviewed, settlement is considered, interrogatories and document requests are sent out, appraisers are consulted, cases selected for particular focus, and some strategies are set.
December 1, 2018	Winter tax bills sent	Other part of local school and county, and KDL

MTT hearings can occur during any month. But, for 2018 appeals, those hearings will likely occur in 2019. MTT decisions may follow the hearing by months. Appeals to the court of appeals may take 2 years or so to conclude. Taxpayers are generally obligated to pay the property tax as assessed during the pending appeal. If a refund is due the taxpayer, that refund is paid with interest calculated at varying rates.

The following table shows the true cash value ("TCV") amounts in dispute.

Petitioner	Site(s)	Assesor's TCV	Petitioner's TCV	Disputed TCV
Huntington Bank	5745 Byron Center	\$1,270,000	\$680,000	\$590,000
PNC Bank (Nat City)	5381 Clyde Park	\$777,800	\$287,800	\$490,000
	5215 Wilson	\$817,400	\$226,360	\$591,040
Target	5455 Clyde Park	\$5,324,200	\$4,200,000	\$1,124,200
Total				\$2,795,240

If the city's current total millage rate is applied to the total amount in dispute, the city annually has \$16,938 in property tax revenues at risk in these appeals. If an average of 58 total mills is assumed (depending on the school district), the total annual tax revenues for all taxing units that is at in in these appeals is \$81,062.

More fundamentally, these petitioners seem to be claiming their parcels are worth less than the cost to acquire and develop them, less the cost to acquire replacement property, and, for one or more of the parcels, perhaps even less than the value of the vacant land. The defense of these appeals also defends the integrity of property tax assessment and is about fundamental fairness in attempting to ensure all property owners, even businesses who mount well-funded appeals, pay their fair share of property taxes.

It is important to prepare well in advance for the valuation disclosure and, in many cases, to engage an outside appraiser with additional expertise. A review of a 2017 MTT decision on a 2015 appeal involving an Allendale Township site owned by one these petitioners, shows the quality of the appraisal is a key issue affecting the case outcome. It is important for the appraiser and the appraisal report to match up well with those used by the petitioner. 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.

There is an ongoing effort to be more proactive in property tax appeals in order to defend the equity of property taxation in the city and to protect the tax base relied on by the city, our schools, the county, the state, ITP, KDL, KISD, and GRCC. It is hoped such pro-action will minimize the number of repeated appeals and will also result in fewer appeals seeking significant changes in taxable values.



VALUE TRENDS INC.

445 S. LIVERNOIS • STE 104 • ROCHESTER HILLS, MI 48307 • (248) 413-5821 • mellis2449@aol.com

September 27, 2018

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

Re: **Appraisal proposal pertaining to:
Three (3) individual Bank branches
5745 Byron Center Ave SW, Wyoming, MI
5381 Clyde Park Ave SW, Wyoming, MI
5215 Wilson Ave SW, Wyoming, MI**

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 indicate that the real estate to be appraised include three (3) bank branches located in Wyoming, Michigan. Some of the property information I have been able to obtain is as follows:

5745 Byron Center Ave SW, Wyoming, MI

Tax I.D. #47-17-33-427-033. Assessment records indicate that the site contains 1.41 acres and is improved to include a 4,130 sf bank branch. The bank branch was built in 2006 and is an outparcel at the Bayberry Market strip shopping center. The bank branch is occupied by Huntington Bank.

5381 Clyde Park Ave SW, Wyoming, MI

Tax I.D. # 41-17-35-226-042. Assessment records indicate that the site contains 0.997 acres and is improved with a bank branch containing 3,062 sf. The bank branch was built in 1994. The property is located at the northwest corner of Clyde Park Ave SW and Gezon Parkway SW, just west of US-131. The bank branch is occupied by PNC Bank.

5215 Wilson Ave SW, Wyoming, MI

Tax I.D. # 41-17-31-227-018. Assessment records indicate the parcel contains 1.22 acres and is improved with a 3,694 square foot bank branch. The bank branch was built in 2003. The property is located at the southwest corner of Wilson Avenue SW and 52nd Street SW, approximately one-half mile south of the Rivertown Crossings Mall. The bank branch is occupied by PNC Bank. County GIS aerials suggest the parcel shares access with a adjacent parcel.

The need for the appraisal assignments is the result of existing *ad valorem* tax appeals. The date of valuation in contention for each of the properties is December 31, 2017, which pertains to Tax Year 2018. The purpose of the appraisal is to estimate the True Cash Value of the subject real estate as of this date. In turn, the function of the report will be to assist the client and the clients representatives in the matter by providing valuation evidence as it relates to this litigation. The date of valuation is identified as a retrospective valuation. Depending on the specific property, leased fee or fee simple ownership interests may exist.

The intended users of the proposed appraisal report include the client (City of Wyoming), yourself, other legal representatives, and the Michigan Tax Tribunal. It is my understanding that other potential users of this appraisal who are not defined as clients are likely to include the Petitioners in these matters, and their representatives. The appraisal reports are 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:

- I. buyer and seller are typically motivated;*

¹ MCL 211.27(1) (5).

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.*

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. 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 each of the reports 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. The 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 fees for these three properties individually will be as follows:

5745 Byron Center Ave SW, Wyoming	\$7,500
5381 Clyde Park Ave SW, Wyoming	\$7,500
5215 Wilson Ave SW, Wyoming	\$7,500

The individual fees indicated above may be discounted if the client ultimately elects to have all three (3) properties appraised. If the client elects to have less than three (3) of the above properties appraised the fee estimate shall remain as indicated in the table above.

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If the client elects to have all three (3) properties appraised, a discount will be applied to the individual fee estimates, which will result in a total fee estimate of **\$20,500**.

Covered by the appraisal fees are the actual appraisal reports 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. Many of these items would have to be obtained via discovery.

- The name, address, and phone number of the person the appraiser should contact in order to inspect the property.
- Verification as to the name of current ownership entity.
- History of Ownership. Provide details pertaining to all sales or leases involving the appraised property since 2013.
- Subject's legal description(s).
- Site surveys. 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.
- A statement as to whether, or not, the property is encumbered by any environmental hazards or toxins.
- Building and site plans for each property.
- Provide details of any marketing attempts to lease or sell the property over the past five (5) years, if any.
- If the property is an investment property and is leased via an arms length lease,

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provide income and expense statements for the business operation since 2013.

- Provide a history of property expenses since 2013. These expenses should include utilities, real estate taxes, property insurance, repairs and maintenance, and administration.
- Identify any significant repairs to the property that may have been necessary as of the date of valuation: December 31, 2017.
- 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 required is also provided in a timely manner.

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

Respectfully yours,

Value Trends, Inc.



Michael E. Ellis, MAI
President

Approved by:

City of Wyoming

By: _____

Its:

Dated:



September 27, 2018

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

Re: **Appraisal proposal pertaining to:
A Big Box Store
5455 Clyde Park Ave SW, Wyoming, MI**

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 indicates that the real estate to be appraised includes a standalone big box store located in Wyoming, Michigan. Some of the property information I have been able to obtain is as follows:

5455 Clyde Park Ave SW, Wyoming, MI

Tax I.D. # 41-17-35-276-021. Assessment records indicate that the site contains 13.77 acres and is improved with a warehouse discount store containing 131,642 square feet. The store was built in 1993. The property is located at the southwest corner of Clyde Park Ave SW and Gezon Parkway SW, just west of US-131. The property is occupied by Target.

The need for the appraisal assignment is the result of existing *ad valorem* tax appeal. The date of valuation in contention for the property is December 31, 2017, which pertains to Tax Year 2018. The purpose of the appraisal is to estimate the True Cash Value of the subject real estate as of this date. In turn, the function of the report will be to assist the client and the client's representatives in the matter by providing valuation evidence as it relates to this litigation. The date of valuation is identified as a retrospective valuation.

The intended users of the proposed appraisal report include the client (City of Wyoming), yourself, other legal representatives, and the Michigan Tax Tribunal. It is my understanding that other potential users of this appraisal who are not defined as clients are likely to include the Petitioners in these matters, and their representatives. The appraisal reports are 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.*

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

¹ MCL 211.27(1) (5).

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- 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.
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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. 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

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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. The appraiser's opinion of value will be developed competently and with independence, impartiality and objectivity.

Based upon review of the work which appears necessary to complete the assignment, our firm's appraisal fee will be **\$15,000**. 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.

The appraisal fee covers the actual appraisal reports 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. Many of these items would have to be obtained via discovery.

- The name, address, and phone number of the person the appraiser should contact in order to inspect the property.
- Verification as to the name of current ownership entity.
- History of Ownership. Provide details pertaining to all sales or leases involving the appraised property since 2013.
- Subject's legal description(s).
- Site surveys. If a survey does not exist, please provide any details that are known

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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.
- A statement as to whether, or not, the property is encumbered by any environmental hazards or toxins.
- Building and site plans for each property.
- Provide details of any marketing attempts to lease or sell the property over the past five (5) years, if any.
- If the property is an investment property and is leased via an arms length lease, provide income and expense statements for the business operation since 2013.
- Provide a history of property expenses since 2013. These expenses should include utilities, real estate taxes, property insurance, repairs and maintenance, and administration.
- Identify any significant repairs to the property that may have been necessary as of the date of valuation: December 31, 2017.
- Provide details as to any and all sales of Target stores located in the State of Michigan since 2012.
- 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 required is also provided in a timely manner.

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

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Respectfully yours,

Value Trends, Inc.

A handwritten signature in cursive script that reads "Michael E. Ellis".

Michael E. Ellis, MAI
President

Approved by:

City of Wyoming

By:

Its:

Dated:

MTT CASE INFORMATION

<u>Petitioner</u>	<u>Year</u>	<u>Dkt #</u>	<u>Parcel # (41-)</u>	<u>Address</u>	<u>TCV</u>	<u>Pet. Value</u>	<u>Answr.</u>	<u>Subst.</u>	<u>P'Hrg Stmt Val. Exch.</u>	<u>Prhrg Conf</u>	<u>Disc.y</u>	<u>Hrg Date</u>	<u>Appraisal</u>	<u>Value Difference</u>	<u>Comments</u>
Advance Stores	2017	17-002428	17-15-226-055	1784 28 th SW	623,600	300,000	07.05.17	08.08.18	11.05.18	01.02.19				323,600	2009 purchased for \$862,000 Disc. sent 09.12.2018
AHP	2017-18	17-002759	17-23-226-048	3664 36 th SW	719,400 710,800	439,850 439,850		08.08.18	08.20.18	10.22.18, 9:00 a.m.				279,550	Declined settlement 09.24.2018
Angana Corp Super 8	2018	18-001934	17-24-301-039	727 44 th SW	1,731,600	1,400,000	06.21.18	08.09.18						331,600	2016 purchased for \$1.5M Disc. sent 09.13.2018 Acknowledged 09.27.2018
Barnes RE Holdings Belle Tire			17-36-151-017	5530 Clyde Park SW	1,262,400	904,500	06.27.18	08.09.18	05.20.19	07.16.19				357,900	Reduced in '14 & '15 Disc. sent 09.13.2018
Costco	2016 2017 2018	16-001690	17-30-426-007	4901 Wilson SW	7,463,200	4,000,000		None	07.20.18	09.17.18					Settled
Garden-town Apts.	2018	18-001975	17-15-253-006, 226-063, 203-019, 203-018	1844 & 1845 30 th SW; 2950 & 2951 Gardentown SW	1,606,200	1,260,000	06.26.18	08.09.18						346,200	Disc. sent 09.24.2018 Sent Word copy 09.27.18
Grace Bible	2017 2018	17-003316 17-003321 17-003326 17-003327 17-003331 17-003335 17-003341	17-11-404-006 17-11-428-002 17-11-429-001 17-11-427-001 17-11-427-002 17-11-428-010 17-11-476-002	2541 Rogers Lane SW 959 Aldon SW 958 Aldon SW 962 Blackburn 948 Blackburn 919 Aldon SW 1006 26 th SW	756,000	0		08.08.18						756,000	Exemption issue 08.23.18 e-mail to stip. to hold in abeyance pending Calvin College v GR Sent revised Stip. 09.18.2018
Home Depot												08.27.18			Settled
Hop Family	2018	18-002153	17-34-151-032	5568 Burlingame SW	1,096,100	339,000? 678,000	06.26.18	08.09.18						757,100	Gas station Disc. sent 09.24.2018
Huntington Bank	2018	18-001036	17-33-427-033	5745 Byron Center	1,270,000	680,000	06.07.18	08.09.18	03.04.19	05.01.19				590,000	Ellis prop. rec'd 09.27.2018 Interrog.
Kinooks	2018	18-001991	17-34-426-008	5675 Burlingame	2,283,000	1,300,000		08.09.18						983,000	New medical bldg. Interrog - Construction cost? Disc. sent 09.13.2018 Sent Word version 09.27.18
KMF Classic	2018	18-001460	17-15-226-088	1680 28 th	702,200	520,000	08.29.18	N/A							Settled - order entered 09.27.2018
Leetsma Mgt.	2018	18-001954	18-18-476-006	3516-3594 Roger B. Chaffee	5,120,000	1,100,000	06.21.18	08.09.18						4,020,000	Sold in '16 for 5.5M Disc. sent 09.13.2018 Sent Word version 09.27.18
Nijanand LLC	2018	18-001966	17-24-279-037	3821 S. Division	1,094,000	800,000	06.29.18	08.10.18						294,000	Former Jim Williams Motel Signed stip sent 10.02.2018

<u>Petitioner</u>	<u>Year</u>	<u>Dkt #</u>	<u>Parcel # (41-)</u>	<u>Address</u>	<u>TCV</u>	<u>Pet. Value</u>	<u>Answr.</u>	<u>Subst.</u>	<u>P'Hrg Stmt Val. Exch.</u>	<u>Prhrg Conf</u>	<u>Disc.y</u>	<u>Hrg Date</u>	<u>Appraisal</u>	<u>Value Difference</u>	<u>Comments</u>
PNC Bank (Nat City)	2018	18-001322	17-31-227-018	5381 Clyde Park	777,800	287,800	06.26.18	08.10.18	04.19.19	06.17.19				490,000	Interrog. Ellis prop. rec'd 09.27.2018
		18-001323	17-35-226-042	5215 Wilson	817,400	226,360								591,040	
RFG Properties	2018	18-002226	17-13-202-009	2935 Buchanan	387,200	270,000	06.27.18	08.10.18						117,200	Settlement offer accepted waiting for stip 09.28.2018
S&S Roger's Plaza	2017 2018	17-001861 18-001164	17-14-201-016	950-1150 28 th	9,539,600 9,357,400	3,039,600 2,857,400	06.21.17 06.06.18	08.06.18 08.10.18	11.05.18 03.18.19	01.02.19 05.16.19	Sluiter Interrog. answr'd No help			6,500,000	Tour 09.19.2018 Disc. sent 09.20.2018 Discussed extension & consolidation 09.24.2018
Spectrum Community Services	2018	18-001169	18-18-326-033	3353 Lousma Drive	305,400	0	06.11.18	08.10.18		03.04.19	05.01.19			305,400	Need to review exemption claim
Stellar Hospitality	2018	18-000722	17-36-351-018	5880 Clyde Park	2,772,000	1,000,000	06.21.18	08.10.18	02.19.19	04.16.19				1,772,000	Disc. sent 09.25.2018 Purchase price \$1M confirmed 10.02.2018
Target	2018	18-001004	17-35-276-021	5455 Clyde Park	5,324,200	4,200,000	06.08.18	08.10.18	03.04.19	05.02.19				1,124,200	Shapiro - Judge Marmon Ellis prop. rec'd 09.27.2018 Interrogatories
Union Partners	2016 2017	16-003487	17-35-300-032	5875 Weller Ct.	5,474,400	4,000,000									Dismissed 09.24.2018
Wiseman, Carl & Carol	2018	18-000446	17-33-427-043	5631 Byron Center	1,377,400	400,000	04.08.18	08.10.18	01.18.19	03.18.19				977,400	McDonalds Paid \$915,000 for land Disc. sent 09.13.2018
Total														20,916,190 TCV	\$10,458,095 TV x 12.1192 city mills = \$126,743.74 0.428% of \$2,443,079,300 total city SEV

10/15/2018
RLR

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO ACCEPT A PROPOSAL FOR PROFESSIONAL SERVICES WITH FISHBECK, THOMPSON, CARR & HUBER, TO AUTHORIZE AN AMENDED AGREEMENT WITH MCSA GROUP, INC. AND TO AUTHORIZE THE ASSOCIATED BUDGET AMENDMENT

WHEREAS:

1. The City had previously engaged MCSA Group, Inc. (Resolution No. 26113) as the architectural firm for the design of Jackson Park, proceed with necessary surveys, and related documents to obtain permits and the creation of construction and bid documents, including restroom architectural plans in the total amount of \$187,032.
2. As detailed in the attached Staff Report, the re-use of architectural plans from the FTCH designed Frog Hollow restroom, with minor changes, to allow for its construction at Jackson Park, is recommended to ensure consistency of products and facilities throughout the park system.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council authorizes the City Manager to accept a proposal for professional services with Fishbeck, Thompson, Carr and Huber, Inc., in the total amount of \$22,350.
2. The Wyoming City Council authorizes Mayor and City Clerk to accept an amended agreement with MCSA showing a reduction of \$14,310, for a total agreement amount of \$172,722.
3. The Wyoming City Council authorizes the attached budget amendment in the amount of \$8,040.

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 October 15, 2018.

ATTACHMENTS:
Budget Amendment
Staff Report
Proposal
Agreement

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: October 8, 2018

Subject: Reduction to MCSA Group agreement per the Jackson Park Development Project; proposal for FTCH for professional Services in connection with Jackson Park Restroom; Budget Amendment

From: Rebecca Rynbrandt, Director of Community Services

Council Meeting Date: October 15, 2018

Recommendation:

1. The Wyoming City Council authorize the City Manager to accept a proposal for professional services with Fishbeck, Thompson, Carr and Huber, Inc., in the total amount of \$22,350.
2. The Wyoming City Council authorize Mayor and City Clerk to accept an amended agreement with MCSA showing a reduction of \$14,310, for a total agreement amount of \$172,722.
3. The Wyoming City Council authorize the attached budget amendment in the amount of \$8,040.

Sustainability Criteria:

Environmental Quality – Jackson Park is approximately 22 acres located at 1331 – 33rd Street SW. It resides in a densely populated residential area of our community which is primarily made up of single family homes. A large green space in the center of the park provides for storm water storage for the neighborhoods. The City of Wyoming seeks to develop contemporary, accessible facilities with improved functional relationships related to programmed and passive uses.

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

Social Equity – The City's Community Services Department through Parks and Recreation is committed to providing leisure and recreation opportunities by developing and maintaining green spaces, facilities, and programs to enrich the quality of life for the citizens of the City of Wyoming. Jackson Park is located within a dense residential neighborhood located within the heart of the community. The development of the park increases our ability to equitably provide for recreation and leisure services to a region of our community.

Quality Service Impact – As we serve to create an attractive, comfortable, engaged community, this project improves the appearance and safety of Ideal Park.

Discussion:

On July 2, 2018, the City Council approved Resolution No. 26113 to engage the MCSA Group, Inc. for professional services to obtain necessary surveys, prepare and obtain permits (e.g. MDEQ, Kent County Drain Commission, etc.), and prepare construction documents (plans, specifications, and bid documents) in an amount of \$187,032.

The original MCSA Group agreement included the design of the restroom building. Initially, MCSA Group sought to engage their internal architects to design the restroom. However, staff believes it is in the City’s best interest to ensure that the restroom is constructed to our standard specifications. This improves maintenance response and ensures the structures are consistent throughout our park system. Rather than have MCSA Group engage in a negotiation to hire FTCH, it is recommended that the City engage FTCH directly and reduce MCSA Group’s agreement accordingly.

FTCH agrees to re-use architectural plans from the FTCH designed Frog Hollow restroom, with minor changes to allow for its construction in Jackson Park in an amount of \$22,350. While this provides for an approximate \$35,000 savings in professional fees over FTCH’s standard rates, it is \$8,040 more than the line item budget in the MCSA Group agreement.

Budget Impact:

An amended MCSA Group contract agreement is presented to reduce their fee from \$187,032 to \$172,722, a \$14,310 savings. Recognizing the addition of the FTCH agreement in the amount of \$22,350, a budget amendment is necessary to increase project funds available by \$8,040 to ensure all necessary funds are available.

Account Name	Account Number	Requested Amount
Capital Projects Revolving Fund	800-000-57300-975.000	\$8,040

Attached: Resolution
FTCH Proposal, FTCH Agreement and Contract (MCSA Group)
Budget Amendment

###

September 12, 2018

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

Re: Proposal for Professional Services
City of Wyoming Jackson Park Restroom Building

Ms. Rynbrandt:

Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) is pleased to submit the following proposal for professional services.

Statement of Understanding

The City of Wyoming wants to construct a new Restroom Building in Jackson Park. The new building will be a copy of the Restroom in Frog Hollow Park updated to meet the requirements of the 2015 Michigan Building Code.

Scope of Services

Based on our understanding of the project, FTC&H will provide the following services:

1. Construction Documents for the Restroom Building

FTCH will copy and update the Frog Hollow restroom building drawings for use on the Jackson Park project. The building design and layout will remain essentially the same. The drawings will be updated to incorporate all current building code requirements and to update the foundation design in accordance with the City provided soil borings. The building floor elevation will be determined by the Landscape Architect.

Fee for this service: \$12,850.00.

2. Bidding Assistance

FTCH will support the Landscape Architect during bidding by providing the following services:

- Informing selected contractors that may choose to bid the project.
- Issuing addenda and clarifications, as required.
- Attending the pre-bid conference.
- Bids will be due at the City Clerk's office and opened at City Hall. We will attend the bid opening.
- Reviewing the bids.
- Recommending a contractor.

Fee for this service: \$2,000.00.

3. Construction Administration Services

During construction FTCH will provide construction administration services for the items within our scope. The following services will be included during this phase of the project:

- Observe the construction for conformance with the construction documents.
- Attend progress meetings on an as needed basis for the Restroom Building only.
- Review shop drawings.
- Review and approve applications for payment.
- Issue bulletins and change orders, as required.
- Respond to requests for information/questions.
- Conduct a final inspection and prepare the punch list.
- Assist the City in the final closeout of the project.

Fee for this service: \$7,500.00.

Total Fee for all of the services described above: \$22,350.00.

Work by others, exclusions and assumptions

The following are not included in our scope of services:

- Site layout, grading plan and site design details by the Landscape Architect.
- All site utilities and connections to the building are by the Landscape Architect.
- Any elevated decks or ramps to access the building are by the Landscape Architect.
- Our proposal does not include any other parking lots, play structures, pavilions, ramps or walks or park retaining walls.
- Preparing the City front end documents and coordinating the bidding is by the Landscape Architect.
- The Restroom Building bidding and construction will be part of the overall park project managed by and coordinated by the Landscape Architect.
- Geotechnical / soil borings will be provided by the City.
- A site survey of the existing conditions, grade and utilities will be provided by the City or Landscape Architect.
- Environmental or hazardous materials surveys or abatement.
- We assume adequate soil bearing capacity is available to support the building and no deep caisson or piling design is required.
- Instead of printing multiple bid sets of drawings for contractors we will submit CAD files to the Landscape Architect. We will provide drawings for the City (your office, Jeff's office, purchasing and the required sealed sets for plan review/permitting).

Project Schedule

We anticipate having the construction documents done and ready for bidding eight weeks or less from the date that we receive the geotechnical report, survey and utility information. Bidding will take approximately three to four weeks.

Feel free to call me if you have any questions or comments regarding this proposal for professional services.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink that reads "Tom Smith". The signature is written in a cursive style with a large, stylized "T" and "S".

Thomas R. Smith, RA

**Proposal Agreement for Professional Services
In Connection With
Jackson Park Phase One – Revised 10.1.2018**

Between

**City of Wyoming
and
MCSA Group, Inc.**

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made and entered as of the ___ day of ____ 2018;
between the City of Wyoming, with offices at 1155 - 28th Street SW, Wyoming, Michigan 49509, hereinafter sometimes referred to as the City; and MCSA GROUP, INC., a Michigan corporation, with offices at 529 Greenwood Avenue, S.E., East Grand Rapids, Michigan 49506, hereinafter referred to as MCSA;

WITNESSETH:

The City desires to retain and hire as an independent contractor, a professional Architectural and Landscape Architectural firm, licensed by the State of Michigan, to provide Professional Services for Jackson Park Phase One, including: Design Development; Preparation of Construction Documents; Wetland Design/Pre-Mitigation Credit Application; Assistance with Bidding; and Construction Administration and Inspection for the Jackson Park Phase One. These services will be based upon the attached cover letter dated May 2, 2018.

NOW THEREFORE, the City and the MCSA; for the consideration hereinafter set forth, hereby agree as follows:

ARTICLE I. GENERAL AGREEMENT FOR SERVICES MCSA agrees to provide professional services for the preparation of design development plans, construction plans, and bid documents for the City in a competent and professional manner.

MCSA will prepare construction documents for the following scope items: restroom building, parking playground, splashpad, shade shelter, education shelter, wetland, boardwalks and crushed stone paths, concrete walkways, sports field, site light, park sign, irrigation, site furniture and landscaping as shown in the Phase One Site Plan.

Our services will include the following Work Tasks:

A. Design Development:

- Topographic Survey – Pathfinder
- Geotechnical Investigation and Recommendations – Soils and Structures
- Review Old Plans/Utility Plans (Water, Storm and Electric) from City
- Update Phase One Plan based upon Topographic Survey and verify Cost Estimate.

B. Wetland Design – MCSA, King and MacGregor and Pathfinder

- Engineer Wetland
 - Coordinate Wetland Design with City Improvements to Existing Storm Water Lift Station
 - Boardwalks, Overlooks and Crushed Stone Paths
 - Wetland Soils, Seeding and Plant Material
- Prepare DEQ Plan and Documents for Pre-Mitigation Credits

- Wetland Mitigation Monitoring (5 Years)

C. Construction / Bid Documents

- Construction Plans
 - Existing Conditions/ Removals
 - Layout Plans
 - Site Layout Plans
 - Wetland Layout Plan
 - Boardwalk and Trails Layout Plan
 - Shelter Layout Plans
 - Sports Field/ Open Green Layout Plan
 - Splashpad Layout Plan
 - Playground Layout Plan
 - Walk Layout Plan
 - Parking Layout Plan
 - Grading and Drainage Plans – MCSA and Pathfinder
 - Site Grading Plan
 - Wetland Grading Plan
 - Boardwalk and Trails Grading Plan
 - Shelter Grading and Drainage Plans
 - Sports Field/ Open Green Space Grading and Drainage Plan
 - Splashpad Grading Plan
 - Playground Grading and Drainage Plan
 - Walk Grading Plan
 - Parking Grading and Drainage Plan
 - Site Utility Plans
 - Water Service Plans and Details
 - Sanitary Service Plans and Details
 - Electrical Service Plans and Details
 - Site Lighting
 - Restroom Electrical
 - ~~— Architectural Plans and Details (Restroom Building) — MCSA~~
 - ~~— Foundation Plans and Details~~
 - ~~— Floor Plans~~
 - ~~— Roof Plans and Details~~
 - ~~— Framing Plans and Details~~
 - ~~— Wall Sections and Details~~
 - ~~— Plumbing Plans and Details~~
 - ~~— HVAC Plans and Details — Clark Trombley Randers~~
 - ~~— Electrical Plans and Details~~

- Construction Details
 - Boardwalk Details
 - Crushed Stone Trail Details
 - Walk Details
 - Parking Details
 - Shelter Details
 - Playground Details
 - Site Amenities Details
 - Wetland Details
 - Splashpad Details

- Landscape Plans, Details and Irrigation
 - Wetland Seeding and Plantings
 - Sports Field Seeding Areas
 - Plant Materials and Details
 - Irrigation Plans and Details

- Bid Proposal and Specifications
 - Invitation to Bid
 - Contract General Conditions
 - Contract Technical Specifications
 - Contractor Qualifications Questionnaire
 - Bid Proposal Form
 - City Forms

- Review Meetings with City will be held at 30%, 60% and 90% and as necessary for Wetland Pre-Mitigation Credits Application

D. Bidding

- Advertise
- Send Invitations to Contractor List
- Send Documents to Plan Rooms
- Bid Documents Distribution
- Answer Questions
- Distribute Agenda
- Review Bids – Recommend Award

E. Construction Administration and Observation

- Pre-Construction Meeting
- Review Submittals and Shop Drawings
- Progress Meetings
- Construction Observation Field Reports

- Review and Certify Payment Applications
- Prepare Bulletins and Change Orders
- Prepare Punch List and Close Out Documents
- Primary Construction Inspection Services

MCSA Group will provide construction observations for the City and will assist with weekly observations of the construction to assist in the correct interpretation of the plans and specifications and safeguard the City against defects and deficiencies on the part of the contractor; but will not guarantee any of the performance of the contractor. MCSA's services will consist of visits to the site, checking of shop drawings, checking of submitted materials, and checking of estimates for payments to the contractor; but does not include responsibility for construction methods, sequences of procedures, safety precautions, delays of the Contractor nor imperfections in the contractors' work.

Estimates of construction quantities and costs prepared by the MCSA are made on the basis of experience and represent their best judgment as design professionals, but they cannot and do not guarantee that the construction quantities or cost will not vary from quantity and cost estimates.

ARTICLE II. PAYMENT In accordance with the above described services, the City will compensate MCSA Group, Inc. for professional services for the Jackson Park Phase One as follows:

Professional fees described herein will be a lump sum professional fee of \$172,722.00.

Topographic Survey	\$ 5,000.00
Boundary Survey	\$ 3,000.00
Geotechnical Investigation and Recommendations	\$ 4,975.00
Design Development, Construction Documents and Bidding	\$ 114,754.00
Remove Architectural Plans and Details	(\$ 14,310.00)
	\$ 100,444.00
General Construction Administration and Inspections	\$ 28,203.00
Primary Construction Inspection	\$ 18,300.00
Wetland Design/ Pre-Mitigation Credit Application	\$ 8,800.00
Wetland Monitoring Professional Services	\$ 4,000.00

MCSA shall invoice the City on a monthly basis, based upon MCSA's estimated percentage of actual Professional Services completed, subject to review and approval of the City. This billing will include Professional Fees for Design Development and Construction Documents, Bidding, Construction Administration and Inspections (\$128,647.00). 80% of these professional fees will be considered earned when the bids have been let and 100% of the total upon completion of the final punch list.

Primary Construction Inspections Services (\$18,300.00) will be invoiced during the actual Inspection Phase.

Professional Fees for Topographic and Boundary Survey, Geotechnical Investigation and Recommendations, and Wetland Design/Pre-Mitigation Credit Application and Monitoring (\$25,775.00) will be billed separately when these services are complete.

The City, or awarded contractor as defined in bid documents, shall be responsible for the cost of any permits and permit application fees for the project.

ARTICLE III. TIME: MCSA agrees that the services to be performed, as provided in this Agreement, will proceed in an expeditious and orderly manner through an agreed upon work schedule to meet contract conditions and deadlines. The MCSA agrees to utilize its best efforts to complete the services in a complete and professional manner. Bidding is anticipated in November of 2018 with construction beginning in April of 2019 based upon the attached Preliminary Planning and Design Schedule.

ARTICLE IV. SERVICES: The City will designate one or more representative(s) of the City with respect to the work to be performed pursuant to this Agreement; and such person(s) shall have conditional authority to transmit instruction, receive information, interpret and define City's policies and decisions with respect to the work covered by this Agreement.

ARTICLE V. TERMINATION: This Agreement may be terminated by either party upon seven (7) days prior written notice to the other party. In the event of termination, MCSA shall be paid for the satisfactory services performed by MCSA to the termination date; and, shall be payable to MCSA upon submission of an invoice broken down as to the work for the categories described above, and upon tender to the City all completed work and work in process for the items described in Article I above, there shall be no liability to either party for liquidated damages or other consequential damages caused by any such termination.

ARTICLE VI. AMENDMENTS: Any changes in this Agreement must be by mutual written consent of both parties, and no amendments, or changes in this Agreement shall be binding upon the other except as provided in a mutual written agreement between the parties reflecting such changes or amendments.

ARTICLE VII. COMPLIANCE: MCSA agrees to comply with all applicable laws, regulations and ordinances, whether local, state or federal, with respect to the services to be performed pursuant to this Agreement, and to also comply with all applicable workers discrimination laws, whether general or specific, and to hold the City harmless by reason of any claims made against MCSA for violation of any such regulations, laws or ordinances.

ARTICLE VIII. INDEMNIFICATION AND INSURANCE: MCSA agrees to indemnify, hold harmless and defend the City, its officers, council members, agents and employees, both past and present, from and against liability for any and all claims, liens, suits, demands, and actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, (including actual court costs, attorneys' fees and other reasonable costs of litigation) arising out of or resulting from Contractor's work and activities conducted in connection with or

incidental to this Contract and from any liability arising out of or resulting from intentional acts or negligence of the MCSA, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of MCSA, including but not limited to its officers, agents, employees, subcontractors, licensees, invitees, and other persons.

MCSA further agrees that it shall at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, agents, employees, subcontractors, licensees, invitees and other persons, as well as their property, while in the vicinity where the work is being done. It is expressly understood and agreed that City shall not be liable or responsible for the negligence or other fault of MCSA its officers, agents, employees, subcontractors, licensees, invitees, or other persons associated with the MCSA.

MCSA agrees to indemnify and save the City harmless from all claims growing out of any demands of subcontractors, laborers, workers, mechanics, materialmen, and furnishers of supplies, equipment, financing, or any other goods or services, tangible or intangible. When the City so desires, the MCSA shall furnish satisfactory evidence that all obligations of the nature herein above designated have been paid discharged or waived.

Attached are M.C. Smith Associates (MCSA Group, Inc.) certificates of Commercial General/ Workers Compensation/ Employers Liability Insurance and Automobile Liability Insurance through Bill Cole Agency, State Farm and Moore Insurance Services with the City of Wyoming listed as Additional Insured.

ARTICLE IX. GOVERNING LAWS This Agreement shall be governed by the laws of the State of Michigan and be interpreted according to such laws.

ARTICLE X. COMPLETE AGREEMENT The entire agreement between the parties is set forth in this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and entered into this Agreement as of the day and year first above written.

CITY OF WYOMING

By _____
Jack Poll, Mayor
City of Wyoming

MCSA GROUP, INC.
By 
Tiffany A. Smith, President

Attested By
Kelly Vandenburg, Clerk
City of Wyoming

Attested By
-Party of the Second Part

AGREEMENT

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

1. City hereby hires Consultant for professional services related to the construction of a new restroom building for Jackson Park, located at 1331 33rd Street, Wyoming, MI 49509.
2. Services will focus on the creation of construction documents for the restroom building and related bidding assistance and construction administration services.
3. The work to be performed shall be in accordance with the proposal dated September 12, 2018, and the customary standard of care.
4. Payment shall be made in accordance with the proposal and upon billing for work completed in an amount not-to-exceed \$22,350. Undisputed portions of invoices are due within 30 days.
5. Upon completion of the services or in the event of a termination of the contract during the performance of services, all completed work, and/or work in progress shall become the property of the City upon payment for the work.
6. 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 the Consultant and not of the City.
7. This agreement contains the entire agreement between the parties and may not be modified except in writing by mutual consent.

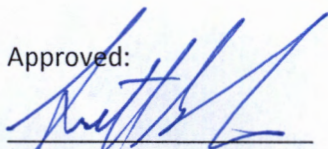
City of Wyoming

Fishbeck, Thompson, Carr & Huber, Inc.

Curtis Holt
City Manager

Thomas R. Smith
Vice President, Senior Architect

Approved:



Scott Smith
City Attorney

RESOLUTION NO. _____

RESOLUTION TO ACCEPT PROPOSALS FROM
GREAT LAKES SYSTEMS FOR EMERGENCY ROOF REPAIRS

WHEREAS:

1. As detailed in the attached Staff Report, the roofs at fire stations 1, 2, 3 and 4 are leaking and in need of repair.
2. Great Lakes Systems has provided the City with proposals for the repairs in the total estimated amount of \$15,653.00.
3. It is recommended the City Council accept the proposals.
4. Funds for the emergency repairs are available in account number 101-337-33800-930000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby accept proposals from Great Lakes Systems for emergency roof repairs in the total estimated amount of \$15,653.

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 October 15, 2018.

ATTACHMENT:
Staff Report

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: October 8, 2018
Subject: Fire Station Roof Repairs
From: Deputy Director of Fire Services Brian Bennett
Meeting Date: October 15, 2018

RECOMMENDATION:

It is recommended that the City Council accept Great Lakes Systems' proposals for emergency roof repairs at all fire stations.

SUSTAINABILITY CRITERIA:

Environmental Responsibility: Does not significantly impact this criterion.

Social Equity: Does not significantly impact this criterion.

Economic Strength: Does not significantly impact this criterion.

DISCUSSION:

Great Lakes Systems has repaired and maintained the fire station roofs since 2014. They were contacted in early September due to leaks inside the buildings and supplied proposals for repairs to each station which detailed emergency and remedial deficiencies.

	Emergency	Remedial
Station 1	\$2,620.00	\$1,460.00
Station 2	\$4,215.00	\$80.00
Station 3	\$4,578.00	\$2,340.00
Station 4	\$4,240.00	\$920.00
	\$15,653.00	\$4,800.00

It is recommended the City Council approve the emergency repairs for the estimated cost of \$15,653.00.

BUDGET IMPACT:

Sufficient funds have been allocated in the building repairs and maintenance account (#101-337-33800-930.000).

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF SMARTPHONES,
ACCESSORIES, AND MONTHLY SERVICE AND TO AUTHORIZE
THE MAYOR AND CITY CLERK TO EXECUTE THE AGREEMENT

WHEREAS:

1. On July 18, 2016, City Council adopted Resolution number 25528 accepting a quotation from Verizon Wireless for the purchase of smartphones, cases and monthly service using GSA –Federal Supply Contract pricing.
2. As detailed in the attached Staff Report it is recommended the City Council discontinue using the GSA-Federal Supply Contract pricing and authorize the purchase of smartphones, accessories and monthly service using the State of Michigan MiDEAL contract with Cellco Partnership d/b/a Verizon Wireless.
3. Funds are available in the police-patrol-communications cellular phone account number 101-305-31500-850100.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of smartphones, accessories and monthly service using the State of Michigan MiDEAL contract with Cellco Partnership d/b/a/ Verizon Wireless.
2. The City Council does hereby authorize the Mayor and City Clerk to execute a monthly agreement with Cellco Partnership d/b/a Verizon Wireless and authorizes the City Manager to authorize 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 October 15, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Staff Report

State of Michigan Contract #071B5500078

Resolution No. _____

STAFF REPORT

Date: October 8, 2018
Subject: Contract Change with Verizon
From: Captain James Maguffee
Date of Meeting: October 15, 2018

Recommendation:

I respectfully recommend the City Council approve a new contract change with Verizon Wireless for smartphone service for the police department. Verizon is our current provider and little will change. We are looking to take advantage of available hardware upgrades and better contract details than we currently enjoy.

Sustainability Criteria:

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

Social Equity – There is minimal impact to this criterion outside of the fact that smartphones allow our police officers to communicate with the public they serve quickly and directly, allowing equal access to officers by the vast majority of the public.

Economic Strength – Police officers are currently issued iPhone 6 series phones, many of which are affected by a defective battery issue associated to this series of iPhones. The new contract will allow us to receive free upgrades (100 phones) to iPhone 7 series phones. The associated service costs are expected to be only negligibly different, perhaps even slightly less than the current cost. There will be an approximate \$3,000 costs to purchase needed belt carriers. The monthly service cost and the carriers are expected to be within already Council approved and budgeted amounts for cell phone service within the police budget.

Customer Service – Smartphones have become integral to our ability to police our community in the 21st century. There are increased efficiencies in internal and external communications, our abilities to document crime scenes, and our ability to quickly access information of all sorts. All of this helps us deliver better customer service to the public. Further, this new contract will place us on a part of the Verizon network that gives public safety priority bandwidth to public safety during large scale emergencies.

Discussion:

We currently have a month to month contract agreement with Verizon Wireless for police smartphones and service. This new contract will also be a month to month contract, with no obligation for continued service. Switching to the new contract terms serves two primary purposes; putting our phones onto a network that provides priority service to public safety and allows for no cost but badly needed hardware upgrades.

Chief Koster has approved this request. The funding for this purchase is available through the police budget line: 101-305-31500-850.100 . Thank you for your consideration.

Respectfully Submitted,

Capt. James Maguffee
Deputy Director Public Safety
Administrative Services



STATE OF MICHIGAN
ENTERPRISE PROCUREMENT
 Department of Technology, Management, and Budget
 525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **3**
 to
 Contract Number **071B5500078**

CONTRACTOR	CELLCO PARTNERSHIP d/b/a Verizon Wireless
	26935 Northwestern Highway
	Southfield, MI 48033
	Shelly Forbes
	800-219-1821
	shelly.forbes@verizonwireless.com
	CV0007142

STATE	Program Manager	Linda Baker	MULTI
		517-636-0435	
	bakerl@michigan.gov		
	Contract Administrator	Steve Rigg	DTMB
		(517) 249-0454	
		riggs@michigan.gov	

CONTRACT SUMMARY

Statewide Wireless Data Services			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
December 15, 2015	December 14, 2018	5 - 1 Year	December 14, 2023
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input checked="" type="checkbox"/> P-Card <input checked="" type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS			
N/A			

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		December 14, 2023
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$60,000,000.00	\$0.00	\$60,000,000.00		

DESCRIPTION

Effective August 27, 2018, this contract is hereby amended by adding sixteen (16) additional Verizon Wireless service plans and amending the eligibility requirements for participation in the Verizon Wireless Device Trade-In Program to allow for both MiDeal members and all State of Michigan agencies to utilize the program. All other terms, conditions, specifications, and pricing remain the same. Per Vendor and Agency agreement and DTMB Central Procurement Services approval.

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF
DE-ICING SALT FROM COMPASS MINERALS

WHEREAS:

1. As detailed in the attached Staff Report, the City cooperatively purchases de-icing salt with the Kent County Road Commission, and the cities of Grand Rapids, Kentwood and Walker.
2. Compass Minerals bid has submitted a quotation for de-icing salt at \$69.06 per ton through August 31, 2019.
3. It is estimated the City will purchase approximately 5,850 tons of de-icing salt for the 2018-2019 winter season at a total estimated cost of \$404,000.
4. Funds for the purchase are budgeted in the Major Street and Local Street Winter Maintenance account numbers 202-441-47800-740000 and 203-441-47800-740000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of de-icing salt from Compass Minerals at a cost of \$69.06 per ton through August 31, 2019.
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 October 15, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Staff Report

Purchase Agreement – Compass Minerals

Resolution No. _____

STAFF REPORT

DATE: October 2, 2018

SUBJECT: Authorize the Purchase of De-icing Salt from Compass Minerals

FROM: Jodie Theis, Public Services Supervisor

Date of Meeting: October 15, 2018

RECOMMENDATION

The Public Works Department recommends that the City Council authorize the purchase of a maximum of approximately 5,850 tons of de-icing salt from Compass Minerals at a unit price of \$69.06 per ton, in cooperation with the Kent County Road Commission and other local agencies.

SUSTAINABILITY CRITERIA

Environmental Quality

De-icing salt has potential environmental impacts; however, it is also essential for motorist safety. The City takes steps to minimize its application while maintaining safe streets.

Social Equity

De-icing salt is used on all streets throughout the City. It is beneficial to all residents without regard to income or socio-economic status.

Economic Strength

Participation in the cooperative purchasing program allows the City to receive the best pricing on materials and services, thereby reducing the overall expense of de-icing salt.

DISCUSSION

The City of Wyoming has purchased de-icing salt as a cooperative purchase with the Kent County Road Commission, City of Grand Rapids, City of Kentwood and City of Walker for the last thirteen years. Compass Minerals has bid the de-icing salt at \$69.06 per ton. Price is effective through August 31, 2019. Historical salt cost and increase/decrease information is presented below.

Season	Cost Per Ton (\$)	Percentage Increase/Decrease
2012-2013	63.20	-0.5%
2013-2014	64.77	2.5%
2014-2015	66.62	2.9%
2015-2016	66.63	0.0%
2016-2017	50.40	-32.2%
2017-2018	45.43	-11.0%
2018-2019	69.06	52%

Over the past 5 years, Wyoming has used an average of 5,200 tons of de-icing salt per winter season, ranging from approximately 3,400 to 9,250 tons per year depending on the severity of the season. The purchasing agreement with Compass Minerals requires that Wyoming purchase a minimum of 3,150 tons and allows Wyoming to purchase up to 5,850 tons of de-icing salt for this season. The City currently has approximately 3,600 tons of de-icing salt in storage and, with the flexibility afforded through this cooperative purchase, should have access to sufficient de-icing salt for this winter season.

Estimated maximum usage for the coming winter season is 5,850 tons of de-icing salt for a total estimated cost of \$404,000.

BUDGET IMPACT

Sufficient funds have been budgeted in the Major Street and Local Street Winter Maintenance Accounts, 202-441-47800-740.000 and 203-441-47800-740.000.

ATTACHMENTS

Purchase Agreement – Compass Minerals



Sold-To ("Purchaser"):

Aaron Vis
City of Wyoming
P O Box 905
Wyoming, MI 49509-0905

Date: October 10, 2018
Document: 149702
Tel: (816) 530-7229
Fax: (816) 249-3487
Email: Avis@wyomingmi.gov
Customer #: H706426
Preferred: Fax

Compass Minerals America Inc. (Seller) / Quotation for bulk de-icing salt

Quantity (TN)	Delivery Location	Price Per Ton (USD)	
4,500	City of Wyoming (Kent Co) 2660 Burlingame SW Wyoming, MI 49509 Destination #: H783548 Delivery Lead Time: 3 days	69.06 Deliver	Depot: Muskegon Product: BULK HIGHWAY COARSE WYPS (6615) Mode of Transport: DUMP (END OR BOTTOM) Distance: 40.3 Miles

The listed quantities for the seasonal fill tons are to be delivered beginning November 1, 2018.

The Customer commits to purchase 80% of the quantity shown and to commence receiving deliveries no later than December 31. Seller may decline any orders for any reason impacting its ability to ship product, including (but not limited to) the availability of product, conditions at the terminal or production facilities, or weather conditions. The Customer will be invoiced for any tons not taken up to the 80% (unless Seller has declined to deliver those tons).

Price(s) effective through Saturday, 31 Aug 2019

Purchaser agrees to pay the seller for such salt as and when delivered, in accordance with the price and payment terms stated above and on the reverse side of this form (unless inconsistent with the terms on this page).

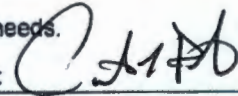
Terms are NET 30 days from shipment with approved credit.

- * This proposal is open for acceptance for 30 days following date of issue, and supersedes any and all previous proposals and or contracts. Proposal must be signed indicating acceptance to be valid.
- * Delivered price(s) via dump and based on full truck load quantities.
- * Seller does not commit to a specific delivery lead time. Any lead time specified above is an estimated target only.
- * Product is for bulk end use only and is not intended for blending and packaging without prior consent.
- * Applicable taxes extra
- * Compass Minerals America Inc. has no obligation to store salt after the Term, but if it chooses to make storage available it will be for a fee of \$5 per month per ton.

Thank you for the opportunity to quote on your bulk de-icing salt needs.



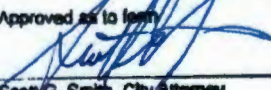
Doug Dyer
Sales Manager 1-800-323-1641 Ext 9346
Compass Minerals America Inc.

Accepted By:
Signature: 

Title: City Manager
Name: CURTIS HOLT

Date: 10.10.18

Please sign and return by fax to 913-338-7945 or e-mail highwaygroup@compassminerals.com or by mail

Approved as to form:


Scott G. Smith, City Attorney
Date: 10/10/2018

Order placement and inquiries Monday through Friday - 7:00 am to 5:00 pm.

9900 W. 109th Street, Suite 600, Overland Park, KS 66210

RESOLUTION NO. _____

RESOLUTION TO EXTEND THE BIDS FOR
PERMANENT WINTER HOT MIX AND WINTER COLD MIX ASPHALT

WHEREAS:

1. As detailed in the attached Staff Report, Superior Asphalt, Inc. has offered to extend their current bid pricing for permanent winter hot mix and winter cold mix asphalt at a unit price of \$125.00 per ton for the 2018-2019 winter season.
2. Funds to purchase are budgeted in the Street, Sewer and Water Maintenance account numbers 202-441-46300-775.000, 202-441-47800-740.000, 203-441-46300-775.000, 203-441-47800-740.000, 590-441-54200-775.000, 591-441-56200-775.000 and 591-441-56700-775.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize extending the bids for winter hot mix and winter cold mix asphalt for the 2018-2019 winter season.
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 October 15, 2018.

ATTACHMENT:
Staff Report

Kelli A. VandenBerg, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

DATE: October 2, 2018

SUBJECT: Bid Extension, Permanent Winter Hot Mix and Winter Cold Mix UPM Asphalt

FROM: Jodie Theis, Contracts & Procurement Supervisor

Date of Meeting: October 15, 2018

RECOMMENDATION

It is recommended that the City Council extend the bid for permanent winter hot mix and winter cold mix UPM asphalt to Superior Asphalt Inc. at a unit price of \$125.00 per ton for both the hot mix and the cold mix asphalt for the 2018-2019 winter season.

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 City's use of winter mix asphalt, made from materials that are recycled and able to be recycled, reduces the consumption of natural resources and the dumping of asphalt materials in landfills.

Social Equity

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

Economic Strength

The use of winter mix asphalt allows the Public Works Department to provide high quality street repairs throughout the winter season. Proper repairs of the City's streets sustain public and private property values.

DISCUSSION

On November 7, 2016, the City Council extended the bid for permanent winter hot mix asphalt, Resolution Number 25621 and awarded the bid for winter cold mix UPM asphalt, Resolution Number 25622 to Superior Asphalt Inc. Superior Asphalt Inc. has agreed to extend their bid pricing for the 2018-2019 winter season as noted on the attached document. The pricing from the 2016 bid shall remain unchanged at \$125.00 per ton for both hot mix and cold mix asphalt.

Winter hot mix asphalt is used for temporary repairs on sidewalks and permanent repairs on potholes or larger street repairs during the winter season. It is a special blend of asphalt mix that allows it to be used during the winter.

Winter cold mix UPM asphalt is used as a temporary fix for pot holes and other small repairs that are needed throughout the winter season and until a permanent repair can be made. The asphalt is manufactured at the contractor's facility and picked up by the City's staff.

It is anticipated that the Public Works Department will use approximately 300 tons of permanent winter hot mix asphalt and approximately 300 tons of winter cold mix UPM asphalt during the 2018 – 2019 winter season. The cost of the permanent winter hot mix asphalt will be \$125.00 per ton, at an estimated total cost of \$37,500.00 and the cost of the winter cold mix UPM asphalt will be \$125.00 per ton, at an estimated total cost of \$37,500.00.

BUDGET IMPACT

Sufficient funds are available in the street, sewer and water maintenance accounts, 202-441-46300-775.000, 202-441-47800-740.000, 203-441-46300-775.000, 203-441-47800-740.000, 590-441-54200-775.000, 591-441-56200-775.000 and 591-441-56700-775.000.

RESOLUTION NO. _____

RESOLUTION TO AWARD A BID
FOR CURED-IN-PLACE PIPE LINING
TO CORBY ENERGY SERVICES, INC.

WHEREAS:

1. On October 2, 2018, the City received six bids for Cured-In-Place Pipe Lining.
2. The Public Works Department recommends that the City Council award the bid to the low bidder, Corby Energy Services, Inc. for fiscal year 2019 at a unit cost of \$28.75 per linear foot (LF) for 8" sewer lines, \$35.00 per LF for 10" sewer lines, \$39.00 per LF for 12" sewer lines, \$44.00 per LF for 15" sewer lines, \$55.00 per LF for 18" sewer lines, \$110.00 per LF for 24" sewer lines, and \$110.00 each for protruding tap removal.
3. The Public Works Department anticipates spending \$800,000 for cured-in-place pipe lining. Sufficient funds are available in the Major Street, Local Street and Sewer Fund Accounts, 202-441-46300-930.000, 203-441-46300-930.000, and 590-441-54400-972.544.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby awards the bid to the low bidder, Corby Energy Services, Inc., to perform Cured-In-Place Pipe Lining for fiscal year 2019.

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 October 15, 2018.

Kelli A. VandenBerg, Wyoming City Clerk

ATTACHMENTS:

Staff Report

Bid Tabulation

STAFF REPORT

DATE: October 9, 2018

SUBJECT: Bid Award, Cured-In-Place Pipe Lining

FROM: Jodie Theis, Public Services Supervisor

Date of Meeting: October 15, 2018

RECOMMENDATION

It is recommended the City Council award the bid for cured-in-place pipe lining to the low bidder, Corby Energy Services, Inc. for fiscal year 2019 at a unit cost of \$28.75 per linear foot (LF) for 8” sewer lines, \$35.00 per LF for 10” sewer lines, \$39.00 per LF for 12” sewer lines, \$44.00 per LF for 15” sewer lines, \$55.00 per LF for 18” sewer lines, \$110.00 per LF for 24” sewer lines, and \$105 each for protruding tap removal.

SUSTAINABILITY CRITERIA

Environmental Quality

Cured-in-place pipe lining limits root intrusion into the sanitary and storm sewer systems and reduces the potential for environmental problems caused by sewer backups and overflows.

Social Equity

Cured-in-place pipe lining occurs throughout the City without regard to income level or socio-economic status. All of the City’s residents enjoy equal access to the benefits of the Public Works Department’s cured-in-place pipe lining activities.

Economic Strength

Cured-in-place pipe lining reduces the infiltration of ground water into the sanitary sewer system, thereby reducing the amount of “clean” groundwater which would otherwise be treated at the Clean Water Plant. The lining also reduces the risk of sewer problems and decreases the additional costs that occur during emergency repairs.

DISCUSSION

Cured-in-place pipe lining is a trenchless technology that does not require excavation to rehabilitate a pipeline that is either leaking or structurally unsound. A resin-saturated felt tube is inverted or pulled through a manhole into a damaged pipe. Because no digging is involved, this process is more cost-effective and less disruptive than having to replace the pipe section.



On October 2, 2018, the City received six bids for cured-in-place pipe lining. Eight bid packages were picked up by prospective bidders. The unit cost of \$28.75 per LF for 8” lines is an increase of 2%, the unit cost of \$39.00 per LF for 12” lines is the same unit cost, the unit cost of \$55.00 per LF for 18” lines is a decrease of 18%, and the unit cost of \$105.00 for each protruding tap removal is an increase of 5% from the previous bid in 2016. 10”, 15” and 24” lines were not previously bid.

BUDGET IMPACT

The Public Works Department anticipates spending approximately \$800,000 for cured-in-place pipe lining in fiscal year 2019. Sufficient funds are available in the Major Street, Local Street and Sewer Fund Accounts, 202-441-46300-930.000, 203-441-46300-930.000, and 590-441-54400-972.544.

BID TABULATION

CITY OF WYOMING, MICHIGAN - TABULATION OF BIDS							
CURED-IN-PLACE PIPELINE LINING							
Opened By <u>City Clerk</u> On <u>October 2, 2018</u> At <u>11:00 a.m. o'clock</u>							
Bidder	Cured-In-Place Pipeline Lining						
	8" Unit Price/ L.F.	10" Unit Price/ L.F.	12" Unit Price/ L.F.	15" Unit Price/ L.F.	18" Unit Price/ L.F.	24" Unit Price/ L.F.	Protruding Tap Removal Unit Price (ea.)
Corby Energy Services	\$28.75	\$35.00	\$39.00	\$44.00	\$55.00	\$110.00	\$105.00
Inland Pipe Rehabilitation (IPR)	\$29.50	\$34.00	\$36.00	\$48.00	\$68.00	\$95.00	\$145.00
Granite Inliner	\$34.00	\$34.00	\$37.00	\$48.00	\$64.00	\$88.00	\$150.00
Insituform	\$31.10	\$39.60	\$40.80	\$54.10	\$75.70	\$242.40	\$132.20
Lanzo Trenchless Technologies North	\$40.00	\$43.00	\$49.00	\$68.00	\$73.00	\$112.00	\$465.00
Terra Engineering & Construction	\$35.60	\$48.25	\$40.00	\$76.00	\$90.00	\$235.00	\$725.00