

CITY OF WYOMING, MICHIGAN  
Minutes of City Council Work Session  
Tuesday, November 12, 2019

PRESENT: Councilmembers Bolt, Burrill, Postema, Postler and Mayor Poll

ABSENT: DeKryger and Vanderwood

STAFF: Balfoort, Boot, Dooley, Hofert, Holt, Rynbrandt, Sall, Paul Smith, Scott Smith and VandenBerg.

**1. Call to Order**

Mayor Pro Tem Bolt called the meeting to order at 5:30 p.m. in the Council Chambers.

**2. Student Recognition**

None.

**3. Public Comment on Agenda Items**

Holt noted the PUD-4 item on the agenda and asked council to consider a closed session to discuss a City Attorney opinion on that matter.

**4. Affordable Housing**

Sall briefly explained the two items related to affordable housing for Council discussion and consideration. Given the timing involved in these projects and upcoming deadlines, Sall noted resolutions have been prepared for Council consideration tonight. These resolutions will authorize the City Manager to send a letter of support to the Michigan State Housing Development Authority indicating Council support of a payment in lieu of taxes for these projects.

**a. Union Suites at Michael**

Company representatives gave a presentation on proposed development, including financial information and the reason for the PILOT request.

Council held discussion on the values of the property, revenue to the City with and without the PILOT and rental rates.

RESOLUTION NO. 26543

RESOLUTION TO AUTHORIZE THE CITY MANAGER TO SIGN AND SEND A LETTER OF SUPPORT TO THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY INDICATING COUNCIL SUPPORT FOR A PAYMENT IN LIEU OF TAXES FOR THE UNION SUITES AT MICHAEL PROJECT

Mayor Poll moved, seconded by Councilmember Burrill, that the above Resolution be adopted.  
Motion carried: 4 Yeas 1 Nay (Burrill)

**b. Pine Oak Apartments**

Sall provided information on this established PILOT project. This property is undergoing a renovation and the developer wishes to refinance. The project is 15 years into an existing 40-year PILOT and would essentially extend the PILOT for 15 years. Sall explained the new agreement would specifically address the refinancing, so an automatic renewal would not occur.

RESOLUTION NO. 26544

RESOLUTION TO AUTHORIZE THE CITY MANAGER TO SIGN AND SEND A LETTER OF SUPPORT TO THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY INDICATING COUNCIL SUPPORT FOR A PAYMENT IN LIEU OF TAXES FOR THE PINE OAK APARTMENT PROJECT

Mayor Poll moved, seconded by Councilmember Burrill, that the above Resolution be adopted.  
Motion carried: 5 Yeas 0 Nays

**5. Review of City Cash Handling Processes**

Holt introduced this item, noting that during the recent audit, our daily cash handling practices were reviewed. City Treasurer Boot will describe our practices.

Boot provided information on the systems and processes used by the Treasurer and Utility staff to generate bills and receive and process payments, as well as the processes between and with the Assessor's Office and Finance Department. Boot highlighted the significant audit trail created through these systems, which then builds a significant check and balance within the organization. Cash handling is further protected by careful assignment and separation of duties among staff.

**6. Audit Update**

Balfourt provided information on the recently completed audit, noting the auditors issued an unmodified report and gave a favorable outcome. Balfourt noted highlights and provided and reviewed an updated 5x5 budget. Overall this was a good, clean audit with very few recommendations.

A formal presentation of the audit will occur at the next regular City Council meeting.

**7. Community Survey**

Holt introduced this item, noting Paul Smith is taking the lead in coordinating the upcoming community survey.

Smith explained National Research Center, Inc. (NRC) and its work with communities throughout the nation conducting community surveys. NRC is a preferred partner of the International City/County Management Association (ICMA) and as such, provides discounts to ICMA member

communities. Smith further described the methodology used by NRC and the option to incorporate community-specified questions, as well as the availability of Spanish-language materials. Funds for the community survey were approved during the 2019-2020 budget process.

The Council supports moving this item to the next regular City Council meeting.

## **8. Open Budget Presentation**

Smith described the work completed with Citizen Labs to analyze the City budget. The goal of this effort is to make the City's budget more understandable and transparent to residents. Several visualizations of the budget are created to see how various funds operate, with details on revenues and expenditures. Holt noted information will be shared with this group on an annual basis, so it can be updated regularly.

Council held a brief discussion about adding the dollar bill visualization to this platform, so residents can also understand what portion of each tax dollar is allocated for City of Wyoming costs.

## **9. Any Other Matters**

None.

## **10. Acknowledgement of Visitors/Public Comment**

None.

## **11. Discussion of PUD-4**

At 6:58 a.m., Mayor Poll moved, seconded by Councilmember Postler, to hold a closed session of the City Council to discuss and review a City Attorney opinion related to this matter.

Motion carried:       5 Yeas 0 Nays

There was a brief recess. The City Council went into closed session at 7:05 p.m. The City Council reconvened the regular session at 8:22 p.m.

## **12. Adjournment**

The meeting adjourned at 8:22 p.m.

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Kelli A. Vandenberg, City Clerk