

**AGENDA**  
**WYOMING CITY COUNCIL MEETING**  
**CITY COUNCIL CHAMBERS**  
**MONDAY, DECEMBER 5, 2011 AT 7:00 P.M.**

- 1) Call to Order**
- 2) Invocation**  
Pastor Marcia Elders, South Wyoming United Methodist Church.
- 3) Pledge of Allegiance**
- 4) Roll Call**
- 5) Student Recognition**
- 6) Approval of Minutes**  
From the regular meeting of November 21, 2011.
- 7) Approval of Agenda**
- 8) Public Hearings**  
7:01 p.m.: To consider the approval of an Industrial Facilities Exemption Certificate in the City of Wyoming for Gordon Food Service, Inc.  
7:02 p.m.: To consider the approval of an Industrial Facilities Exemption Certificate in the City of Wyoming for Detail Technologies, LLC.  
7:03 p.m.: To consider the establishment of an Industrial Development District in the City of Wyoming for Fisk Precision Technologies, LLC.
- 9) Public Comment on Agenda Items** (3 minute limit per person)
- 10) Presentations and Proclamations**
  - a) Presentations
    1. Audit Presentation – Patricia Duperron and John LaFramboise of BDO USA, LLP.
  - 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**
  - a) To Reappoint Tim Cochran as a Representative of the City of Wyoming on the Interurban Transit Partnership Board
  - b) To Appoint Willard Sheldon as a Member of the Parks and Recreation Commission Representing the Godfrey-Lee Public School District
  - c) To Approve Traffic Control Order No. 3.03-11
- 15) Resolutions**
  - d) To Approve the Application of Detail Technologies, LLC for an Industrial Facilities Exemption Certificate in the City of Wyoming for a new Facility and Authorizing the Mayor and City Clerk to Sign the IFT Agreement
  - e) To Establish Industrial Development District Number 289 Pursuant to Act 198, Public Acts of 1974, as amended for Fisk Precision Technologies, LLC

- f) To Set a Public Hearing for the Approval of an Application for an Industrial Facilities Exemption Certificate in the City of Wyoming for Fisk Precision Technologies, LLC (12/21/11 at 7:01 p.m.)
- g) To Establish and Change Certain Regular City Council Meeting Dates in the 2012 Calendar Year
- h) To Set Meeting Day and Time for the City of Wyoming Boards and Commissions
- i) To Approve the Addition of Barry County to the Service Area of the West Michigan Regional Planning Commission
- j) To Approve By-Laws for the Community Enrichment Commission
- k) To Accept Grant Funding Received through the City of Grand Rapids – MET Multi-Jurisdictional Task Force
- l) To Accept Grant Funding Received from the United States Department of Justice Bulletproof Vest Partnership Grant
- m) To Accept and Distribute Grant Funding Received from the Office of Highways Safety Planning (Budget Amendment No. 24 and No. 25)

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

- n) To Approve Reimbursement to Granger Group for the Relocation of a Gezon Fire Training Site Storm Sewer (Budget Amendment No. 23)
- o) To Accept Proposals for Maintenance and Repair of Heavy Equipment
- p) To Authorize the Purchase of Argon
- q) To Authorize the Purchase of Centrifugal Pump Parts
- r) For Award of Bid
  - 1. Ready Mixed Concrete

**17) Ordinances**

- 16-11: To Amend Sections 90-47(1), 90-47(3) and Section 90-894 (Footnote 5) of the Code of the City of Wyoming (Fences) FINAL READING
- 1-12: To Add Article VI, Division II to the Code of the City of Wyoming (Community Enrichment Commission) FIRST READING

**18) Informational Material**

**19) Acknowledgment of Visitors**

**20) Closed Session** (as necessary)

**21) Adjournment**

City of Wyoming

# AUDIT WRAP-UP

For the Year Ended June 30, 2011



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November 30, 2011

Members of the City Council  
City of Wyoming  
1155 28<sup>th</sup> Street SW  
Wyoming, Michigan 49509

Dear Council Members:

Professional standards require us to communicate with you regarding matters related to the financial statement audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. The following documents various matters with respect to the wrap-up phase of the audit of the annual financial statements of the City of Wyoming (the City) as of and for the year ended June 30, 2011.

The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance and, if appropriate, management of the City and is not intended and should not be used by anyone other than those specified parties.

Should you desire further information concerning these matters, we will be happy to meet with you at your convenience.

Very truly yours,

*BDO USA, LLP*



## Discussion Outline

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## Status of Our Audit

SERVICES PERFORMED	DISCUSSION POINT
Audit of Financial Statements and Federal Awards	<ul style="list-style-type: none"><li>• We have completed our audit of the financial statements of the City of Wyoming for the year ended June 30, 2011. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America. This audit of the financial statements does not relieve management or the City Council of their responsibilities.</li><li>• We are responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management with the oversight of the City Commission are presented fairly, in all material respects, in conformity with generally accepted accounting principles. We have issued an unqualified opinion on the financial statements dated November 28, 2011.</li><li>• We also have completed our audit of federal awards in accordance with Office of Management and Budget Circular A-133 and issued our reports, which include an unqualified opinion on compliance, dated November 28, 2011.</li><li>• The objective of our audit was to obtain reasonable - not absolute - assurance about whether the financial statements are free from material misstatements. The scope of the work performed was substantially the same as that described to you in our earlier Audit Planning Report.</li><li>• All records and information requested by BDO were freely available for our inspection.</li><li>• Management and other personnel provided full cooperation.</li></ul>

## Status of Our Audit (continued)

SERVICES PERFORMED	DESCRIPTION OF SERVICE
<p><b>Internal Control Over Financial Reporting and Compliance</b></p>	<ul style="list-style-type: none"> <li>• In planning and performing our audit of the financial statements of the City for the year ended June 30, 2011 in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.</li> <li>• Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.</li> <li>• We performed tests of controls, as required by OMB Circular A-133, to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the City's major federal award programs. However, our tests were less in scope than would be necessary to render an opinion on these controls and, accordingly, we do not express an opinion in our report on internal control.</li> </ul>



## Results of Our Audit

We have reviewed the accounting practices, which include policies, estimates and financial statement disclosures, management has identified to be the most critical and concur with management's assessment. These include:

### PRIMARY AREAS OF FOCUS AND CONSIDERATIONS

Cash and investments - we confirmed the existence of cash and investments with third parties.

Due from other governmental units and state revenue - we confirmed the state revenue sharing payments, and agreed to total state revenue sharing recorded in the financial statements.

Capital assets - we reconciled the roll-forward and tested additions and depreciation.

Accrued payroll and payroll expense - we analyzed the accrual and tested the calculations. We performed analytical procedures on the expense.

Long-term obligations - we confirmed the bond payments and outstanding balances, and performed testing on other long-term obligations.

Federal funds - we tested the applicable compliance requirements for the one major program.

Property taxes - we recalculated property tax revenue and compared to amounts recorded in the general ledger.

Other - we also performed testing over other financial statement areas, including accounts receivable, inventory, accounts payable, deferred revenue, charges for services and expenses.



## Required Communications

### INTERNAL CONTROL

We are required to communicate, in writing, to the City Council all material weaknesses and significant deficiencies that have been identified in the City's internal controls over financial reporting. The definitions of material weakness, significant deficiencies and control deficiencies follow:

CATEGORY	DEFINITION
<b>Material Weakness</b>	A deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis.
<b>Significant Deficiency</b>	A deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
<b>Control Deficiency</b>	A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.

## Required Communications (continued)

### INTERNAL CONTROL (CONTINUED)

- Our audit disclosed the following significant deficiency in internal control over major programs.

SIGNIFICANT DEFICIENCY	COMMENTS
<p>Payroll expenses charged to federal programs were based on budgets and not adjusted for actual time spent working on those federal programs.</p>	<p>In 2011, the City determined that certain code enforcement activities were eligible for reimbursement through the Community Development Block Grant (CDBG) program and began charging code enforcement salaries to the grant. However, the salaries were allocated based on budgetary estimates of the amount of time spent on each program instead of using actual hours. While federal regulations allow for the allocation of wages based on budgeted amounts, grantees are required to adjust these allocations at least quarterly based on actual after-the-fact data.</p> <p>We recommend that management establish procedures to ensure that all payroll costs are properly documented in accordance with federal regulations (Title 2, Part 225). For payroll costs allocated on the basis of budgetary percentages, an appropriate after-the-fact comparison and adjustment should be made.</p>

## Required Communications (continued)

### MATTERS REQUIRED TO BE REPORTED TO THOSE CHARGED WITH GOVERNANCE

Professional guidance requires independent auditors to communicate with the City Council certain matters in relation to an audit. Following is a summary of those required items, along with specific discussion points as they pertain to the City:

Requirement	Discussion Points
<b>Auditors' judgment about the quality of the City's accounting policies, estimates and financial statement disclosures</b>	We have reviewed the City's significant accounting policies, practices, estimates and financial statement disclosures and found them to be in accordance with generally accepted accounting principles.
<b>Adoption of a change in accounting principle</b>	As disclosed in Note B to the financial statements, the City implemented the provisions of GASB statement No. 54, <i>Fund Balance Reporting and Governmental Fund Type Definitions</i> .
<b>Material, corrected misstatements brought to the attention of management by the auditor</b>	Please refer to the attached management representation letter for a list of entries brought to the attention of management by the auditor.
<b>Uncorrected misstatements, other than those the auditor believes to be trivial</b>	Please refer to the attached management representation letter for a list of uncorrected misstatements.

## Required Communications (continued)

Requirement	Discussion Points
<p><b>Other information in documents containing the City's audited financial statements</b></p>	<p>Our responsibility for other information in documents containing the City's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform procedures to corroborate such other information. However, in accordance with professional standards, we have read Management's Discussion and Analysis and Required Supplementary Information and considered whether such information, or the manner of its presentation, was materially consistent with its presentation in the financial statements. Our responsibility also includes calling to management's attention any information that we believe is a material misstatement of fact. We have not identified any material inconsistencies or concluded there are any material misstatements of facts in the other information that management has chosen not to correct.</p>
<p><b>Disagreements with management</b></p>	<p>There were no disagreements with management on financial accounting and/or reporting matters and auditing procedures that, if not satisfactorily resolved, would cause a modification of our auditors' reports.</p>
<p><b>Consultations with other accountants</b></p>	<p>We are not aware of any consultations about accounting or auditing matters between management and other independent public accountants. Nor are we aware of opinions obtained by management from other independent public accountants on the application of generally accepted accounting principles.</p>
<p><b>Major issues discussed with management prior to retention</b></p>	<p>Prior to our being retained as auditor for the current fiscal year, there were no major accounting or other issues of concern discussed with management.</p>



## Required Communications (continued)

Requirement	Discussion Points
Significant issues discussed with management	There were no significant issues discussed with management.
Significant difficulties encountered during the audit	There were no significant difficulties encountered during the audit.
Representations requested from management	Please refer to the attached management representation letter.
Other issues arising from the audit the auditor considers significant and relevant to those charged with governance	There were no other issues arising from the audit that we consider significant and relevant to those charged with governance.
Material alternative accounting treatments discussed with management	There was no discussion with management concerning alternative accounting treatments.

## Independence Communication

Our engagement letter dated May 12, 2011 describes our responsibilities in accordance with professional standards and certain regulatory authorities with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the City with respect to independence as agreed to by the City. Please refer to that letter for further information.



# Significant Accounting and Reporting Matters

## **GASB STATEMENT NO. 60, ACCOUNTING AND FINANCIAL REPORTING FOR SERVICE CONCESSION ARRANGEMENTS**

- Addresses issues related to service concession arrangements (SCAs), which are a type of public-private or public-public partnership.
- An SCA is an arrangement between a transferor (a government) and an operator (governmental or nongovernmental entity) in which (1) the transferor conveys to an operator the right and related obligation to provide services through the use of infrastructure or another public asset in exchange for significant consideration and (2) the operator collects and is compensated by fees from third parties.
- Examples include toll roads, convention facilities and parking garages.
- If the City enters into any such arrangements, the pronouncement will be effective for years ending June 30, 2012.

## **GASB STATEMENT NO. 61, FINANCIAL REPORTING ENTITY-OMNIBUS- AN AMENDMENT OF GASB STATEMENTS NO. 14 AND 34**

- Modifies certain requirements for inclusion of component units in the financial reporting entity.
- For organizations that previously were required to be included as component units by meeting the fiscal dependency criterion, a financial benefit or burden relationship also would need to be present between the primary government and that organization for it to be included in the reporting entity as a component unit.
- Amends the criteria for reporting component units as if they were part of the primary government (that is, blending) in certain circumstances.
- Clarifies the reporting of equity interests in legally separate organizations.
- Will be effective for years beginning July 1, 2012.



## Significant Accounting and Reporting Matters (continued)

### **GASB STATEMENT NO. 62 CODIFICATION OF ACCOUNTING AND FINANCIAL REPORTING GUIDANCE CONTAINED IN PRE-NOVEMBER 30, 1989 FASB AND AICPA PRONOUNCEMENTS**

- Incorporates all relevant legacy guidance into the GASB standards including:
  - FASB statements and interpretations used before 11/30/89 (through FAS 102 and FIN 38).
  - APB opinions and ARB issued before 11/30/89 (through APB Opinion 31 and ARB 51).
- Excludes any guidance that conflicts with GASB standards and also excludes any amendments to original pronouncements.
- Will be effective for years beginning July 1, 2012.

### **GASB STATEMENT NO. 63, FINANCIAL REPORTING OF DEFERRED OUTFLOWS OF RESOURCES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION**

- GASB Concepts Statement No. 4 introduced and defined these elements:
  - Deferred outflows are consumptions of net assets that are applicable to a future reporting period.
  - Deferred inflows are acquisition of net assets that are applicable to a future reporting period.
  - These elements do not include items such as prepaid rent or deferred revenue because net assets have not been consumed or acquired.
- This pronouncement amends GASB Statement No. 34 to incorporate these elements:
  - Deferred outflows should be reported in financial statements in a separate section following assets.
  - Deferred inflows should be reported in separate section following liabilities.
  - Net position replaces net assets and represents the difference between all other elements.
- Currently, the only deferred inflows/outflows identified by GASB are related to derivatives and service concession arrangements; however, GASB has issued an exposure draft that will require more items to be classified as deferred inflows and outflows.
- Effective for years beginning July 1, 2012.



## BDO Resources

BDO is a national professional services firm providing assurance, tax, financial advisory and consulting services to a wide range of publicly traded and privately held companies. Guided by core values including competence, honesty and integrity, professionalism, dedication, responsibility and accountability for 100 years, we have provided quality service and leadership through the active involvement of our most experienced and committed professionals.

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November 28, 2011

MAYOR  
Jack A. Poll

AT-LARGE COUNCILMEMBER  
Sam Bolt

AT-LARGE COUNCILMEMBER  
Dan Burrill

AT-LARGE COUNCILMEMBER  
Kent Vanderwood

1ST WARD COUNCILMEMBER  
William A. VerHulst

2ND WARD COUNCILMEMBER  
Richard K. Pastoor

3RD WARD COUNCILMEMBER  
Joanne M. Voorhees

CITY MANAGER  
Curtis L. Holt

BDO USA, LLP  
99 Monroe Ave NW, Suite 800  
Grand Rapids, Michigan 49503

Ladies and Gentlemen:

We are providing this letter in connection with your audit of the basic financial statements of the City of Wyoming (City) as of June 30, 2011 and for the year then ended for the purpose of expressing an opinion as to whether the basic financial statements present fairly, in all material respects, the financial position of governmental activities, business type activities, aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Wyoming and the respective changes in financial position and, where applicable cash flows in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation in the previously mentioned statements of financial position, changes in net assets, and cash flows in conformity with accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of the date of this representation letter, the following representations made to you during your audit:

- (1) The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America and include all assets and liabilities under the entity's control:
- (2) We are responsible for adopting sound accounting policies, establishing and maintaining internal control to, among other things, help assure the preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America, and preventing and detecting fraud.

- (3) We have made available to you all:
- (a) Financial records, related data and all audit or relevant monitoring reports, if any, received from funding sources.
  - (b) Minutes of the meetings of the City Council that were held from July 1, 2010 to the date of this letter, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- (4) There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices.
- (5) There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements or schedule of expenditures of federal awards. All financial statement misstatements identified and discussed with us in the course of the audit as listed below under "corrected misstatements" have been corrected, except for those listed below under "uncorrected misstatements." In our opinion, the effects of not correcting such identified financial statement misstatements are, both individually and in the aggregate, immaterial to the financial statements of the City of Wyoming and the related/applicable opinion units. We have evaluated the propriety of the corrected misstatements based on a review of both the applicable authoritative literature and the underlying supporting evidence from our files and confirm our responsibility for the decision to correct them.

**Corrected Misstatements**

Item #	Account Name and Adjustment Description	Debit	Credit
1	Inventory – Major Street Fund	\$10,326	
	Expenditure – Major Street Fund		\$10,326
	<i>To adjust inventory balance to actual.</i>		
	Inventory – Local Street Fund	13,981	
	Expenditure – Local Street Fund		13,981
	<i>To adjust inventory balance to actual.</i>		
2	Net Assets – Water Fund	1,105,894	
	Building – Water Fund		1,105,894
	<i>To adjust for capital assets recorded twice.</i>		
3	Expense – Self-Insurance Fund	188,140	
	Workers Compensation Payable – Self-Insurance Fund		188,140
	<i>To adjust workers compensation liability to reflect net present value of estimated future payments.</i>		

**Uncorrected Misstatements**

Item #	Account Name and Adjustment Description	Debit	Credit
1	Revenue – General Fund	\$ 84,000	
	Expenditure - General Fund		\$ 84,000
	<i>To record additional revenue and expenditures related to franchise fees that are not recorded in the general ledger due to netting.</i>		

- (6) We have no knowledge of any:
- (a) Fraud or suspected fraud involving management or involving employees who have significant roles in internal control, whether or not perceived to have a material effect on the financial statements.
  - (b) Fraud or suspected fraud involving others where the fraud could have a material effect on the financial statements.
  - (c) Allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, regulatory agencies, law firms or other professionals,
- (7) We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.
- (8) The following, where applicable and material, have been properly recorded or disclosed in the financial statements:
- (a) Related-party transactions, including revenues, expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
  - (b) Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements.
  - (c) Guarantees, whether written or oral, under which the City of Wyoming is contingently liable.
  - (d) Significant estimates and material concentrations known to management that are required to be disclosed.. In that regard, all accounting estimates that could be material to the financial statements, including key factors and significant assumptions underlying those estimates, have been identified, and we believe the estimates are reasonable in the circumstances.
  - (e) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB ASC 450, *Contingencies*, including:

- Pending or anticipated tax assessments or refunds, other potential or pending claims, lawsuits by or against any branch of government or others;
- Written or oral guarantees, endorsements, or unused letters of credit;
- Labor claims or negotiations.

FASB ASC 450-20 requires loss contingencies to be accrued if it is probable an asset has been impaired or a liability incurred at the statement of financial position date and the amount of loss can be reasonably estimated. Such contingencies must be disclosed, but may not be accrued, if the loss is reasonably possible (but not probable) or the loss is probable but the amount of loss cannot be reasonably estimated.

(f) Commitments, such as:

- Major capital asset purchase agreements;
- More-than-one-year employment arrangements or contracts with suppliers or customers, or one-year-or-longer term leases;
- Deferred compensation, bonuses, pensions plans, or severance pay; or
- Pending sale or merger of all or a portion of the business or of an interest therein or acquisition of all or a portion of the business, assets or securities of another entity;

(g) Joint ventures or other participations, the detailed transactions of which are not carried on our books.

(9) There are no:

- (a) Violations or possible violations of laws or regulations and provisions of contracts and grant agreements (including the failure to file reports required by regulatory bodies (e.g., EPA, OCC, FDIC, DOL, Medicare, U.S. Customs Service, HIPAA, IRS, Dept. of Commerce, state and municipal authorities) when the effects of failing to file could be material to the financial statements) whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
- (b) Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with FASB ASC 450.

(10) Receivables recorded in the financial statements represent valid claims for sales or other charges arising on or before the statement of net assets date and have been appropriately reduced to their estimated net realizable value.

(11) The City of Wyoming has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

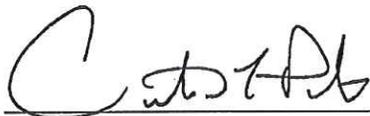
- (12) We have complied with all aspects of contractual agreements, including debt covenants that would have a material effect on the financial statements in the event of noncompliance.
- (13) No discussions have taken place with your firm's personnel regarding employment with the City of Wyoming.
- (14) We are responsible for compliance with laws, regulations and provisions of contracts and grant agreements applicable to us and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts.
- (15) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- (16) There has been no activity in the Local Development Finance Authority during the fiscal year ended June 30, 2011.
- (17) We have not been delinquent in distributing tax revenues that were collected for another taxing unit.
- (18) All funds that meet the quantitative criteria for GASB statement No. 34 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to the financial statement users.
- (19) Deposits and investments are properly classified as to risk and investments are properly valued.
- (20) Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations are properly classified and, if applicable approved.
- (21) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- (22) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- (23) We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance. We have also complied with SEC disclosure rules for reporting annual financial information and material events to repositories in accordance with SEC Rule N.240.15c2-12.
- (24) We have complied with Public Act 621, the *Uniform Budgeting Act*, except as disclosed in the financial statements. We have complied with the *Uniform Chart of Accounts* issued by the Michigan Department of Treasury, Public Act 20, *Investment of Surplus Funds* and Public Act 34, *Municipal Finance Act*.
- (25) With respect to federal award programs:

- (a) We are responsible for complying and have complied with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.
- (b) We have, in accordance with OMB Circular A-133, identified in the Schedule of Expenditures of Federal Awards, expenditures made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.
- (c) We are responsible for complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs and have identified and disclosed to you the requirements of laws, regulations and the provisions of contracts and grant agreements considered to have a direct and material effect on each federal program.
- (d) We are responsible for establishing and maintaining effective internal control over compliance requirements applicable to federal programs that provides a reasonable assurance that we are managing our federal awards in compliance with laws, regulations and the provisions of contracts and grant agreements that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended. Also, no changes have been made to the internal control system to the date of this letter that might significantly affect internal control, including any corrective action taken with regard to significant deficiencies reported in the schedule of findings and questioned costs.
- (e) We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relating to each major federal program.
- (f) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- (g) We have complied, in all material respects, with the compliance requirements, including when applicable, those set forth in the OMB Circular A-133 Compliance Supplement, relating to federal awards and have identified and disclosed to you all amounts questioned and any known noncompliance with the requirements of federal awards, including the results of other audits or program reviews.
- (h) Amounts claimed or used for matching were determined in accordance with relevant guidelines in Title 2, Part 225, *Cost Principles for State Local and Indian Tribal Governments* (formerly OMB Circular A-87), and OMB's *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.
- (i) We have disclosed to you our interpretations of compliance requirements that have varying interpretations, if any.

- (j) We have also made available to you all documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
  - (k) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared, and are prepared on a basis consistent with the schedule of expenditures of federal awards.
  - (l) The copies of federal program financial reports provided you are true copies of the reports submitted or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
  - (m) We are responsible for, and have accurately prepared, the auditee section of the Data Collection Form as required by OMB Circular A-133. We are also responsible for preparing and implementing a corrective action plan for each audit finding.
  - (n) We have disclosed to you all contracts or other agreements with our service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
- (26) In connection with any electronic presentation of the financial statements and your audit report thereon on our web site, we acknowledge that:
- We are responsible for the preparation, presentation, and content of the financial statements in the electronic format.
  - If your audit report is presented on our web site, the full financial statements upon which you reported and to which you appended your signed report will be presented.
  - We will clearly indicate in the electronic presentation on our web site the financial information that is subject to your audit report. We will clearly differentiate any information that may also be presented by us on or in connection with our web site that was contained in the published version of the financial statements and other supplementary information, but which is not part of the audited financial statements or other financial information covered by your audit report.
  - We have assessed the security over financial statement information and the audit report presented on our web site, and are satisfied that procedures in place are adequate to ensure the integrity of the information provided. We understand the risk of potential misrepresentation inherent in publishing financial information on our web site through internal failure or external manipulation.
  - Our web site, which contains the electronic financial statements, will advise the reader that such financial statements are presented for convenience and information purposes only, and while reasonable efforts have been made to ensure the integrity of such information, they should not be relied on. A copy of the printed financial statements will be provided on request.

To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the statement of net assets date and through the date of this representation letter, as entered on the first page that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.

Very truly yours,



Curtis Holt, City Manager



Timothy Smith, Finance Director

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO REAPPOINT TIM COCHRAN AS A REPRESENTATIVE OF THE CITY  
OF WYOMING ON THE INTERURBAN TRANSIT PARTNERSHIP BOARD

WHEREAS:

1. The term of Tim Cochran as a Wyoming representative on the Interurban Transit Partnership Board, expires on December 31, 2011.
2. It is the desire of the Wyoming City Council to reappoint Tim Cochran as a Wyoming representative to the Interurban Transit Partnership Board.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council for the City of Wyoming, Michigan, does hereby designate Tim Cochran as a representative of the City of Wyoming on the Interurban Transit Partnership Board for a two-year term expiring December 31, 2013.

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:

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO APPOINT WILLARD SHELDON AS A MEMBER OF THE  
WYOMING PARKS AND RECREATION COMMISSION REPRESENTING  
THE GODFREY-LEE PUBLIC SCHOOL DISTRICT

WHEREAS:

1. There is a vacancy in the position of Godfrey-Lee Public School District Representative on the Wyoming Parks and Recreation Commission for a term expiring June 30, 2014.
2. The Godfrey-Lee Public School District has recommended that Willard Sheldon be appointed to the Wyoming Parks and Recreation Commission as a representative of the district.
3. It is the desire of the City Council that Willard Sheldon be appointed to fill that unexpired term on the Parks and Recreation Commission.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council for the City of Wyoming, Michigan, does hereby appoint Willard Sheldon as a member of the Parks and Recreation Commission for the City of Wyoming for the unexpired term ending June 30, 2014.

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:

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO APPROVE  
TRAFFIC CONTROL ORDER NO. 3.03-11

WHEREAS:

1. Traffic Control Order No. 3.03-11 as set forth in exhibit attached hereto and made a part of this Resolution, has been proposed in the City of Wyoming
2. It is recommended by the City Traffic Engineer, as required by the Uniform Traffic Code for Cities, Townships and Villages, Part 2, Section R 28.1153, issued in October 2002 by the Commissioner of the Michigan State Police, and adopted by the City of Wyoming, that said Traffic Control Order should be approved by the City Council as permanent

NOW, THEREFORE, BE IT RESOLVED:

1. That such final approval be and is hereby granted that the aforesaid Traffic Control Order No 3.03-11 be made a permanent part of the Traffic Control Order Files of the City of Wyoming.

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:

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Traffic Control Order  
Map



MAYOR  
Jack A. Poll

AT-LARGE COUNCILMEMBER  
Sam Bolt

AT-LARGE COUNCILMEMBER  
Dan Burrill

AT-LARGE COUNCILMEMBER  
Kent Vanderwood

1ST WARD COUNCILMEMBER  
William A. VerHulst

2ND WARD COUNCILMEMBER  
Richard K. Pastoor

3RD WARD COUNCILMEMBER  
Joanne M. Voorhees

CITY MANAGER  
Curtis L. Holt

December 5, 2011

**PERMANENT  
TRAFFIC CONTROL ORDER NO. 3.03-11**

Pursuant to provisions of Wyoming City Code, Chapter 78, Article II, adopting Sections R 28.1125 and R 28.1153 of the Michigan Uniform Traffic Code, the following regulatory order has been issued and shall take effect immediately:

1. LOCATION:

Stratford Drive, north side, from 75 feet east of Highgate Avenue to 150 feet east of Highgate Avenue

2. REGULATION:

- A. Traffic Control Order Number 3.02-98, dated March 16, 1998, is hereby amended
- B. Remove "No Parking" restriction

3. SIGNS:

Remove existing "No Parking" signs

4. EFFECTIVE:

Immediately

Authority,

William D. Dooley, P.E.  
Traffic Engineer

WDD:kh

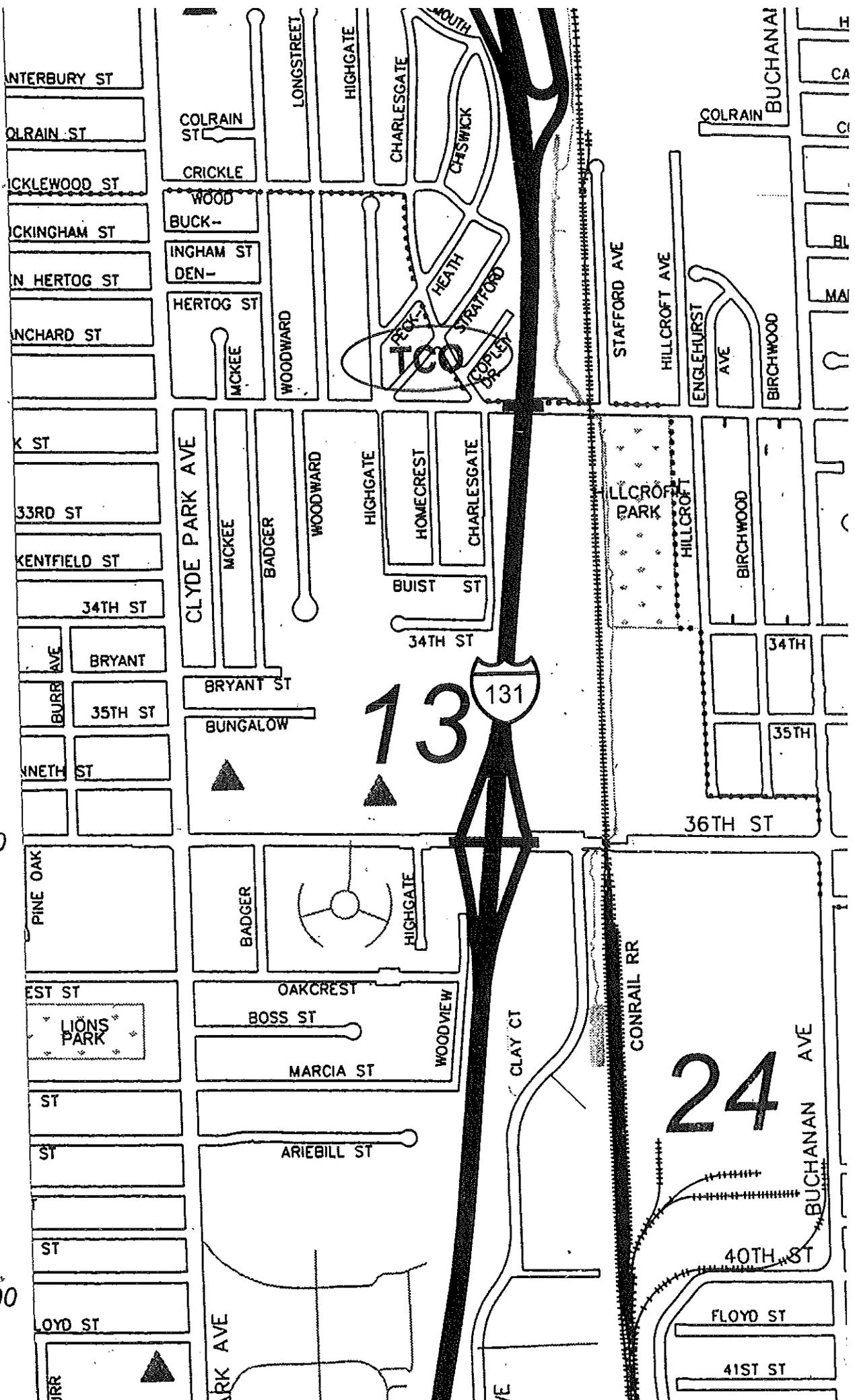
cc: Police Dept

See Page 7

3200

3600

4000



RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO APPROVE THE APPLICATION OF DETAIL TECHNOLOGIES, LLC  
FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE IN  
THE CITY OF WYOMING FOR A NEW FACILITY AND  
AUTHORIZING THE MAYOR AND CITY CLERK TO SIGN THE IFT AGREEMENT

WHEREAS:

1. The City established Industrial Development District Number 253, under Act 198, Public Acts of 1974, as amended, by adopting Resolution Number 19774 on August 7, 2000.
2. Detail Technologies, LLC, has filed an application for an Industrial Facilities Exemption Certificate under Act 198 with respect to a new facility to be acquired and installed within Industrial Development District 253, with an estimated cost of \$2,076,000.00 for personal property and \$25,000.00 for real property to be located at 5900 Cross Roads Commerce Parkway SW.
3. Before acting on this application, the City Council held a public hearing on December 5, 2011, in the Council Chambers, City Hall, 1155 28<sup>th</sup> Street SW, Wyoming, Michigan, at 7:02 p.m., at which hearing the applicant, the Assessor, and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on this application.
4. Construction of the facility and installation of new machinery and equipment had not begun earlier than six (6) months before October 24, 2011, the date of acceptance of the application for the Industrial Facilities Exemption Certificate.
5. Completion of the facility is calculated to and will, at the time of issuance of the certificate, have the reasonable likelihood to retain, create or prevent the loss of employment in the City of Wyoming.
6. The aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Wyoming, after granting this certificate, will not exceed 5% of an amount equal to the sum of SEV of the unit, plus SEV of personal and real property thus exempted.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificate previously granted and currently in force under PA 198 of 1974, as amended and PA 225 of 1978, as amended shall not have the effect of substantially impeding the operation of the City of Wyoming, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Wyoming.
2. The application from Detail Technologies LLC, for an Industrial Facilities Exemption Certificate, with respect to a new facility on the following described parcel of real property situated within Industrial Development District 253, to wit:

Address: 5900 Cross Roads Commerce Drive SW, Wyoming, MI 49519

Parcel No.: 41-17-34-477-009

Legal Description:

Lot 2 EX E 70 ft \* Cross Roads Commerce Park

be the same as hereby approved.

3. The Industrial Facilities Exemption Certificate, when issued, shall be ad remain in force for a period of twelve (12) years.
4. The Mayor and City Clerk are authorized to sign the IFT agreement with Detail Technologies, LLC.

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:

---

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENT:      Staff Memo

Resolution No. \_\_\_\_\_

**MEMORANDUM**

To: Wyoming City Council  
Curtis L. Holt, City Manager

From: Barbara VanDuren, Deputy City Manager

Date: November 16, 2011

Subject: Detail Technologies, LLC

The City has received a letter from Detail Technologies, LLC, requesting the approval of an Industrial Facilities Exemption Certificate (IFT). Staff has reviewed the IFT application for the project, which is summarized below:

Address of project: 5900 Cross Roads Commerce Pkwy SW  
Wyoming, MI 49519

Personal Property: \$2,076,000.00  
Real Property: \$ 25,000.00

Estimated Jobs: 3 new jobs  
41 jobs retained

Starting date of the project: November 2011

Detail Technologies, LLC has been operating in the City of Wyoming for ten years and specializes in close tolerance machining for the aerospace, medical office furniture and automotive industries. Detail Technologies supplies these industries with various products and services, including plastic injection molds, fixtures, CNC machining, prototyping and reverse engineering. This planned expansion will allow the company to maintain current employment levels, add 3 new employees and increase production capacity.

Staff is recommending a twelve year IFT be granted to Detail Technologies based on the City of Wyoming's Economic Development Policy. The calculation of the years of the IFT is summarized as follows:

<b>Scoring Factors</b>	<b>Points</b>
Firm Commitment	22.627
Quantity of Jobs	1.500
Retention of Jobs	10.250
Quality of Jobs	7.003
Citizenship	8.580
Diversification	0.000
Business Life	2.750
Redevelopment	0.000
Total points	<u>52.71</u>

The estimated first year tax savings for Detail Technologies, which is located in the Wyoming Public School District, is \$33,214.81.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ESTABLISHING INDUSTRIAL DEVELOPMENT DISTRICT NUMBER 289  
PURSUANT TO ACT 198, PUBLIC ACTS OF 1974, AS AMENDED FOR  
FISK PRECISION TECHNOLOGIES, LLC

WHEREAS:

1. The City of Wyoming has the authority to establish Industrial Development Districts within the City of Wyoming under the provisions of Act 198 of Public Acts of 1974, as amended.
2. Fisk Precision Technologies, LLC has requested that the City establish an Industrial Development District for its property located at 3403 Lousma Drive SE, Wyoming, Michigan and legally described on the attachment.
3. Staff reviewed the request and found that the project to be located within the district will promote the economic health of the community by encouraging private capital investment and creating new employment opportunities in the City of Wyoming.
4. Staff recommends that the City Council establish this district.
5. A public hearing was held on December 5, 2011, at 7:03 p.m., at which time the property owners of real property within the proposed district and all residents and taxpayers of the City of Wyoming were afforded the opportunity to be heard.
6. The City Council believes it is in the public interest of the City of Wyoming to establish the district.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council establishes Industrial Development District Number two Hundred Eighty-nine (289) in the City of Wyoming, Kent County, Michigan, under the provisions of Act 198 of the Public Acts of 1974 as amended, for real and personal property at 3403 Lousma Drive SE, Wyoming, Michigan and legally described on the attachment.

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:

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENT:    Exhibit A - Legal Description

Resolution No. \_\_\_\_\_

**EXHIBIT A**

**Legal Description**

**Address:** 3403 Lousma Drive SE, Wyoming, MI 49548

**Tax Parcel No.:** 41-18-18-326-034

**Legal Description:**

Lot 116. Kent Industrial Center #3

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO SET A PUBLIC HEARING FOR THE APPROVAL OF AN APPLICATION FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE IN THE CITY OF WYOMING FOR FISK PRECISION TECHNOLOGIES, LLC

WHEREAS:

1. The City established Industrial Development District Number 289, under Act 198, Public Acts of 1974, as amended, by adopting Resolution Number \_\_\_\_\_ on December 5, 2011.
2. Fisk Precision Technologies, LLC has filed an application for an Industrial Facilities Exemption Certificate under Act 198 with respect to a new facility to be acquired and installed within Industrial Development District 289, with an estimated cost of \$240,000.00 for real property and \$360,000.00 for personal property to be located at 3403 Lousma Drive SE.
3. Act 198 requires the City to hold a public hearing on the approval of this application.

NOW, THEREFORE, BE IT RESOLVED:

1. A public hearing on whether to approve the application by Fisk Precision Technologies, LLC, for an Industrial Facilities Exemption Certificate shall be held at 7:01 p.m. on December 21, 2011, in the City Council Chambers, City Hall, 1155 28<sup>th</sup> Street SW, Wyoming, Michigan.
2. Notice of this hearing shall be given to the applicant, the City Assessor, and a representative of each affected taxing unit, and shall be published in a newspaper of general circulation in the City and posted in City Hall.

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:

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

Resolution No. \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO ESTABLISH AND CHANGE CERTAIN REGULAR CITY COUNCIL  
MEETING DATES IN THE 2012 CALENDAR YEAR

WHEREAS:

1. Public Act 267 of 1976 requires that the meeting dates of the City Council be publicly posted, listing the dates, times and places of all the regularly scheduled meetings for the 2012 calendar year.

2. On certain regularly scheduled meeting dates in 2012, the City and the Nation will celebrate holidays which conflict with the regular schedule.

3. It is deemed advisable to adjust the regular meeting schedule to accommodate holiday scheduling.

NOW THEREFORE, BE IT RESOLVED:

1. That the regular meetings of the Wyoming City Council will be held on the first and third Mondays at 7:00 p.m., except in January, when the first meeting shall be on Tuesday, January 3 and in September, when the first meeting shall be on Tuesday, September 4.

2. That the committee of the whole meetings of the City Council shall be held on the second Monday of each month at 5:30 p.m., except in November; when the meeting shall be on Tuesday, November 13.

3. That the work sessions of the City Council shall be held on the second Monday of each month at 7:00 p.m., except in November, when the meeting shall be held on Tuesday, November 13.

4. That all dates for regular, work session and committee of the whole meetings of the Wyoming City Council be as described on the attached schedules.

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:

---

HEIDI A. ISAKSON  
Wyoming City Clerk

Resolution No. \_\_\_\_\_

**SCHEDULED MEETING DATES OF THE WYOMING CITY COUNCIL  
REGULAR COUNCIL MEETINGS FOR THE YEAR 2012**

ALL MEETINGS BEGIN AT 7:00 PM AND ARE HELD IN THE WYOMING CITY HALL  
LOCATED AT 1155 28<sup>TH</sup> ST SW, WYOMING, MICHIGAN IN THE CITY COUNCIL  
CHAMBERS.

THE COMPLETE ADDRESS OF WYOMING CITY HALL IS 1155 28<sup>TH</sup> STREET SW, P.O.  
BOX 905, WYOMING, MICHIGAN 49509-0905.

**REGULAR COUNCIL MEETING DATES**

**TUESDAY**, JANUARY 3, 2012  
MONDAY, JANUARY 16, 2012

MONDAY, FEBRUARY 6, 2012  
MONDAY, FEBRUARY 20, 2012

MONDAY, MARCH 5, 2012  
MONDAY, MARCH 19, 2012

MONDAY, APRIL 2, 2012  
MONDAY, APRIL 16, 2012

MONDAY, MAY 7, 2012  
MONDAY, MAY 21, 2012

MONDAY, JUNE 4, 2012  
MONDAY, JUNE 18, 2012

MONDAY, JULY 2, 2012  
MONDAY, JULY 16, 2012

MONDAY, AUGUST 6, 2012  
MONDAY, AUGUST 20, 2012

**TUESDAY**, SEPTEMBER 4, 2012  
MONDAY, SEPTEMBER 17, 2012

MONDAY, OCTOBER 1, 2012  
MONDAY, OCTOBER 15, 2012

MONDAY, NOVEMBER 5, 2012  
MONDAY, NOVEMBER 19, 2012

MONDAY, DECEMBER 3, 2012  
MONDAY, DECEMBER 17, 2012

**SCHEDULED WORK SESSION MEETING DATES OF THE  
WYOMING CITY COUNCIL FOR THE YEAR 2012**

ALL MEETINGS BEGIN AT 7:00 PM AND ARE HELD IN THE WYOMING CITY HALL  
LOCATED AT 1155 28<sup>TH</sup> ST SW, WYOMING, MICHIGAN IN THE CITY COUNCIL  
CHAMBERS.

THE COMPLETE ADDRESS OF WYOMING CITY HALL IS 1155 28<sup>TH</sup> STREET SW, P.O.  
BOX 905, WYOMING, MICHIGAN 49509-0905.

**WORK SESSION MEETING DATES**

MONDAY, JANUARY 9, 2012

MONDAY, FEBRUARY 13, 2012

MONDAY, MARCH 12, 2012

MONDAY, APRIL 9, 2012

MONDAY, MAY 14, 2012

MONDAY, JUNE 11, 2012

MONDAY, JULY 9, 2012

MONDAY, AUGUST 13, 2012

MONDAY, SEPTEMBER 10, 2012

MONDAY, OCTOBER 8, 2012

**TUESDAY, NOVEMBER 13, 2012**

MONDAY, DECEMBER 10, 2012

**SCHEDULED MEETING DATES OF THE WYOMING CITY COUNCIL  
COMMITTEE OF THE WHOLE FOR THE YEAR 2012**

ALL MEETINGS BEGIN AT 5:30 PM AND ARE HELD IN THE WYOMING CITY HALL LOCATED AT 1155 28<sup>TH</sup> ST SW, WYOMING, MICHIGAN IN THE CITY OF WYOMING WEST CONFERENCE ROOM.

THE COMPLETE ADDRESS OF WYOMING CITY HALL IS 1155 28<sup>TH</sup> STREET SW, P.O. BOX 905, WYOMING, MICHIGAN 49509-0905.

**COMMITTEE OF THE WHOLE MEETING DATES**

MONDAY, JANUARY 9, 2012

MONDAY, FEBRUARY 13, 2012

MONDAY, MARCH 12, 2012

MONDAY, APRIL 9, 2012

MONDAY, MAY 14, 2012

MONDAY, JUNE 11, 2012

MONDAY, JULY 9, 2012

MONDAY, AUGUST 13, 2012

MONDAY, SEPTEMBER 10, 2012

MONDAY, OCTOBER 8, 2012

**TUESDAY, NOVEMBER 13, 2012**

MONDAY, DECEMBER 10, 2012

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO SET MEETING DAY AND TIME FOR THE  
CITY OF WYOMING BOARDS AND COMMISSIONS

WHEREAS:

1. Section 2.113 of the City Code of Ordinances states that days and times of board and commission meetings shall be set by City Council resolution.

NOW, THEREFORE, BE IT RESOLVED:

2. Wyoming City Council does hereby set the day and time for the Wyoming Boards and Commissions as listed on the attached schedule.

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:

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENT:

CITY OF WYOMING  
BOARDS - COMMISSIONS - COMMITTEES  
2012 MEETING SCHEDULE

<b>BOARD OF CANVASSERS</b>	
At the call of the City Clerk	City Hall - 1155 28 <sup>th</sup> Street SW
<b>BOARD OF REVIEW</b>	
2:00 p.m. on Tuesday, March 6 - Executive Session	City Hall - 1155 28 <sup>th</sup> Street SW
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. on Monday, March 12 and 19	
1:00 p.m. to 4:30 p.m. and 6:00 p.m. to 9:00 p.m. on Tuesday, March 13 and 20	
9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. on Wednesday, March 14	
2:00 p.m. on Tuesday, July 17	
2:00 p.m. on Tuesday, December 11	
<b>BUILDING AUTHORITY</b>	
At the call of the Chair	City Hall - 1155 28 <sup>th</sup> Street SW
<b>COMMUNITY DEVELOPMENT COMMITTEE</b>	
At the call of the Chair	City Hall - 1155 28 <sup>th</sup> Street SW
<b>COMMUNITY ENRICHMENT COMMISSION</b>	
7:00 p.m. on the 3 <sup>rd</sup> Tuesday of each month (no meeting in June and July )	City Hall - 1155 28 <sup>th</sup> Street SW
<b>CONSTRUCTION BOARD OF APPEALS</b>	
3:00 p.m. on the 2 <sup>nd</sup> Monday of each month at the call of the Chair	City Hall - 1155 28 <sup>th</sup> Street SW
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>	
7:30 a.m. on the 1 <sup>st</sup> Tuesday of each month	City Hall - 1155 28 <sup>th</sup> Street SW
<b>ECONOMIC DEVELOPMENT CORPORATION AND BROWNFIELD REDEVELOPMENT AUTHORITY</b>	
At the call of the Chair	City Hall - 1155 28 <sup>th</sup> Street SW
<b>ELECTION COMMISSION</b>	
At the call of the City Clerk	City Hall - 1155 28 <sup>th</sup> Street SW
<b>GREATER WYOMING COMMUNITY RESOURCE ALLIANCE</b>	
9:00 a.m. on the 4 <sup>th</sup> Tuesday of each month	City Hall - 1155 28 <sup>th</sup> Street SW
<b>HEALTH INSURANCE TRUST BOARD</b>	
3:00 p.m. on the 4 <sup>th</sup> Monday of January, April, July, October	City Hall - 1155 28 <sup>th</sup> Street SW
<b>HISTORICAL COMMISSION</b>	
6:30 p.m. on the 3 <sup>rd</sup> Tuesday of each month (no meeting in December)	Wyoming Public Library - 3350 Michael SW
<b>HOUSING BOARD OF APPEALS</b>	
7:00 p.m. on the 1 <sup>st</sup> Thursday of each month at the call of the Chair	City Hall - 1155 28 <sup>th</sup> Street SW
<b>HOUSING COMMISSION</b>	
1:00 p.m. on the 3 <sup>rd</sup> Tuesday of January 17, March 20, May 15, August 21, October 16, December 18	Housing Commission Office - 2450 36 <sup>th</sup> Street SW
<b>OFFICERS COMPENSATION COMMISSION</b>	
In every odd-numbered year at the call of the Chair	City Hall - 1155 28 <sup>th</sup> Street SW
<b>PARKS AND RECREATION COMMISSION</b>	
7:00 p.m. on the 2 <sup>nd</sup> Wednesday of each month (no mtg in July & Aug)	City Hall - 1155 28 <sup>th</sup> Street SW
<b>PLANNING COMMISSION</b>	
7:00 p.m. on the 3 <sup>rd</sup> Tuesday of each month	City Hall - 1155 28 <sup>th</sup> Street SW
<b>RETIREMENT BOARD</b>	
3:00 p.m. on the 4 <sup>th</sup> Monday of each month	City Hall - 1155 28 <sup>th</sup> Street SW
<b>VETERANS MEMORIAL GARDEN COMMITTEE</b>	
7:00 p.m. on the 4 <sup>th</sup> Tuesday of each month (no mtg. July & Aug.)	City Hall - 1155 28 <sup>th</sup> Street SW
<b>WKTV COMMISSION</b>	
7:00 p.m. on the 1 <sup>st</sup> Tuesday of each month	WKTV - 5261 Clyde Park Avenue SW
<b>ZONING BOARD OF APPEALS</b>	
1:30 p.m. on the 1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month	City Hall - 1155 28 <sup>th</sup> Street SW

**\*\* NOTICE GIVEN PURSUANT TO PUBLIC ACT 267, OF 1976, AS AMENDED, BEING MCL 15.261**

For further information regarding a scheduled meeting, contact the office of the City Clerk at 1155 28th St. SW, Wyoming, MI 49509-0905. Phone 616-530-7296.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO APPROVE THE ADDITION OF BARRY COUNTY TO THE SERVICE  
AREA OF THE WEST MICHIGAN REGIONAL PLANNING COMMISSION

WHEREAS:

1. The current boundaries of the West Michigan Regional Planning Commission were established in 1990 and include the counties of Ottawa, Ionia, Kent, Mecosta, Montcalm, Osceola and Ottawa.
2. The West Michigan Regional Planning Commission is the designated U.S. Economic Development Administration Economic Development District in charge of maintaining a Comprehensive Economic Development Strategy.
3. Barry County, currently located within the boundaries of the Southcentral Michigan Planning Council, has approached the West Michigan Regional Planning Commission to request initiating the process of changing the boundaries of its service area to include Barry County.
4. Members of the West Michigan Regional Planning Commission must approve of changes to the existing service area prior to the West Michigan Regional Planning Commission moving forward with such boundary change.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council hereby approves of the addition of Barry County to the service area of the West Michigan Regional Planning Commission.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes  
                                  No

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

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Memorandum

## MEMORANDUM

**TO:** Curtis Holt, City Manager

**FROM:** Timothy Cochran, City Planner

**CC:** Barb VanDuren, Deputy City Manager  
Rebecca Rynbrandt, Community Services Director

**DATE:** November 29, 2011

**SUBJECT:** Barry County's inclusion into the West Michigan Regional Planning Commission

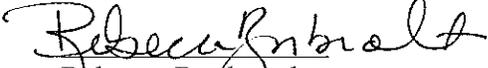
Barry County has approached the West Michigan Regional Planning Commission (Region 8) regarding potential inclusion. Currently, Barry County is a member of the Southcentral Michigan Planning Council (Region 3). That Council includes Kalamazoo, Barry, Calhoun, St. Joseph and Branch Counties. The primary reason Barry County seeks to realign is that Region 3 does not have an active relationship with the U.S. Economic Development Administration (EDA). As such, Barry County is unable to seek grants from EDA for community economic development projects. Upon recommendation from EDA, they are seeking this transfer. Barry County also has substantial relationships with The Right Place, which contributes to this proposed realignment.

Recently, the WMRPC Board voted to work toward amending Region 8's boundaries to include Barry County. Please note that in addition to myself, Councilmember Sam Bolt and citizen Lillian VanderVeen currently represent the City on the WMRPC Board via Council appointment. To begin this process, the WMRPC would need the support of the jurisdictions comprising Region 8. These are primarily Allegan, Ionia, Kent, Mecosta, Montcalm, Osceola, and Ottawa Counties, along with the Cities of Grand Rapids and Wyoming. With broad support, the WMRPC staff would pursue the boundary changes with the State of Michigan and EDA. The last realignment of Region 8 occurred in 1990. At that time Newago, Mason and Lake Counties left and joined Region 14, with Ottawa County transferring to Region 8. It is believed by the Barry County Chamber of Commerce and Economic Development Alliance that they would have more leverage with business growth if they were aligned with a more active region.

The potential for a newly eligible county to obtain grant funding from EDA over a member community is virtually nonexistent. Our EDA territory covers the States of Minnesota, Indiana, Illinois, Ohio and Michigan. EDA grants are highly competitive and are based on high employment returns from their investments. In any given year, there is no guarantee that any particular region within the EDA territory will obtain grants. However, it is acknowledged that if a particular community or county is fortunate to obtain an EDA grant, it benefits the entire region with added employment (both construction and permanent), taxes and provides opportunities for local suppliers.

Page 2

With your support, we ask that this matter be placed before the City Council for their approval consideration at the Monday, December 19, 2011 Regular Meeting.

Reviewed and recommended by:   
Rebecca Rynbrandt

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO APPROVE BY-LAWS FOR  
THE COMMUNITY ENRICHMENT COMMISSION

WHEREAS:

1. The Community Enrichment Commission was established by Resolution 22239 on June 19, 2006.
2. The Community Enrichment has been operating since that time with various sets of draft by-laws.
3. The City Attorney and the City Clerk provided recommended by-laws for the Commission's consideration.
4. The Community Enrichment Commission approved the attached By-Laws on October 18, 2011.

NOW, THEREFORE, BE IT RESOLVED:

1. The By-Laws of the Community Enrichment Commission as attached are adopted, are effective immediately, and until such time as further amendments are appropriate.

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:

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

By-Laws of Community Enrichment  
Commission

BY-LAWS  
OF THE  
COMMUNITY ENRICHMENT COMMISSION  
OF THE  
CITY OF WYOMING, MICHIGAN

ARTICLE I - NAME

The name of the organization is the Community Enrichment Commission.

ARTICLE II - PURPOSE

The purpose of the Community Enrichment Commission is to promote and present cultural events for the enrichment and enjoyment of the residents of the City of Wyoming.

ARTICLE III – POWERS AND DUTIES

Section 1. The Commission may request information and reports from City staff, through the City Manager, which may be deemed necessary to carry out the purposes of the organization.

Section 2. The Commission may make recommendations to City Council to further the purposes of the organization.

Section 3. The Commission may incorporate as a non-profit corporation in order to receive and expend donated monies to further the purposes of the organization.

Section 4. The Commission may enter into contracts, within the constraints of its approved budget and available funding, to further the purposes of the organization.

ARTICLE IV – FISCAL YEAR

Section 1. The fiscal year of the Community Enrichment Commission shall begin on July 1 each year and end on June 30 of the following calendar year.

Section 2. The Chairman of the Community Enrichment Commission shall submit an annual report of organization's activities to the City Council for the prior fiscal year no later than September 30 each year.

Section 3. A budget for the following fiscal year shall be submitted to the Wyoming City Manager by March 31 of each year.

#### ARTICLE V- MEMBERSHIP

Section 1. The member of the Commission shall consist of registered electors of the City of Wyoming appointed by the City Council.

Section 2. The members of the Commission shall constitute the Board of Directors of the Community Enrichment Commission.

Section 3. The number of members shall be as described in the Code of Ordinances.

Section 4. Members shall take an Oath of Office, administered by the City Clerk.

Section 5. A designated member of the City Council shall be invited to attend all meetings and shall act as a liaison between the Board and the Council.

Section 6. The Library Director of the Wyoming Branch of the Kent District Library may be a member, ex officio.

#### ARTICLE VI- COMMITTEES

Section 1. The Commission may form committees to operate consistent with the purposes of and under the authority of the Commission.

Section 2. The Commission may appoint the chairperson for each committee by majority vote of those present at any regular meeting.

Section 3. The chairperson of each committee is responsible for all communications necessary to perform their specific task.

Section 4. All monies requested by such committees must be reviewed and approved by the Commission prior to allocation and accounted for within a pre-designated period of time.

## ARTICLE VII – OFFICERS

Section 1. Election of officers shall be held by members of the Commission at the first regular meeting of each fiscal year by a majority of those members present.

Section 2. The officers of the Commission shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer and such other officers as needed. The officers shall hold office for one (1) year or until their successors are appointed and qualified.

Section 3. The Chairman shall preside over all meetings of the Commission. The Chairman shall develop and present the agenda for all meetings. The Chairman shall sign all contracts which have been approved by the Commission.

Section 4. The Vice-Chairman shall perform those duties and exercise those powers of the Chairman during the absence or disability of the Chairman.

Section 5. The Secretary shall be responsible for all official communications of the Commission, shall give all notices as required in the By-Laws of the Commission and shall perform such other duties as may be designated by the Commission. The secretary shall be responsible for recording all proceedings of the meetings of the Commission and of the Executive Committee, if one is created, and shall provide minutes of meetings to all members.

Section 6. The Treasurer shall have custody of all Commission funds and securities and shall keep the accounts of the Commission. A full and accurate account of all receipts, disbursements, and deposits of all monies, securities and other valuable effects shall be kept by the Treasurer. The Treasurer shall prepare and present to the Commission an account of all financial transactions and the financial condition of the Commission. An income statement and balance sheet shall be submitted to the Chairman at least one week prior to the Commission's submission of the annual report to the Wyoming City Council. If required by the Commission, the Treasurer shall deliver to the Chairman and keep in force a bond in an amount satisfactory to the Commission and approved by the City Manager. In case of the Treasurer's death, resignation or removal from office, all books, papers, vouchers, money and property of whatever kind belonging to the Commission that is in his/her possession, or under his/her control shall be returned to the Commission. The books and records of the Treasurer shall be audited by a

qualified person appointed by the Finance Director/Comptroller of the City of Wyoming annually at the close of the fiscal year, June 30, or at any time the office of the Treasurer changes hands, or the Finance Director of the City of Wyoming deems necessary.

Section 7. Any officer of the Commission may be removed by a majority of the members of the Commission.

## ARTICLE VIII – MEETINGS

Section 1. Regular meetings of the Commission shall be held monthly, at a date and time established by resolution of the City Council, and in compliance with the Open Meetings Act. Meetings shall be held at the Wyoming City Hal, 1155 28<sup>th</sup> Street SW, Wyoming, Michigan.

Section 2. Any member who is not able to attend a regular or special meeting shall notify the Chair or Secretary. The absence may be excused by vote of the members present, and such excuse shall be placed in the minutes. If any member misses four (4) consecutive monthly meetings or 25% of such meetings in any fiscal year without such absences being excused by the members, that member's office shall be deemed as vacated. Any member being terminated shall be advised of their termination by letter.

Section 3. The Commission may adopt rules of procedure for the conduct of its meetings.

Section 4. The Commission may appoint an executive committee which shall consist of the officers of the commission. The Executive Committee shall have and exercise authority of the Commission between meetings.

Section 5. A quorum shall consist of a majority of the members of the Commission.

Section 6. Members of the Commission shall receive no compensation, other than the reimbursement of reasonable expenses as approved by the Commission.

ARTICLE IX – EXECUTION OF INSTRUMENTS

Section 1. All checks, drafts and orders for payment of monies on accounts of the Commission shall be countersigned by any two officers of those designated by the Commission from time to time. A financial institution holding any Commission funds or assets shall maintain a record bearing the signatures of those authorized to sign checks.

Section 2. When the execution of any contract, conveyance, or other instrument has been authorized without specifying which officer is responsible the Chairman, Vice-Chairman or Secretary may execute the same in the name and on behalf of the Commission.

ARTICLE X - AMENDMENT OF THE BY-LAWS

The By-laws of the Commission may be amended by the City Council of the City of Wyoming. The Commission may make recommendations to the City Council concerning any amendments.

Adopted by the Community Enrichment Commission on October 18, 2011  
Date

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

Adopted by the City Council of the City of Wyoming on \_\_\_\_\_  
Date

\_\_\_\_\_  
Heidi A. Isakson, City Clerk

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO ACCEPT GRANT FUNDING RECEIVED THROUGH THE CITY OF  
GRAND RAPIDS – MET MULTI-JURISDICTIONAL TASK FORCE

WHEREAS:

1. The City of Wyoming has requested to participate in the "BYRNE Memorial Justice Grant" MET – City of Grand Rapids Multi-Jurisdictional Task Force, as appointed by the United States Department of Justice.
2. The City of Wyoming would accept \$56,534 in grant funds designated for the salary of one Wyoming Police Department Detective participating in the Multi-Jurisdictional Task Force.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Wyoming Police Department is authorized to receive said grant funds from the City of Grand Rapids, where their Police Department is serving as host agency for the Multi-Jurisdictional Task Force.
2. Chief James Carmody shall serve on the Board of Directors of the Task Force.
3. Timothy Smith shall serve as the Finance Director responsible for the Wyoming Police Department monthly financial status reports to be submitted to the City of Grand Rapids for reimbursement.

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:

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

RESOLUTION NO. \_\_\_\_\_

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

WHEREAS:

1. The City of Wyoming Police Department has applied for and received an United States Department of Justice Bulletproof Vest Partnership Grant in the amount of \$3,637.50 to be used toward the procurement of bullet resistant vests directly related to basic law enforcement functions.
2. The City of Wyoming would accept \$3,637.50 in grant funds designated for the procurement of bullet resistant vests directly related to basic law enforcement functions.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Wyoming accepts the United States Department of Justice Bulletproof Vest Partnership Grant in the amount of \$3,637.50.
2. Chief James E. Carmody shall serve as the Program Director responsible for the Wyoming Police Department bullet resistant vest procurement and yearly status reports to be submitted to the United States Department of Justice.
3. Timothy Smith shall serve as the Finance Director responsible for the Wyoming Police Department financial status reports to be submitted 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:

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO ACCEPT AND DISTRIBUTE GRANT FUNDING  
RECEIVED FROM THE OFFICE OF HIGHWAYS 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 \$225,000 in grant funds designated for overtime patrols to enforce impaired driving and safety belt violations to the agencies participating in the Task Force.

NOW, THEREFORE, BE IT RESOLVED:

1. Chief James Carmody shall serve as the Director of the Task Force.
2. Timothy Smith shall serve as the Finance Director of 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:

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Budget Detail Reports

Budget Amendment

CITY OF WYOMING BUDGET AMENDMENT

Date: December 5, 2011

Budget Amendment No. 024

To the Wyoming City Council:

**A budget amendment is requested for the following reason: To appropriate \$135,000 of budgetary authority and related estimated revenue for the Office of Highway Safety Michigan Safe Communities OWI Enforcement Grant for fiscal year 2011-2012 per attached resolution.**

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<b><u>General Fund</u></b>				
Federal Grants - OHSP OWI OHSP OWI.2012.Revenue				
101-505.001 OHSP OWI 2012 Grant Rev	\$0	\$135,000		\$10,000
Police - OHSP OWI - Salaries-Uniform Overtime OHSP OWI.2012.Expense.				
101-305-31504-709.000 OHSP OWI.2012.Exp	\$0	\$11,430		\$21,800
Police - OHSP OWI - Salaries-Uniform Admin Overtime OHSP Drive MI Safely Grant 2011 Gr Yr Exp.				
101-305-31504-709.010 OHSP OWI.2012.Exp	\$0	\$5,070		\$9,360
Police - OHSP OWI - FICA OHSP OWI.2012.Expense.				
101-305-31504-715.000 OHSP OWI.2012.Exp	\$0	\$1,260		\$2,380
Police - OHSP OWI - Pension OHSP OWI.2012.Expense.				
101-305-31504-718.000 OHSP OWI.2012.Exp	\$0	\$3,760		\$7,110
Police - OHSP OWI - Workers Comp. Insurance OHSP OWI.2012.Expense.				
101-305-31504-719.000 OHSP OWI.2012.Exp	\$0	\$430		\$2,620
Police - OHSP OWI - Operating Supplies OHSP OWI.2012.Expense.				
101-305-31504-740.000 OHSP OWI.2012.Exp	\$0	\$0		\$8,000
Police - OHSP OWI - Other Services Grand Rapids OHSP OWI.2012.Expense.				
101-305-31504-956.520 OHSP OWI.2012.Exp	\$0	\$13,720		\$25,750
Police - OHSP OWI - Other Services Grandville OHSP OWI.2012.Expense.				
101-305-31504-956.521 OHSP OWI.2012.Exp	\$0	\$12,640		\$22,820
Police - OHSP OWI - Other Services Kentwood OHSP OWI.2012.Expense.				
101-305-31504-956.522 OHSP OWI.2012.Exp	\$0	\$15,130		\$30,120
Police - OHSP OWI - Other Services Walker OHSP OWI.2012.Expense.				
101-305-31504-956.523 OHSP OWI.2012.Exp	\$0	\$14,990		\$27,330
Police - OHSP OWI - Other Services Cedar Springs OHSP OWI.2012.Expense.				
101-305-31504-956.524 OHSP OWI.2012.Exp	\$0	\$11,210		\$19,990
Police - OHSP OWI - Other Services Kent County OHSP OWI.2012.Expense.				
101-305-31504-956.525 OHSP OWI.2012.Exp	\$0	\$13,010		\$25,150
Police - OHSP OWI - Other Services Lowell OHSP OWI.2012.Expense.				
101-305-31504-956.526 OHSP OWI.2012.Exp	\$0	\$10,690		\$22,680
Police - OHSP OWI - Other Services Rockford OHSP OWI.2012.Expense.				
101-305-31504-956.527 OHSP OWI.2012.Exp	\$0	\$12,430		\$20,730
Police - OHSP OWI - Other Services Sparta OHSP OWI.2012.Expense.				
101-305-31504-956.528 OHSP OWI.2012.Exp	\$0	\$9,230		\$22,160
Fund Balance/Working Capital				

Recommended: \_\_\_\_\_

Finance Director

\_\_\_\_\_

City Manager

CITY OF WYOMING BUDGET AMENDMENT

Date: December 5, 2011

Budget Amendment No. 024 (Continued)

Motion by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ that the General Appropriations Act for Fiscal Year 2011-2012 be amended by adoption of the foregoing budget amendment.

Motion carried: \_\_\_\_\_ yeas, \_\_\_\_\_ nays

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

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City Clerk

## OHSP FY '11-'12 Grant

## Kent County Traffic Safety Task Force

## Budget Detail

<b>AGENCY</b>	<b>Hours</b>	<b>Base OT Wage</b>	<b>Wage Amount</b>	<b>FICA Rate</b>	<b>FICA \$ Amount</b>	<b>Retirement Rate</b>	<b>Retirement \$ Amount</b>	<b>Comp Rate</b>	<b>Comp. \$ Amount</b>	<b>Fringe \$ Amount</b>	<b>Wage and Fringe Total</b>
Cedar Springs Police Dept.	250.0	\$36.94	\$9,235	0.0765	\$706	0.1137	\$1,050	0.0235	\$217	\$1,974	\$11,209
Grand Rapids Police Dept.	250.0	\$45.02	\$11,255	0.0145	\$163	0.2050	\$2,307	0	\$0	\$2,470	\$13,725
Grandville Police Department	250.0	\$42.12	\$10,530	0.0765	\$806	0.1000	\$1,053	0.0235	\$247	\$2,106	\$12,636
Kent County Sheriff's Dept.	250.0	\$47.22	\$11,805	0.0765	\$903	0.0212	\$250	0.0041	\$48	\$1,202	\$13,007
Kentwood Police Department	250.0	\$42.86	\$10,715	0.0765	\$820	0.2939	\$3,149	0.0415	\$445	\$4,414	\$15,129
Lowell Police Department	230.0	\$39.03	\$8,977	0.0461	\$414	0.1111	\$997	0.0339	\$304	\$1,715	\$10,692
Rockford Police Department	250.3	\$41.01	\$10,265	0.0765	\$785	0.1109	\$1,138	0.0235	\$241	\$2,165	\$12,430
Sparta Police Department	230.0	\$30.54	\$7,024	0.0765	\$537	0.2139	\$1,502	0.0235	\$165	\$2,205	\$9,229
Walker Police Department	250.0	\$44.22	\$11,055	0.0765	\$846	0.2565	\$2,836	0.0228	\$252	\$3,933	\$14,988
Wyoming Police Department	250.0	\$45.71	\$11,428	0.0765	\$874	0.2281	\$2,607	0.0263	\$301	\$3,781	\$15,209
Wyoming Police Dept. Admin.	110.9	\$45.71	\$5,069	0.0765	\$388	0.2281	\$1,156	0.0263	\$133	\$1,677	\$6,747
<b>TOTAL</b>	<b>2571.2</b>		<b>\$107,358</b>		<b>\$7,242</b>		<b>\$18,046</b>		<b>\$2,354</b>	<b>\$27,643</b>	<b>\$135,000</b>

Wage Breakdown for traffic enforcement (OWI) only for 2011 - 2012 Strategic Traffic Enforcement Program Grant

CITY OF WYOMING BUDGET AMENDMENT

Date: December 5, 2011

Budget Amendment No. 025

To the Wyoming City Council:

**A budget amendment is requested for the following reason: To appropriate \$90,000 of budgetary authority and related estimated revenue for the Office of Highway Safety Michigan Safe Communities BELTS Enforcement Grant for fiscal year 2011-2012 per attached resolution.**

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<b><u>General Fund</u></b>				
Federal Grants - OHSP BELTS OHSP BELTS.2012.Revenue				
101-505.002 OHSP BELTS 2012 Grant Rev	\$0	\$90,000		\$10,000
Police - OHSP BELTS - Salaries-Uniform Overtime OHSP BELTS.2012.Expense.				
01-305-31505-709.000 OHSP BELTS.2012.Exp	\$0	\$7,410		\$21,800
Police - OHSP BELTS - Salaries-Uniform Admin Overtime OHSP Drive MI Safely Grant 2011 Gr Yr Exp.				
01-305-31505-709.010 OHSP BELTS.2012.Exp	\$0	\$3,380		\$9,360
Police - OHSP BELTS - FICA OHSP BELTS.2012.Expense.				
01-305-31505-715.000 OHSP BELTS.2012.Exp	\$0	\$820		\$2,380
Police - OHSP BELTS - Pension OHSP BELTS.2012.Expense.				
01-305-31505-718.000 OHSP BELTS.2012.Exp	\$0	\$2,460		\$7,110
Police - OHSP BELTS - Workers Comp. Insurance OHSP BELTS.2012.Expense.				
01-305-31505-719.000 OHSP BELTS.2012.Exp	\$0	\$280		\$2,620
Police - OHSP BELTS - Operating Supplies OHSP BELTS.2012.Expense.				
01-305-31505-740.000 OHSP BELTS.2012.Exp	\$0	\$0		\$8,000
Police - OHSP BELTS - Other Services Grand Rapids OHSP BELTS.2012.Expense.				
01-305-31505-956.520 OHSP BELTS.2012.Exp	\$0	\$9,060		\$25,750
Police - OHSP BELTS - Other Services Grandville OHSP BELTS.2012.Expense.				
01-305-31505-956.521 OHSP BELTS.2012.Exp	\$0	\$8,340		\$22,820
Police - OHSP BELTS - Other Services Kentwood OHSP BELTS.2012.Expense.				
01-305-31505-956.522 OHSP BELTS.2012.Exp	\$0	\$9,990		\$30,120
Police - OHSP BELTS - Other Services Walker OHSP BELTS.2012.Expense.				
01-305-31505-956.523 OHSP BELTS.2012.Exp	\$0	\$9,890		\$27,330
Police - OHSP BELTS - Other Services Cedar Springs OHSP BELTS.2012.Expense.				
01-305-31505-956.524 OHSP BELTS.2012.Exp	\$0	\$7,420		\$19,990
Police - OHSP BELTS - Other Services Kent County OHSP BELTS.2012.Expense.				
01-305-31505-956.525 OHSP BELTS.2012.Exp	\$0	\$8,580		\$25,150
Police - OHSP BELTS - Other Services Lowell OHSP BELTS.2012.Expense.				
01-305-31505-956.526 OHSP BELTS.2012.Exp	\$0	\$7,670		\$22,680
Police - OHSP BELTS - Other Services Rockford OHSP BELTS.2012.Expense.				
01-305-31505-956.527 OHSP BELTS.2012.Exp	\$0	\$8,190		\$20,730
Police - OHSP BELTS - Other Services Sparta OHSP BELTS.2012.Expense.				
01-305-31505-956.528 OHSP BELTS.2012.Exp	\$0	\$6,510		\$22,160
Fund Balance/Working Capital				

Recommended: \_\_\_\_\_

Finance Director

\_\_\_\_\_

City Manager

CITY OF WYOMING BUDGET AMENDMENT

Date: December 5, 2011

Budget Amendment No. 024 (Continued)

Motion by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ that the General Appropriations Act for Fiscal Year 2011-2012 be amended by adoption of the foregoing budget amendment.

Motion carried: \_\_\_\_\_ yeas, \_\_\_\_\_ nays

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

---

City Clerk

## OHSP FY '11-'12 Grant

## Kent County Traffic Safety Task Force

## Budget Detail

<b>AGENCY</b>	<b>Hours</b>	<b>Base OT Wage</b>	<b>Wage Amount</b>	<b>FICA Rate</b>	<b>FICA \$ Amount</b>	<b>Retirement Rate</b>	<b>Retirement \$ Amount</b>	<b>Comp Rate</b>	<b>Comp. \$ Amount</b>	<b>Fringe \$ Amount</b>	<b>Wage and Fringe Total</b>
Cedar Springs Police Dept.	165.5	\$36.94	\$6,114	0.0765	\$468	0.1137	\$695	0.0235	\$144	\$1,306	\$7,420
Grand Rapids Police Dept.	165.0	\$45.02	\$7,428	0.0145	\$108	0.2050	\$1,523	0	\$0	\$1,631	\$9,059
Grandville Police Department	165.0	\$42.12	\$6,950	0.0765	\$532	0.1000	\$695	0.0235	\$163	\$1,390	\$8,340
Kent County Sheriff's Dept.	165.0	\$47.22	\$7,791	0.0765	\$596	0.0212	\$165	0.0041	\$32	\$793	\$8,584
Kentwood Police Department	165.0	\$42.86	\$7,072	0.0765	\$541	0.2939	\$2,078	0.0415	\$293	\$2,913	\$9,985
Lowell Police Department	165.0	\$39.03	\$6,440	0.0461	\$297	0.1111	\$715	0.0339	\$218	\$1,231	\$7,671
Rockford Police Department	165.0	\$41.01	\$6,767	0.0765	\$518	0.1109	\$750	0.0235	\$159	\$1,427	\$8,194
Sparta Police Department	162.1	\$30.54	\$4,951	0.0765	\$379	0.2139	\$1,059	0.0235	\$116	\$1,554	\$6,505
Walker Police Department	165.0	\$44.22	\$7,296	0.0765	\$558	0.2565	\$1,872	0.0228	\$166	\$2,596	\$9,892
Wyoming Police Department	162.0	\$45.71	\$7,405	0.0765	\$566	0.2281	\$1,689	0.0263	\$195	\$2,450	\$9,855
Wyoming Police Dept. Admin.	73.9	\$45.71	\$3,378	0.0765	\$258	0.2281	\$771	0.0263	\$89	\$1,118	\$4,496
<b>TOTAL</b>	<b>1718.5</b>		<b>\$71,591</b>		<b>\$4,820</b>		<b>\$12,012</b>		<b>\$1,576</b>	<b>\$18,409</b>	<b>\$90,000</b>

Wage Breakdown for traffic enforcement (Belts) only for 2011 - 2012 Strategic Traffic Enforcement Program Grant

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO APPROVE REIMBURSEMENT TO  
GRANGER GROUP FOR THE RELOCATION OF  
A GEZON FIRE TRAINING SITE STORM SEWER

WHEREAS:

1. The Gezon Fire Station training site storm sewer system crosses a neighboring parcel.
2. The Granger Group sold said parcel to Spartan Stores who built a C-Store gas station and food market on it.
3. The storm sewer is not located within an easement and had to be relocated in order to develop the parcel.
4. Dykema Excavators relocated the storm sewer on behalf of Granger Group at a cost of \$9,064.
5. It is in Wyoming's best interest to reimburse Granger Group for its expense of \$9,064.
6. This \$9,064 expense can be financed out of the Capital Improvement Program Fund and a Budget Amendment is necessary.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby approves payment of \$9,064 to the Granger Group for the relocation of the Gezon Fire Station storm sewer.
2. The City Council hereby approves the attached budget amendment.

Moved by Councilmember:

Seconded by Councilmember:

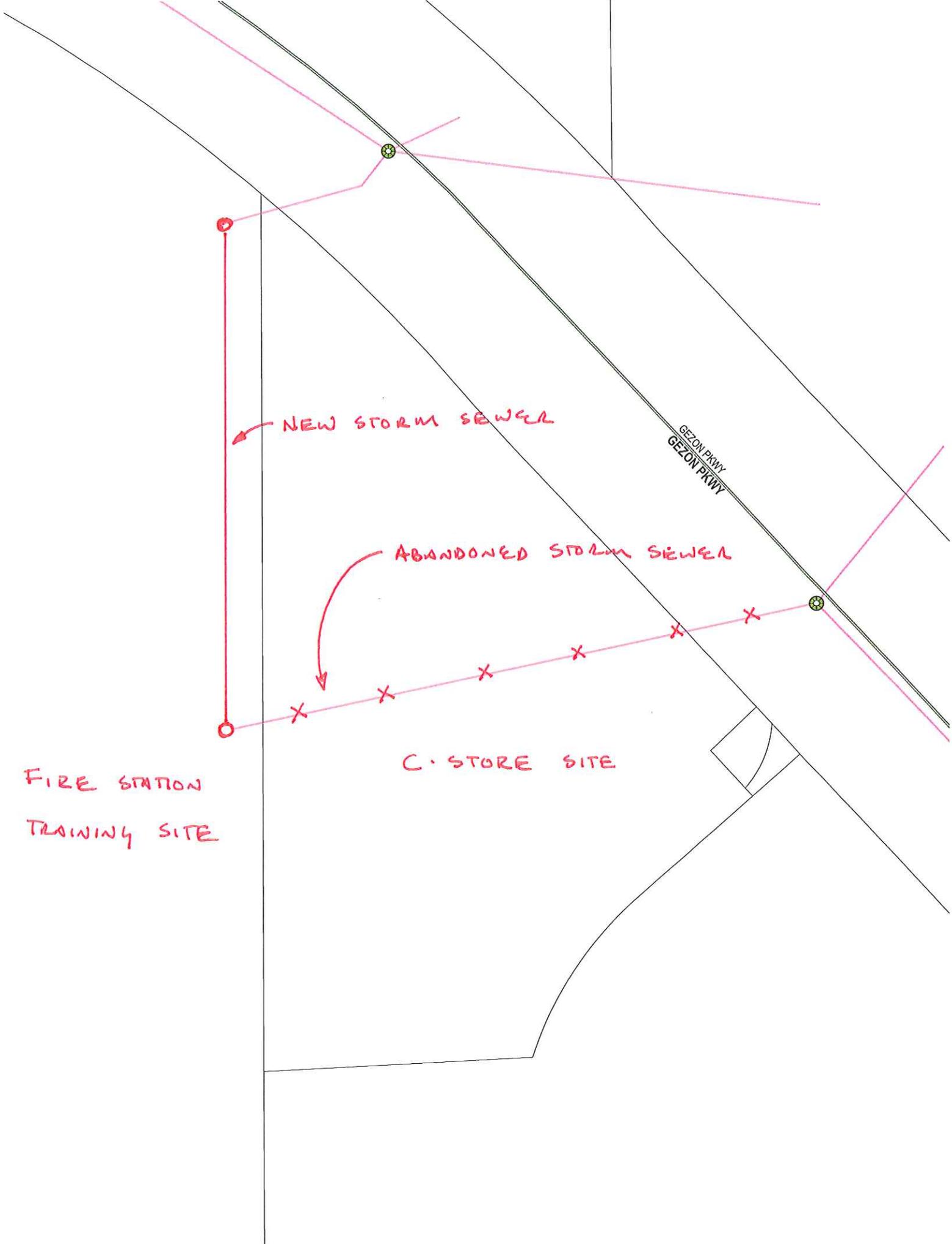
Motion Carried      Yes  
                                    No

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

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:    Drawing  
                            Budget Amendment

Resolution No. \_\_\_\_\_



NEW STORM SEWER

ABANDONED STORM SEWER

GEZON PKWY  
GEZON PKWY

C. STORE SITE

FIRE STATION  
TRAINING SITE



RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO ACCEPT PROPOSALS FOR  
MAINTENANCE AND REPAIR OF HEAVY EQUIPMENT

WHEREAS:

1. As detailed in the attached memorandum from the City's Director of Public Works, it is recommended the City contract some of the maintenance and repair of heavy equipment.
2. It is recommended the City accept the attached proposals received from All Seasons Truck Repair, Giar and Sons Equipment, and Western Michigan International Trucks.
3. Funds for the maintenance and repairs are available in account number 661-441-58200-930000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize acceptance of the proposals from All Seasons Truck Repair, Giar and Sons Equipment and Western Michigan International Trucks to perform maintenance and repair of heavy equipment.

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:

ATTACHMENTS:

Memorandum

Proposals

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

Resolution No. \_\_\_\_\_

## MEMORANDUM

DATE: November 30, 2011  
TO: Mayor and City Council  
FROM: William D. Dooley, Director of Public Works  
SUBJECT: Contracting Motor Pool Repairs

The winter season is one of the busiest time periods for Wyoming's Motor Pool due to the maintenance demands of the City's snowplowing fleet. Unfortunately, one of our two essential mechanics will be on an extended leave during this upcoming winter season. For this reason, we are making arrangements with three local truck maintenance facilities to provide the necessary support on a contract basis.

The three companies: All Seasons Truck Repair (Grandville), Giar & Sons Equipment (Dutton) and Western Michigan International Truck (Grand Rapids) were selected due to their availability, expertise and competitive labor and parts pricing. Each of these companies are responsible for the cost of transporting our vehicles to and from their facility for repair. In total, fourteen local repair facilities were evaluated.

We recommend that the City council authorize a one-year contract with each of the three companies in accordance with the attached proposals. The \$30,000 estimated cost for this contracted vehicle maintenance will be financed from the Motor Pool Fund.

Attached: Proposals



3533 Viaduct SW, Suite D  
Grandville, MI 49418  
mobile: 616.304.7466  
allseasonstruckrepair.com

November 4, 2011

Motor Pool Department  
City of Wyoming  
2660 Burlingame Ave SW  
Wyoming, Michigan 49509

All Seasons Truck Repair LLC, in response to the request from the City of Wyoming Motor Pool proposes the following for conducting heavy truck repairs on city vehicles.

Proposal:

The scope of work to be performed will include standard maintenance, brake repairs, hydraulic line and cylinder repair, electrical repair, welding and fabrication, cooling system repairs as well as standard services that are normally offered by All Seasons Truck Repair LLC. The standard labor rate for vehicle repairs is \$60.00 per hour as defined by Motor Labor Time Guide. All Seasons Truck Repair LLC maintains normal business hours of 7:30am to 5:30pm. All work required to be completed outside of business hours will be billed at \$80.00 per hour. Invoices will include a fee for shop supplies of 5% of combined parts and labor charges. The City of Wyoming will be charged 25% over invoice for all parts installed or provided for the city. The labor charges will be increased to \$69.00 and \$92.00 per hour, respectively, if the city supplies its own parts. All Seasons Truck Repair LLC will provide copies of parts invoices to the city upon request. All new or remanufactured parts installed by All Seasons Truck Repair LLC carry a one year warranty from the time installed. Repairs on city vehicles will be overseen by a state licensed technician. Vehicle repairs will be conducted in a timely manner with consideration given to use and need of vehicle. All Seasons Truck Repair LLC agrees to payment terms of 30 days from date of invoice. These rates and terms will be in effect from November 4, 2011 to November 14, 2012.

11/4/2011

Joel Markwat, owner  
All Seasons Truck Repair LLC



*Proposal for Heavy Truck Repairs and Maintenance  
City of Wyoming*

***About Giar & Sons Equipment***

Giar & Sons Equipment, Inc. is a family-owned and operated equipment repair facility located at 3258 Industrial Drive, Dutton, MI 49316. The span of operations encompasses truck and equipment repair/services, and knowledge and experience gained in over forty years in the industry. As a full service provider we also offer road service, custom trucking, fabrication and parts. Our service technicians have each been in the industry no less than 15 years.

***Objective***

Giar & Sons Equipment, Inc. would like to become the preferred vendor for the repair/service needs of the City of Wyoming and have adjusted our operations and pricing accordingly to better assist the facilitation of a mutually-beneficial relationship. Our mission is to provide our family of customers with ethical and cost-effective equipment repair services, where together we build relationships of integrity through quality and timely repair, while recommending proactive safety measures.

***Nature and Scope of Work***

The attached proposal defines and outlines the services performed, hours of availability and pricing for the requested services.

***Fees and Terms***

The appropriate fees and terms are outlined in the attached. Per the City of Wyoming payment terms, Giar & Sons Equipment, Inc. has also completed the ACH form to assist with ease of timely payment within the 30 day period.

***Point of Contact for Repair/Service Work***

The point of contact for service, regardless of hour, would be:

Mark Makarewicz – Operations Manager

Cell: 616-723-1261 – 24 hours a day

Office: 616-698-9222 – M-F 7:30-5pm

email: [Mark@giarandsons.com](mailto:Mark@giarandsons.com)

If for any reason communication cannot be made with Mark, please contact:

Jamie Kahnoski – General Manager

Cell: 616-299-5051 – 24 hours

email: [Jamie@giarandsons.com](mailto:Jamie@giarandsons.com) - alerted instantly via email

***Hourly labor rate you will charge City of Wyoming?***

Giar & Sons Equipment, Inc. will provide the City of Wyoming an hourly labor rate of \$53.00 for work performed at our facility located at 3258 Industrial Drive, Dutton, MI 49316.

***Percentage over your invoice you will charge City of Wyoming for parts?***

The over invoice rate charged proposed is 25%.

***Will you make parts invoice available to the City of Wyoming?***

Yes, as requested, Giar will include invoices and supporting documentation for parts and labor performed. The vehicle unit number will also be denoted as well as our vendor number.

***Do you use OEM parts?***

Whenever applicable Giar & Sons Equipment, Inc. uses both OEM and aftermarket parts, depending upon the most cost effective and quality method for customer satisfaction and machine repair.

***What is the warranty on OEM parts?***

OEM part warranties are dictated by the manufacturer policy of the part/brand.

***What aftermarket parts do you use?***

Though it is difficult to answer this, in all cases, Giar usually uses OEM or better quality aftermarket parts from nationally recognized sources for parts and hardware. (ie. Dana, Spicer, Bendix, Rockwell, Cummins)

***What is the warranty on aftermarket parts?***

***Parts?*** Parts are warranted against defects in material and/or workmanship.

***Labor?*** Not typically warranted unless the manufacturer participates.

***How do you calculate shipping charges?***

Shipping charges are calculated at a rate of actual cost plus 10%.

***Shop or other material fees that you will charge City of Wyoming, how are they calculated?***

Typically, shop/material fees are calculated at 2.5% of invoiced parts total.

Specialty service miscellaneous charges (ie. fabrication work) would be job dependent.

***What method do you use to determine labor rates? Time and material, published labor guide and if published labor guide, what system do you use?***

Historically, Giar & Sons Equipment, Inc. uses an industry average, based upon our area, to set standard labor rates. A flat rate is used for the majority of work performed. Specialty rates, when necessary, are based upon time and material calculations.

***Do you have pick up and delivery, if so how much do you charge?***

There would be no charge to dispatch a driver to pick up and/or deliver drivable City of Wyoming vehicles to and from the City of Wyoming facility and the Giar facility.

***What are your hours of operation?***

Normal hours of operation are M-F, 6:30 am – 8pm. Prescheduled Saturday work is also available.

***Do you have 24 hour assistance available, if so what is your rate for this service?***

Giar & Sons will provide an after hours on-call line (directed to our Operations Manager) which may dispatch a technician to a site if necessary. Such a call would be dependent upon the scope of work. The rate of after-hours would be \$92.00 per hour plus a mileage rate of \$.95 per mile.

***Do you have road service?***

Giar & Sons does have road service. The field service trucks are fully equipped with tools, cutting torches, welder, oils/lubricants and air compressor. The road service truck does have the ability to repair/replace hydraulic hoses and emergency refueling capabilities.

***What is your rate for road service?***

Giar & Sons proposes a road service rate of \$76.00 per hour, plus mileage of \$.95 per mile.

***What priority would you give City of Wyoming vehicles?***

The Giar & Sons repair policy has historically been on a first-come first-served basis. With that said, current workloads allow for near immediate service/repair of City of Wyoming needs, and the urgency of each situation would determine reprioritization. We would give the City of Wyoming higher consideration for reprioritization as necessary.

***Would you consider assigning a person to work at our location?***

It would be best to retain the technician within the Giar & Sons facility, as the availability of and familiarity of various tools and equipment would promote higher efficiency. However, we are not averse to devising a structured schedule for a Giar technician to be placed within the Wyoming facility.

***What would your hourly rate be?***

The hourly rate to place a technician at the Wyoming facility would be \$60.00.

***What commitment would you need from the City of Wyoming to put someone at our location?***

Giar & Sons Equipment, Inc. would require no official commitment other than a two-week notice to allow for scheduling alterations in order to deploy a defined Wyoming based Giar technician.

***Are your technicians state licensed?***

Our current technicians are licensed via the State of Michigan.

***Are your technicians ASE certified?***

As ASE certification does not trump state licensure, our technicians and Giar & Sons have at this time elected to forego ASE certifications.

***Please state how long you will be willing to hold the above rates?***

Giar & Sons Equipment, Inc. will hold the above rates applicable for one year beginning on November 1, 2011.

**Acceptance/Agreement**

If the City of Wyoming is in agreement with the scope and terms as proposed, please indicate your understanding and acceptance by signing below and returning a copy to Giar & Sons Equipment, Inc. Upon receipt, we will be in contact with you to coordinate work.

Accepted and Agreed to By:

\_\_\_\_\_

Name (printed)

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Title



## Western Michigan International Trucks

215 HALL STREET GRAND RAPIDS, MI 49507

TEL: 616-241-4656 FAX: 616-241-0813

---

Nov.14 2011

TED SEIL  
MOTOR POOL SUPERVISOR  
CITY OF WYOMING  
2660 BURLINGAME AVENUE SW  
WYOMING, MI 49509

### VEHICLE MAINTENANCE PROPOSAL

THANK YOU FOR THE OPPORTUNITY TO PROVIDE AN OPTION TO YOUR CURRENT SERVICE MAINTENANCE PROGRAM.

ALL OF OUR TECHNICIANS ARE FACTORY TRAINED, STATE OF MICHIGAN CERTIFIED. ALL OF OUR TECHNICIANS ARE REQUIRED TO BE CERTIFIED THROUGH ASE, AN INDEPENDENT CERTIFICATION COMPANY RECOGNIZED AS A LEADER IN TECHNICIAN CERTIFICATION.

WHAT WE PROPOSE WOULD BE TO PERFORM AN "A" WET INSPECTION PM SERVICE. THE PRICE OF THIS INSPECTION IS A FIXED COST OF \$374.00 PLUS TAX. PRICING IS BASED ON INTERNATIONAL PM PROGRAM. THIS MAY FLUCTUATE AS INTERNATIONAL CHANGES THEIR NATIONAL PRICING.

DURING THESE INSPECTIONS, IF ADDITIONAL REPAIRS ARE NEEDED, WE WILL NOTIFY YOU AND PROVIDE YOU WITH A VERBAL OR WRITTEN ESTIMATE, WHICHEVER YOU WOULD LIKE. OUR LABOR WOULD BE AT A REDUCED RATE OF \$75.00 PER HOUR. PARTS PRICING NATIONAL FLEET AND OUTSIDE PURCHASES 20% OVER INVOICE

IF ADDITIONAL WORK IS NEEDED, WE HAVE SPECIFIC REPAIR PRICES BASED ON INTERNATIONALS SUGGESTED REPAIR TIME GUIDE. THIS INSURES CONSISTENT PRICING FOR MOST REPAIRS ON YOUR VEHICLES. SRT OR MOTOR x 1.4 IN EITHER CASE, YOU WILL BE NOTIFIED OF ANY ADDITIONAL WORK NEEDED UNLESS YOU GIVE US INSTRUCTIONS TO THE CONTRARY. WE WILL WORK WITH IN GUIDELINES YOU SET UP FOR THE REPAIR OF YOUR TRUCKS.

BODY REPAIR IS ALSO AVAILABLE FROM MINOR TO MAJOR REPAIRS AT A RATE OF \$ 62.00 PER HOUR. FOR TRUCK REPAIRS

ALL REPAIRS AND PARTS HAVE A ONE YEAR UNLIMITED MILEAGE WARRANTY GOOD AT ANY INTERNATIONAL DEALER. WHEN USING OEM PARTS

WE USE ONLY THE HIGHEST QUALITY PARTS MOST OF WHICH ARE INTERNATIONAL  
SUPPLIED O.E.M. ANY AFTERMARKET PARTS ARE SUBJECT TO VENDOR WARRANTY.

WE ALSO SERVICE ALL MAKES AND MODELS IF YOU SHOULD HAVE UNITS OTHER THEN  
INTERNATIONAL.  
WITH THE SAME WARRANTY AS ABOVE

AGAIN THANK YOU FOR ALLOWING US TO MAINTAIN VEHICLE MAINTENANCE.  
TERMS OF THIS AGREEMENT ARE FOR ONE YEAR

TONY AVILA  
SERVICE MANAGER  
GRAND RAPIDS MI.  
616-241-4656 EXT. 1140

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AUTHORIZE THE PURCHASE OF ARGON

WHEREAS:

1. Purity Cylinder Gases, Inc. provided the City with a quotation to continue to supply the City with Argon.
2. As detailed in the attached staff report, it is recommended the quotation be accepted.
3. Funds for the purchase of Argon are budgeted in account number 590-590-54300-740000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of Argon from Purity Cylinder Gases, Inc. in the amount shown on the attached quotation.
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:

ATTACHMENTS:  
Staff Report  
Quotation

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

## Staff Report

Date: November 15, 2011

Subject: Bulk Argon Purchase

From: Myron Erickson, PE, Utilities Laboratories Manager

Meeting Date: December 5, 2011

---

### **Recommendation:**

The current purchase agreement for bulk argon gas expires on December 31<sup>st</sup>, 2011. We are recommending that the City renew its purchase agreement with Purity Cylinder Gases, Inc. for another year. The Clean Water Plant utilizes argon gas to run a critical laboratory instrument, and the relationship we have had with Purity has been a very advantageous one, since they also give us their liquid lime by-product for free (we pay for transportation only).

### **Sustainability Criteria:**

Environmental Quality – The Clean Water Plant is actively engaged in the protection of Michigan’s natural water environment and the public health of Wyoming’s citizens. A large part of this work is conducting laboratory analysis to quantifiably document our compliance with permit limitations and treatment success. This analytical work would not be possible without the use of argon gas, an otherwise inert element. By buying in bulk, we are able to get the product we need with fewer truck runs, which means lesser environmental impact. Additionally, we utilize a by-product of Purity’s in our biosolids program, calcium hydroxide (aka liquid carbide lime), which offers numerous environmental benefits as well (see discussion below).

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

Economic Strength – By maintaining our own independent laboratories in the Utilities Department, we are able to keep our costs as low as possible, while generating more analytical data in which we have higher confidence. Buying in bulk reduces overall cost versus buying smaller cylinders that need to be replaced more often.

### **Discussion:**

An inductively coupled plasma spectrophotometer (ICP) such as we use in the lab at the Clean Water Plant consumes argon gas to make a plasma. The plasma provides the form of energy involved in the detection of heavy metals in water samples. To minimize our argon costs, we have installed a facility to utilize a bulk storage tank located just outside our main building. The tank is owned by Purity and the City leases it and buys argon from them. Since 2004, the

contract has been renewed annually as Purity was the sole source for bulk argon until 2008. This has been an excellent arrangement that has given us a reliable source at a very economical price. In 2008 we had for the first time the choice of a different supplier, Praxair, and a comparison of their quote revealed that Purity was still less expensive. However the cost basis alone does not tell the whole story, since changing suppliers would require us to change over to a different hard-plumbed high pressure storage tank, which would be very expensive and impractical. Moreover, Purity is the company that gives us liquid carbide lime for free, which we then use to stabilize our biosolids, a cooperative arrangement that saves us approximately \$4,000 per month and has for the last 15 years or so.

**Budget Impact:**

As you can see on the attached quote, the price for bulk argon for the year 2012 will be \$4.60/hcf, which is a slight increase over the price we pay now of \$4.41/hcf. In talking with Purity about this increase, we were made to understand that their supplier, a large international firm called Linde AG, has passed along their energy-related cost increases to Purity. Linde AG cites increases in the energy used to produce all their industrial gases and in transportation. Purity is not adding any additional margin.

Based on our past usage, we estimate that this price increase will have an overall impact on our budget of \$538 per year, or about \$45 per month. On average in 2011, we spent about \$1318 monthly with Purity on the purchase of argon. Purity's increase in the price of argon is small compared with the thousands of dollars we save every year by utilizing Purity's carbide lime by-product.



# Purity Cylinder Gases Inc.

www.puritygas.com



Since 1938

2580 28th ST. S.W. PO BOX 9390  
GRAND RAPIDS, MI 49509-0390  
PHONE (616) 532-2375 . FAX (616) 532-5626  
Customer Service FAX (616) 532-1022  
E-MAIL gr@puritygas.com

Grand Rapids, MI

Cadillac, MI

Kalamazoo, MI

Traverse City, MI

Lansing, MI

Saginaw, MI

Battle Creek, MI

Warsaw, IN

Mt. Pleasant, MI

Elkhart, IN

October 20, 2011

WYOMING, CITY OF  
Attn: Myron Erickson  
1155 28th Street  
Wyoming, MI 49509

Dear Myron:

We at Purity Cylinder Gases thank you for the opportunity to serve your industrial gas requirements and remain committed to providing you with the quality products and services expected from us. The costs associated with providing these products and service levels continue to rise. Energy costs, a major factor in industrial gas production and distribution, are again on the increase.

In order to partially cover increased costs, your pricing will be revised as follows:

Bulk Argon - \$4.60/100 cf

The pricing will be effective December 31, 2011.

We value your business and appreciate the opportunity to supply your industrial gas requirements.

Sincerely,

PURITY CYLINDER GASES, INC.

John R. Gregg, Jr.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION TO AUTHORIZE THE PURCHASE OF CENTRIFUGAL PUMP PARTS

WHEREAS:

1. As detailed in the attached memorandum, four Allis Chalmers centrifugal pumps are in need of repair.
2. A quote was received from Kennedy Industries, Inc. for the repair parts in the amount of \$14,256.00, plus approximately \$1,500.00 for freight charges.
3. Funds for the purchase of the centrifugal pump parts are available in account number 590-590-54300-775000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of the repair parts from Kennedy Industries, Inc. in the amount of \$14,256.00, plus approximately \$1,500.00 for freight charges.
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:

ATTACHMENT:  
Memorandum

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

Resolution No. \_\_\_\_\_

# Memorandum

**To:** Kim Oostindie, Human Resources Supervisor

**From:** Tom Wilson, Clean Water Plant Maint. Supervisor 

**Date:** November 29, 2011

**Re:** Resolution to Pump Parts

---

Located in the old pipe gallery are four (4) Allis Chalmers centrifugal pumps which were installed in 1974. These pumps, which are extremely critical to our operation,



pump return activated sludge from final tanks 5 and 6 to aeration basin #5. Currently, all four of these pumps are in need of repair. At this time, we have enough parts in house to repair two of them. However, we are still in need of two impellers, two packing sleeves and two lantern rings to complete repairs on all four pumps. I requested and received a price quote for the aforementioned items from Kennedy Industries, Inc. in the amount of

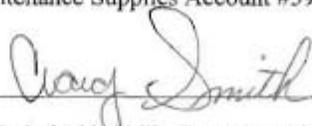


\$14,256.00 plus shipping. Kennedy Industries is the sole supplier for Allis Chalmers pumps (now called ITT AC Pumps) in the municipal market.

It is my recommendation that the City Council accept the quote received for the Allis Chalmers

pump repair parts as submitted by Kennedy Industries Inc., the sole supplier of said parts, in the amount of \$14,256.00, plus approximately \$1,500.00 for freight charges. Adequate funds for the purchase of the sludge pump repair parts exist in the 2011-2012 Clean Water Plant Maintenance Supplies Account #590-590-54300-775000.

*Reviewed and Approved by:*



Craig Smith, Utility Department Superintendent



**Kennedy Industries Inc.**  
PUMPS • VALVES • REPAIR

QUOTATION		
DATE	NUMBER	PAGE
11/28/2011	32621	1 of 1

B WY0201  
I WYOMING CLEAN WATER PLANT  
L 2350 IVANREST  
L WYOMING, MI 49418  
T  
O

Accepted By: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

PO#: \_\_\_\_\_

ATTENTION:  
TOM WILSON

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO #	JOB #	JOB TITLE	SLP	SHIPPING TYPE
	32621	WYOMING CLEAN WATER PLANT, ITT AC, VARIOUS PARTS	HLL / MJH	UPS/P&A

QTY	PART NO.	DESCRIPTION	UNIT PRICE	EXTENDED
2	52109471001	ITT AC SHAFT SLEEVE DELIVERY: 2 WEEKS AFTER RECEIPT OF ORDER.	\$1,070.10	\$2,140.20
2	52430298018	ITT A-C LANTERN RING DELIVERY: 2 WEEKS AFTER RECEIPT OF ORDER.	\$138.60	\$277.20
2	52221234701	ITT AC, IMPELLER, CCW ROTATION 12.25" DIAMETER	\$5,919.30	\$11,838.60

ABOVE PARTS FOR 12X12X15 NSY PUMP S/N 731-05567-05.

DELIVERY: 16 WEEKS AFTER RECEIPT OF ORDER.

PRICES ARE QUOTED FOB FACTORY. FREIGHT AND TAXES  
ARE NOT INCLUDED. PRICING VALID 90 DAYS FROM  
ABOVE DATE.

THANK YOU FOR THE OPPORTUNITY TO QUOTE OUR  
EQUIPMENT.

THANKS,  
HEATHER LAKE

This proposal is subject to Kennedy's standard terms and conditions of sale (rev'd 5/2011), which are attached or viewable at <a href="http://www.kennedyind.com">www.kennedyind.com</a> . Terms of payment are net 30 days from date of invoice with 1-1/2% per month additional charge on unpaid balance.	<b>TOTAL:</b> \$14,256.00
<b>NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL</b>	

P.O. Box 180 • 52900 Grand River • New Hudson, MI 48165-0180 • Phone: 248-684-1200 • Fax: 248-684-6011

[www.KennedyInd.com](http://www.KennedyInd.com)

RESOLUTION NO. \_\_\_\_\_

RESOLUTION FOR AWARD OF BID

WHEREAS:

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

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby award the bid for the purchase of the listed item as recommended in the attached memorandum and summarized below.

Item	Recommended Bidder	Cost
Ready Mixed Concrete	Grand Rapids Gravel Co.	Bid prices as per the attached tabulation sheet

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried      Yes  
                                    No

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

ATTACHMENT:  
Memorandum

\_\_\_\_\_  
Heidi A. Isakson, Wyoming City Clerk

Resolution No. \_\_\_\_\_

MEMORANDUM

DATE: December 5, 2011

TO: Mayor and City Council

FROM: William D. Dooley, Director of Public Works

SUBJECT: Award of Bid for Ready Mixed Concrete

On Tuesday, October 11, 2011, the City received three (3) bids for ready mixed concrete. The bids were sent to twenty-nine (29) prospective bidders. A tabulation of the bids received is shown below.

Item Description	Grand Rapids Gravel Co.	Consumers Concrete Corporation	Coit Avenue Gravel Co.
6.0 Sack A/E Concrete, Including Limestone (per cu.yd.)	\$80.00	\$82.25	\$90.00
9.0 Sack A/E Concrete, Including Limestone (per cu.yd.)	\$95.00	\$100.25	\$105.00
Additional Charge for 1% Calcium Chloride (per cu. yd.)	\$1.50	\$1.50	\$2.00
Additional Charge for Deliveries Under 5 cu.yds.	\$50.00	\$50.00	\$50.00 *
Fuel Surcharge (per load)	\$15.00	\$15.00	\$10.00
Additional Charge for Unloading Time in Excess of One Hour (per hour)	\$90.00	\$90.00	\$60.00
Additional Charge for Trucks Batched After 4:00pm	\$150.00	\$25.00	\$35.00
			*Under 1 cu. yd.

Concrete is used in various ways to maintain the City’s streets, walks, drives and infrastructure.

After reviewing the bids, it is recommended that the City award the bid for concrete to the low bidder, Grand Rapids Gravel Co. for approximately \$35,000.00.

Sufficient funds have been budgeted in various street, sewer and water maintenance accounts; 202-441-46300-775.000, 203-441-46300-775.000, 590-441-54200-775.000, 591-441-56200-775.000 and 591-441-56700-775.000.

ORDINANCE NO. 16-11

AN ORDINANCE TO AMEND SECTIONS 90-47(1), 90-47(3)  
AND SECTION 90-894 (FOOTNOTE 5) OF THE CODE  
OF THE CITY OF WYOMING

THE CITY OF WYOMING ORDAINS:

Section 1. That Section 90-47(1) is hereby amended to read as follows:

**Sec. 90-47(1).** The erection, construction or alteration of any fence shall be approved by the building inspector for compliance with the provisions of this chapter. The finished side of a fence shall face outward toward abutting lots and rights-of-way.

Section 2. That the first paragraph of Section 90-47(3) is hereby amended to read as follows:

**Sec. 90-47(3).** No fence located in the required front yard, or within the first ten feet of the required secondary front yard in residential districts, shall exceed 36 inches in height above the ground level.

Section 3. That Section 90-894 (footnote 5) is hereby amended to read as follows:

**(5).** Where a business or industrial district borders a residentially zoned district, excepting where there is a public street or alley located between the districts, there shall be provided along the lot line bordering the residentially zoned district a solid fence or ornamental wall six feet in height above grade constructed of wood, concrete block, brick or comparable material on which there shall be no advertising. However, such fencing shall be reduced to a height of three (3) feet for the nearest 20 feet in length that is perpendicular to a public street right-of-way. Where a public alley is located between the business or industrial district and the residentially zoned district, no fence or wall is required in those locations where a building housing a permitted use is located adjoining the alley or where driveway access is provided to the public alley. Where a public street is located between the business or industrial district and the residentially zoned district, no fence is required unless the district is an I-3 restricted industrial district, in which case subsection (7) of this section applies.

Section 4. This ordinance shall be in full force and effect on the 20<sup>th</sup> day of December, 2011.

I hereby certify that the above-entitled Ordinance was adopted by the City of Wyoming at a regular session of the City Council held on the 5<sup>th</sup> day of December, 2011.

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Heidi A. Isakson  
Wyoming City Clerk



October 25, 2011

MAYOR  
Jack A. Poil

Ms. Heidi A. Isakson  
City Clerk  
Wyoming, MI

AT-LARGE COUNCILMEMBER  
Sam Bolt

**Subject:** Request to amend Zoning Code Chapter 90 Sections 90-47 and 90-894 (5) pertaining to Fences.

AT-LARGE COUNCILMEMBER  
Dan Burrill

**Recommendation:** To approve the subject Zoning Code amendments.

AT-LARGE COUNCILMEMBER  
Kent Vanderwood

Dear Ms. Isakson:

1ST WARD COUNCILMEMBER  
William A. VerHulst

The above referenced request was reviewed by the Wyoming Planning Commission at its regular meeting on October 18, 2011. Staff had the following comments:

2ND WARD COUNCILMEMBER  
Richard K. Pastoor

The City of Wyoming's regulations for fence heights has been unchanged for several decades. These standards, under Zoning Code Section 90-47 (3), prescribe a maximum 30 inch height for fences in the front yard (35 foot setback) or secondary front yard (20 feet along side streets) on a corner lot, in residential districts. Also, under Section 90-894 (5), a 30 inch maximum fence height is prescribed for a setback of 20 feet in business and industrial developments adjoining residential districts. The rationale for requiring the 30 inch height is to maintain clear vision of oncoming traffic, and pedestrians / cyclists on the sidewalks, for drivers exiting their driveways. It also serves to help maintain the aesthetics of the front yards within neighborhoods. Fences beyond the required setbacks may be erected to a maximum six foot in height.

3RD WARD COUNCILMEMBER  
Joanne M. Voorhees

A permit is not required to erect a fence anywhere in the City, although building inspector approval is specified. The Building Inspection Department provides a handout to inform the public. Area fence construction companies are aware of the City standards. The City requirements have generally not resulted in significant difficulties for the public, or staff. However, occasionally a resident will erect a fence that exceeds the height limit on their property. Upon complaint (usually from a neighbor), City staff will approach the property owner to seek compliance. Historically, the fences were wood which could be cut lower. However, in the past few years, composite fences have become common. These fences are manufactured to standard heights, including 36 inches. Lower height composite fences are either a special order or are not available. These situations have resulted in many variance requests to the Board of Zoning Appeals.

CITY MANAGER  
Curtis L. Holt

In addition, in the secondary front yards of residential properties, fences exceeding 30 inches in height must be setback at least 20 feet. Many residents prefer to have a higher fence closer to the street in order to provide greater privacy and maximize the use of their rear yards. This situation has also resulted in several variance requests to the Board of Zoning Appeals.

In evaluating these situations, City staff believes that fences can be erected to a maximum of 36 inches in residential front yard areas without compromising public safety or community aesthetics. Also, staff believes that this 36 inch height is appropriate only for the first 10 feet of the secondary front yards. Staff recommends allowing a greater fence height (up to the maximum six feet) beyond that ten foot secondary front yard setback. The 36 inch fence height limit would thereby also be acceptable in business or industrial districts where fencing is required to shield abutting residential properties. As such, Section 90-894 (5) should also be amended to allow the greater height.

Additional consideration occurred regarding the aesthetics of fences as presented to the public. Currently, the City does not regulate where the finished side of a fence must be oriented. Upon review, both the City of Grand Rapids and City of Kentwood require the finished side to be oriented outward from the property. City staff believes this is also appropriate for Wyoming to improve overall community aesthetics. As such, this has been included as a recommended Zoning Code amendment. Staff considers either side of a board-on-board fence as meeting the finished requirement.

#### ORDINANCE AMENDMENTS:

Note – added ordinance language emphasized in **bold**:

Section 90-47. Fences, walls and other protective barriers.

(1) The erection, construction or alteration of any fence shall be approved by the building inspector for compliance with the provisions of this chapter. **The finished side of a fence shall face outward toward abutting lots and rights-of-way.**

(3) No fence located in the required front yard, or **within the first ten feet of the** required secondary front yard in residential districts, shall exceed **36 inches** in height above the ground level.

Section 90-894 Same – Footnotes to section 90-893.

(5) Where a business or industrial district borders a residentially zoned district, excepting where there is a public street or alley located between the districts, there shall be provided along the lot line bordering the residentially zoned district a solid fence or ornamental wall six feet in height above grade constructed of wood, concrete block, brick or comparable material on which there shall be no advertising. However, such fencing shall be reduced to a height of **three (3)** feet for the nearest 20 feet in length that is perpendicular to a public street right-of-way. Where a public alley is located between the business or industrial district and the residentially zoned district, no fence or wall is required in those locations where a building housing a permitted use is located adjoining the alley or where driveway access is provided to the public alley. Where a public street is located between the business or industrial district and the residentially zoned district, no fence is required unless the district is an I-3 restricted industrial district, in which case subsection (7) of this section applies.

The Development Review Team suggested the Planning Commission recommend to the City Council the subject Zoning Code amendments to Sections 90-47 (1) and (3), and Section 90-894 (5), pertaining to fences.

A motion was made by Bueche, supported by Arnoys, to recommend to City Council the Zoning Code amendments as recommended by the DRT. After discussion, the motion carried unanimously. Additional explanation regarding this proposal may be obtained from the Planning Commission minutes of October 18, 2011.

Respectfully submitted,

  
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Timothy Cochran, City Planner  
Planning and Development Department

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

ORDINANCE NO. 1-12

AN ORDINANCE TO ADD ARTICLE VI, DIVISION II TO  
THE CODE OF THE CITY OF WYOMING

THE CITY OF WYOMING ORDAINS:

Section 1. That Article VI, Division II is hereby added to the Code of the City of Wyoming to read as follows:

**DIVISION I. COMMUNITY ENRICHMENT COMMISSION**

**Sec. 2-401. ESTABLISHMENT AND PURPOSE.**

The Wyoming Community Enrichment Commission is hereby established in accordance with the City Charter and Code of the City for the purpose of providing and promoting various civic and cultural activities for the residents of the City of Wyoming.

**Sec. 2-402. ORGANIZATION.**

The Community Enrichment Commission may be organized as a Michigan Non-Profit Corporation as provided by statute. The Commission shall be responsible for the filing and maintenance of the corporate status. The Commission shall prepare appropriate bylaws for operation of the corporation in accordance with the provisions of this Ordinance and all applicable laws and statutes. The bylaws shall be subject to approval of the City Council.

**Sec. 2-403. MEMBERSHIP AND APPOINTMENT.**

Members of the Commission shall consist of not less than 5 and not more than 9 members to be appointed by the Mayor with the approval of the City Council for a term of three years. The first members appointed pursuant to this section shall have terms adjusted to allow for 1/3 of the members to have terms expiring each year. The terms of office shall be as provided in this Chapter and all members shall be registered electors of the City of Wyoming.

The members appointed pursuant to this Section shall constitute the Board of Directors and shall be the voting members of the Commission. The Commission may add additional non-voting members in its discretion.

**Sec. 2-404. FINANCE AND ACCOUNTING.**

1. The Commission shall be financed by such fund raising activities including the solicitation of grants or gifts as shall be from time to time approved by the Board of Directors.

2. The City may make such financial or in kind contributions from time to time as shall be approved by the City Council.

3. The Commission shall, on an annual basis, provide an accounting to the City of all funds received and disbursed by the Commission. In addition, financial records of the Commission shall be provided to the City finance director upon request.

**Sec. 2-405. COMMISSION PROPERTY.**

The Commission may hold such property or other assets as are necessary and appropriate for its stated purposes. By its organizational documents and by written contract with the City, the Commission shall provide that upon dissolution of the Commission and/or the non-profit corporation, all assets of the Commission shall become the property of the City of Wyoming or a 501(c) (3) or similar tax exempt organization as directed by the City and in accordance with all applicable laws.

**Sec. 2-406. CITY STAFF.**

Subject to a written agreement with the City, the City may at its sole discretion provide the services of City departments and/or City staff to the Commission.

**Sec. 2-407. EMPLOYEES.**

The Commission may enter into employment contracts with individuals necessary to carry out the purposes of the Corporation subject to the following:

1. All such contracts shall be approved by the Commission Board and the City Council.
2. Such employees shall not be considered employees of the City of Wyoming.
3. The Commission shall comply with all local, federal and state tax laws and other laws regulating employees.

4. Appointed members of the Commission may not be compensated for services to the Commission.

Section 2. This ordinance shall be in full force and effect on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

I hereby certify that the above-entitled Ordinance was adopted by the City of Wyoming at a \_\_\_\_\_ session of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Heidi A. Isakson  
Wyoming City Clerk