

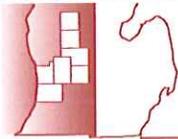
**WORK SESSION AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS**

Monday, August 8, 2011, 7:00 P.M.

- 1) Call to Order**
- 2) Public Comment on Agenda Items (3 minute limit per person)**
- 3) Membership in the West Michigan Regional Planning Commission – Presented by
Dave Bee, Executive Director.**
- 4) Next Michigan Development Corp. – Presented by Rick Chapla, VP of Business
Development for The Right Place, Inc.**
- 5) LED Street Light Fixtures**
- 6) 2011-2012 Motor Pool Depreciation Reserve**
- 7) Proposed Revision to City Council Policy Manual**
- 8) Historical Commission and Community Enrichment Commission By-Laws and
Ordinance**
- 9) Any Other Matters**
- 10) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

CLH/lj

WMRPC



WEST MICHIGAN REGIONAL PLANNING COMMISSION

820 Monroe Avenue NW ♦ Suite 214 ♦ Grand Rapids, MI 49503 ♦ (616) 774-8400 ♦ www.wmrpc.org

May 5, 2011

Ms. Rebecca Rynbrandt, Director of Community Services
City of Wyoming 1155 28th St., SW
PO Box 905
Wyoming, Michigan 49509-0905

RECEIVED

MAY - 9 2011

**Wyoming
Parks & Recreation**

Subject: Membership in the West Michigan Regional Planning Commission

Dear Ms. Rynbrandt,

Tim Cochran, Wyoming's Planner and one of the City's three representatives on the West Michigan Regional Planning Commission, informed me that the City of Wyoming is examining the value of membership in the Commission. With the challenges facing Michigan and its communities this does not come as a surprise to me. Everyone is looking for ways to save money – and I respect the need for communities to consider all of their expenditures when budgeting for the future.

While the WMRPC is not a flashy organization that receives a lot of press or attention, we are an organization that strives to meet the needs of our members at the lowest cost possible. We are the second largest of Michigan's 14 regional planning organizations, as far as population, but the second smallest as far as staff. We maintain a staff of three people on an annual budget that has not changed much in decades. This year's budget is set at \$229,000. We have not raised dues since 2006/2007 and we have the lowest dues structure of any of Michigan's 14 Regional Planning Agencies. We are budgeted to collect \$25,000 in dues this year. The next lowest region (Eastern Upper Peninsula) collects \$40,000 – and the Southeast Michigan Council of Governments (SEMCOG) collects over \$2,000,000.

One of our primary roles is to maintain a relationship with the U.S. Economic Development Administration (EDA). EDA provides public works grants to communities to ensure they have the infrastructure necessary to meet the needs of existing and potential employers. Over the past five years our region has received more EDA grants than any of Michigan's 14 regions (nearly \$12,000,000) for improvements to water, sewer, and industrial parks. These grants would not be possible without our relationship with EDA. Some regions are not EDA designated Economic Development Districts and receive no EDA funding. The five county region south of us (the only Michigan region with a smaller staff than the WMRPC) lost its EDA designation several years ago leaving all of the region's communities without access to EDA funds. The dues we collect from our communities are used as a match for a grant from EDA for the WMRPC to maintain our relationship. This includes maintaining a Comprehensive Economic Development Strategy (CEDS) which lists all of the projects that communities would like to develop with the assistance of an EDA grant. Without a properly maintained CEDS, and an active relationship with EDA, West Michigan's communities lose access to this resource. I've enclosed a copy of a recent newsletter that details recent EDA projects and another with an article titled "Why Pay Dues?"

OUR MISSION STATEMENT

To assist planning efforts in community and economic development, provide a regional forum for sharing information and ideas, and promote cooperative solutions to regional issues.



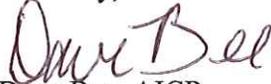
While it has been a few years since Wyoming has received an EDA grant. The City received a \$540,000 grant ten years ago – but this is not unusual since EDA has limited funds, and since the City is competing with communities across the United States. The City has many potential projects that can benefit from EDA involvement, including the site of the former GM Plant on 36th Street. The WMRPC also recently tried to develop a potential EDA grant in Holland that would have helped fund the linking of Holland's and Wyoming's water systems.

I believe Mr. Cochran has provided you with most of this information, as well as the fact that Kent County is of unique within our seven-county region since it has not been a member of the WMRPC for decades. Typically, membership is at a countywide level, which allows each community within the County to participate in the CEDS process and provides access to EDA funding. For \$5,000 the County could become a member and this would cover each of the communities within Kent County – including Grand Rapids which pays \$5,000 and Wyoming, which pays over \$3,000. Countywide membership makes sense, but I have not been able to present an argument to Kent County over the years to change their position. I frequently wonder how many opportunities have been lost because of this decision.

Finally, I also should let you know that the WMRPC is not just tied to the EDA. We also have an active relationship with the Michigan Department of Transportation – but we do tend to focus our transportation efforts on the more rural areas since the Grand Valley Metro Council is the Metropolitan Planning Organization (MPO) that addresses transportation issues for Kent County. Also, we work with communities (primarily smaller communities) on a variety of plans (master plans and recreation plans) and other projects. We also develop projections for the region's communities, house US Census information, perform regional reviews, maintain a website, put out newsletters, maintain a grant and loan opportunities resource, and have mapping/GIS capabilities. Another important benefit includes the five Commission meetings and five CEDS Committee meetings each year that always include speakers and opportunities for the sharing of ideas and news from across the seven counties served by the WMRPC.

I have broken one of my rules in going over one page to share information with you and the City of Wyoming. Please let me know if there is any additional information that would assist in the City's budgeting process. Also, I welcome the opportunity to present this information before City Council (Mr. Cochran suggested the July or August Council meetings) and to answer any questions they might have about the WMRPC.

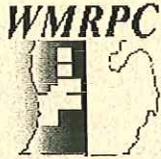
Sincerely,



Dave Bee, AICP
Director

Enclosures: 2

cc: Tim Cochran



REGION 8 NOTES

A publication of the West Michigan Regional Planning Commission serving Allegan, Ionia, Kent, Mecosta, Montcalm, Osceola, and Ottawa Counties.

July/August 2010

Volume 14, Issue 4

U.S. Economic Development Administration Grants in Region 8: A Brief History

"Region 8," the Economic Development District (EDD) name of West Michigan Regional Planning Commission (WMRPC) has received \$35,405,294 in grants from the U.S. Economic Development Administration (EDA) since the region became an EDD in 1973. This newsletter describes the trends over the years and identifies recipients and the various types of grants.

Public Works

EDA's Public Works Grants are available to communities to improve the public infrastructure necessary to support the growth of an area's economy. EDA has funded a variety of projects in Region 8 such as roads, water and wastewater systems, and industrial parks. At \$32,298,313, Public Works Grants make up the largest share of the grant amounts. The following shows the distribution of grants across the Region's seven counties:

Communities in Allegan County	\$4,183,000
Communities in Ionia County	\$2,326,810
Communities in Kent County	\$6,216,580
Communities in Mecosta County	\$3,057,000
Communities in Montcalm County	\$7,456,289
Communities in Osceola County	\$4,872,649
Communities in Ottawa County	\$3,553,668
Communities in Pre-1990 Region 8 Boundaries	\$632,320

In Region 8, the first Public Works Grants were granted in 1975. Over the years, this has been a steady resource for communities. The following information shows the number of grants and the grant amounts provided over time. The information shows that the current period (2006-2010) was a very good five years.

1975 (3 grants)	\$3,687,000
1976-1980 (4 grants)	\$1,184,525
1981-1985 (7 grants)	\$3,045,779
1986-1990 (3 grants)	\$1,427,504
1991-1995 (3 grants)	\$2,524,961
1996-2000 (7 grants)	\$4,920,544
2001-2005 (3 grants)	\$3,790,000
2006-2010 (6 grants)	\$11,718,000

continued

There are many interesting facts about Public Works Grants in Region 8. The City of Greenville has been the most successful community – bringing in a total of seven Public Works Grants totaling \$5,934,517. The largest EDA grant (in Region 8) was \$4,183,000 and went to the City of Allegan in 2009 – but the largest when inflation is factored in went to the City of Grand Rapids in 1975 and totaled \$3,200,000.

If your community is interested in applying for a Public Works Grant, your project must be listed in the most current Comprehensive Economic Development Strategy (CEDS). Your community must be a current member of the WMRPC to participate in the CEDS. Currently, all communities in the counties of Allegan, Mecosta, Montcalm, Osceola, and Ottawa are members (Countywide membership is the most effective and efficient way to address membership). Individual members in Kent County include the cities of Grand Rapids, Wyoming, and Cedar Springs. Individual members in Ionia County include the cities of Ionia and Belding, and the townships of Easton and Keene (several villages are also in the process of becoming members).

Economic Assistance Grants and Other Grants

EDA also provides Economic Assistance Grants to help communities work through difficult times related to job losses or to assist with other community building strategies. This is not as large of a program, but has still provided funds over the years to communities across Region 8 (shown below).

City of Allegan: 1999 – \$30,000

City of Grand Rapids: 1975 – \$40,520

WMRPC: 1982 – \$12,000

Montcalm County: 1987 – \$35,000

City of Ionia: 2000 – \$51,200

Grand Rapids Gypsum Co.: 1976 – \$760,719

Ferris State University: 1988-91 – \$87,349

Planning Grants

The WMRPC receives an annual planning grant from EDA to help with costs associated with operational costs associated with maintaining the Comprehensive Economic Development Strategy (CEDS). Since 1974 when the WMRPC received its first EDA Planning grant for \$27,855 we have received \$2,582,014 (the WMRPC currently receives about \$60,000 annually from EDA).

If your community wants to learn more about EDA as a potential funding source, contact Dave Bee at the WMRPC.

Region 8 Notes

is a publication of the

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820 Monroe NW

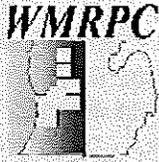
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Fax: (616) 774-0808

Web site: www.wmrpc.org

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REGION 8 NOTES

A publication of the West Michigan Regional Planning Commission serving Allegan, Ionia, Kent, Mecosta, Montcalm, Osceola, and Ottawa Counties

March/April 2011

Volume 15, Issue 2

Request for 2011 CEDS Projects

The West Michigan Regional Planning Commission (WMRPC) and the Comprehensive Economic Development Strategy (CEDS) Committee are soliciting counties, cities, villages, townships, and others for potential economic development projects. The WMRPC will include all projects submitted by member communities in the 2011 CEDS document that is submitted to the U.S. Economic Development Administration (EDA) for funding consideration. The WMRPC has been very successful in the past three years in obtaining EDA grants for communities (over \$12 million) and we want to maintain this momentum by gathering all of the projects that will help move West Michigan's economy forward. Submitting a project is a very easy process. E-mail Dave Bee at dbee@wmrpc.org for the one-page submission form and some helpful hints on what type of projects EDA typically funds. Recently funded projects include improvements to roads, water and sewer systems, and industrial parks – but EDA is always looking for innovative projects that promote job creation.

2011 Michigan Transportation Asset Management Program & Training Schedule

The West Michigan Regional Planning Commission, the Michigan Department of Transportation, Michigan's Transportation Asset Management Council (TAMC), County Road Commissions, Cities, Villages, and others are preparing for the 2011 Transportation Asset Management Program. WMRPC's Planner, Elizabeth Van Doorne, will be coordinating the effort this year for our seven-county area, so contact our office with any questions and to schedule your County's road ratings.

The TAMC has scheduled a variety of training opportunities for those interested in Asset Management.

Training on the TAMC's Internet Reporting Tool is scheduled for March 3, 2011 from 9:30 a.m. until 12:00 p.m. at the Radisson Hotel just off the Ann Street Exit on US-131, in Grand Rapids. This training guides Road Commissions, Cities, and Villages through the process of reporting improvements to the TAMC.

Road Commissions and any community wishing to participate in rating their roads in 2011 must attend "PASER" training. The TAMC is holding training across Michigan, but the three sessions closest to our region include:

- March 29, 2011 at the Kalamazoo County Road Commission, 3801 E. Kilgore Road, Kalamazoo, MI 49001
- March 30, 2011 at Lansing Community College West Campus, 5708 Cornerstone Drive, Lansing, MI 48917
- March 31, 2011 at Big Rapids Holiday Inn and Conference Center, 1005 Perry Avenue, Big Rapids, MI 49307

To register for PASER training, contact the Center for Technology and Training at (906) 487-2102 or e-mail ctt@mtu.edu.

Finally, The TAMC's annual conference is scheduled for May 12, 2011 at the Eberhard Center in Downtown Grand Rapids. This one-day conference is a great chance for people with an interest in Asset Management to learn, meet the people that carry out the various tasks, and talk with others about how to best use asset management to improve our roads. Visit michigan.gov/tamc to learn more about the conference and the TAMC.

Why Pay Dues?

Dues for the WMRPC are used as match for a Planning Grant from the U.S. Economic Development Administration (EDA). Each year the WMRPC receives \$60,000 from EDA and has to provide a 30 percent match. The WMRPC also seeks other grants that sometimes require a match – so dues are essential for funding programs that are valued by member communities. The 2010-2011 Budget identifies dues revenues of \$25,164, which is 10.9 percent of the total budget. So, for each dollar of dues collected, the WMRPC brings in another \$9.13 to maintain the regional program – from a variety of sources including EDA, the Michigan Department of Transportation (MDOT), the Michigan Department of Natural Resources and Environment (MDNRE) Coastal Management Program, and for specific community-based projects such as Master Plans and Recreation Plans.

But, maintaining a regional program is only important if the *communities* within the region benefit from the program's activities.

The relationship between EDA and the WMRPC is a very beneficial relationship. In addition to providing operating funds for the WMRPC, EDA provides grants to communities through the Comprehensive Economic Development Strategy (CEDS) that is developed and maintained by the WMRPC.

While the WMRPC does work with communities to obtain other grants, EDA is one of the larger programs that provides funds to communities.

In Region 8, the first EDA grants were granted in 1975. Over the years, this has been a steady resource for communities to improve or develop infrastructure necessary to serve business and industry. The following information shows the number of grants and the grant amounts provided over time. The information shows that the current period (2006-2010) was a very good five years.

• 1975 (3 grants)	\$3,687,000
• 1976-1980 (4 grants)	\$1,184,525
• 1981-1985 (7 grants)	\$3,045,779
• 1986-1990 (3 grants)	\$1,427,504
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• 1996-2000 (7 grants)	\$4,920,544
• 2001-2005 (3 grants)	\$3,790,000
• 2006-2010 (6 grants)	\$11,718,000

None of these grants could have been possible without the dues required to support the CEDS process and relationship with EDA. These grants represent a huge return on investment for members.

Region 8 Notes

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Next Michigan Development Corporation Overview and Summary July, 2011

Background

In December, 2010, PA 275 of 2010 was passed by the Michigan Legislature and signed into law by the Governor, thereby creating a new economic development tool to advance the marketing and development of certain types of real estate. In February of 2011, The Right Place, Inc., ("RPI"), a regional non-profit economic development organization, convened administrative representatives from several West Michigan local units of government ("work group") to explore the creation of a new regional development corporation by interlocal agreement. Also during this month, the Michigan Economic Development Corporation ("MEDC") issued guidelines, and announced a call for "Notice of Intent" (with submission by March 31, 2011) to create a Next Michigan Development Corporation. Based upon advice and counsel of the work group, RPI submitted a Notice of Intent advising the MEDC that it would coordinate the creation of a development corporation through an interlocal agreement. In June 2011, RPI was invited to submit an application to the MEDC for the purposes of creating such a corporation.

The following question and answer format was prepared by RPI to help local units of government decide whether or not to participate in the development corporation and interlocal agreement.

- Q1. ***What will be the name of the Next Michigan Development Corporation?***
A. RPI used the name "West Michigan Economic Partnership" (WMEP) to give a geographic reference to the jurisdiction of the corporation.
- Q2. ***What does PA 275, 2010 permit and authorize?***
A. This state law provides for a regional approach by a collaboration of local units of government, to market and advance the development of real estate that is serviced by two or more modes of transportation infrastructure. These modes are existing air, rail, road and water-port facilities and infrastructures.
- Q3. ***What is the geographic focus of the West Michigan Economic Partnership?***
A. The focus of the development corporation would be Kent and Muskegon Counties.
- Q.4. ***What type of real estate is eligible for assistance by the WMEP?***
A. Public or privately owned property can be designated for assistance by the WMEP that is:
(a) located in an Urban Services Area and has water and sewer services available to accommodate private development with minimal public expenditures, if any.

- (b) at least 35 acres in size consisting of one or more contiguous and adjacent parcels preferably in single ownership.
- (c) serviced by at least two modes of transportation (road, rail, air, port) that are necessary for freight inbound and outbound movements.
- (d) located not farther than one mile from a Michigan or federal highway interchange, designated truck route or all weather road.
- (e) consistent with a local unit of government master land use plan or zoned to accommodate industrial, general trade or commercial land uses.

Q.5 *What will be the process for designating property?*

- A. RPI, in partnership with Muskegon Area First, (a nonprofit economic development organization servicing Muskegon County) will solicit property nominations from all units of government in Kent and Muskegon counties.

Q.6 *Who will decide what properties to include in the application to the MEDC?*

- A. A Board of Directors will constitute the WMEP as determined by those who become subject to an interlocal agreement.

Q.7 *What will be the development advantages to the real estate included in the interlocal agreement?*

- A. Certain properties will be eligible for some economic development incentives like tax credits, tax abatements or tax exemptions. For example, the law provides that up to 1675 acres of real estate may be designated as “Renaissance Zones” regardless of location. Also, real estate taxes may be subject to “tax capture” by the WMEP to off-set certain development costs such as marketing, brownfield clean-up activities, or operation of the WMEP.

Q.8 *What kind of development will be sought for properties subject to the interlocal agreement?*

- A. Generally, businesses that are significantly transportation-logistics sensitive. An example could be a wind turbine company who will use water-port and rail infrastructure for inbound and outbound components and finished product shipment.

Q.9 *What will be the timing for the creation of the WMEP and interlocal agreement?*

- A. RPI and Muskegon Area First intend to submit an application to the MEDC by December 31, 2011.

Q.10 *Who will coordinate the drafting of the interlocal agreement?*

- A. RPI is working with the firm of Law Weathers to draft a master interlocal agreement that will require approval by all participating local units of government in Kent and Muskegon counties.

Q.11 *Who will provide on-going coordination for creation of the WMEP?*

- A. RPI and Muskegon Area First will provide staffing support for creation of the WMEP at least through December 31, 2011.

Q.12 *Is this development corporation a state mandate?*

A. No, creation of the WMEP is voluntary. However, the terms and conditions of the interlocal agreement are subject to approval by the Michigan Strategic Fund as staffed by the MEDC.

Q.13 *What are the “upsides” for the WMEP and the real estate designated for focus?*

A. The designated real estate will have an advantage as a result of development incentives which can be used to attract new businesses, taxes and employment that might not otherwise take place in West Michigan.

Q.14 *What are the “downsides” for the WMEP and the real estate designated?*

A. The WMEP will have the ability to approve the use of incentives without the approval of the counties or local units of government. Also, real estate may not be taxable at full ad valorem for some period of time.

Q.15 *Can the interlocal agreement be changed after approval?*

A. The boundaries, designated real estate, and composition of the WMEP are all subject to amendment. As with other public development corporations, processes to factor changing needs or operational models are permitted.

Q.16 *In summary, what is this all about?*

A. It is an unprecedented attempt at interlocal government collaboration to advance real estate development and wealth creation in West Michigan.

Q.17 *If I have questions, who should I contact?*

A. Your two principal contacts will be:

Rick Chapla, Vice President, Business Development, The Right Place, Inc.,
(616) 771.0328, or chaplar@rightplace.org

Ed Garner, President and CEO, Muskegon Area First
(231) 724-3172, or egarner@muskegon.org

MEMORANDUM

DATE: August 8, 2011

TO: Mayor and City Council

FROM: William D. Dooley, Director of Public Works

SUBJECT: Award of Bid for LED Street Lighting Luminaires

On Tuesday, July 5, 2011, the City received ten bids for LED street lighting luminaires. An invitation to bid was sent to seventy-three prospective bidders. The five bidders that submitted bids for Relume luminaires met all bid specifications. The other bids failed to meet the specifications for various reasons. Bid comparison charts are attached to show each area that the bidder did not meet specifications as required in the bid. A tabulation of the total bid amounts based on the estimated quantities is shown below.

Bidder	LED Manufacturer	250 Watt HPS Replacement		400 Watt HPS Replacement	
		Unit Price	Total Bid Amount (Estimated Quantity of 440)	Unit Price	Total Bid Amount (Estimated Quantity of 165)
Kendall Electric	Beacon	Did Not Meet Bid Specifications			
Kendall Electric	Beta	Did Not Meet Bid Specifications			
Wesco Distribution	Beta	Did Not Meet Bid Specifications			
Voss Lighting	Beta	Did Not Meet Bid Specifications			
Kendall Electric	Cooper	Did Not Meet Bid Specifications			
Standard Electric	Relume	\$690.00	\$303,600.00	\$1,114.00	\$183,810.00
Kendall Electric	Relume	\$696.87	\$306,622.80	\$1,125.00	\$185,625.00
All Phase Electric	Relume	\$696.88	\$306,627.20	\$1,125.00	\$185,625.00
Graybar Electric	Relume	\$697.00	\$306,680.00	\$1,127.00	\$185,955.00
Crescent Electric	Relume	\$729.55	\$321,002.00	\$1,177.75.00	\$194,328.75

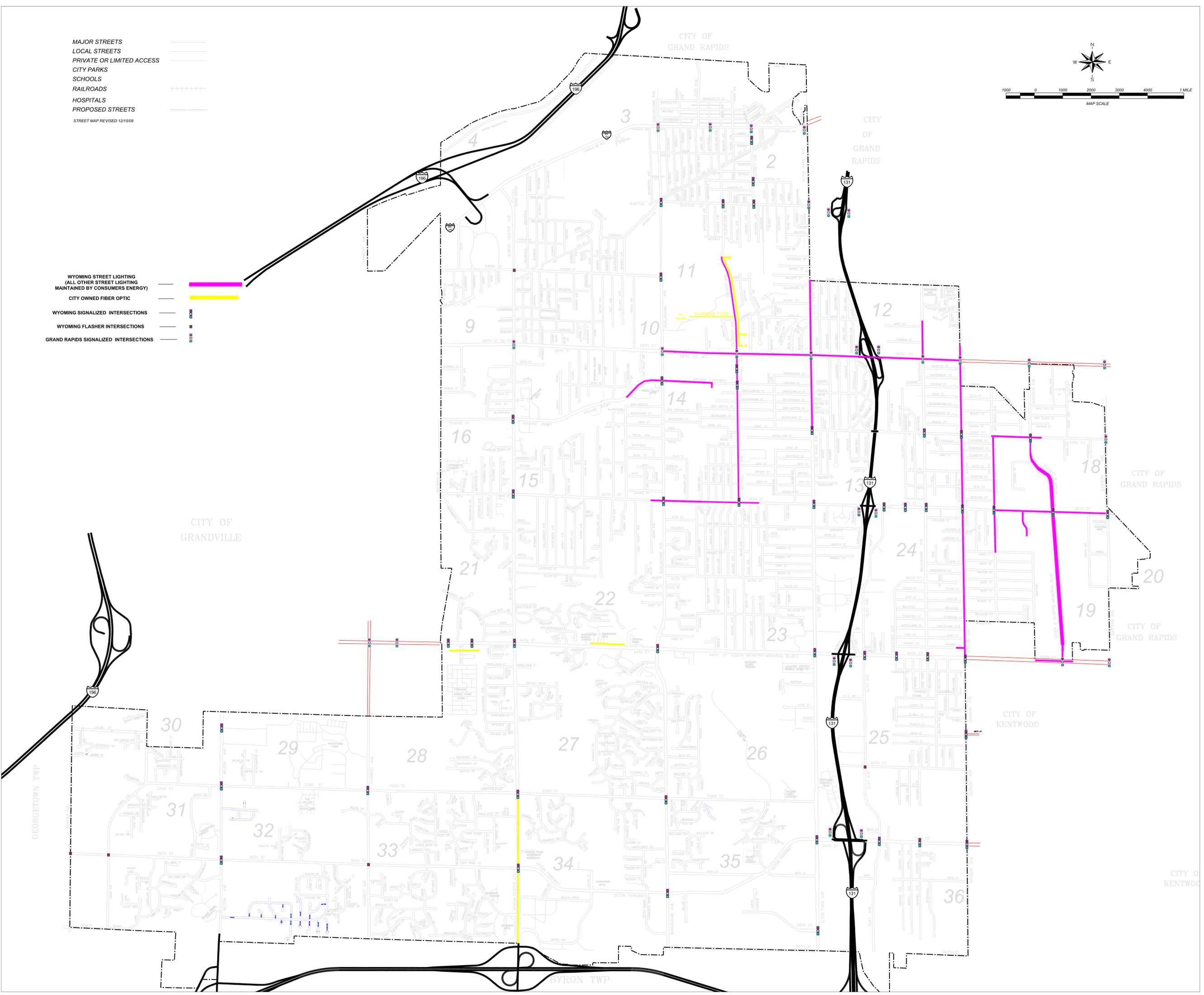
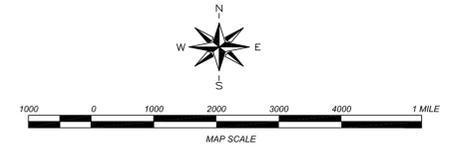
After reviewing the bids, it is recommended that Wyoming award the LED Street Lighting Luminaires to the lowest qualified bidder, Standard Electric. Based on the estimated quantity of 440 units of the 250 Watt HPS replacements and 165 units of the 400 Watt HPS replacement, the cost is \$487,410.00.

This project is funded through the U.S. Department of Energy's Energy Efficiency and Conservation Block Grant (EECBG) which is accounted for in the LED Street Light Expense Account, 202-441-47400-986.960.

Attachments: 250 Watt HPS Replacement Bid Comparison Chart
400 Watt HPS Replacement Bid Comparison Chart

- MAJOR STREETS 
 - LOCAL STREETS 
 - PRIVATE OR LIMITED ACCESS 
 - CITY PARKS 
 - SCHOOLS 
 - RAILROADS 
 - HOSPITALS 
 - PROPOSED STREETS 
- STREET MAP REVISED 12/15/08

- WYOMING STREET LIGHTING
(ALL OTHER STREET LIGHTING
MAINTAINED BY CONSUMERS ENERGY) 
- CITY OWNED FIBER OPTIC 
- WYOMING SIGNALIZED INTERSECTIONS 
- WYOMING FLASHER INTERSECTIONS 
- GRAND RAPIDS SIGNALIZED INTERSECTIONS 



CITY OF GRANDVILLE

CITY OF GRAND RAPIDS

CITY OF GRAND RAPIDS

CITY OF GRAND RAPIDS

CITY OF GRAND RAPIDS

CITY OF KENTWOOD

CITY OF KENTWOOD

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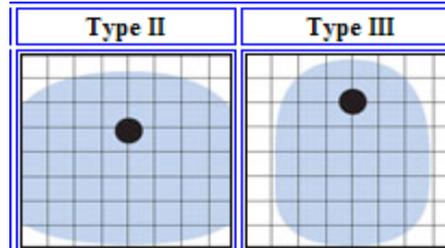
GEORGETOWN TWP

250 WATT HPS REPLACEMENT (Est. Qty. - 440)		KENDALL ELECTRIC	KENDALL ELECTRIC	WESCO DISTRIBUTION	VOSS LIGHTING	KENDALL ELECTRIC	STANDARD ELECTRIC	KENDALL ELECTRIC	ALL PHASE ELECTRIC	GRAYBAR ELECTRIC	CRESCENT ELECTRIC
ITEM	REQUIRED										
MANUFACTURER	BEACON, BETA, COOPER OR RELUME	BEACON	BETA	BETA	BETA	COOPER	RELUME	RELUME	RELUME	RELUME	RELUME
MODEL #	N/A	EDR/24G-60/T2/UNV/1PF/SF2/BY	STR-LWY-2M-HT-03-D-UL-SV-700-43K	STR-LWY-2M-HT-03-D-UL-SV-700-43K	STR-LWY-2M-HT-03-D-UL-SV-700-43K	LDRC-SL2-A03-E	VUE 150he				
LED ELEMENTS	CREE OR PRE-APPROVED EQUAL	CREE	CREE	CREE	CREE	PHILIPS (PRE-APPROVED)	CREE	CREE	CREE	CREE	CREE
DISTRIBUTION PATTERN, (SEE FIGURE 1)	TYPE II	TYPE II	TYPE II	TYPE II	TYPE II	TYPE II	TYPE II	TYPE II	TYPE II	TYPE II	TYPE II
DELIVERED LUMENS OF THE FIXTURE	5,200 - 7,000	3,918	4,696	4,696	4,696	5,461	6,154	6,154	6,154	6,154	6,154
AVG/MIN UNIFORMITY RATIO	≤ 3.0	* 1.79	1.29	1.29	1.29	2.5	2.59	2.59	2.59	2.59	2.59
LIGHT LOSS DEPRECIATION FACTOR	0.85	* 0.85	0.85	0.85	0.85	0.89	0.85	0.85	0.85	0.85	0.85
L70 (70% OF INITIAL LUMENS)	≥ 70,000 HOURS	50,000	150,000	150,000	150,000	60,000	85,000	85,000	85,000	85,000	85,000
WARRANTEED L70	≥ 70,000 HOURS	30,660	30,660	30,660	30,660	30,660	85,000	85,000	85,000	85,000	85,000
WARRANTY	FULL	PARTIAL	PARTIAL	PARTIAL	PARTIAL	PARTIAL	FULL	FULL	FULL	FULL	FULL
	EACH	\$366.66	\$311.46	\$324.60	\$370.00	\$422.50	\$690.00	\$696.87	\$696.88	\$697.00	\$729.55
	TOTAL (440 pc.)	\$161,330.40	\$137,042.40	\$142,824.00	\$162,800.00	\$185,900.00	\$303,600.00	\$306,622.80	\$306,627.20	\$306,680.00	\$321,002.00

ITEMS SHADED IN GREY DO NOT MEET REQUIRED BID SPECIFICATIONS

* Calculated with incorrect photometric requirements

Figure 1: Lighting Distribution Patterns

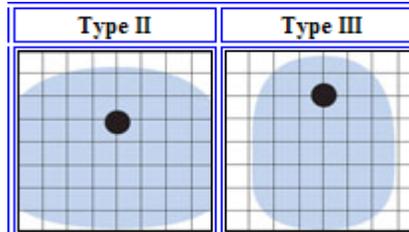


400 WATT HPS REPLACEMENT (Est. Qty. - 165)		KENDALL ELECTRIC	KENDALL ELECTRIC	WESCO DISTRIBUTION	VOSS LIGHTING	KENDALL ELECTRIC	STANDARD ELECTRIC	CRESCENT ELECTRIC	ALL PHASE ELECTRIC	KENDALL ELECTRIC	GRAYBAR ELECTRIC
ITEM	REQUIRED										
MANUFACTURER	BEACON, BETA, COOPER OR RELUME	BEACON	BETA	BETA	BETA	COOPER	RELUME	RELUME	RELUME	RELUME	RELUME
MODEL #	N/A	EDR/30G-75/T3/UNV/1PF/SF2 /BY	STR-LWY-2M-HT-04 D-UL-SV-700-43K	STR-LWY-2M-HT-04 D-UL-SV-700-43K	STR-LWY-2M-HT-04 D-UL-SV-700-43K	LDRL-T2-A05-E	VUE 320he	VUE 320he	VUE 320he	VUE 320he	VUE 320he
LED ELEMENTS	CREE OR PRE-APPROVED EQUAL	CREE	CREE	CREE	CREE	PHILIPS (PRE-APPROVED)	CREE	CREE	CREE	CREE	CREE
DISTRIBUTION PATTERN, (SEE FIGURE 1)	TYPE II	TYPE III	TYPE II	TYPE II	TYPE II	TYPE II	TYPE II	TYPE II	TYPE II	TYPE II	TYPE II
DELIVERED LUMENS OF THE FIXTURE	8,100 - 11,550	4,713	6,312	6,312	6,312	8,984	9,240	9,240	9,240	9,240	9,240
AVG/MIN UNIFORMITY RATIO	≤ 3.0	* 1.76	1.47	1.47	1.47	2.19	2.15	2.15	2.15	2.15	2.15
LIGHT LOSS DEPRECIATION FACTOR	0.85	* 0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85
L70 (70% OF INITIAL LUMENS)	≥ 70,000 HOURS	50,000	129,000	129,000	129,000	60,000	85,000	85,000	85,000	85,000	85,000
WARRANTEED L70	≥ 70,000 HOURS	30,660	30,660	30,660	30,660	30,660	85,000	85,000	85,000	85,000	85,000
WARRANTY	FULL	PARTIAL	PARTIAL	PARTIAL	PARTIAL	PARTIAL	FULL	FULL	FULL	FULL	FULL
	EACH	\$384.37	\$384.37	\$395.82	\$450.00	\$622.00	\$1,114.00	\$1,177.75	\$1,125.00	\$1,125.00	\$1,127.00
	TOTAL (165 pc.)	\$63,421.05	\$63,421.05	\$65,310.30	\$74,250.00	\$102,630.00	\$183,810.00	\$194,328.75	\$185,625.00	\$185,625.00	\$185,955.00

ITEMS SHADED IN GREY DO NOT MEET REQUIRED BID SPECIFICATIONS

* Calculated with incorrect photometric requirements

Figure 1: Lighting Distribution Patterns



MEMORANDUM

DATE: August 1, 2011

TO: Curtis L. Holt, City Manager

FROM: William D. Dooley, Director of Public Works

SUBJECT: 2011-2012 Motor Pool Depreciation Reserve

The 2011-12 Motor Pool Depreciation Reserve budget includes \$1,294,000 for the replacement of the following vehicles and equipment:

- Three police cruisers
- One fire truck
- One automobile
- Eight pickup trucks
- Four backhoes
- One utility repair van
- One sewer vacuum truck
- One flatbed truck

Since the budget was approved, we have decided to delay the replacement of seven of the pickup trucks and the flatbed truck. These vehicles will be evaluated again in February 2012. The four backhoes and the sewer vacuum truck are each part of a guaranteed buy-back program. A final recommendation about the replacement of these items will be made after evaluating bid prices for the replacement equipment. It may turn out to be in Wyoming's best interest to delay their replacement as well. The three police cruisers will be purchased through the State of Michigan Purchase Program. The automobile and pickup will be purchased through the State Program or from a local dealer, depending on whether a local dealer offers to match the State purchase price. The fire truck and utility repair van will be bid separately once necessary bid specifications are complete.

In addition to the budgeted items, we also need to replace one leaf vacuum which was not included in the budget. This 28 year old piece of equipment was planned for replacement in 2012 but it now appears to be in Wyoming's best interest to replace it this year rather than put any more money into repairs.

The net cost for replacing these vehicles and pieces of equipment is approximately \$1.1 million. If the City Council concurs, we will follow through with the appropriate Resolutions as each item is ready for the City Council's action.

2011-12 Motor Pool Depreciation Reserve

	<u>Service Date</u>	<u>Mileage/Hours at Replacement</u>	<u>Reason for Replacement</u>	<u>Budget Amount</u>
Police Cruisers				
Unit 002	Jul-07	100,000 mi	Mileage	24,000
Unit 003	Jul-07	100,000 mi	Mileage	24,000
Unit 025	Nov-07	100,000 mi	Mileage	24,000
Automobile				
Unit 124	Mar-03	88,000 mi	Maintenance Costs	14,000
Pickup				
Unit 317	Mar-03	76,000 mi	Maintenance Costs	20,000
Fire Truck				
Unit F74	Jan-97	75,000 mi	Maintenance Costs	450,000
Utility Repair Van				
Unit 619	Nov-01	75,000 mi	Maintenance Costs	90,000
Backhoes				
Unit 560	Dec-08	1300 hrs	Buy-back Program	47,000 net
Unit 561	Dec-08	2300 hrs	Buy-back Program	47,000 net
Unit 562	Dec-08	2100 hrs	Buy-back Program	47,000 net
Unit 563	Dec-08	1700 hrs	Buy-back Program	47,000 net
Sewer Vacuum Truck				
Unit 626	Jul-06	4600 hrs	Buy-back Program	222,000 net

MEMORANDUM
City of Wyoming, Michigan

TO : Curtis L. Holt, City Manager

cc: Barbara VanDuren, Deputy City Manager
James Kohmescher, Director of Administrative Services
Tim Smith, Finance Director
Jack Sluiter, City Attorney

FROM: Heidi A. Isakson, City Clerk

DATE: July 5, 2011

RE: Proposed Revision to City Council Policy Manual

Tim Smith has developed a Fund Balance Policy as outlined in his memorandum, attached.

At his suggestion, I have created a new section "Section 10 - Financial Policies" for this policy, and also moved a policy currently in Section 3, relating to bank authorizations and the investment policy.

Attached are the pages from Section 3, showing the lined-out portions being deleted, or being moved to Section 10, and the new Section 10, with the proposed Fund Balance Policy.

These will be presented at the August 8, 2011, work session for Council consideration.



Memorandum

TO: Curtis Holt, City Manager
FROM: Tim Smith, Finance Director
DATE: June 30, 2011
SUBJECT: Fund Balance Policy

Attached is the Fund Balance Policy that I am recommending that the City Council review and approve. The Fund Balance Policy is in response to the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions and to Standard & Poor's comment in our latest bond rating "We consider Wyoming's management practices "good" under Standard & Poor's Financial Management methodology, indicating that practices exist in most areas, although not all may be formalized or regularly monitored by governance officials."

The attached fund balance policy:

1. Addresses all of the items in GASB Statement No. 54, such as the process of committing or assigning funds and the order in which fund balance is to be spent;
2. Brings the City into compliance with the State of Michigan, Department of Treasury Michigan Committee on Governmental Accounting and Auditing (MCGAA) Statement No. 15 – Implementation of GASB Statement No. 54 (MCGAA Statement No. 15 was issued June 30, 2011);
3. Sets a minimum suggested unassigned fund balance limit for the general fund (the general fund is the only fund that can have a positive unassigned fund balance. The guidelines I have used are two months [suggested by the Government Finance Officers Association, the Association of Government Accountants and our auditors] to four months of the current operating budget); and,
4. Formalizes a management practice and monitoring mechanism.

If you have any questions regarding the proposed Fund Balance Policy, please let me know.

07/18/2011

hai

RESOLUTION NO. _____

RESOLUTION TO AMEND THE CITY COUNCIL
POLICY MANUAL SECTION 3 - STAFF AND EMPLOYEES
AND ADD SECTION 10 - FINANCIAL POLICIES

WHEREAS, the Finance Director has proposed adoption of a fund balance policy; and

WHEREAS, Section 3.04 of the City Council Policy manual contains policies relating to financial matters; now, therefore,

BE IT FURTHER RESOLVED, that Section 10 - Financial Policies is hereby adopted as attached, and that Section 3.04 (Finance Director) is deleted; and

Councilmember _____ moved, seconded by Councilmember _____
that the above Resolution be adopted.

Motion carried: _____ Yeas, _____ Nays

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Wyoming, Michigan at the regular session held on the 15th day of August, 2011.

HEIDI A. ISAKSON
Wyoming City Clerk

Resolution No. _____

Section 3 - STAFF AND EMPLOYEES

3.01 City Manager. The City Manager is hereby authorized to make settlement of claims without the prior approval of the City Council in all cases where the settlement does not exceed \$10,000.

The City Manager is hereby authorized to give such assistance as is needed in the form of equipment or employees to another municipality within the immediate area in the event that such municipality has been affected with a disaster such as a tornado, conflagration or other emergency situation in which the municipality needs assistance.

3.02 62-A District Court Judges. Beginning June 1, 1986, the annual salary supplement provided by the City of Wyoming to each 62-A District Court Judge shall be equal to the annual salary set by the State of Michigan for District Court Judges, less the amount of the State contribution, and will include the following fringe benefits:

- A. The City Health Plan subject to the enrollment rules of the plan
- B. Life insurance - \$35,000
- C. Payment of State and local bar dues
- D. One annual judicial in-state conference

3.03 City Attorney. In order to obtain a written opinion from the city attorney, the request will be put in writing signed by at least two members of the City Council, or by verbal request at a public meeting with support from at least one other member of the Council.

The Attorney or designee shall attend all meetings of the City Council.

3.04 ~~Finance Director Reserved~~

[the following section moved to new Section 10 - Financial Policies]

~~The City Council authorizes any two of the incumbents of the following four positions to sign checks, certificates of deposit and other evidence of investments and any one of the incumbents of the following four positions to initiate wire transfers between banks or bank transfers between bank accounts:~~

- ~~_____ Finance Director~~
- ~~_____ Deputy Finance Director~~
- ~~_____ Treasurer~~
- ~~_____ Deputy Treasurer~~

~~The Finance Director, or his designee upon direction by the Finance Director, shall be allowed to invest City funds as permitted by State Statute.~~

~~To comply with Public Act 20 of 1943, as amended, the following shall be the investment policy of the City of Wyoming:~~

~~PURPOSE. It is the policy of the City of Wyoming to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the~~

~~daily cash flow needs of the City of Wyoming and complying with all state statutes governing the investment of public funds.~~

~~SCOPE. This investment policy applies to all financial assets of the City of Wyoming. These assets are accounted for in the various funds of the City of Wyoming and include the general funds, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds, and any new funds established by the City of Wyoming.~~

~~OBJECTIVES. The primary objectives, in priority order, of the City of Wyoming's investment activities shall be:~~

~~Safety – Safety of principal is the foremost object of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.~~

~~Diversification – The Finance Director shall diversify use of investment instruments to avoid incurring unreasonable risks inherent in over-investment in specific instruments, individual financial institutions or maturities.~~

~~Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.~~

~~Return on Investments – The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.~~

~~DELEGATION OF AUTHORITY. Authority to manage the investment program is derived from the following: Act No. 20 of the Public Acts of Michigan of 1943, as amended, and City of Wyoming Charter, Chapter VIII, Section 8.6. Management responsibility for the investment program is hereby delegated to the Finance Director, who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Finance Director shall annually provide a written report to the Wyoming City Council concerning the investment of funds.~~

~~LIST OF AUTHORIZED INVESTMENTS. The City is limited to investments authorized by Act 20 of 1943, as amended, including the following:~~

- ~~1. Daily money market mutual funds registered under the Investment Company Act of 1940, Title I, Chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3, and 80a-4 to 80a-64, invested in bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.~~
- ~~2. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.~~

- ~~3. Certificates of deposit of a bank which is a member of the Federal Deposit Insurance Corporation and which are also eligible to be a depository of surplus funds belonging to the state under § 5 or § 6 of Act 105 of the Public Acts of 1855, as amended, being §21.145 and §21.146 of the Michigan Compiled Laws.~~
- ~~4. Commercial paper rated at the time of purchase within the two highest classifications by not less than two standard rating services and which matures not more than 270 days after the date of purchase.~~
- ~~5. United States government or federal agency obligation repurchase agreement.~~
- ~~6. Banker's acceptances of United States banks.~~
- ~~7. Investment pools composed of investment vehicles which are legal for direct investments by local units of government in Michigan and in accordance with Act No. 367 of the Public Acts of 1982.~~

~~QUALIFIED INSTITUTIONS. The City of Wyoming shall maintain a list of financial institutions which are approved for investment purposes. In addition, a list of approved security broker/dealers selected by creditworthiness will also be maintained. All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate: Audited financial statements; proof of National Association of Securities Dealers certification; proof of state registration; completed broker/dealer questionnaire; certification of having read and understood and agreeing to comply with the City's investment policy.~~

~~SAFEKEEPING AND CUSTODY. All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the City of Wyoming shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Finance Director and evidenced by safekeeping receipts as determined by the Finance Director.~~

~~PRUDENCE. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.~~

3.05 Employee Service Awards. Service awards for all employees shall be given annually for continuous years of employment with the City at: 10 years, 15 years, 20 years, 25 years, and 30 years or more of service.

3.06 Unemployment Compensation. The City adopts the Michigan State plan for unemployment compensation whereby the City will reimburse the State for the unemployment expenses incurred on its behalf.

3.07 Affirmative Action Program. The City subscribes to an Affirmative Action Program for minority group persons employed by certain contractors, agencies, and other business firms which are utilized by the City. The City also subscribes to an Affirmative Action policy regarding minority group persons employed, and to be employed, by the City. A complete copy is on file at the Human Resources office.

3.08 Authorization for City Treasurer to accept partial payments. The City Treasurer is hereby authorized to accept partial payments for real and personal property taxes. If the partial payment on a parcel results in a balance of less than \$5.00 on summer taxes and less than \$1.00 on winter taxes, the City Treasurer is authorized to mark the parcel as paid in full prior to the turning the tax roll over to the Kent County Treasurer on March 1 of each year.

Section 10 - FINANCIAL POLICIES

10.1 Funds

The City Council authorizes any two of the incumbents of the following four positions to sign checks, certificates of deposit and other evidence of investments and any one of the incumbents of the following four positions to initiate wire transfers between banks or bank transfers between bank accounts:

- Finance Director
- Deputy Finance Director
- Treasurer
- Deputy Treasurer

10.2 Fund Balance Policy

Purpose. The following policy has been adopted by the City Council in order to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the City of Wyoming and jeopardize the continuation of necessary public services. This policy will ensure that the City of Wyoming maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

Fund type definitions. The following definitions will be used in reporting activity in governmental funds across the City of Wyoming. The City of Wyoming may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The general fund is used to account for all financial resources not accounted for and reported in another fund.

Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

Debt service funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital projects funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's purposes.

Fund balance reporting in governmental funds. Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Nonspendable fund balance

Definition – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in tact.

Classification – Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The City of Wyoming will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government)
- The City of Wyoming will maintain a fund balance equal to the value of inventory balances and prepaid items
- The City of Wyoming will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact
- The City of Wyoming will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

Restricted fund balance

Definition – includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed fund balance

Definition – includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Authority to Commit – Commitments will only be used for specific purposes pursuant to a formal action of the City Council. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Assigned fund balance

Definition – includes amounts intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign – The City Council delegates to the City Manager or his/her/their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

Unassigned fund balance

Definition – includes the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Operational guidelines. The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization of fund balance use – When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the City of Wyoming, Michigan to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the City of Wyoming, Michigan that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

Minimum unassigned fund balance – The City of Wyoming recognizes the importance of maintaining an appropriate level of Unassigned Fund Balance. After evaluating the City's operating characteristics, diversity of tax base, reliability of non-property tax sources, working capital needs, impact on bond rating, State and local economic outlooks, emergency and disaster risk and other contingent issues, the City establishes the following goals regarding the Fund Balance for the General Fund:

1. The City will seek to maintain an Unassigned Fund Balance between sixteen-point-seven percent (16.7%) and thirty-three-point four percent (33.4%) of General Fund operating expenditures as reflected in the current year's budget, i.e., a minimum amount equal to two (2) months operating expenditures from the current operating budget.

2. The following circumstances may justify a higher target level of fund balance:
 - a. Significant volatility of operating revenues or expenditures;
 - b. Potential drain on resources from other funds facing financial difficulties;
 - c. Exposure to natural disaster;
 - d. Significant demand for infrastructure and capital projects.

3. The Assigned Fund Balance consists of funds set aside by management and intended for a specific purpose or project. The City Manager will communicate in writing to City Council assigned fund balances, which will include the purpose of the assignment. Although the City Manager may assign portions of the fund balance to designated purposes, any expenditure of the fund balance is still subject to the provisions of the City Charter, City Code and other policies of the City.

4. The City reserves the right to appropriate funds from the unassigned fund balance for emergencies and other requirements the City Council believes to be in the best interests of the City. If spending in designated circumstances has reduced unassigned fund balance below the target minimum level, it should be replenished until the balance is restored to the minimum level. The source of funds and the period over which the replenishment is to occur should be provided to the City Council by the City Manager and Finance Director.

Implementation and review. Upon adoption of this policy the City Council authorizes the Finance Director to establish any standards and procedures which may be necessary for its implementation. The Finance Director shall review this policy at least annually and make any recommendations for changes to the City Council and City Manager.

10.3 Investments

The Finance Director, or his designee upon direction by the Finance Director, shall be allowed to invest City funds as permitted by State Statute.

To comply with Public Act 20 of 1943, as amended, the following shall be the investment policy of the City of Wyoming.

PURPOSE. It is the policy of the City of Wyoming to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the City of Wyoming and complying with all state statutes governing the investment of public funds.

SCOPE. This investment policy applies to all financial assets of the City of Wyoming. These assets are accounted for in the various funds of the City of Wyoming and include

the general funds, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds, and any new funds established by the City of Wyoming.

OBJECTIVES. The primary objectives, in priority order, of the City of Wyoming's investment activities shall be:

Safety – Safety of principal is the foremost object of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification – The Finance Director shall diversify use of investment instruments to avoid incurring unreasonable risks inherent in over-investment in specific instruments, individual financial institutions or maturities.

Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investments – The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

DELEGATION OF AUTHORITY. Authority to manage the investment program is derived from the following: Act No. 20 of the Public Acts of Michigan of 1943, as amended, and City of Wyoming Charter, Chapter VIII, Section 8.6. Management responsibility for the investment program is hereby delegated to the Finance Director, who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Finance Director shall annually provide a written report to the Wyoming City Council concerning the investment of funds.

LIST OF AUTHORIZED INVESTMENTS. The City is limited to investments authorized by Act 20 of 1943, as amended, including the following:

1. Daily money market mutual funds registered under the Investment Company Act of 1940, Title I, Chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3, and 80a-4 to 80a-64, invested in bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
2. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
3. Certificates of deposit of a bank which is a member of the Federal Deposit Insurance Corporation and which are also eligible to be a depository of surplus funds belonging to the state under § 5 or § 6 of Act 105 of the Public Acts of 1855, as amended, being §21.145 and §21.146 of the Michigan Compiled Laws.

4. Commercial paper rated at the time of purchase within the two highest classifications by not less than two standard rating services and which matures not more than 270 days after the date of purchase.
5. United States government or federal agency obligation repurchase agreement.
6. Banker's acceptances of United States banks.
7. Investment pools composed of investment vehicles which are legal for direct investments by local units of government in Michigan and in accordance with Act No. 367 of the Public Acts of 1982.

QUALIFIED INSTITUTIONS. The City of Wyoming shall maintain a list of financial institutions which are approved for investment purposes. In addition, a list of approved security broker/dealers selected by creditworthiness will also be maintained. All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate: Audited financial statements; proof of National Association of Securities Dealers certification; proof of state registration; completed broker/dealer questionnaire; certification of having read and understood and agreeing to comply with the City's investment policy.

SAFEKEEPING AND CUSTODY. All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the City of Wyoming shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Finance Director and evidenced by safekeeping receipts as determined by the Finance Director.

PRUDENCE. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

MEMORANDUM
City of Wyoming, Michigan

TO : Curtis L. Holt, City Manager

cc: Barbara VanDuren, Deputy City Manager
Jack Sluiter, City Attorney

FROM: Heidi A. Isakson, City Clerk

DATE: August 2, 2011

RE: Historical Commission and Community Enrichment Commission
By-Laws and Ordinance

Since last year, Barbara VanDuren, Jack Sluiter and I have been working with the officers of the Historical and Community Enrichment Commissions on topics such as membership, meeting management and financial management. It became apparent that the by-laws for both groups needed updating. In addition, Mr. Sluiter recommended that both groups would benefit from the adoption of an ordinance that addresses those topics.

Ordinances and new by-laws have been prepared for both. The Historical Commission has approved the by-laws and had the opportunity to comment on the ordinance. Both documents are ready for consideration for approval by the City Council.

The Community Enrichment Commission has had several discussion about the by-laws, but has not yet adopted them. Their by-laws and ordinance will be presented to the City Council when that has been accomplished.

By-laws and ordinances for both groups are attached for discussion at the August 8 work session, with adoption of the Historical Commission items at the August 15, 2011 regular meeting. The Community Enrichment documents will follow this fall, we hope.

08/18/11
HAI

RESOLUTION NO. _____

RESOLUTION TO APPROVE AMENDMENTS
TO THE BY-LAWS FOR
THE WYOMING HISTORICAL COMMISSION

WHEREAS, the City Attorney and City Clerk have recommended that the By-laws of the Wyoming Historical Commission be restated and amended; and

WHEREAS, the Wyoming Historical Commission has reviewed and approved the proposed By-Laws, and

WHEREAS, amendments to the By-laws must be approved by the City Council; now therefore

BE IT RESOLVED that the Wyoming Historical Commission By-Laws attached hereto are approved by the City Council, and are effective immediately and until such time as further amendments are appropriate.

Councilmember _____ moved, seconded by Councilmember _____, that the above Resolution be adopted.

Motion carried: _____ Yeas _____ Nays

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 the _____ day of August, 2011.

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

BY-LAWS OF THE
WYOMING HISTORICAL COMMISSION
OF THE
CITY OF WYOMING, MICHIGAN

ARTICLE I - NAME

The name of the organization is the Wyoming Historical Commission.

ARTICLE II - PURPOSE

The purpose of the Historical Commission is to preserve and present pertinent historical material and information of historical value to the present and future residents of the City of Wyoming.

ARTICLE III - MEMBERS

Section 1. Members Of the Commission shall consist of nine members appointed by the Mayor with the approval of the City Council.

Section 2. The members appointed pursuant to Section 1 shall constitute the Board of Directors and shall be the voting members of the Commission.

Section 3. The term of office of members shall be three years, ending on June 30. The first members appointed shall have terms adjusted to allow for one-third of the members to have terms expiring each year.

Section 4. All members shall be registered electors of the City of Wyoming, and shall take an Oath of Office administered by the City Clerk.

Section 5. The Commission may add additional non-voting members in its discretion.

ARTICLE IV - 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, and Treasurer. The officers shall hold office for one (1) year or until their successors are appointed and qualified.

Section 3. The Chairman shall preside over meetings of the Commission. The Chairman shall develop and present the agenda for meetings.

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 Treasurer shall provide, on an annual basis, an accounting to the City of all funds received and disbursed by the Commission. Financial records of the Commission shall be provided to the City finance director upon request.

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

ARTICLE V – 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 Library, 3350 Michael Avenue 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 shall adopt rules of procedure for the conduct of its meetings. In the absence of an adopted rule to the contrary, Roberts Rules of Order, current edition, shall apply.

Section 4. A quorum shall consist of a majority of the members of the Commission.

Section 5. Members of the Commission shall receive no compensation, other than the reimbursement of reasonable expenses as approved by the Commission.

ARTICLE VII- 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 VIII – FICAL YEAR

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

Section 2. The Chairman of the Commission shall submit an annual report of organization's activities to the City Council for the prior fiscal year no later than August 15 each year.

ARTICLE IX - EMPLOYEES

Section 1. The Commission may enter into employment contracts with individual necessary to carry out the purposes of the Commission subject to the following:

- a. All such contracts shall be approved by the Commission and by the City Council.
- b. Such employees shall not be considered employees of the City of Wyoming.
- c. The Commission shall comply with all local, federal and state tax laws and other laws regulating employees.
- d. Pursuant to Article 5, Section 5 of these By-Laws, appointed members of the Commission may not be compensated for services to the Commission.

ARTICLE X – 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 XI - AMENDMENT OF THE BY-LAWS

Any amendments to the By-Laws of the Historical Commission must be adopted by the members and approved by the City Council, and shall comply with all applicable Charter and Code of Ordinance provisions.

Adopted by the Historical Commission on January 18, 2011.
Date

Chairman

Secretary

Adopted by the City Council of the City of Wyoming on _____
Date

Heidi A. Isakson, City Clerk

ORDINANCE NO. _____

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

THE CITY OF WYOMING ORDAINS:

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

DIVISION I. HISTORICAL COMMISSION

Sec. 2-401. ESTABLISHMENT AND PURPOSE.

The Wyoming Historical Commission is hereby established in accordance with the provisions of Act 213 of the Public Acts of 1957, as amended, MCL 399.171 et seq. for the purpose of preserving and presenting pertinent historical material and information of historical value to the present and future residents of the City of Wyoming.

Sec. 2-402. ORGANIZATION.

The Historical 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, assets, collections or other material 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 _____, 2011.

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 _____, 2011.

Heidi A. Isakson
Wyoming City Clerk

Ordinance No. _____

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 – FICAL 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 August 15 each year.

Section 3. A budget for the following fiscal year shall be submitted to the Wyoming City Manager by February 1 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 shall be a member, ex officio, with all the rights and duties of other members, excepting the requirement to be a registered elector of the City of Wyoming.

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 Library, 3350 Michael Avenue 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 _____
Date

Chairman

Secretary

Adopted by the City Council of the City of Wyoming on _____
Date

Heidi A. Isakson, City Clerk

ORDINANCE NO. _____

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 _____, 2011.

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 _____, 2011.

Heidi A. Isakson
Wyoming City Clerk

Ordinance No. _____