

AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
TUESDAY, SEPTEMBER 4, 2012, 7:00 P.M.

- 1) Call to Order**
- 2) Invocation**
Pastor Wayne Ondersma, The Dock Ministries
- 3) Pledge of Allegiance**
- 4) Roll Call**
- 5) Student Recognition**
- 6) Approval of Minutes**
From the regular meeting of August 20, 2012
- 7) Approval of Agenda**
- 8) Public Hearings**
 - 1) To Consider the Establishment of an Industrial Development District in the City of Wyoming for HME, Incorporated (7:01 p.m.)
 - 2) To Consider the Establishment of Industrial Development Districts in the City of Wyoming for PVI Industrial Cleaning (7:02 p.m.)
- 9) Public Comment on Agenda Items** (3 minute limit per person)
- 10) Presentations and Proclamations**
 - a) Presentations
 - b) Proclamations
- 11) Petitions and Communications**
 - a) Petitions
 - b) Communications
- 12) Reports from City Officers**
 - a) From City Council
 - b) From City Manager
- 13) Budget Amendments**
 - 1) Budget Amendment No. 12 – To Reclassify \$43,700 of Budgetary Authority from Contingency to Various Accounts and to Appropriate \$4,280 from Fund Balance per Community Development Block Grant Approved Plan
- 14) Consent Agenda**
- 15) Resolutions**
 - a) To Establish Industrial Development District 290 for HME, Incorporated in the City of Wyoming
 - b) To Establish Industrial Development Districts 291 and 292 for PVI Industrial Cleaning in the City of Wyoming
 - c) To Set a Public Hearing for the Approval of an Application for an Industrial Facilities Exemption Certificate for HME, Incorporated in the City of Wyoming
 - d) To Set a Public Hearing for the Approval of Applications for Industrial Facilities Exemption Certificates for PVI Industrial Cleaning in the City of Wyoming
 - e) To Designate an Official Representative and Alternate Official Representative to the Annual Business Meeting of the Michigan Municipal League

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

- f) To Authorize the Mayor and City Clerk to Execute an Employment Agreement Between the Wyoming City Employees Union and the City of Wyoming
- g) To Authorize the Mayor and City Clerk to Execute a Lease Agreement with Aquinas College
- h) To Award a Contract for the Jackson Park Storm Water Study
- i) To Award the AIS Drive Area Storm Water Study (Budget Amendment No. 13)
- j) To Approve Trenching Work Associated with the 2012 Federal Resurfacing Program
- k) To Authorize the Purchase of Four Automobiles from Garber Chevrolet
- l) To Authorize the Purchase of a Loader from Fillmore Equipment Company
- m) To Authorize the Purchase of Two Mowers from Spartan Distributors
- n) To Authorize the Purchase of a Minivan from Snethkamp Dodge

17) Ordinances

18) Informational Material

19) Acknowledgment of Visitors

20) Closed Session (as necessary)

21) Adjournment

RESOLUTION NO. _____

RESOLUTION TO ESTABLISH INDUSTRIAL DEVELOPMENT DISTRICT 290
FOR HME, INCORPORATED IN THE CITY OF WYOMING

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. HME, Incorporated has requested that the City establish an Industrial Development District for its property located at 2000 Byron Center Court SW, 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 September 4, 2012, at 7:01 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 Ninety (290) 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 2000 Byron Center Court SW, 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: September 4, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENT: Exhibit A - Legal Description

Resolution No. _____

EXHIBIT A

Legal Description

Address: 2000 Byron Center Court SW, Wyoming, MI 49519

Tax Parcel No.: 41-17-10-101-018

Legal Description:

PART OF SW 1/4 OF SEC 3 COM 50.08 FT N 3D 25M 00S W ALONG W SEC LINE & 159.37 FT N 89D 54M E FROM SW COR OF SEC TH N 89D 54M 00S E 100.82 FT PAR WITH S SEC LINE TO W LINE OF GRAPEWOOD PARK ADD TH S 7D 08M 00S W ALONG SD W LINE TO S SEC LINE TH S 89D 54M 00S W TO A LINE BEARING S 7D 08M 00S W FROM BEG TH N 7D 08M 00S E TO BEG ALSO PART OF NW 1/4 OF SEC 10 COM AT NW COR OF SEC TH S 0D 06M 56S W ALONG W SEC LINE 252.30 FT TH S 89D 53M 04S E 207.69 FT TO FORMER ELY LINE OF CONRAIL RR R/W /100 FT WIDE/ TH N 10D 10M 45S E ALONG ELY LINE OF SD RR R/W 243.68 FT TO N SEC LINE TH N 87D 03M 15S W ALONG N SEC LINE 249.87 FT TO BEG * SEC'S 3 & 10 T6N R12W 1.43 A.

RESOLUTION NO. _____

RESOLUTION TO ESTABLISH INDUSTRIAL DEVELOPMENT DISTRICTS 291 AND 292
FOR PVI INDUSTRIAL CLEANING IN THE CITY OF WYOMING

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. PVI Industrial Cleaning has requested that the City establish Industrial Development Districts for its property located at 2632 28th Street SW and 2824 Clydon Avenue SW, Wyoming, Michigan, and legally described on the attachment.
3. Staff reviewed the request and found that the project to be located within the districts 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 these districts.
5. A public hearing was held on September 4, 2012, at 7:02 p.m., at which time the property owners of real property within the proposed districts 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 these districts.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council establishes Industrial Development District Number Two Hundred Ninety-one (291) and Two Hundred Ninety-two (292) 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 2632 28th Street SW and 2824 Clydon Avenue SW, 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: September 4, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENT: Exhibit A - Legal Description

Resolution No. _____

EXHIBIT A

Legal Description

Address: 2632 28th Street SW, Wyoming, MI 49519

Tax Parcel No.: 41-17-16-202-011

Legal Description:

PART NE 1/4 COM 993.2 FT E ALONG N SEC LINE FROM N 1/4 COR TH E
ALONG N SEC LINE 144.7 FT TO A PT 625.87 FT W OF W LINE OF NYC RR R/W
TH S PERP TO N SEC LINE 430 FT TH W PAR WITH N SEC LINE 144.7 FT TH N
PERP TO N SEC LINE 430 FT TO BEG SEC 16 T6N R12W 1.43 A.

Address: 2824 Clydon Avenue SW, Wyoming, MI 49519

Tax Parcel No.: 41-17-16-202-002

Legal Description:

LOT 2. GRAND RAPIDS GRAVEL CO INDUSTRIAL PARK

RESOLUTION NO. _____

RESOLUTION TO SET A PUBLIC HEARING FOR THE APPROVAL OF AN
APPLICATION FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE FOR
HME, INCORPORATED IN THE CITY OF WYOMING

WHEREAS:

1. The City established Industrial Development District Number 290, under Act 198, Public Acts of 1974, as amended, by adopting Resolution Number _____ on September 4, 2012.
2. HME, Incorporated 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 290, with an estimated cost of \$125,000.00 for personal property to be located at 2000 Byron Center Court SW.
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 HME, Incorporated, for an Industrial Facilities Exemption Certificate shall be held at 7:01 p.m. on September 17, 2012, in the City Council Chambers, City Hall, 1155 28th 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

ATTACHMENT: Staff Report

Resolution No. _____

Staff Report

Date: 08/13/2012
Subject: HME, Incorporated
From: Kelli VandenBerg, Assistant to the City Manager
Meeting Date: September 4, 2012 City Council Meeting

Recommendation:

Staff recommends a seven (7) year IFT abatement be granted to HME, Incorporated based on the City of Wyoming’s Economic Development Policy.

Sustainability Criteria:

Environmental Quality – HME, Incorporated has proven to be responsible and cooperative in its efforts to be environmentally responsible. Furthermore, approval of the expansion on this industrial site is consistent with the City’s Land Use Plan.

Social Equity – Approval of this application does not significantly impact social equity.

Economic Strength – Approval of this application will help retain and expand a local manufacturer, encourage continued investment by HME and provide additional employment opportunities to the area.

Discussion:

HME has been operating and growing in the City of Wyoming for 27 years and is requesting the approval of an Industrial Facilities Exemption Certificate (IFT). Staff has reviewed the IFT application, which is summarized below:

Address of project:	2000 Byron Center Court SW Wyoming, MI 49519
Personal Property:	\$125,000.00
Real Property:	\$ 0.00
Estimated Jobs:	5 new jobs 5 retained jobs
Starting date of project:	August 2012

HME, Incorporated seeks to expand its manufacturing operations to support increased production of fire apparatus product lines and intends to do so by expanding its 1950 Byron

Center facility and adding operations to the vacant facility at 2000 Byron Center. This planned expansion will allow the company to increase production in order to support growing demand for its products and will require an additional 5 positions to support its operations.

Budget Impact:

The estimated first year tax savings for HME, which is located in the Wyoming Public School District, is \$3,987.26.

RESOLUTION NO. _____

RESOLUTION TO SET A PUBLIC HEARING FOR THE APPROVAL OF APPLICATIONS
FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATES
FOR PVI INDUSTRIAL CLEANING IN THE CITY OF WYOMING

WHEREAS:

1. The City established Industrial Development Districts Number 291 and 292, under Act 198, Public Acts of 1974, as amended, by adopting Resolution Number _____ on September 4, 2012.
2. PVI Industrial Cleaning has filed applications for Industrial Facilities Exemption Certificates under Act 198 with respect to new facilities to be acquired and installed within Industrial Development District 291 and 292, with an estimated cost of \$75,000 for real property and \$375,000.00 for personal property to be located at 2632 28th Street SW, and with an estimated cost of \$25,000 in real property and \$320,000 in personal property at 2824 Clydon Avenue SW.
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 applications by PVI Industrial Cleaning, for Industrial Facilities Exemption Certificates shall be held at 7:02 p.m. on September 17, 2012, in the City Council Chambers, City Hall, 1155 28th 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: September 4, 2012

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENT: Staff Report

Resolution No. _____

Staff Report

Date: 08/29/2012
Subject: PVI Industrial Cleaning
From: Kelli VandenBerg, Assistant to the City Manager
Meeting Date: September 4, 2012 City Council Meeting

Recommendation:

Staff recommends a twelve (12) year IFT abatement be granted to PVI Industrial Cleaning, Inc. based on the City of Wyoming’s Economic Development Policy.

Sustainability Criteria:

Environmental Quality – PVI Industrial Cleaning, Inc. has proven to be responsible and cooperative in its efforts to be environmentally responsible. Furthermore, approval of the expansion on this industrial site is consistent with the City’s Land Use Plan.

Social Equity – Approval of this application does not significantly impact social equity.

Economic Strength – Approval of this application will help retain and expand a local manufacturer, encourage continued investment by PVI and provide additional employment opportunities to the area.

Discussion:

PVI has been operating and growing in the City of Wyoming for 20 years and is requesting the approval of an Industrial Facilities Exemption Certificate (IFT). Staff has reviewed the IFT application, which is summarized by site below:

Address of project:	2632 28 th Street SW Wyoming, MI 49519	2824 Clydon Avenue SW Wyoming, MI 49519
Personal Property:	\$375,000.00	\$320,000.00
Real Property:	\$ 75,000.00	\$ 25,000.00
Estimated Jobs:	20 new jobs (between both facilities) 46 retained jobs (between both facilities)	
Starting date of project:	October 2012	

PVI Industrial Cleaning, Inc. seeks to expand its operations to support increased demand for industrial cleaning services. PVI intends to meet this need by expanding its current operation at

2886 Clydon Avenue to 2632 28th Street SW and 2824 Clydon Avenue SW. This planned expansion will allow the company to add the equipment needed to support growing demand for its services and will require an additional 20 positions between both facilities to support its operations.

Budget Impact:

The estimated first year tax savings for PVI, which is located in the Wyoming Public School District, totals \$25,358.99 between both locations.

RESOLUTION NO. _____

RESOLUTION TO DESIGNATE AN OFFICIAL REPRESENTATIVE
AND ALTERNATE OFFICIAL REPRESENTATIVE
TO THE ANNUAL BUSINESS MEETING OF THE
MICHIGAN MUNICIPAL LEAGUE

WHEREAS:

1. The Annual convention of the Michigan Municipal League will be held on Mackinac Island, Michigan on October 3 through 5, 2012.
2. The annual business meeting of this convention will be held on October 3, 2012.
3. It is necessary for the City of Wyoming to designate an Official Representative and an Alternate Official Representative to the annual business meeting of the Michigan Municipal League

NOW, THEREFORE, BE IT RESOLVED:

1. _____ is hereby named the Official Representative and _____ as Alternate Official Representative of the City of Wyoming at the annual business meeting of the Michigan Municipal League on October 3, 2012.

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:

Annual Meeting Notice



michigan municipal league

Better Communities.
Better Michigan.

1675 Green Road
Ann Arbor, MI 48105

TEL 734.662.3246 800.653.2483
FAX 734.662.8083
WEB www.mml.org

August 9, 2012

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Annual Convention of the Michigan Municipal League will be held on Mackinac Island, October 3-5, 2012. The annual meeting is scheduled for 11:00 am on Wednesday, October 3 in the Terrace Room at the Grand Hotel. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) To vote on the Core Legislative Principles document. B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

A) In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Susan at the League at 800-653-2483.

B) In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by September 3, 2012.
3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the annual meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than September 21, 2012.

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

"Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the

principal representative.”

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus the deadline this year for the League to receive resolutions is **September 3, 2012**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, which serves as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

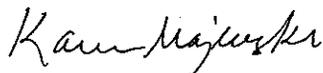
Further, “Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”

3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the annual meeting.

The Board of Trustees will meet on Wednesday, October 3 at the Grand Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Karen Majewski
President
Mayor of Hamtramck



Daniel P. Gilmartin
Executive Director & CEO
Enc.

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE AN EMPLOYMENT CONTRACT BETWEEN THE WYOMING CITY EMPLOYEES UNION AND THE CITY OF WYOMING

WHEREAS

- 1. The Employment Contract between the Wyoming City Employees Union and the City of Wyoming effective July 1, 2012 through June 30, 2016, was ratified by the Wyoming City Employees Union.
- 2. It is recommended that the City Council approve said Contract and the associated Classification and Wage Schedules.

NOW, THEREFORE, BE IT RESOLVED:

- 1. The City Council for the City of Wyoming does hereby approve the Employment Contract and Classification and Wage Schedules between the Wyoming City Employees Union and the City of Wyoming effective July 1, 2012 through June 30, 2016, as ratified by the Union and authorizes the Mayor and City Clerk to execute the Employment Contract.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried	Yes
	No

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

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

- Agreement
- Classification and Salary Schedule
- Notification from the Union
- Actuarial Report from Gabriel, Roeder, Smith and Company

CITY OF WYOMING –and- WYOMING CITY EMPLOYEES UNION

Tentative Agreement Date: August 2, 2012 (subject to Council approval and results of actuarial report and union ratification).

The provisions of the expired collective bargaining agreement between the parties shall be incorporated herein except to the extent that they are modified by the terms of this Agreement.

1. Duration: July 1, 2012 through June 30, 2016 (**four years**)

2. Classifications

Article I, Section 2. Bargaining Unit. (3)

(add) Administrative Assistant (City Manager), Community Services Coordinator, Director of Community Services, Housing Maintenance Supervisor, Information Technology Supervisor, Parks & Facilities Supervisor.

(delete) Engineering Manager, Information Systems Supervisor, Facilities Coordinator, Parks Supervisor, Senior Citizens Leader, Senior Citizens Director, Sports Coordinator.

3. Duty Time

Article VI, Section 9. Duty Time – Public Service.

Change all instances of 13 miles to 15 miles

4. Insurance

Article XII Insurance

Section 1. Medical

The Employer shall provide each employee and the employee's dependents with group health coverage, which shall include the following:

The benefits provided under the City's sponsored Plan, which shall be at least those in effect ~~July 1, 2008~~ **July 1, 2012**.

Effective (insert date approved by City Council), the prescription co-pay shall be \$10 for generic drugs, and ~~\$20~~ \$30 for name brand drugs. Effective July 1, 2013, the prescription co-pay shall be \$10 for generic drugs, \$30 for preferred name brand drugs and \$60 for non-preferred name brand drugs. The office visit co-pay shall be \$10.

Co-pays for using a specialist shall be \$20 (unless the specialist is the member's primary care physician in which case it shall be \$10), \$35 for using an urgent care facility, \$50 for using a hospital emergency room visit (waived if admitted), and \$50 for imaging services (maximum two imaging co-pays per year).

Section 2. Life Insurance. The Employer shall provide each full-time employee with life insurance in the amount of ~~\$25,000.00~~ **\$35,000**. The Employer may be the insurer.

Section 3. Dental and Vision.

~~Beginning September 1, 1998, the~~ **The** Employer shall provide each employee and the employee's dependents who are enrolled or eligible to be enrolled in the City's sponsored health Plan with the Dental and Vision Plan, of which benefits shall be at least those in effect ~~July 1, 2008~~ **July 1, 2012.**

Section 5. Employee Health Insurance Contribution.

The current employee health insurance contribution language shall be deleted and replaced as follows:

Effective (*insert date approved by City Council*), employees shall contribute twenty percent (20%) toward the cost of their premium for health insurance. The premium shall be that recommended by the City's Third Party Administrator (TPA) or insurer as applicable. The Employee contribution may be paid on a pre-tax basis through the Employer's Flex Plan (*this item addresses requirements of Public Act 152 of 2011*).

5. Wages

Article XVI Section 1. Wages:

The current wages language shall be deleted and replaced as follows:

Wage Increases shall be as follows:

(Insert date approved by City Council): 2%

7-1-2013: CPI (1% - 3%)

7-1-2014: 0%

7-1-2015: \$0.30 per hour increase

~~All wage increases shall be at the top step of the pay range (hourly conversion), maintaining the differential between each step of the pay range.~~

6. Post Employment Health Plan (PEHP)

Article XVI Section 2. Pension – Health Care Insurance 3). Post Employment Health Plan.

Modify Article XVI, Section 2. 3). by replacing the first three paragraphs with the following language (reference MOU dated May 18, 2010 and Retiree Health Plan Updates):

An employee shall be eligible to participate in the City's sponsored Post Employment Health Plan (PEHP) if: 1) the employee starts employment with the City on or after July 1, 2009 and is not eligible to be enrolled in the City's retiree medical Plan (as set forth in ~~Chapters 58 and 59 of the City's Code of Ordinances~~ **the Retiree Medical Trust and Benefit Policy**) because of previous employment with the City; or 2) the employee enters the bargaining unit from another City position in which the employee is enrolled in the City's PEHP (**eligibility is set forth in the Post Employment Health Plan**). The PEHP is an investment account

that the employee may use for post employment medical expenses and/or insurance premiums.

The City shall make a contribution to the PEHP on behalf of each eligible employee. Employees will be allowed to direct the investment of contributions made for them among investment options made available by the PEHP Plan administrator. The amount of the contribution shall be the following: A flat dollar amount per pay period adjusted as of July 1 of each fiscal year with the amount based on 4% of the combined average of the bargaining unit PEHP participants' compensation in the preceding calendar year. ~~The flat dollar amount contributed by the City for the period July 1, 2009 until June 30, 2010 shall be \$50 per pay period.~~ A participant who has less than a full calendar year of compensation will have his or her compensation counted on the basis of annual base wage. Compensation shall have the same meaning as under ~~Chapter 58, Section 502 of the City's Code of Ordinances~~ **Section 2.6 of the Post Employment Health Plan**. An employee who is receiving worker's compensation benefits and the difference between his or her net salary or wage, shall continue to receive the 4% flat rate City contribution. Participants in the PEHP shall be subject to the terms and conditions of the Plan as established by the City. An employee who is eligible to participate in the PEHP shall not be eligible to participate in the City's Retiree Medical Plan (as set forth in ~~Chapters 58 and 59 of the City's Code of Ordinances~~ **the Retiree Medical Trust and Benefit Policy and the Post Employment Health Plan**); but will be eligible to purchase the group health coverage the City makes available to active employees and other retirees. Plan rules and regulations for the PEHP are solely governed by ~~Chapter 59, Article II of the City's Code of Ordinances~~ **the Post Employment Health Plan** and the PEHP Plan administrator.

7. Pension – Defined Benefit

Article XVI Section 2.

Strike language as shown and insert the bold language after the existing language of subsection (1) (page 50 of current contract)

The following shall be part of the pension benefits of the employees.

- (1) ~~For employees retiring on or after June 30, 1998, the multiplier shall be 2.25% of the final average salary. For employees retiring on or after January 1, 1999, The multiplier shall be 2.35% of the final average salary~~ **compensation. Effective June 30, 2016, final average compensation shall not include overtime hours. For employees retiring on or after June 30, 2016, the multiplier shall be 1.95% of the final average compensation for all service accrued on or after June 30, 2016. This shall apply to employees who are currently participants in the Defined Benefit Plan, unless they elect one of the following options:**
 - A. **Employees currently under the Defined Benefit Plan may make an irrevocable choice to elect to continue a 2.35% multiplier effective June 30, 2016 and contribute 2% of base wages (beginning the first full pay period after June 30, 2016). This election must be on a form provided by the Employer. The employee must submit the election form to the Employer by May 1, 2016. Participants in the Defined Benefit Plan are subject to the rules and regulations of the Employer's sponsored Plan.**

B. Employees currently under the Defined Benefit Plan may make an irrevocable choice to move 100% of their accrued benefit in the Defined Benefit Plan to the Defined Contribution Plan. The election must be made prior to June 30, 2016. The election shall be made on an election form provided by the Employer. The employee must submit the election form to the Employer by May 1 of a given year for the change to be effective June 30 of that year. Participants in the Defined Contribution Plan are subject to the rules and regulations of the Employer's sponsored Plan.

C. Employees currently under the Defined Benefit Plan, may make an irrevocable choice to freeze their Defined Benefit Plan and move into the Defined Contribution Plan for years of service earned beginning June 30, 2016. This must be done prior to June 30, 2016 provided they submit an election form to the Employer by May 1 of a given year for the change to be effective June 30 of that year. Participants in the Defined Benefit Plan are subject to the rules and regulations of the Employer's sponsored Plan. Participants in the Defined Contribution Plan are subject to the rules and regulations of the Employer's sponsored Plan.

Participants in the Defined Contribution Plan are subject to the rules and regulations of the Employer's sponsored Plan. An employee eligible to participate in the Defined Contribution Plan shall not be eligible to participate in the Employer's Defined Benefit Plan for years of service earned after freezing their Defined Benefit Plan and/or opting into the Defined Contribution Plan.

- (2) All employees with 10 years or more employment with the Employer shall be vested.
- (3) For employees retiring on or after June 30, 1997, and who have not attained age 60 years, the amount of reduction is 2/10 of 1% (.002) for each month between the date retirement is effective and the date the member would attain age 60 years.

For employees retiring on or after June 30, 2016, and who have twenty-five (25) years of service and who have not yet have not attained age 60 years, the amount of reduction is 1/10 of 1% (.001) for each month between the date retirement is effective and the date the member would attain age 60 years.

- (4) All other benefits may be found either in the information booklet or the pension provisions of the Wyoming City Code, **the Defined Benefit Plan and the Defined Contribution Plan.**

8. Pension – Defined Contribution

Article XVI Section 2. (5) Defined Contribution Plan.

Change first two paragraphs as follows:

An employee is eligible to participate in the Defined Contribution Plan if 1) the employee starts employment with the City after February 6, 2006 and is not eligible to be enrolled in

the City's Defined Benefit Plan (as set forth in the City of Wyoming **Defined Benefit Plan Retirement System**) because of previous employment with the City, or 2) the employee enters the bargaining unit from another City position in which the employee is enrolled in the City's sponsored Defined Contribution Plan, or 3) **an employee made a timely election to transfer from the Defined Benefit Plan (eligibility is set forth in Schedule A to the City of Wyoming Defined Contribution Plan).** ~~An employee must complete one year of service to be eligible for benefits under the Plan.~~

The City shall contribute 8% of an employee's compensation into the City's sponsored Defined Contribution Plan. An employee shall be eligible to participate in the Plan after completing one year of service with the employer. Compensation shall have the same meaning as under ~~the Chapter 58, Section 502 of the City's Code of Ordinances~~ **Section 2.12 of the Defined Contribution Plan.** An employee who is receiving worker's compensation benefits and the difference between his or her net salary or wage, shall continue to receive the 8% City contribution calculated as if the employee was actively working. **Participants in the Defined Contribution Plan are subject to the rules and regulations of the City's sponsored Plan. An employee eligible to participate in the Defined Contribution Plan shall not be eligible to participate in the City's Defined Benefit Plan.** Plan rules and regulations are subject to ~~Chapter 58, Article V. Defined Contribution Plan, of the City's Code of Ordinances~~ **the Employer's Defined Contribution Plan.**

9. Leave Time

Article X. Section 1. (3) Sick Leave – Establishment of Old and New Banks and Payoff

Effective January 1, 2013, an employee who has a balance of sick leave of sixteen (16) hours or greater, shall have the sick leave hours recorded in an "old sick leave bank." The employee shall not be permitted to accumulate additional sick hours in the "old sick leave bank" after January 1, 2013. The employee may use the "old sick leave bank" for sick leave purposes after exhausting the "new sick leave bank." An employee with less than sixteen (16) hours of sick leave on January 1, 2013 shall have the hours moved to the "new sick leave bank." Employees with five (5) or more years of seniority and a balance in their "old sick leave bank" shall receive eight (8) hours pay for each sixteen (16) hours of accumulated sick leave in their "old sick leave bank" upon retirement, death, or termination of employment.

After January 1, 2013, sick leave will be recorded in a "new sick leave bank." Employees with five (5) or more years of seniority and a balance in their "new sick leave bank" shall receive one (1) hour pay for each two (2) hours of accumulated sick leave in their "new sick leave bank," with a maximum pay off of 200 hours (accumulation of 400 hours or more).

Article XI. Section 5. Sick Leave Conversion

Add the following sentence to the end of the paragraph:

For purposes of calculating accumulated hours of sick leave, the employer will combine both the old and new sick leave banks, with the hours being converted first from the new bank.

Article X. Section 1. (4) **add grandchildren.**

Article X. Section 1. (5). Professional Medical Appointments

~~(5) An employee who requests time off to obtain professional medical or dental care shall not be charged sick leave for time off if two (2) hours or less. However, an employee off the job more than one-quarter of the shift shall be charged a minimum of four (4) hours sick leave.~~

Effective January 1, 2013, an employee requesting time off to obtain professional medical or dental care shall be charged leave time. In addition, employees shall be permitted to use accumulated leave time for medical or dental appointments of immediate family members.

~~Regardless of the above language, the employee shall make every effort to schedule foreseeable medical and dental appointments for non-working hours. The City may require a doctor's slip which states the time an employee arrives at the doctor's office and the time the employee leaves.~~

If the City refuses to allow an employee time off under this Subsection the Union will investigate the facts prior to proceeding with any grievance based on the City's action. The Union will cooperate with the City to control and eliminate abuses of this Subsection.

~~Should an employee furnish a false medical certificate or doctor's slip, then such employee may be disciplined appropriately, including dismissal **discharge.**~~

Article X. Section 1 (7). Sick Leave – Increments

~~(7) Sick leave pay shall be hourly and shall be taken in four hour increments, provided, however, that, subject to discretionary approval of the employee's Department Head or immediate Supervisor, two (2) or three (3) hours may be taken. Sick leave pay shall be taken in 1/2 hour increments.~~

Article X. Section 6. Military Leave

Military leave shall be governed as follows:

~~(1) Any employee who joins the Armed Forces shall be entitled to military leave of absence, without pay, for the period of actual time of service and shall be entitled to seniority only during such period of service. After being honorably discharged from the service, the employee shall be offered employment in the previous position in line with seniority. If circumstances have changed so as to make it impossible or unreasonable for the employee to have the same job, the employee shall be offered work which is similar to the prior employment if the employee is able to perform the work. The employee must report for work within ninety (90) days after discharge. **Employees on military leave will be treated in accordance with applicable law.**~~

(2) Any permanent employee who requests a leave of absence to participate in a branch of the Armed Forces Training Program shall be granted such leave not to exceed fifteen (15) working days upon presentation of report-to-duty orders. The employee shall be paid the

difference between the amount received for such training and net salary. Except for seniority, all benefits shall cease after said fifteen (15) days.

(3) Any permanent employee who is called out by and serves on emergency duty for any of the Armed Forces Reserve Training Units or the Michigan National Guard shall be paid the difference between the amount received for such duty and net salary for each day of duty for a period not to exceed five (5) working days. All other benefits shall continue.

(4) An employee required to have a pre-induction physical exam shall receive full pay while absent for said exam for a period not to exceed two (2) working days.

Article X. Section 8. Disability Income Plan

In the event an employee is disabled, due to a non work related injury or illness, to the extent that such employee is not able to perform the duties of the job, such employee shall be eligible to receive from the City an income maintenance Plan, which will provide the employee with an income allowance of seventy-five percent (75%) of the base pay for a period not to exceed a cumulative total of fifty-two weeks in the employee's lifetime. **However, an employee may earn back one week of the benefit for each consecutive twelve (12) month period that the employee did not use benefits under the Disability Income Plan or was not on an unpaid leave of absence, up to a maximum accumulation of fifty-two (52) weeks.** This section shall be effective only after such employee has used all paid time (including sick leave, vacation leave, personal leave/floating holidays), and only after an eight (8) day waiting period. Paid time taken by the employee will be credited towards the waiting period, and, after the waiting period is completed, the benefit shall not be retroactive from the first day of disability. Whenever an employee receives pay under this benefit, all benefits shall cease except seniority, life, and health insurance.

Article XI.

Section 8. Holiday Pay. Full-time employees shall receive ~~eight (8) hours~~ pay for any holiday **on the basis of their regularly scheduled work day** and compensated at double time for hours worked.

(e.g. 8 hour shift employee received 8 hours holiday pay, 9.5 hour shift employee receives 9.5 hours holiday pay, etc)

Section 9. Holiday Eligibility. Only full-time employees shall be eligible for holiday pay and must have worked on their regularly scheduled work day immediately preceding and immediately following the holiday, unless otherwise excused by the Employer. For the purpose of computing overtime or holiday pay, an employee absent **with pay** as authorized by this Contract shall be considered to have worked the normal shift during such absence. When a holiday falls within an employee's vacation period, said holiday shall not be counted as a day of vacation.

Article XI. Section 1 (4). Vacation Accumulation

Effective January 1, 2013, accumulation of vacation shall be limited to three (3) years. Sick days converted to vacation days shall not be used to determine vacation entitlement. Converted sick days shall be included for the purpose of vacation accumulation.

Article XI Section 4. Accrued Vacation

Payment for accrued vacation shall be made upon retirement, death, or termination of employment. **Effective January 1, 2013, the maximum payment is two (2) years entitlement.**

10. Family Medical Leave

Article XVII. Family and Medical Leave

Replace the current provision with the following:

The Employer will provide eligible employees with unpaid leave for covered family and medical reasons as provided in the Family and Medical Leave Act (FMLA) and its published regulations. FMLA leave shall be administered in accordance with the Employer's FMLA policy, as it may be amended from time to time.

11. Emergency Financial Manager

Article XVIII. Terms of Contract and Waiver

Insert new Section 4. Emergency Financial Manager

"An emergency financial manager appointed under the Local Government and School District Fiscal Accountability Act may reject, modify, or terminate the collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act."

12. Longevity

Article XVI Section 3

Change the amount of longevity for 5 years to \$600 and 10 years to \$700.

13. Format

The City is proposing to simplify and reorganize the format of the collective bargaining agreement, especially the current Article XVI. Upon agreement on all terms of a successor agreement, the City will prepare a new version of the agreement with an improved format.

14. Amendments to 38 Hour Work Week Memorandum of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING
(38-Hour Work Week Amendments)

The **CITY OF WYOMING** (Employer) and the **WYOMING CITY EMPLOYEES UNION** (Union) agree as follows, effective *(insert date approved by City Council)*:

1. The formula for sick leave incentive pay shall be:

$\$2.00 * \text{years of service} * \text{number of months eligible to earn sick leave} *$

$$\left(\frac{\text{total eligible sickhours} - \text{number of hours of sickhours used in the previous 12 months}}{\text{total eligible sick hours earned}} \right)$$

For example, an employee with:

- 10 years of service
- 12 months of eligibility to earn sick leave
- 96 hours of total eligible sick hours (12 months * 8 hours earned per month)
- 0 sick hours during the previous 12 months

$$\$2 * 10 * 12 * \left[\frac{96 - 0}{96} \right] = \$240 \text{ sick leave incentive pay}$$

In addition, employees up to the fifth year of employment will receive an additional bonus of fifty cents (\$.50) over the two dollars (\$2.00)

2. Employees may use personal leave days (floating holidays) in half (1/2) hour increments.
3. Employees may use vacation days in half (1/2) hour increments.
4. All bargaining unit employees working in excess of nine and one-half (9 1/2) hours per day shall be paid at the rate of time and one-half of regular pay.
5. The Employer and Union agree to cooperatively review work that is traditionally completed during overtime and provide the opportunity for a wider range of employees to complete such work.
6. The changes in this agreement shall be applicable while the 38-hour work week is in effect.
7. This Memorandum of Understanding is subject to approval by the City Council.

CITY OF WYOMING

Date: _____

By: _____

Curtis Holt

Its: City Manager

WYOMING CITY EMPLOYEES UNION

Date: _____

By: _____

Dan Gard

Its: President

CLASSIFICATION AND SALARY SCHEDULE
GENERAL
SEPTEMBER 5, 2012 - 2% Increase

CLASS CODE	CLASSIFICATION	RANGE	HOURLY		MONTHLY at 1976 hours		ANNUAL at 1976 hours	
			Min.	Max.	Min.	Max.	Min.	Max.
10015	Account Clerk I	G 33	17.13	21.40	2,820.74	3,523.87	33,849	42,286
10016	Account Clerk II	G 41	18.77	23.30	3,090.79	3,836.73	37,090	46,041
10017	Account Clerk III	G 49	20.48	25.37	3,372.37	4,177.59	40,468	50,131
10020	Assessor Aide	G 27	16.36	20.08	2,693.95	3,306.51	32,327	39,678
10025	Automotive Mechanic I	G 29	16.55	20.48	2,725.23	3,372.37	32,703	40,468
10026	Automotive Mechanic II	G 41	18.77	23.30	3,090.79	3,836.73	37,090	46,041
10027	Automotive Mechanic III	G 49	20.48	25.37	3,372.37	4,177.59	40,468	50,131
10030	Bailiff	G 33	17.13	21.40	2,820.74	3,523.87	33,849	42,286
10330	Biosolids Operations Coordinator	G 59	22.89	28.07	3,769.22	4,622.19	45,231	55,466
10035	Building Inspector	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10038	Building Maintenance Coordinator	G 47	20.08	24.79	3,306.51	4,082.09	39,678	48,985
10040	Building Maintenance Worker I	G 29	16.55	20.48	2,725.23	3,372.37	32,703	40,468
10041	Building Maintenance Worker II	G 37	17.93	22.37	2,952.47	3,683.59	35,430	44,203
10042	Building Maintenance Worker III	G 47	20.08	24.79	3,306.51	4,082.09	39,678	48,985
10045	Building Rehab. Specialist	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10058	Chemist	G 71	25.96	31.50	4,274.75	5,187.00	51,297	62,244
10065	Code Enforcement Inspector	G 53	21.40	26.38	3,523.87	4,343.91	42,286	52,127
10068	Community Dev. Coordinator	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10076	Crew Leader	G 47	20.08	24.79	3,306.51	4,082.09	39,678	48,985
10077	Crime Analyst	G 55	21.83	27.01	3,594.67	4,447.65	43,136	53,372
10078	Custodian	G 21	15.32	18.77	2,522.69	3,090.79	30,272	37,090
10085	Deputy Court Clerk I	G 21	15.32	18.77	2,522.69	3,090.79	30,272	37,090
10084	Deputy Court Clerk IA	G 25	15.94	19.65	2,624.79	3,235.70	31,497	38,828
10086	Deputy Court Clerk II	G 29	16.55	20.48	2,725.23	3,372.37	32,703	40,468
10087	Deputy Court Clerk III	G 37	17.93	22.37	2,952.47	3,683.59	35,430	44,203
10090	Electrical Inspector	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10096	Engineering Technician II	G 53	21.40	26.38	3,523.87	4,343.91	42,286	52,127
10135	Environmental Services Inspector	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10130	Environmental Services Specialist	G 55	21.83	27.01	3,594.67	4,447.65	43,136	53,372
10100	Equipment Operator I	G 39	18.43	22.89	3,034.81	3,769.22	36,418	45,231
10105	Evidence Technician I	G 41	18.77	23.30	3,090.79	3,836.73	37,090	46,041
10106	Evidence Technician II	G 55	21.83	27.01	3,594.67	4,447.65	43,136	53,372
10107	Evidence Technician III	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10110	Hazard Inspector	G 21	15.32	18.77	2,522.69	3,090.79	30,272	37,090
10115	Housing Inspector	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10285	Information Technology Specialist I	G 55	21.83	27.01	3,594.67	4,447.65	43,136	53,372
10136	Information Technology Specialist II	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10286	Information Technology Specialist III	G 71	25.96	31.50	4,274.75	5,187.00	51,297	62,244
10140	Instrument Technician	G 55	21.83	27.01	3,594.67	4,447.65	43,136	53,372
10150	Laboratory Aide	G 29	16.55	20.48	2,725.23	3,372.37	32,703	40,468
10153	Laboratory Technician I	G 55	21.83	27.01	3,594.67	4,447.65	43,136	53,372
10154	Laboratory Technician II	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739

CLASSIFICATION AND SALARY SCHEDULE
GENERAL
SEPTEMBER 5, 2012 - 2% Increase

CLASS CODE	CLASSIFICATION	RANGE	HOURLY		MONTHLY at 1976 hours		ANNUAL at 1976 hours	
			Min.	Max.	Min.	Max.	Min.	Max.
10160	Licensing Officer	G 49	20.48	25.37	3,372.37	4,177.59	40,468	50,131
10165	Loan and Grant Specialist	G 53	21.40	26.38	3,523.87	4,343.91	42,286	52,127
10170	Maintenance Helper	G 21	15.32	18.77	2,522.69	3,090.79	30,272	37,090
10175	Maintenance I	G 29	16.55	20.48	2,725.23	3,372.37	32,703	40,468
10176	Maintenance II	G 33	17.13	21.40	2,820.74	3,523.87	33,849	42,286
10185	Maintenance Worker II-	G 37	17.93	22.37	2,952.47	3,683.59	35,430	44,203
10200	Office Clerk I	G 05	13.05	15.94	2,148.90	2,624.79	25,787	31,497
10201	Office Clerk II	G 21	15.32	18.77	2,522.69	3,090.79	30,272	37,090
10217	Parks & Facilities Technician I	G 37	17.93	22.37	2,952.47	3,683.59	35,430	44,203
10218	Parks & Facilities Technician II	G 43	19.15	23.78	3,153.37	3,915.77	37,840	46,989
10219	Parks & Facilities Technician III	G 47	20.08	24.79	3,306.51	4,082.09	39,678	48,985
10225	Plumbing &/or Mechanical Inspector	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10245	Probation Officer	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10250	Probation Officer (Chief)	G 71	25.96	31.50	4,274.75	5,187.00	51,297	62,244
10256	Property Examiner II	G 55	21.83	27.01	3,594.67	4,447.65	43,136	53,372
10257	Property Examiner III	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10260	Secretary	G 27	16.36	20.08	2,693.95	3,306.51	32,327	39,678
10263	Secretary II	G 41	18.77	23.30	3,090.79	3,836.73	37,090	46,041
10266	Section 8 Housing Coordinator	G 41	18.77	23.30	3,090.79	3,836.73	37,090	46,041
10269	Section 8 Family Self Sufficiency Admin.	G 41	18.77	23.30	3,090.79	3,836.73	37,090	46,041
10272	Senior Citizen Program Asst.	G 09	13.57	16.55	2,234.53	2,725.23	26,814	32,703
10281	Senior Crew Leader	G 55	21.83	27.01	3,594.67	4,447.65	43,136	53,372
10290	Tax Collector	G 53	21.40	26.38	3,523.87	4,343.91	42,286	52,127
10295	Traffic Maintenance I	G 29	16.55	20.48	2,725.23	3,372.37	32,703	40,468
10296	Traffic Maintenance II	G 33	17.13	21.40	2,820.74	3,523.87	33,849	42,286
10300	Traffic Maintenance Tech I	G 43	19.15	23.78	3,153.37	3,915.77	37,840	46,989
10301	Traffic Maintenance Tech II	G 55	21.83	27.01	3,594.67	4,447.65	43,136	53,372
10302	Traffic Maintenance Tech III	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10305	Treatment Plant Trainee	G 35	17.60	21.83	2,898.13	3,594.67	34,778	43,136
10320	Utility Maintenance I	G 45	19.65	24.31	3,235.70	4,003.05	38,828	48,037
10321	Utility Maintenance II	G 55	21.83	27.01	3,594.67	4,447.65	43,136	53,372
10322	Utility Maintenance III	G 63	23.78	29.22	3,915.77	4,811.56	46,989	57,739
10356	Utility Plant Operator I	G 45	19.65	24.31	3,235.70	4,003.05	38,828	48,037
10355	Utility Plant Operator II	G 59	22.89	28.07	3,769.22	4,622.19	45,231	55,466

CLASSIFICATION AND SALARY SCHEDULE
GENERAL
9/5/2012 - 2% Increase

HOURLY SCHEDULE - GENERAL The following steps shall constitute the basic hourly wage schedule of all general union employees of the City:

WAGE RANGE NUMBER	A	B	C	D	E	F	G	H	I	J	K
G03	12.04										13.05
G05	13.05	13.31	13.57	13.82	14.06	14.36	14.66	14.99	15.32	15.63	15.94
G07	13.21	13.53	13.84	14.14	14.44	14.69	14.94	15.27	15.60	15.98	16.36
G09	13.57	13.82	14.06	14.36	14.66	14.99	15.32	15.63	15.94	16.24	16.55
G11	13.84	14.14	14.44	14.69	14.94	15.27	15.60	15.98	16.36	16.66	16.95
G13	14.06	14.36	14.66	14.99	15.32	15.63	15.94	16.24	16.55	16.83	17.13
G15	14.44	14.69	14.94	15.27	15.60	15.98	16.36	16.66	16.95	17.27	17.60
G17	14.66	14.99	15.32	15.63	15.94	16.24	16.55	16.83	17.13	17.53	17.93
G19	14.94	15.27	15.60	15.98	16.36	16.66	16.95	17.27	17.60	18.02	18.43
G21	15.32	15.63	15.94	16.24	16.55	16.83	17.13	17.53	17.93	18.35	18.77
G23	15.60	15.98	16.36	16.66	16.95	17.27	17.60	18.02	18.43	18.79	19.15
G25	15.94	16.24	16.55	16.83	17.13	17.53	17.93	18.35	18.77	19.21	19.65
G27	16.36	16.66	16.95	17.27	17.60	18.02	18.43	18.79	19.15	19.61	20.08
G29	16.55	16.83	17.13	17.53	17.93	18.35	18.77	19.21	19.65	20.07	20.48
G31	16.95	17.27	17.60	18.02	18.43	18.79	19.15	19.61	20.08	20.50	20.93
G33	17.13	17.53	17.93	18.35	18.77	19.21	19.65	20.07	20.48	20.94	21.40
G35	17.60	18.02	18.43	18.79	19.15	19.61	20.08	20.50	20.93	21.38	21.83
G37	17.93	18.35	18.77	19.21	19.65	20.07	20.48	20.94	21.40	21.89	22.37
G39	18.43	18.79	19.15	19.61	20.08	20.50	20.93	21.38	21.83	22.36	22.89
G41	18.77	19.21	19.65	20.07	20.48	20.94	21.40	21.89	22.37	22.83	23.30
G43	19.15	19.61	20.08	20.50	20.93	21.38	21.83	22.36	22.89	23.33	23.78
G45	19.65	20.07	20.48	20.94	21.40	21.89	22.37	22.83	23.30	23.80	24.31
G47	20.08	20.50	20.93	21.38	21.83	22.36	22.89	23.33	23.78	24.28	24.79
G49	20.48	20.94	21.40	21.89	22.37	22.83	23.30	23.80	24.31	24.84	25.37
G51	20.93	21.38	21.83	22.36	22.89	23.33	23.78	24.28	24.79	25.38	25.96
G53	21.40	21.89	22.37	22.83	23.30	23.80	24.31	24.84	25.37	25.88	26.38
G55	21.83	22.36	22.89	23.33	23.78	24.28	24.79	25.38	25.96	26.49	27.01
G57	22.37	22.83	23.30	23.80	24.31	24.84	25.37	25.88	26.38	27.12	27.88
G59	22.89	23.33	23.78	24.28	24.79	25.38	25.96	26.49	27.01	27.54	28.07
G61	23.30	23.80	24.31	24.84	25.37	25.88	26.38	27.12	27.88	28.25	28.64
G63	23.78	24.28	24.79	25.38	25.96	26.49	27.01	27.54	28.07	28.64	29.22
G65	24.31	24.84	25.37	25.88	26.38	27.12	27.88	28.25	28.64	29.16	29.69
G67	24.79	25.38	25.96	26.49	27.01	27.54	28.07	28.64	29.22	29.71	30.21
G69	25.37	25.88	26.38	27.12	27.88	28.25	28.64	29.16	29.69	30.22	30.76
G71	25.96	26.49	27.01	27.54	28.07	28.64	29.22	29.71	30.21	30.84	31.50
G73	26.38	27.12	27.88	28.25	28.64	29.16	29.69	30.22	30.76	31.42	32.09
G75	27.01	27.54	28.07	28.64	29.22	29.71	30.21	30.84	31.50	32.14	32.78
G77	27.88	28.25	28.64	29.16	29.69	30.22	30.76	31.42	32.09	32.71	33.34
G79	28.07	28.64	29.22	29.71	30.21	30.84	31.50	32.17	32.84	33.45	34.05
G81	28.64	29.16	29.69	30.22	30.76	31.42	32.09	32.71	33.34	34.04	34.74
G83	29.22	29.71	30.21	30.84	31.50	32.14	32.78	33.42	34.05	34.77	35.48
G85	29.69	30.22	30.76	31.42	32.09	32.71	33.34	34.04	34.74	35.53	36.33

GENERAL UNION EMPLOYEES

ELECTION RESULTS

FOR

August 28, 2012

THE GENERAL UNION EMPLOYEES VOTED TO RATIFY THE
2012 CONTRACT PROPOSAL ALONG WITH THE AMENDMENT
TO THE 38 WORK WEEK MEMORANDUM OF
UNDERSTANDING.

For further details on the election results go to www.wyounion.com



Gabriel Roeder Smith & Company
Consultants & Actuaries

One Towne Square
Suite 800
Southfield, MI 48076-3723

248.799.9000 phone
248.799.9020 fax
www.gabrielroeder.com

August 28, 2012

RECEIVED
AUG 29 2012
HUMAN RESOURCES

CONFIDENTIAL

Ms. Kim Oostindie
Director of Human Resources
City of Wyoming Employees Retirement System
1155 28th Street, S.W.
Wyoming, Michigan 49509

Re: City of Wyoming Employees Retirement System -- General Non-Administrative Members

Dear Kim:

Enclosed is a supplemental actuarial report concerning funding requirements associated with proposed changes in defined benefit provisions for General Non-Administrative Members of the City of Wyoming Employees Retirement System.

Sincerely,

Randall J. Dziubek, ASA, EA, MAAA

David Hoffman

RJD/DLH:mrh
Enclosures

**CITY OF WYOMING EMPLOYEES RETIREMENT SYSTEM
SUPPLEMENTAL ACTUARIAL REPORT
FOR GENERAL NON-ADMINISTRATIVE MEMBERS**

Subject: Funding Requirements Associated with Proposed Changes in Defined Benefit Provisions for General Non-Administrative Members

Submitted To: Kim Oostindie, Director of Human Resources

Submitted By: Randall J. Dziubek, ASA, EA, MAAA and David Hoffman

Date: August 28, 2012

BACKGROUND

This report contains the results of an actuarial valuation made to determine the additional funding requirements associated with proposed changes in benefit provisions. The proposed changes were submitted to us by Ms. Kim Oostindie, Director of Human Resources. The benefit provision changes are assumed to apply only to future retirements (i.e., current retirees and inactive vested members are not included). Only General Non-Administrative members were considered.

This report is intended to describe the financial effect of the proposed plan changes. No statement in this report is intended to be interpreted as a recommendation in favor of the changes, or in opposition to them.

At least one of the actuaries issuing this report is a Member of the American Academy of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained therein.

The calculations are based upon assumptions regarding future events, which may or may not materialize. They are also based upon present and proposed plan provisions that are outlined in the report. If you have reason to believe that the assumptions that were used are unreasonable, that the plan provisions are incorrectly described, that important plan provisions relevant to this proposal are not described, or that conditions have changed since the calculations were made, you should contact the authors of this report prior to relying on information in the report.

**CITY OF WYOMING EMPLOYEES RETIREMENT SYSTEM
SUPPLEMENTAL ACTUARIAL REPORT
FOR GENERAL NON-ADMINISTRATIVE MEMBERS**

If you have reason to believe that the information provided in this report is inaccurate, or is in any way incomplete, or if you need further information in order to make an informed decision on the subject matter of this report, please contact the authors of the report prior to making such decision.

VALUATION DATA, METHODS AND ASSUMPTIONS

Except as otherwise noted (see Comment 1), the actuarial valuation made to determine the additional funding requirements associated with this change are based on the same data, methods and assumptions as were used for the regular annual actuarial valuation as of June 30, 2011.

The data for active General Non-Administrative members can be summarized as follows:

	<u>General Non-Administrative</u>
No. of Active Members	142
Valuation Payroll	\$7,264,044
Averages	
- age	48.58 years
- service	17.67 years
- pay	\$ 51,155

**CITY OF WYOMING EMPLOYEES RETIREMENT SYSTEM
SUPPLEMENTAL ACTUARIAL REPORT
FOR GENERAL NON-ADMINISTRATIVE MEMBERS**

CURRENT PROVISIONS

Annual Amount of Retirement Benefits: 2.35% of Final Average Salary (FAS) times credited service.

Annual Amount of *Early Retirement Eligibility and Benefits:* Age 55 with 10 or more years of credited service. Computed in the same manner as regular retirement amount, but reduced by .002 for each month age at early retirement precedes age 60.

Final Average Salary: Pensionable pay used to determine Final Average Salary (FAS) includes overtime pay.

PROPOSAL

Proposed Annual Amount of Retirement Benefits: 2.35% of Final Average Salary (FAS) times credited service earned prior to June 30, 2016, plus 1.95% of Final Average Salary (FAS) times credited service earned on and after June 30, 2016. Employees may make an irrevocable election to continue to accrue a 2.35% multiplier and contribute 2.00% of pay beginning June 30, 2016.

Proposed Annual Amount of *Early Retirement Eligibility and Benefits:* Age 55 with 10 or more years of credited service. Computed in the same manner as regular retirement amount, but reduced by .002 for each month age at early retirement precedes age 60. Beginning June 30, 2016, if 25 or more years of service at Early Retirement, benefit is reduced by .001 for each month age precedes age 60.

Final Average Salary: Pensionable pay used to determine Final Average Salary (FAS) includes overtime pay if terminated before June 30, 2016. If terminated on or after June 30, 2016, pensionable pay used to determine FAS will exclude overtime pay.

Actuarial Statement

The financial effect of the proposal is shown below:

	<u>Scenario #1</u>	<u>Scenario #2</u>
Long-Term Cost/(Savings) of Proposal as a % of Pay	(2.70)%	(4.38)%

Please see important comments on page 4 regarding these results and the differences between Scenarios 1 and 2.

**CITY OF WYOMING EMPLOYEES RETIREMENT SYSTEM
SUPPLEMENTAL ACTUARIAL REPORT
FOR GENERAL NON-ADMINISTRATIVE MEMBERS**

COMMENTS

Comment 1: Except as described below, the results provided in this study are based on actuarial assumptions used for the most recent actuarial valuation as of June 30, 2011.

The proposed benefit changes may result in changes to the rates of retirement both before and after June 30, 2016. Because it is unknown precisely how retirement patterns will be affected, we have produced results under two separate scenarios regarding future retirement rates. The assumptions for each scenario are as follows:

Scenario #1: Members eligible to retire under the current early or unreduced retirement provisions as of June 30, 2016 were assumed to retire on June 30, 2016. Assumed rates of early retirement between the ages of 55 and 59 were set to 35% at each age beginning June 30, 2016 if 25 or more years of service.

Scenario #2: Assumed rates of retirement were those used in the June 30, 2011 actuarial valuation.

If as a result of implementation of the proposed changes, members retire at higher or lower rates than those assumed, the actual cost of the proposed changes would be different than the results presented in this report.

In addition, the Board is currently considering changes to some of the actuarial assumptions used for valuation purposes. It is our understanding that at a minimum the assumption regarding post-retirement mortality will change for the next actuarial valuation. Therefore, the results presented in this study reflect the mortality assumption that is likely to be used in the next actuarial valuation – the RP-2000 mortality table for males and females.

Comment 2: Results provided on page 3 show the estimated long-term cost of the proposal as a fixed % of pay beginning June 30, 2016. The actual impact on calculated contribution requirements in future annual actuarial valuations is expected to vary somewhat from these results. This is due to the Board's use of the Entry Age Normal actuarial cost method with a 28-year level dollar amortization of unfunded actuarial accrued liability. Over time, cumulative changes to required employer contributions in future actuarial valuations due to these proposed benefit changes are expected to be equivalent to the level percent of pay results shown on page 3.

Comment 3: Based on information provided by the Human Resources Director regarding recent retirements, it was assumed the impact of removing overtime pay from pensionable earnings would lower Final Average Salaries by 5% on average.

Comment 4: It was assumed that all members will elect to make the 2% employee contribution in order to receive the 2.35% multiplier after 6/30/2016.

9/4/2012

RR:rr

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE
A LEASE AGREEMENT WITH AQUINAS COLLEGE

WHEREAS:

1. Aquinas College has maintained a three year lease agreement for the property located at 1414 Nagel S.W., Wyoming, Michigan, 49509 known as Kimble Field since 2010.
2. Aquinas College desires to renew the lease for an additional three year period, commencing on January 1, 2013 and ending on December 31, 2015.

NOW, THEREFORE, BE IT RESOLVED:

1. The Mayor and City Clerk are hereby authorized to execute the attached Lease Agreement with Aquinas College.

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: September 4, 2012.

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: July 24, 2012
Subject: Aquinas College Lease Renewal
From: Rebecca Rynbrandt, Director of Community Services
Cc: Terry Bocian, Athletic Director, Aquinas College

RECOMMENDATION:

It is recommended that the City Council approve the proposed lease agreement with Aquinas College for the City of Wyoming's Kimble Field for a period of three years beginning January 1, 2013.

SUSTAINABILITY CRITERIA:

Environmental Quality – As the lessee, Aquinas College assumes all expenses related to the facility's care (aeration, over seeding, mowing, miscellaneous turf care, field preparation, etc).

Social Equity – While Aquinas College shall have exclusive rights to its use, with an exception to exclusive use for local school and government use.

Economic Strength – In 2009, prior to executing our first lease with Aquinas College, the Wyoming Parks and Recreation Department provided 1,059 hours of maintenance manpower to Kimble Field at a value of \$18,465. When factoring in equipment fees of \$6,029 for the year and product cost for stone dust, bases, Turfuss, etc. annual expense for Kimble Field approached \$30,000. By leasing the facility the City of Wyoming reallocates the manpower and cost savings resulting from the lease to other park properties. By maintaining and developing new and creative funding sources, the Parks and Recreation Department continues to provide and expand upon our limited resources to the benefit of our community.

DISCUSSION:

Aquinas College has rented the use of Kimble Field for its baseball team home field and practice facility in excess of 30 years. Since 2010, Aquinas College has leased Kimble Field at an annual rate beginning initially at \$6,000. Currently the lease rate is \$6,285.24. Effective January 1, 2013 the amount shall increase to \$6,300 with future annual payments tied to the increase of property values as established by the State of Michigan Tax Commission.

Attachment: Lease Agreement

JRS/rlr
08/17/2012

LEASE

This Lease made this ____ day of _____, 2012, between the City of Wyoming, a Michigan Municipal Corporation of 1155 - 28th Street S.W., Wyoming, Michigan 49509, hereinafter referred to as "Lessor", and Aquinas College, of 1607 Robinson Rd., Grand Rapids, Michigan, 49506, hereinafter referred to as "Lessee", the terms of which are as follows:

1. The property covered by this Lease is located in the City of Wyoming, Kent County, Michigan, and described as follows:

Kimble Field, a baseball stadium, which is a fully enclosed facility by cyclone fencing, a part of Permanent Parcel Numbers 41-17-02-201-002 and 41-17-02-201-004, commonly referred to as 1414 Nagal Avenue, Wyoming, MI 49509, including related press box, scoreboard, lighting, public address system, batting cage, concession, and storage building.

2. The term of this Lease shall be for three years commencing on the 1st day of January, 2013, and ending on the 31st day of December, 2015.

3. The rental for the term of the lease shall be payable in semi-annual installments, the first being due on the 20th day of February, 2013, and the second six months thereafter as follows:

First year: \$6,300 (Payable in two installments, \$3,150.00 due February 20, and July 20)

Second year: Rate of year one plus the rate of year 1 times the percentage increase for property values as established by the State of Michigan Tax Commission effective December 31, 2013, which shall not be less than 2% nor greater than 4%.

Third year: Rate of year two plus the rate of year 2 times the percentage of increase for property values as established by the State of Michigan Tax Commission effective December 31, 2014, which shall not be less than 2% nor greater than 4%.

4. Lessee shall have exclusive use of the leased premises and all structures located on said premises and said structures shall remain property of the Lessee, except as provided in paragraphs 9, 11, 15, 16 and 17.

5. Lessee shall be responsible for all maintenance and upkeep of the leased premises, except as expressly provided herein. The Lessee shall be responsible for all upkeep to maintain in good repair the structures located at the leased premises including painting, fence repair, etc. The Lessee shall maintain a level and standard of service reflective in all park settings, including but not limited to, parking, landscaping, mowing, trash removal, and sanitary provisions. Lessee shall be responsible for lawn, ball field, seating, and pathway maintenance on the property. Any signage as erected by the Lessee, with the approval of the Lessor, shall be maintained in good repair by the Lessee.

6. Lessee shall be responsible for trash removal, gas, and sewer/portable toilet service for the leased premises. The Lessor shall be responsible for maintaining the irrigation system, electric and water.

7. Lessee and Lessor will work together in providing a suitable area for storage of equipment within the maintenance shed and concession facility. No such materials shall be kept outdoors in direct visibility of park users.

8. No alcoholic beverages shall be sold, consumed or kept on the premises during the terms of this Lease and violation of this provision shall be sufficient cause for termination thereof.

9. Lessee shall maintain all improvements currently on the premises and all permanent improvements shall become the property of the Lessor upon termination of the lease. No additions to these facilities shall be made without prior written approval of Lessor.

10. The use of the leased premises shall be limited to use for baseball practices, and games, including tournament play with use of accessory concession, press box, storage, and batting cage facilities by the Lessee only. Lessee shall establish safety rules and regulations, which shall be observed and strictly enforced at all times the leased premises are used. Fundraising activities, appropriate to the use of the facility with the sole purpose of raising funds for the Aquinas College's athletic programs shall be permitted with the advanced, written approval by the Lessor whose approval shall not be unreasonably withheld. It shall be considered reasonable for the Lessor to consider the size of the activity, impact to the neighborhood, including traffic and parking, and frequency of requested activities in making its decision. No other use of these facilities shall be

allowed without the written approval of Lessor.

11. With the approval of the Lessee, the Lessor may permit other public school, including charter school, and government organizations to use said premises. The Lessor shall provide for all clean-up and maintenance required as a result of said use. The Lessor shall reimburse Lessee for any out-of-pocket expenses incurred by Lessee as a result of any other use of the premises with the Lessor's permission providing those costs are over and above normal maintenance activities.

12. Lessee shall maintain personal property insurance coverage at its own expense. Lessee shall, at its expense, maintain \$1,000,000 of primary insurance with a \$1,000,000 Umbrella Insurance policy for a total of \$2,000,000 of liability insurance naming Lessor, its officers, agents and employees as additional insured. Lessee shall further indemnify, defend and hold harmless the Lessor, its officers, agents and employees from any and all liability arising out of the use of the leased premises and shall indemnify Lessor for any loss suffered by it, including the costs of defending any suit arising out of Lessee's use and occupation of the premises. Lessee shall provide Lessor with copies of all applicable insurance policies or certificates which shall name Lessor as a certificate holder together with any amendments and/or renewals of said policies.

13. Both the Lessee and Lessor shall have the reasonable right of ingress and egress to the structures located on said premises from Nagel Street S.W. Lessee acknowledges that the Lessor shall have equipment located within leased facilities that shall not be infringed upon.

14. Lessee may have non-exclusive use of the parking area for patrons of Marquette Park and Kimble Field with the following exceptions: Lessee may not use parking area immediately adjacent to the Grand Rapids Rifle and Pistol Club, located within Marquette Park, nor any area signed for restricted use.

15. Lessee shall not transfer or assign this Lease or sublet the premises without prior written approval of Lessor. In the event the Lessor agrees to an assignment or sublease of the premises, all terms of this agreement shall be binding on any successor or assign hereto.

16. This Lease shall terminate and the rights and obligations of the parties shall cease in the event of any one of the following:

- (a) The expiration of the term of the Lease;
- (b) Voluntary surrender of the premises by the Lessee;
- (c) Violation of any of the terms and conditions stated herein. In the event of such violation, Lessor shall notify Lessee, and Lessee shall have thirty days to correct said violation if said violation is of a nature that corrective measures may be taken.

Upon termination, Lessee may remove all furniture, maintenance equipment and other property specifically purchased by Lessee related to Lessee's activities on the premises (except essential building fixtures, e.g. lighting fixtures, etc) as provided for in paragraph 9 of this lease.

17. Upon termination of this lease by voluntary surrender of the premises by the Lessee or upon violation of the terms and conditions of this lease not timely corrected by Lessee, the facilities and any improvements shall become the property of Lessor and Lessee shall cooperate in providing any necessary documents to confirm this status, except as provided for in paragraph 16.

18. Lessee shall be responsible for any environmental clean up or other remedy deemed necessary as a result of Lessee's use and operation of the leased premises whether required under city ordinance, state or federal statute or any rule or regulation adopted pursuant to same.

19. Lessee acknowledges that the facilities may not be in full compliance with the standards of the Americans with Disabilities Act (ADA) or any regulations and agrees to defend, indemnify, and hold harmless Lessor, its officers, agents, and employees for any claims arising during use by lessee pursuant to the terms of this lease.

20. Lessee shall at all times maintain its non-profit status under Michigan law. At the request of Lessor, Lessee shall verify its current non-profit status in a manner acceptable to Lessor.

21. All notices required under the terms of this Lease shall be given either in person or by first class mail, postage prepaid, to the required post office address of the respective parties. Notices to Lessor shall be sent to: City Manager, City of Wyoming, 1155 - 28th Street S.W., Wyoming, Michigan 49509. Notices to Lessee shall be sent to: Aquinas College, of 1607 Robinson Rd., Grand Rapids, Michigan, 49506.

22. This Agreement shall be binding upon the heirs, successors and assigns hereto and shall contain the full agreement between the parties, any oral agreements to the contrary notwithstanding.

This Agreement may be amended only in writing signed by both parties.

CITY OF WYOMING

Dated: _____

Jack A. Poll
Its Mayor

Dated: _____

Heidi A. Isakson
Its City Clerk

AQUINAS COLLEGE

Dated: _____

Steve Wonch
Its Vice President for Finance

Dated: _____

Terry Bocian
Its Director of Athletics

Approved as to form:

Jack R. Sluiter
Wyoming City Attorney

RESOLUTION NO. _____

RESOLUTION TO AWARD A CONTRACT FOR THE
JACKSON PARK STORM WATER STUDY

WHEREAS:

1. On August 2, 2012, the Engineering Department received three proposals to study the storm water associated with the Jackson Park master plan revision.
2. Pathfinder Engineering, Inc. submitted a responsive proposal, fulfilling the intent of the storm water study related to storm water entering and exiting the park area, in the amount of \$12,590.00.
3. With the completion of the study, the future engineering and design needs will be able to be calculated for a revised construction cost estimate of the Jackson Park master plan, allowing for a grant to be submitted to the Michigan Natural Resources Trust Fund to fund the park's redevelopment.
4. The cost of the study can be financed out of the Parks and Recreation Fund, account number 208-752-75600-801.006 (Professional Services Park Design).

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby authorizes the Mayor and City Clerk to approve the contract to Pathfinder Engineering for the Jackson Park Storm Water study in the amount of \$12,590.00.

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. _____

MEMORANDUM

TO: Mayor and City Council

FROM: Rebecca Rynbrandt, Director of Community Services
Russ Henckel, Deputy Public Works Director - Engineering

DATE: August 28, 2012

SUBJECT: Jackson Park Storm Water study – Contract Award

On August 2, 2012, the City of Wyoming received three (3) proposals, ranging in price from \$5,960 to \$24,610, to study the Jackson Park Storm Water and make recommendations for future developments as part of the Jackson Park master plan. Pathfinder Engineering, Inc. submitted the proposal best meeting the needs of the City for the storm water study in the amount of \$12,590.00.

The storm water study will allow a more defined pond and wetland area to be developed within the master plan and allow more use of the remainder of the park. The study will quantify the storm water in the park and determine the proposed elevations required to contain the water within a smaller footprint in the park. The study will additionally make recommendations to help dry frequently soggy soils throughout the park. This information is necessary for the City to best ensure an appropriate construction cost estimate and budget for a future Michigan Natural Resources Trust Fund Grant.

It is recommended that the City Council award the Jackson Park Storm Water study to Pathfinder Engineering in the amount of \$12,590.00.

RR:rjh

Attachments: Pathfinder Engineering, Inc. Proposal

Pathfinder

Engineering, Inc. 

August 2, 2012
925

Mr. Russ Henckel, P.E.
City of Wyoming
2660 Burlingame SW
Wyoming, MI 49509

Re: Proposal for Professional Engineering Services
Jackson Park Storm Water Study

Dear Mr. Henckel:

The purpose of this letter is to provide you a proposal for professional engineering services for the Jackson Park Storm Water Study. We have received and reviewed the following items provided by the City:

- Request for Proposals and attached Storm Sewer Maps
- Preliminary Design for Jackson Park Master Plan drawing

We want to thank you for allowing us the opportunity to bid on this project. I will be the project leader for this study and the staff who will be contributing to this project will include Jeff Oonk, Cathy Harrington, Ken Vierzen and Brett Nicholson. Resumes for the 5 team members are enclosed. I have been involved in several stormwater projects in the past, including both Bayberry Farms and Rivertown Valley in Wyoming. As you know, the Rivertown Valley project was very complicated due to the stream, floodplain and the Regional Stormwater Basin. I have also designed another very complicated storm water project in Allegan County where we created a 60 acre lake next to the Gun River. I also prepared a Master Plan for storm sewer improvements for the City of Marshall. Also, as you know, Jeff Oonk has extensive experience working for the City of Wyoming.

Scope

We propose to provide the following work items based on the Request for Proposals for this project and our phone conversations with you:

- Perform a limited Topographical Survey of the project area and prepare a topographical survey Base Map drawing. We have included in this proposal a minimum amount of topographical survey necessary to determine existing ground elevations in the project area to complete the stormwater study. If a more extensive survey is desired to be used as a base for future park improvements, we can modify our proposal to include this work.

795 Clyde Court S.W., Suite "C" Byron Center, MI 49315
Phone: (616) 878-3885 Fax: (616) 878-4559

- Obtain soil borings to determine soil profiles and ground water elevation information in the proposed pond and wetland area in the northern portion of the park. If the City has previous soils and ground water information for this site, and desires us to base our study on this existing information, then this item can be eliminated from our proposal.
- Analyze the existing contributing drainage area and review information provided by the City for the existing stormwater pumping station to determine the necessary pond design volume based on a 25 year design storm.
- Determine minimum elevations for future park improvements based on proposed pond elevation and 100 year flood elevations.
- Review information provided by the City for the existing stormwater pumping station and make recommendations for any necessary modifications.
- Prepare recommendations to minimize standing water or soggy soils outside of the regional pond area.
- A preliminary drawing will be prepared to provide pond design volume, minimum building elevations and any recommendations to minimize standing water or soggy soils.

Our qualified team proposes to complete the work described above at our normal hourly rates (approximately 2 times payroll costs) plus expenses. We propose to provide the services with the understanding that our fees will not exceed \$12,590. The following is a breakdown of work that we feel is necessary to provide a comprehensive study for this project:

1. Obtain and review as-built drawings and stormwater maps from the City. Includes meeting with the City to review data.	\$970
2. Perform a limited topographical survey and prepare a base map.	\$1,900
3. Obtain soil borings using a local geotechnical firm	\$2,500
4. Analyze contributing drainage areas and existing pumping station to determine design pond volume.	\$4,150
5. Determine minimum building elevations for future park improvements based on pond elevation and 100 year flood elevation.	\$750
6. Prepare recommendations to minimize standing water or soggy soils outside of the regional pond area.	\$1,120
7. Prepare a preliminary drawing to provide study results and recommendations.	\$1,200
Total	\$12,590

Additional Services

It is our understanding that the items listed above satisfy the scope of services asked for in the Request for Proposals and discussed in our phone conversations. In addition to the required services we have included some additional services that we could provide if it is desired:

Mr. Russ Henckel, P.E.
August 2, 2012
Page 3 of 3

- Perform a more comprehensive topographical survey of Jackson Park to be used as a base for the design of future improvements. The additional cost for this work would be \$1,500.
- Explore options to reduce or eliminate the need to pump stormwater out of Jackson Park. Possible solutions might include using a combination of oversized stormwater storage and/or infiltration. This work would also include comparing the annual pumping costs with capital costs for any recommended improvements to determine a payback time period. Additional costs for this work would be in the range of \$4,000 to \$8,000
- Explore options to re-route existing stormwater flows to reduce or eliminate the need to pump storm water, possibly in combination with the item above. Additional costs for this work would be in the range of \$2,000 to \$4,000.

If any of these additional services are desired, we can prepare a revised proposal now or in the future to include them.

Enclosed for your use is our current fee schedule.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project.

If you have any questions, please call me at (616) 878-3885 x18.

Very truly yours,



Robert F. Goodheart, P.E.

Enclosures



CURRENT FEE SCHEDULE

<u>Employee Classification</u>	<u>Hourly Billable Rate</u>
Principals	\$95-\$115
Professional Engineer	\$70-\$90
Engineer	\$65-\$75
Engineer Technician	\$45-\$55
Drafting	\$50-\$65
Professional Surveyor (Office)	\$65-\$100
Survey Chief (With or Without Robotic Total Station)	\$70-\$115
Surveying Assistant	\$35-\$50
Clerical	\$30-\$35

Expenses and other Charges

Mileage is currently billed at \$0.55 per mile. Mileage is based on current IRS standard mileage rate and is updated periodically to reflect the IRS rate.

Direct expenses will be billed at invoice with no handling charge.

Telephone charges, internal reproduction, postage as well as office and survey supplies are included into the hourly overhead factors and are not billed as direct expenses.

We reserve the right to charge up to a 10% administrative fee for sub-consultant work.

Robert F. Goodheart, P.E.
Principal/President

EDUCATION	BS in Civil Engineering Michigan State University, 1987
LICENSING	Michigan Professional Engineer, 1991
SUMMARY	Mr. Goodheart founded the firm in 2001 after 14 years of experience at Prein & Newhof in Grand Rapids. At Prein & Newhof, Mr. Goodheart was involved in both municipal and private development engineering. He served as Township Engineer for Byron Township and Gaines Township in Kent County for over 4 years. Prior to this, Mr. Goodheart served as the Associate Engineer for these two townships. In addition, Mr. Goodheart was the Office Manager for one of Prein & Newhof's five office locations. Mr. Goodheart also has experience with design, quality control and project management of numerous projects in West Michigan. His experience is extensive in the field of private development projects and he has also been involved in a variety of projects in the fields of transportation (including airports), water, wastewater and drainage.
EXPERIENCE	<p><i>Company President</i> <i>2002 to Present</i></p> <ul style="list-style-type: none">• Individually manages an seven employee Civil Engineering Firm <p><i>Township Engineer for Wayland Township</i> <i>Allegan County</i></p> <ul style="list-style-type: none">• Named Township Engineer in early 2009• Provided Sanitary Sewer Master Plan for Township• Provided services for the Township to construct a new Waste Water Treatment Plant• Provided services for the Township to construct a new Public Water System <p><i>Township Engineer for Byron & Gaines Townships</i> <i>Kent County</i></p> <ul style="list-style-type: none">• Designed and Managed 30 projects for over \$11 Million of construction from 1994 to 2001• Provided plan reviews for over 75 projects within the Township• Initiated, Investigated, drafted and completed water and sewer studies• Provided water and sewer master planning for both townships <p><i>Gezon Pumping Station Improvements</i> <i>City of Wyoming</i></p> <ul style="list-style-type: none">• Study, design and evaluate abandoned 2 million gallon tank for incorporation into water system. <p><i>Bayberry Farms PUD</i> <i>City of Wyoming</i></p> <ul style="list-style-type: none">• A 140 acre multi phased development including residential homes, condos and apartments. <p><i>Rivertown Valley PUD</i> <i>City of Wyoming</i></p> <ul style="list-style-type: none">• 155 acre development in the City of Wyoming.
PROFESSIONAL AFFILIATIONS	American Society of Civil Engineers, 1999 & 2004 State Committee American Water Works Association Water Environment Federation City of Wyoming Planning Commission

Jeffrey J. Oonk, P.E.
Civil Engineer

EDUCATION Bachelor of Science in Engineering
Calvin College 2001

REGISTRATION Michigan Professional Engineer, 2006

SUMMARY Jeff is currently in the design process of a variety of projects in the fields of storm water management, site development, water, wastewater and transportation. He has over ten years of experience in design engineering, project management, and construction engineering. Jeff previously was employed by the City of Wyoming for 9 years and designed over 20 projects for the City.

SELECTED PROJECTS FOR THE CITY OF WYOMING *Byron Center Avenue Improvements*

- Preparation of special assessment rolls
- Street and public utility design for a 6 lane boulevard
- Construction administration for \$3.5 million MDOT funded project

Galewood Area Reconstruction (Ph. IV and V)

- Street and public utility design
- Construction administration for \$3 million projects

Sanitary Sewer Pumping Station for Michigan Turkey Producers

- Design of lift station installation
- Design of forcemain and watermain installed by jack and bore/horizontal directional drilling
- Construction administration for \$500,000 project

OTHER PROJECTS *Northstar Grain - Railroad Facility Improvements* *Decatur, MI*

- Design of railroad sidings consisting of over 5000' of rail for storage of a 75 car unit train

American Electric Power – *Bridgeman, MI*

Dry Cask Storage Project Haul Path

- Concrete pavement design for haul path to support a specialized transport vehicle.
-

Amway – Railroad Facility and Site Improvements *Ada, MI*

- Railroad spur track design for service to new facility
- Parking lot design for existing facility

Amway – Railroad Grade Crossing *Ada, MI*

- Design of replacement railroad crossing of M-21
- Construction observation and inspection

Detroit Edison – Railroad Facility Improvements *Trenton, MI*

- Design of improvements to the unit train facilities for unloading coal

PROFESSIONAL ACTIVITIES American Society of Civil Engineers

Kenneth J. Vierzen, P.S.
Survey Department Manager/Crew Chief

EDUCATION	BAS Degree in Surveying Michigan Technological University, 2000
LICENSING	Michigan Professional Surveyor, 2004
SUMMARY	Ken is currently working as a survey crew chief. He has experience with construction staking, topographical surveys, boundary surveys, remonumentation and residential home staking. Ken also has experience working with municipalities, inspectors and contractors to meet project goals and deadlines. He has the ability to utilize a multitude of surveying equipment and data collection to provide the necessary information above and beyond client standards. Ken has over 12 years of experience in the surveying field.
EXPERIENCE	<p><i>Street Reconstruction Projects</i> <i>City of Grand Rapids</i></p> <ul style="list-style-type: none">• Topographical survey and construction staking for street reconstruction on multiple streets in the downtown and urban areas within the City of Grand Rapids <p><i>Rivertown Valley-Residential Development</i> <i>City of Wyoming</i></p> <ul style="list-style-type: none">• Construction Staking and Record Plan Measurements for Phase II• Curb staking for intersection at Nile Drive and Wilson Avenue <p><i>Alpine Valley-Commercial Development</i> <i>Alpine Township</i></p> <ul style="list-style-type: none">• Topographical survey and construction staking for intersection improvements within Alpine Avenue's highly commercialized district <p><i>South Rivertown Plat & Town homes</i> <i>City of Wyoming</i></p> <ul style="list-style-type: none">• Built relationship with City of Wyoming Inspectors and Contractors to provide staking for residential subdivision <p><i>Reno Drive Extension</i> <i>City of Wayland</i></p> <ul style="list-style-type: none">• Construction staking for street, utility and sidewalk construction <p><i>Nottawa & Wenzel Street Reconstruction Project</i> <i>City of Sturgis</i></p> <ul style="list-style-type: none">• Two miles of topographical survey for water, sewer and street reconstruction improvements. Communication with Engineers to provide necessary information per city standards. <p><i>Remonumentation</i> <i>Allegan & Kent County</i></p> <ul style="list-style-type: none">• Managed survey crew for location and placement of section corners and meander corners within Allegan and Kent Counties <p><i>National Standard-Industrial Railroad Siding</i> <i>City of Niles</i></p> <ul style="list-style-type: none">• Topographical Survey and Construction staking for grading and placement of an industrial railroad siding.
PROFESSIONAL AFFILIATIONS	Michigan Society of Professional Surveyors National Society of Professional Surveyors

**Cathleen Harrington
CAD Technician**

EDUCATION

Associates of Science in Business Administration
Davenport College

SUMMARY

Cathy's current responsibilities include converting topographical data collected in the field to usable format for drafting purposes through the use of Auto CAD. In addition, Cathy drafts boundary surveys, site plans, construction plans and record plans. Cathy has experience as a survey technician in the field which aids as a critical communication advantage to processing the field data properly through the current technology. She has extensive experience with drafting software such as AutoCAD, Softdesk and Land Development Desktop. Cathy has 26 years of experience in the drafting field.

EXPERIENCE

Developing Plan Standards

- Collaborated with City of Wyoming Engineering Department to develop base construction plan standards
- Developed topographical data drafting standards for Pathfinder Engineering

Wilson Avenue Reconstruction (52nd to M-6) City of Wyoming

- Prepared and provided City with base construction plans
- Prepared grading and permanent easements

Galewood Area Reconstruction (Ph. I, II & III) City of Wyoming

- Prepared and provided City with base construction plans

44th Street Reconstruction (Division Avenue to US 131) City of Wyoming

- Prepared and provided City with base construction plans

Burlingame Reconstruction (52nd to 60th Street) City of Wyoming

- Prepared base and design construction plans

Baldwin Street Reconstruction (28th to 48th Avenue) Georgetown Twp.

- Prepared base and design construction plans

Georgetown Ice Arena and Utility Extension Georgetown Twp.

- Prepared site plan for arena and parking
- Prepared base and design construction plans for watermain and sanitary sewer utility extension along Bauer Avenue and internal site.

Multiple Railroad Siding Projects Multiple Locations

- Prepare site plans for industrial railroad sidings
- Convert topographical data collected from existing site information including data on mainline track(s) and existing siding to usable engineering information.
- Prepare construction plans including track sections and alignment

Brett J. Nicholson, E.I.T
Civil Engineer

EDUCATION Bachelor of Science in Engineering
Calvin College 2012

REGISTRATION Michigan EIT, 2011

SUMMARY Brett is currently working on storm water management, transportation, and site development projects. He has internship experience as a construction supervisor with InterOil Corporation in Papua New Guinea.

PROJECTS *Mueller Plastics Rail Service Design (in progress)*

- Soil boring analysis
- Site profile study along proposed track

Herd Base Construction - Papua New Guinea

- Supervised construction of sheet pile wharf
- Assisted in rural road and bridge construction
- Provided as-built drawings for all projects
- Preliminary design for Bwata natural gas drill site

HCJB Water Tower and Distribution System Design – Ecuador

- Surveyed and conducted a preliminary study of two villages in rural Ecuador
- Design of water pumping, storage, and distribution system for both communities

PROFESSIONAL ACTIVITIES American Society of Civil Engineers

RESOLUTION NO. _____

RESOLUTION TO AWARD THE
AIS DRIVE AREA STORM WATER STUDY

WHEREAS:

1. On August 9, 2012, the Engineering Department received two proposals to study the storm water area near AIS Drive south of 44th Street and west of Clay Avenue.
2. Vriesman and Korhorn submitted a proposal to study the private and public storm water system in the AIS Drive area in the amount of \$11,610.
3. The study will accurately map, size, and locate with grades the existing storm sewer system and make recommendations as to improvements to the function in the area.
4. The cost of the study can be financed out of the Major and Local Street Funds, account numbers 202-441-46300-801.000 and 203-441-46300-801.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby awards the AIS Area Storm Water Study to Vriesman and Korhorn in the amount of \$11,610.

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

CITY OF WYOMING BUDGET AMENDMENT

Date: September 4, 2012

Budget Amendment No. 013

To the Wyoming City Council:

A budget amendment is requested for the following reason: To appropriate \$12,000 of budgetary authority to fund the AIS Drive Area storm water study per attached resolution.

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<u>Major Streets</u>				
Public Works - Street Maintenance - Professional Services 202-400-46300-801.000	\$23,030	\$6,000		\$29,030
Fund Balance/Working Capital (202)			\$ 6,000	
<u>Local Streets</u>				
Public Works - Street Maintenance - Professional Services 203-400-46300-801.000	\$19,920	\$6,000		\$25,920
Fund Balance/Working Capital (203)			\$6,000	

Recommended:


Finance Director


City Manager

Motion by Councilmember _____, seconded by Councilmember _____ that the General Appropriations Act for Fiscal Year 2012-2013 be amended by adoption of the foregoing budget amendment.

Motion carried: _____ yeas, _____ nays

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

City Clerk

Staff Report

Date: August 29, 2012

Subject: AIS Area Storm Water study – Proposal Award

From: Russ Henckel, Assistant Director of Public Works - Engineering

Meeting Date: September 4, 2012

Recommendation:

Staff recommends awarding the AIS Drive area storm water study to the engineering firm of Vriesman and Korhorn in the amount of \$11,610.

Sustainability Criteria:

Environmental Quality – This storm water study will maintain or improve the environmental quality of this area by clarifying how storm water flows through the AIS Drive area and how detention ponds accommodate necessary storm overflows.

Social Equity – This storm water study will have no impact on social equity.

Economic Strength – Providing a well maintained and functional storm sewer system throughout Wyoming adds to the economic strength of our community.

Discussion:

On August 9, 2012, the City of Wyoming received two (2) proposals, ranging in price from \$11,610 to \$16,000, to study the storm sewer system in the vicinity of AIS Drive. The proposal submitted by the engineering firm of Vriesman and Korhorn best meets the needs of the City for the storm water study. Their price is \$11,610.

This storm water study will accurately locate and map the existing storm water system in the area and study how this system functions. It will include recommendations concerning which portions should remain private and which should be public. The study will also investigate the storm pipe condition for those locations of the storm pipe where recommendations are made to make private storm sewers public, and any necessary easements will be prepared.

It is recommended that the City Council award the AIS Drive area storm water study to Vriesman and Korhorn in the amount of \$11,610.

Budget Impact:

Funds are available in the Major and Local Street Funds, but a budget amendment is necessary.

Attachments: Vriesman and Korhorn Proposal
Budget Amendment



Spring Meadows
Jamestown Charter Township

“The Byron-Gaines Utility Authority has experienced excellent professional services when working with Rod Korhorn on many civil engineering projects. The work is always done in a courteous cost efficient manner with professionalism that has proven to be accurate and reliable.”

-Daniel Van Dyke
Byron-Gaines Utility
Authority Manager

3. Project Implementation

We understand that the success of any team's project depends on frequent and clear communication. Throughout the following process we will diligently be in close contact with City staff via meetings, phone calls, and project status updates to make sure that the stakeholders are involved with the project and know the status of the project at all times.

Project Launch Meeting / Project Scope Refinement

To gain and understanding of the concerns with the storm system and the intent of the study we met with Mr. Russ Henkel and Mr. Aaron Vis of Wyoming, as well as with Mr. Todd Plummer and Mr. Dave Van Dyken of Plummer's Environmental. We also investigated the study areas's stormwater facilities in the field with Mr. Aaron Vis.

It is our understanding that the City of Wyoming desires to gain the following with the implementation of the Study:

- An accurate map of the sizes, locations, and grades of the storm sewer facilities in the study area, and a clearer understanding of how the storm sewer facilities currently operate.
- An evaluation of alternative improvements to the stormwater facilities.
- An understanding of impacts and pond levels for design storms applied to the existing system and the system with various proposed improvements.
- A determination of what stormwater facilities ought to be public, and a determination of the integrity of proposed public pipelines through video inspection.

The first step we will take will be to schedule a project launch meeting with your staff to further review your desired scope and project expectations and also consider various alternatives for improvements to stormwater management in the area.

Compilation of Data

We would discuss with you the gathering of the following information:

- Existing Topographic Maps
- Record Plans
- REGIS Mapping
- Floodplain Mapping for Buck Creek and possibly the Heyboer Drain



Clyde Park Avenue
Byron Township

We will collect locations and grades of the existing stormwater facilities utilizing survey accurate Leica GPS equipment. We will also log the pipe sizes and materials of the stormwater system. A map layer of the stormwater system will be generated so that it can be overlaid onto existing REGIS map data such as property lines, orthographic photos, contours, etc. as may be desired.

We will also collect the elevations of building openings and potential overland "floodways" in the vicinity of the study area.

Watershed Modeling and Evaluation of Alternatives

Once data has been compiled, we will delineate the limits of the watershed tributary to the study area, and evaluate the watershed's soils classifications and impervious areas.

The watershed and its associated stormwater management infrastructure will be modeled utilizing the Rational Method and/or HEC-HMS, and/or SWMM as determined most appropriate once all available data has been compiled for characterization of the watershed.

A hydrograph of design storm discharges into the existing pond will be evaluated along with the capacity of the pond's outlet (the "overflow" outlet to the GFS storm sewer). We would utilize REGIS 2' interval contours to estimate ponding levels.

Alternative proposed configurations for stormwater facilities and stormwater outlets will also be modeled.

Preparation of Recommendations

Once data has been compiled, mapping of the system has been prepared, and modeling performed, we will schedule a meeting with your staff to review the mapping, various alternatives, and results of modeling. The pros and cons of various alternatives and modeling results will be summarized clearly to allow for productive consideration at the meeting. The proposed alternatives will also be shown on the map of the stormwater facilities created as part of this project.

Input from City staff may generate additional ideas that should be investigated and will help us understand what alternative will best serve the objectives of the City of Wyoming.

When the best alternative is determined, we will summarize this initial recommendation in a brief and concise report. The initial recommendation at this point in time will be contingent on the results of subsequent video inspection and the ability to obtain easements.

Video Inspection

Video inspection will be performed to verify the integrity of pipelines and determine the location of any unknown connections. The exact lines to be televised will be based on the initial recommendation.



“Rod and Nathan’s attention to both detail and the big picture saves money up front during construction and down the road with reduced maintenance and upgrades.”

-Jim Miedema

Jamestown Charter
Township Supervisor

If the results of video inspection show that there will be significant costs to upgrade facilities to meet City standards, other alternatives may be re-considered.

Our subcontractor for video inspection would be Plummer’s Environmental of Byron Center.

We would be able to perform the above tasks for an amount not to exceed \$11,610 as itemized in the attached Rates and Fees schedule.

Preparation of Easement Descriptions

Once it has been determined where public stormwater facilities are desired, we would be able to administer the preparation of easement descriptions and sketches to accompany easement documents.

Our subcontractor for easement description and sketch preparation would be Jonker Land Surveys of Byron Center.

Committed to Your Success!

vriesman & korhorn
CIVIL ENGINEERS



Jonker Land Surveys Office
Byron Center, MI

4. Subcontractors

Jonker Land Surveys

Robert J. Jonker, P.S. established Jonker Land Surveys in 1981 and has been surveying since 1963. Randy followed in his father's footsteps and started surveying in 1991.

Randy Jonker, P.S. graduated from Ferris State University in 1999 with a Bachelor of Science degree in surveying-engineering and earned his Professional Surveyors' License from the State of Michigan in 2002.

Contact Information:

Jonker Land Surveys
8373 Merton Avenue SW
PO Box 385
Byron Center, MI 49315
616-878-1607
Randy@JonkerSurveys.com
www.JonkerSurveys.com



A Plummer's Vactor Truck

Plummer's Environmental Services Inc.

Plummer's Environmental Services is a licensed non-hazardous waste hauler based in Byron Center, Michigan. Along with traditional liquid waste hauling, Plummer's Environmental Services also is experienced in providing industries and municipalities with advanced services including pipe and line televising, cured in place pipe lining, water main pre-cleaning, hydro excavating, power washing and emergency spill response.

Plummer's Environmental Services is dedicated to providing their customers with quick response, competent employees and advanced technology to meet the environmental challenges of today and tomorrow.

Contact Information:

Plummer's Environmental Services Inc.
10075 Sedroc Industrial Dr.
Byron Center, MI 49315
616-877-3930
DavidV@PlummersEnv.com
www.PlummersEnv.com

Committed to Your Success!

vriesman & korhorn
CIVIL ENGINEERS

RATES AND FEES
AIS Area Storm Water Study
City of Wyoming, MI

PROJECT LAUNCH MEETING / PROJECT SCOPE REFINEMENT

a. Rod and Nathan meet with City Staff to review scope of project and determine expectations	4 hrs	Engineering	@	\$0 /hr	\$0
				Sub-Total:	\$0

COMPILATION OF DATA

a. Compilation of existing records including REGIS data, record plans, floodplain mapping, etc.	4 hrs	Eng Tech / Admin	@	\$50 /hr	\$200
b. Field survey of existing stormwater facilities	12 hrs	Eng Tech	@	\$50 /hr	\$600
c. Create REGIS based map of stormwater facilities	8 hrs	Eng Tech	@	\$50 /hr	\$400
				Sub-Total:	\$1,200

WATERSHED ANALYSIS AND EVALUATION OF ALTERNATIVES

a. Delineation of watershed; Evaluation of stormwater outlets; Build stormwater model; Model runs, verification, and analysis to determine volumes of impoundment for various alternatives	25 hrs	Eng Tech / Admin	@	\$50 /hr	\$1,250
	8 hrs	Engineering	@	\$80 /hr	\$640
				Sub-Total:	\$1,890

PREPARATION OF RECOMMENDATIONS

a. Prepare initial summary of modeling results and potential alternatives for review by City staff	4 hrs	Eng Tech / Admin	@	\$50 /hr	\$200
b. Meeting with City staff to review modeling results and potential alternatives	2 hrs	Engineering	@	\$80 /hr	\$160
c. Prepare summary report of initial recommendation	2 hrs	Eng Tech / Admin	@	\$50 /hr	\$100
	2 hrs	Engineering	@	\$80 /hr	\$160
				Sub-Total:	\$620

VIDEO INSPECTION OF PIPELINES - PLUMMERS ENVIRONMENTAL AS A SUBCONTRACTOR

a. Video Inspection of 2400 lineal feet of storm sewer by NAASSCO certified PACP Inspectors	2,400 Lineal Ft	Televising Rig Pumping	@	\$2.25 Lineal Ft.	\$5,400
b. Dewatering of Storm Sewer (pump into pond)	1 Lump Sum	Equipment	@	\$2,500 /hr	\$2,500
				Sub-Total:	\$7,900

TOTAL ALL NOT TO EXCEED TASKS **\$11,610**

PREPARATION OF EASEMENT DESCRIPTIONS AND SKETCHES - ESTIMATED FOR EASEMENTS ACROSS THREE SEPARATE PROPERTIES JONKER LAND SURVEYS AS A SUBCONTRACTOR

a. Field survey crew work to accurately tie section corners to easement descriptions	4 hrs	Survey Crew	@	\$120 /hr	\$480
b. Office work to prepare easement descriptions and sketches	4 hrs	Professional Surveyor	@	\$75 /hr	\$300
				TOTAL ESTIMATED COST	\$780

Notes:

Pricing for video inspection includes costs for video inspecting the storm sewer from the intersection of AIS Drive and Clay Avenue to the pond, and for video inspecting the storm sewer from the pond to the east property line of the GFS site (approximately 2,400 Lineal feet of storm sewer).

There will be no additional charges for mileage or for miscellaneous direct expenses. There will be no markups for invoiced sub-contractor services.

Eng Tech activities will also be performed by Nathan Vriesman, P.E. or Rod Korhorn, P.E.

RESOLUTION NO. _____

RESOLUTION TO APPROVE TRENCHING WORK ASSOCIATED
WITH THE 2012 FEDERAL RESURFACING PROGRAM

WHEREAS:

1. On July 17, 2012, the City of Wyoming Traffic Department secured DeWitt Trenching Contractors, Inc. to perform boring work associated with signal locations at 44th Street and Burlingame Avenue and 54th Street and Clyde Park Avenue.
2. The project encountered additional unanticipated work to excavate around a high pressure gas main, adding \$3,766 to open the area around the main.
3. Also, an additional bore was necessary at 44th Street and Burlingame Avenue to increase the size of an existing conduit to 3 inches to accommodate the necessary signal wires (adding \$1,920).
4. DeWitt Trenching has submitted the attached invoice totaling \$11,286 for the two locations.
5. The costs for this work can be financed out of the Capital Improvements Program account numbers CP 2012 Resurfacing 400-441-50200-972502.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby approves the additional work necessary for the bores associated with the traffic signal relocations included with the 2012 Federal Resurfacing Program to DeWitt Trenching Contractors, Inc. in the amount of \$11,286.

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: Invoice

Resolution No. _____

Staff Report

Date: August 29, 2012

Subject: Trenching Invoice

From: Russ Henckel, Assistant Director of Public Works - Engineering

Meeting Date: September 4, 2012

Recommendation:

Staff recommends payment to DeWitt Trenching Contractors, Inc. for trenching work at two intersections in Wyoming for signal relocations as part of the 2012 Federal Resurfacing Program in the amount of \$11,286.

Sustainability Criteria:

Environmental Quality – Maintaining traffic during construction reduces smog resulting from congested traffic or long detour routes and allows for more efficient travel on major roadways.

Social Equity – No significant impact.

Economic Strength – Maintaining traffic during construction on major thoroughfares allows businesses to have safe and efficient commercial and vehicular travel.

Discussion:

On July 17, 2012, the City of Wyoming had DeWitt Trenching Contractors Inc. perform trenching at two intersections associated with signal relocations as part of the 2012 Federal Resurfacing project. At 44th Street and Burlingame Avenue intersection and 54th Street and Clyde Park Avenue intersection, mast arm signals required relocation to accommodate new right turn lanes being constructed along with the resurfacing project. DeWitt Trenching was hired to perform directional drilling of new conduits at the locations to allow traffic to remain unaffected over the top of the crossings of new underground signal wiring. At the 44th Street and Burlingame Avenue location, an open excavation was required to bore around a high pressure gas main adding \$3,766 to the work. Also at 44th Street and Burlingame Avenue, an existing conduit was found to be 2 inches and inadequate to accommodate the new signal wires. An additional crossing was required to upsize to a 3 inch conduit at this crossing. The total work at the two intersection locations totaled \$11,286. The additional work can be financed out of the Capital Improvements Program 2012 Resurfacing Program 400-441-50200-972502.

It is recommended that the City Council approve payment to DeWitt Trenching Contractors, Inc. in the amount of \$11,286 for unanticipated additional costs associated with the bores for the signal relocations included in the 2012 Federal Resurfacing Program.

Budget Impact:

Funds are available in the Capital Improvements Program.

Attachment: Trenching Invoice

INVOICE



De Witt Trenching Contractors, Inc.
 4766 Ivanrest Ave.
 Grandville, MI 49418

INVOICE NUMBER:

M02590

534-6966

PAGE:

1

(SOLID) (RO)

CITY OF WYOMING
 TRAFFIC SIGNAL
 2660 BURLINGAME
 WYOMING, MI 49509

(CUSTOMER ID) (CUSTOMER ID) (SALES REP ID)

WYOCIT

44TH/BURLINGAME/CLYD

DEWMIC

(PAYMENT TERMS) (INVOICE DATE) (DUE DATE)

Net 30 Days

Jul 17, 2012

8/16/12

Quantity	Item	DESCRIPTION	Unit Price	EXTENSION
		PROJECT: 44TH & BURLINGAME		
		DIG UP HIGH PRESSURE GAS MAIN IN		
		44TH ST	300.00	3,000.00
10.00		HOURS 4 MEN, BACKHOE, AIR COMP,		
		DUMP TRUCK 7:30 TO 6 PM		226.00
		DIAMON DRILLING SAW CUT		540.00
		DVT VAC	16.00	1,760.00
110.00		FEET BORE 3" HDPE	16.00	1,920.00
120.00		FEET BORE 3" HDPE	16.00	1,920.00
120.00		FEET BORE 3" HDPE		
		PROJECT: BORE CLYDE PARK	16.00	1,920.00
120.00		FEET BORE 3"		

Subtotal	11,286.00
Sales Tax	
Total Invoice Amount	11,286.00
Payment Received	0.00
TOTAL	11,286.00

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF FOUR
AUTOMOBILES FROM GARBER CHEVROLET

WHEREAS:

1. Garber Chevrolet offers the automobiles for sale under the State of Michigan MIDeal purchasing program.
2. The automobiles need to be replaced due to age and mileage.
3. Sufficient funds are available in the Motor Pool Depreciation and Reserve account 662 441 58500 985000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby authorizes the purchase of four automobiles from Garber Chevrolet in an amount \$69,668.

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:

Staff Report

Resolution No. _____

STAFF REPORT

DATE: August 28, 2012
SUBJECT: Vehicle Replacement
FROM: William D. Dooley, Director of Public Works
Date of Meeting: September 4, 2012

RECOMMENDATION

The Public Works Department recommends that the City Council award the purchase of fifteen vehicles through the State of Michigan's MIDeal purchasing program and a Macomb County bid for \$431,574.

SUSTAINABILITY CRITERIA

Environmental Quality

These fifteen vehicles will be replacing older vehicles with poor fuel economy and outdated emission control systems.

Social Equity

These vehicles are utilized throughout the City of Wyoming for public safety and services.

Economic Strength

The vehicles are used to protect private and public property.

DISCUSSION

The Fire EMT SUV, automobiles, minivan, pickups, loader, and mowers will be purchased through MIDeal and a Macomb County bid.

In addition to the budgeted items, two small SUV's and a pickup need to be replaced. While the small SUV's have low mileage, the undercarriages have significant problems, which make them more expensive to maintain than replace. The SUV's will be ten years old when they are replaced and were scheduled to be replaced two years ago.

The Building Inspection group wants to replace a pickup with a car to improve their gas mileage and reduce their cost.

The cost for replacing the fifteen vehicles is \$431,574. The amount budgeted was \$502,000 for vehicles and equipment.

BUDGET IMPACT

Sufficient funds are available in the Motor Pool Capital Outlay Account 662 441 58500 985000.

2012-13 Motor Pool Depreciation Reserve Summary

	<u>Service Date</u>	<u>Mileage/Hours at Replacement</u>	<u>Reason for Replacement</u>	<u>Budget Amount</u>	<u>Purchase Price</u>
Police Cruisers					
<i>Unit 010 *</i>	Jul-08	100,000 mi	Mileage	31,000	22,598
<i>Unit 020 *</i>	May-07	100,000 mi	Mileage	31,000	22,598
<i>Unit 021 *</i>	Jul-08	100,000 mi	Mileage	-	22,598
<i>Unit 051 *</i>	Jul-08	100,000 mi	Mileage	-	22,598
Fire EMT SUV					
Unit F88	Apr-03	88,000 mi	Mileage	35,000	31,010
Automobile					
Unit 120	Dec-02	66,000 mi	Mileage	19,000	17,417
Unit 121	Dec-02	63,000 mi	Mileage	19,000	17,417
Unit 189	Jan-06	87,000 mi	Mileage	17,000	17,417
Unit 277	Sep-05	29840 mi	Downsizing Vehicle	-	17,417
Minivan					
Unit 183	Oct-05	83,000 mi	Mileage	18,000	23,000
Small SUV					
Unit 383	Jan-03	38,000 mi	Maintenance Costs	-	23,058
Unit 385	Jan-03	28,000 mi	Maintenance Costs	-	23,058
Pickup					
Unit 267	Jan-03	100,000 mi	Mileage	26,000	23,238
Unit 321	Oct-04	68,000 mi	Mileage	26,000	24,105
Unit 322	Oct-04	69,000 mi	Mileage	26,000	24,105
Unit 323	Oct-04	119,000 mi	Mileage	26,000	24,105
Unit 398	Nov-05		DEFERED TO FY 14	26,000	-
Loader					
Unit 554	Sep-97	5,800 hrs	Hours	83,000	64,565
Mowers					
Unit 786	May-04	3,000 hrs	Hours	45,000	50,831
Unit 787	May-04	3,000 hrs	Hours	45,000	50,831
Unit 788	May-04		DEFERED TO FY 14	20,000	-
Trailer					
<i>Unit 685 **</i>	Dec-97	N/A	Down Sizing	9,000	6,000
				<u>502,000</u>	<u>527,966</u>

* Police Cruisers were purchased in July 2012

** Trailer, Unit 685, will be purchased when the specification is prepared and bid

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF A LOADER
FROM FILLMORE EQUIPMENT COMPANY

WHEREAS:

1. Fillmore Equipment Company offers a loader for sale under the State of Michigan MIDeal purchasing program.
2. The loader needs to be replaced due to age and hours of use.
3. Sufficient funds are available in the Motor Pool Depreciation and Reserve account 662 441 58500 985000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby authorizes the purchase of a loader from Fillmore Equipment Company in an amount of \$64,565.

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:

Staff Report

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF TWO
MOWERS FROM SPARTAN DISTRIBUTORS

WHEREAS:

1. Spartan Distributors offers mowers for sale under the State of Michigan MIDEal purchasing program.
2. Two mowers need to be replaced due to age and hours of use.
3. Sufficient funds are available in the Motor Pool Depreciation and Reserve account 662 441 58500 985000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby authorizes the purchase of two mowers from Spartan Distributors in an amount of \$101,661.58.

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:

Staff Report

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE
OF A MINIVAN FROM SNETHKAMP DODGE

WHEREAS:

1. Snethkamp Dodge offers the minivan for sale under the State of Michigan MIDeal purchasing program.
2. The minivan needs to be replaced due to age and mileage.
3. Sufficient funds are available in the Motor Pool Depreciation and Reserve account 662 441 58500 985000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby authorizes the purchase of a minivan from Snethkamp Dodge in an amount not to exceed \$23,000.

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:

Staff Report