

AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, FEBRUARY 20, 2012, 7:00 P.M.

- 1) Call to Order**
- 2) Invocation**
Pastor Dennis Gilbert, Church of the Open Door
- 3) Pledge of Allegiance**
- 4) Roll Call**
- 5) Student Recognition**
- 6) Approval of Minutes**
From the regular meeting of February 6, 2012.
- 7) Approval of Agenda**
- 8) Public Hearings**
- 9) Public Comment on Agenda Items** (3 minute limit per person)
- 10) Presentations and Proclamations**
 - a) Presentations
 - b) Proclamations
 1. NEA's Read Across America Day, March 2, 2012
- 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. 29 – To reclassify \$11,000 of Budgetary Authority to Provide for Preliminary Engineering Costs and Other Expenditures for Upcoming Projects
 - 2) Budget Amendment No. 30 – To Appropriate \$5,000 of Budgetary Authority to Provide for Funding for the Reorganization of the 2nd Floor of City Hall
- 14) Consent Agenda**

(All items under this section are considered to be routine and will be enacted by one motion with no discussion. If discussion is desired by a Council member, that member may request removal from the Consent Agenda.)

 - a) To Appoint Paul Wegener as a Member of the Greater Wyoming Community Resource Alliance for the City of Wyoming
 - b) To Appoint James F. Hake as an Alternate Certified Accountant Member of the Board of Review for the City of Wyoming
 - c) Of Appreciation to William Idema for His Service as a Member of the Board of Review for the City of Wyoming
 - d) To Appoint Megan Sall as a Member of the Greater Wyoming Community Resource Alliance for the City of Wyoming
- 15) Resolutions**
 - e) To Set a Public Hearing on the Proposed Wyoming Community Development 2012/2013 One Year Action Plan

- f) To Authorize the Mayor and City Clerk to Execute an Addendum to a Land Contract Between the City of Wyoming and Martin Esparza
- g) To Revoke the Business Licenses for Galewood Tavern
- h) To Approve Final Payment to Dixon Environmental Consulting for Underground Storage Tank Soil Testing

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

- i) To Authorize the Purchase of Rooftop Fall Protection Equipment
- j) To Accept a Proposal for Design/Build Services of the Odor Control Duct System at the Clean Water Plant
- k) To Authorize the Purchase of Fire Apparatus
- l) For Award of Bids
 - 1. Topsoil
 - 2. Stainless Steel Clamp Couplings
 - 3. Bituminous Paving Materials
 - 4. Sand
 - 5. Fire Hydrants & Hydrant Extensions
 - 6. Tables for Pinery Park Lodge
 - 7. Chairs for Pinery Park Lodge
 - 8. Tree Removal Service

17) Ordinances

- 4-12: To Amend Section 2-31 of the Code of the City of Wyoming
(Administrative Offices; Department Heads)

18) Informational Material

19) Acknowledgment of Visitors

20) Closed Session (as necessary)

21) Adjournment

PROCLAMATION

**NEA'S READ ACROSS AMERICA DAY
MARCH 2, 2012**

WHEREAS, the citizens of the City of Wyoming stand firmly committed to promoting reading as the catalyst for our students' future academic success, their preparation for America's jobs of the future, and their ability to compete in a global economy; and

WHEREAS, the City of Wyoming has provided significant leadership in the area of community involvement in the education of our youth, grounded in the principle that educational investment is key to the community's well being and long-term quality of life; and

WHEREAS, "NEA's Read Across America" a national celebration of Dr. Seuss's 108th birthday on March 2, 2012 promotes reading and adult involvement in the education of our community's students;

NOW, THEREFORE, I, JACK A. POLL, Mayor of the City of Wyoming, do hereby proclaim March 2, 2012, as

NEA's Read Across America Day

in the City of Wyoming, and call on our citizens to assure that every child is in a safe place reading together with a caring adult, and enthusiastically endorse "NEA's Read Across America" and recommit our community to engage in programs and activities to make America's children the best readers in the world.

JACK A. POLL, MAYOR
City of Wyoming, Michigan

RESOLUTION NO. _____

RESOLUTION TO APPOINT PAUL WEGENER AS A MEMBER
TO THE GREATER WYOMING COMMUNITY RESOURCE ALLIANCE
FOR THE CITY OF WYOMING

WHEREAS:

1. Paul Wegener has submitted an application requesting appointment to the Greater Wyoming Community Resource Alliance for the City of Wyoming.
2. A vacancy exists in an unexpired term ending January 1, 2013 on the Greater Wyoming Community Resource Alliance.
3. City Council wishes to appoint Paul Wegener as a member to the Greater Wyoming Community Resource Alliance.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council for the City of Wyoming, Michigan, does hereby confirm the appointment of Paul Wegener as a member of the Greater Wyoming Community Resource Alliance for the unexpired term ending January 1, 2013.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

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

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

RESOLUTION NO. _____

RESOLUTION TO CONFIRM THE APPOINTMENT OF JAMES F. HAKE
AS AN ALTERNATE CERTIFIED ACCOUNTANT MEMBER OF THE BOARD OF
REVIEW FOR THE CITY OF WYOMING

WHEREAS:

1. James F. Hake has submitted an application requesting appointment to the Board of Review for the City of Wyoming.
2. A vacancy exists in the position of Alternate Certified Accountant on the Board of Review for the City of Wyoming.
3. It is the desire of the City Council that James F. Hake be appointed to a new term ending January 31, 2013.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council for the City of Wyoming, Michigan, does hereby confirm the appointment of James F. Hake as an Alternate Certified Accountant member of the Board of Review for the regular term ending January 31, 2013.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

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

Heidi A. Isakson, Wyoming City Clerk

RESOLUTION NO. _____

RESOLUTION OF APPRECIATION TO WILLIAM IDEMA
FOR HIS SERVICE AS A MEMBER OF THE BOARD OF REVIEW
FOR THE CITY OF WYOMING

WHEREAS:

1. William Idema has served faithfully and effectively as a member of the Board of Review since September 8, 1998.

NOW, THEREFORE, BE IT RESOLVED:

1. Council Members and citizens of the City of Wyoming wish to express their deep appreciation to William Idema for his dedicated service as a member of the Board of Review.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

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

Heidi A. Isakson, Wyoming City Clerk

RESOLUTION NO. _____

RESOLUTION TO APPOINT MEGA SALL AS A MEMBER
OF THE GREATER WYOMING COMMUNITY RESOURCE ALLIANCE
FOR THE CITY OF WYOMING

WHEREAS:

1. Megan Sall has submitted an application requesting appointment to the Greater Wyoming Community Resource Alliance for the City of Wyoming.
2. A vacancy exists in a term ending January 1, 2015.
3. City Council wishes to appoint Mega Sall as a member of the Greater Wyoming Community Resource Alliance.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council for the City of Wyoming, Michigan does hereby confirm the appointment of Megan Sall as a member of the Greater Wyoming Community Resource Alliance for the term ending January 1, 2015.

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:

02/20/12
RLR: ksl

RESOLUTION NO. _____

A RESOLUTION TO SET A DATE FOR A PUBLIC HEARING ON THE PROPOSED
WYOMING COMMUNITY DEVELOPMENT
2012/2013 ONE YEAR ACTION PLAN

WHEREAS:

1. The City of Wyoming has applied for and obtained 36 years of Community Development Block Grant (C.D.B.G.) funds from the Department of Housing and Urban Development.
2. It is necessary to submit a One Year Action Plan application for the 37th program year covering the period of July 1, 2012, through June 30, 2013.
3. On February 1, 2012, Wyoming Community Development Committee unanimously recommended a proposed Wyoming Community Development 2012/2013 One Year Action Plan.
4. A City Council public hearing is a requirement prior to City Council approval of the Wyoming Community Development 2012/2013 One Year Action Plan.

NOW THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby set the date of April 2, 2012 at 7:01 P.M. for a public hearing on the Wyoming Community Development 2012/2013 One Year Action Plan.

Moved by Councilmember:

Seconded by Councilmember:

Motion carried: Yes
 Nays

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

Heidi A. Isakson
Wyoming City Clerk

RESOLUTION NO. _____

STAFF REPORT

Date: Monday, February 13, 2012

Subject: Community Development – Annual Plan Amendment (3rd Year of 5-Year Plan)

From: Rebecca Rynbrandt, Director of Community Services

Cc: Dr. Thomas Reeder, Chairperson, CDBG Committee; Barb Vanduren, Deputy City Manager

Council Meeting Date: Monday, February 20, 2012

Recommendation:

The Council appointed, citizens advisory body known as the Community Development Block Grant Committee and Staff recommends the approval of the resolution to set a date for a public hearing on the proposed Wyoming Community Development 2012/2013 One Year Action Plan (a.k.a budget).

Sustainability Criteria:

Environmental Quality – CDBG funds are utilized to address national objectives including to aid in the prevention or elimination of slums or blight; reduction of crime through the provision of Public Services; and the improvement of public spaces, such as parks and senior centers. The Annual Plan works to rehabilitate substandard housing located in designated blighted areas and where the housing is expected to be brought to standard condition. Funds aide in the acquisition and demolition of dilapidated property, and/or eliminate specific conditions detrimental to public health and safety.

Social Equity – Funds are targeted to benefit Low and Moderate Income Persons or Households. An area of the community is eligible for CDBG support where at least 51 percent of the residents are Low/Mod. The service area of the activity is primarily residential by HUD mandate.

Economic Strength – Acquisition, construction, or rehabilitation of property for housing creates jobs for local contractors while maintaining and improving property values adding to the economic strength of the community. The improvement of public facilities and services directly impacts the community's quality of life, working to ensure people want to live, work and play in Wyoming.

Discussion:

On February 1, 2012, the CDBG committee reviewed and debated the merits of program inclusions the 2012/2013 Annual Plan, their related prioritization, and recommended funding levels. The recommended plan is consistent with the adopted 5-Year Strategic Plan and all activities meet National Objectives as required. These recommendations have been used by staff

to prepare the CDBG program budget for your and subsequently Council's decision. The City of Wyoming's budgeting process runs concurrently with the HUD approval process which requires public hearings on annual plan modifications. To meet these timelines, a resolution to set a public hearing on the one-year plan is being sought on February 20, 2012 for the April 2, 2012 City Council meeting.

Budget Impact:

Programs of the CDBG fund are fully funded by the federal entitlement grant and the reinvestment of program income generated by CDBG programs. (Income reinvestment is mandated by HUD.)

Attachments: Resolution to Set Public Hearing, Annual Plan (proposed budget)

	Commission Priority	Y1 End Est 2011-2012	Staff Recommended 2012-2013	Commission Recommended
Income:				
HUD Grant		\$ 420,151.00	\$ 467,662.00	\$ 467,662.00
Anticipated Prog. Inc. Inspections CE		\$ 136,000.00	\$ 140,000.00	\$ 140,000.00
Interest Income		\$ 13,000.00	\$ 13,200.00	\$ 13,200.00
Interest Income Commercial Loans		\$ 300.00	\$ 250.00	\$ 250.00
Interest Income Land Contract		\$ 2,100.00	\$ 1,800.00	\$ 1,800.00
Sales Land		\$ 3,200.00	\$ 3,000.00	\$ 3,000.00
Sales \$1 Home		\$ -	\$ -	\$ -
HRS Reimbursements		\$ 2,000.00	\$ 2,200.00	\$ 2,200.00
Reimbursements def loans		\$ 6,500.00	\$ 5,000.00	\$ 5,000.00
Loan Payments Residential		\$ 54,800.00	\$ 55,000.00	\$ 55,000.00
Loan Payments Commercial		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Misc. Income		\$ 100.00	\$ 200.00	\$ 200.00
Reprogrammable Funds Fund Balance		\$ 33,654.00	\$ 62,462.00	\$ 62,462.00
Reprogrammable Funds Fund Balance Contingency			\$ 36,700.00	\$ 36,700.00
Sub-Total Revenue		\$ 673,805.00	\$ 789,474.00	\$ 789,474.00
Programs:				
Program Administration Costs				
Administration - General	H	\$ 102,600.00	\$ 88,550	\$ 88,550.00
Fair Housing Services (Evaluation)	H	\$ 17,000.00	\$ 17,000	\$ 17,000.00
Update City's Master Plan Documents, Zoning	L	\$ 5,000.00	\$ 5,000	\$ 5,000.00
Sub-total		\$ 124,600.00	\$ 110,550	\$ 110,550.00
				\$ 145,402.40
Rehabilitation				
Administration - Rehab	H	\$ 66,705.00	\$ 58,724	\$ 58,724.00
Rehab for Rental Units	L	\$ -	\$ -	\$ -
Residential Loans	M	\$ 45,000.00	\$ 80,000	\$ 80,000.00
Other Serv. Rehab Loan Program	M	\$ 115,000.00	\$ 120,000	\$ 120,000.00
HUD \$1 Home Program	L	\$ -	\$ -	\$ -
Disposition		\$ -	\$ -	\$ -
Home Repair Services	M	\$ 50,000.00	\$ 60,000	\$ 60,000.00
Sub-total		\$ 276,705.00	\$ 318,724	\$ 318,724.00
				\$ 95,617
Special Economic Development Activities				
Commercial Loan Program	L	\$ -	\$ -	\$ -
Sub-total		\$ -	\$ -	\$ -
Code Enforcement				
Code Enforcement Inspection	H	\$ 205,000.00	\$ 220,000	\$ 220,000.00
Sub-total		\$ 205,000.00	\$ 220,000	\$ 220,000.00
Clearance				

Grant award for 2011-2012

tied to grant allocation, conservatively estimated

Restricted: 20% of Grant + Program

HUD recommends not exceed 30% (J)

	Commission Priority	Y1 End Est 2011-2012	Staff Recommended 2012-2013	Commission Recommended
Demolition of Deteriorated Structures	M	\$ 8,000.00	\$ 10,000	\$ 10,000.00
Sub-total		\$ 8,000.00	\$ 10,000	\$ 10,000.00
Acquisition				
Floodway Structures	L	\$ -	\$ -	\$ -
Sub-total		\$ -	\$ -	\$ -
Public Facilities & Improvements				
Pinery Park Improvements	L	\$ -	\$ -	\$ -
Wyoming Senior Center Improvements	L	\$ -	\$ 18,000	\$ 11,000.00
Marquette Park Security Improvements	L	\$ 4,750.00	\$ 5,000	\$ 5,000.00
Sub-total		\$ -	\$ 23,000	\$ 16,000.00
Public Services				
Community Policing Programs	H	\$ 50,000.00	\$ 55,000	\$ 55,000.00
Taft Neighborhood Rental	H	\$ 9,500.00	\$ 10,000	\$ 10,000.00
Taft Neighborhood Programs	H	\$ 5,000.00	\$ 5,500	\$ 5,500.00
Sub-total		\$ 59,500.00	\$ 70,500	\$ 70,500.00
Contingency		\$ -	\$ 36,700	\$ 43,700.00
Sub-Total Expense		\$ 673,805.00	\$ 789,474	\$ 789,474.00
Net		\$ -	\$ -	\$ -

\$14,000 Hearing Loop System for hearing impaired. Commission supports funding 1/2 at \$7,000 and return other \$7,000 to contingency.
\$4,000 Fire Suppression System as requested by Fire Marshall

15% of grant + 15% of total program income previous year

\$ 103,149.30

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE MAYOR AND CITY CLERK
TO EXECUTE AN ADDENDUM TO LAND CONTRACT
BETWEEN THE CITY OF WYOMING AND MARTIN ESPARZA

WHEREAS:

1. On September 18, 2008, the City entered into a land contract with Martin Esparza to sell property at 1229-1233 Chicago Drive S.W. which provided a payoff of the entire balance due on or before November 1, 2011.
2. The buyer has been unable to negotiate a sale of the parcel or obtain financing to pay off the balance due.
3. Staff has met with the buyer and negotiated an addendum to the land contract, the primary change being an extension of the payoff date to March 1, 2015.
4. Staff recommends these changes in the land contract as being in the best interest of the City and of the buyer.

NOW, THEREFORE, BE IT RESOLVED:

1. The Mayor and City Clerk are hereby authorized to execute the attached addendum to land contract between the City of Wyoming and Martin Esparza.

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:

Addendum to land contract

Resolution No. _____

ADDENDUM TO LAND CONTRACT

The Land Contract dated September 18, 2008, between the City of Wyoming, a Michigan Municipal Corporation of 1155 – 28th Street S.W., Wyoming, MI 49509 as “Seller” and Martin Esparza, a single man of 4842 Pinedell N.E., Comstock Park, MI 49321 is hereby amended as follows:

1. The portion of paragraph 3 entitled “Price and Terms” which provides for the payment of the entire balance due on the contract is amended to read as follows:

However, the entire principal amount and any interest due shall be due and payable on or before March 1, 2015.

2. The portion of paragraph 3 entitled “Price and Terms” which provides for the rate of interest on the balance is amended to read as follows:

The interest mentioned above shall be at the rate of five percent (5.00%) per annum from March 1, 2012, computed monthly and first deducted from each payment with the remainder applied to principal.

3. The following is added to paragraph 19 entitled “Additional Provisions” to read as follows:

Buyer may not assign this contract or enter into any subsequent or second land contract without the written consent of Seller.

4. All other provisions of the land contract dated September 18, 2008 shall remain as stated.

5. The legal description of the property is attached as Exhibit A.

WITNESSES:

Buyer:

Martin Esparza

STAFF REPORT

Date: Tuesday, February 8, 2012

Subject: Community Development – Renegotiated Esparza Land Contract

From: Rebecca Rynbrandt, Director of Community Services

Cc: Jack Sluiter, City Attorney

Council Meeting Date: Monday, February 20, 2012

Recommendation:

Staff recommends the approval of a new land contract between the City of Wyoming and Martin Esparza for properties at 1233 Chicago Drive SW (41-17-02-184-019) and 1229 Chicago Drive SW (41-17-02-184-010).

Sustainability Criteria:

Environmental Quality – Per the attached map, you will note that the parcels in question are vacant. The current contract holders own the immediately adjacent commercial building and have made significant improvements to that property. The land contracted parcels are being well maintained and as a result of Esparza ownership does not cause a blighting influence; rather, with the improvements to the adjoining property, the neighborhood has maintained and improved upon its aesthetics and property values.

Social Equity – Current note holders represent the growing ownership of property and businesses by minority persons within the City of Wyoming. At this year's City Council retreat, as affirmed in the Mayor's recent State of the City address, a celebration and support of our community's diversity is encouraged.

Economic Strength – The parcels are necessary to the long term viability of the adjoining commercial property – necessary for parking; location, size and combination of the lots would be necessary to support re-sale, redevelopment, and economic vitality along the corridor.

Discussion:

On November 15, 2004 via Resolution No. 21607, the City of Wyoming, utilizing Community Development funds, obtained the real property located at 1229-1233 Chicago Drive SW. This purchase was made to obtain dilapidated property and to eliminate a blighting influence on the surrounding neighborhood and for redevelopment opportunities. Upon purchase the City demolished the structures and prepared the property for re-sale.

On September 18, 2008, the City of Wyoming sold the property to Martin Esparza on land contract for \$70,000. The term of the land contact was to end on or before November 1, 2011

with the entire remaining principal amount and any interest due payable in a final balloon payment. Upon purchase of the property, the Esparza's made significant investment to the adjacent commercial property, with a goal of selling as a package the commercial property, 1225 Chicago Drive SW, with 1229-1233 Chicago Drive SW.

Having purchased the at the height of the real-estate property values, which have since constricted, and having made significant investments in improving the commercial property, efforts to sell the combined lots for an amount commiserate with return on their investments has not been successful. To this end, the Esparza's have not been able to generate the necessary capital to pay off the land contract and they desire to enter into a new land contract rather than face foreclosure.

Having formed a team of review including myself, City Attorney Jack Sluiter, and Kim Lucar, we have met several times with the Esparza's and their legal representation to negotiate the terms of a new land contract. We have taken into consideration the current real-estate sales climate as well as the costs associated with foreclosure proceedings and subsequent property maintenance should the City of Wyoming wish to revert the property to its ownership. It is our recommendation to enter into a new land contract:

	Current	Proposed
Interest Rate	6%	5%
Payments (monthly)	\$500	\$500
Effective Term	Sept. 18, 2008 – Nov. 1, 2011 (payments are on-going subject to renegotiation or foreclosure)	March 1, 2012 – March 1, 2015

Budget Impact:

While the Community Development fund will see a reduction in interest income, and as the principal shall be reduced at a timelier rate, both are negligible in overall impact to the fund. By entering into a new land contact the City saves money from not incurring costs related to foreclosure, property maintenance upon ownership, and resale expenses.

Attachments: Map, Contract Addendum, Property Description, Resolution

PARCEL A: LOT 7, RATHBONE'S ADDITION TO THE CITY OF GRAND RAPIDS (NOW CITY OF WYOMING), KENT COUNTY, MICHIGAN, AS RECORDED IN LIBER 17 OF PLATS, PAGE 2.

PPN: 41-17-02-184-010

PARCEL B: LOTS 8 AND 9, EXCEPT THAT PART OF LOT 9, RATHBONE'S ADDITION TO THE CITY OF GRAND RAPIDS, (NOW CITY OF WYOMING), KENT COUNTY, MICHIGAN DESCRIBED AS: BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 9; THENCE EAST 5 FEET ALONG LOT LINE; THENCE NORTHWESTERLY TO A POINT 5 FEET NORTH OF BEGINNING; THENCE SOUTH 5 FEET ALONG LOT LINE TO BEGINNING, AS RECORDED IN LIBER 17 OF PLATS, PAGE 2.

PPN: 41-17-02-184-019



Wednesday, February 8, 2012
Esparza Land Contract, 1233 and 1229 Chicago Drive

RESOLUTION NO. _____

RESOLUTION TO REVOKE BUSINESS LICENSES
FOR GALEWOOD TAVERN

WHEREAS:

1. On January 11, 2012, the City Clerk suspended the business licenses of Galewood Tavern, 1978 Godfrey Avenue SW, for violations of Section 14-52(2) and 14-180 of the Code of the City of Wyoming.
2. On January 16, 2012, the City Council, pursuant to Section 14-53 of the Code of Ordinances, appointed a Committee of Council to conduct a business license revocation hearing.
3. A hearing was held by a Committee of Council on February 2, 2012, to review evidence, hear testimony, and consider whether the business licenses of Galewood Tavern should be revoked.
4. The Committee of Council made determinations of fact and found that the Galewood Tavern had violated Sections 14-52(2) and 14-180 of the Code of Ordinances, and recommended to the City Council that the business licenses of the Galewood Tavern be revoked.

NOW, THEREFORE, BE IT RESOLVED:

1. Business License #807, Amusement Machine Location License #7 and Dance Hall License #3, issued to Galewood Tavern, 1978 Godfrey Avenue SW, are revoked.

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: February 20, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Findings & Recommendation

In the Matter of: The proposed revocation of a Business license, Amusement Machine Location license and a Dance Hall license for Galewood Tavern, 1978 Godfrey Ave. SW.

On January 16, 2012, the Wyoming City Council by resolution appointed a committee to conduct a hearing and make recommendations on the proposed revocation of Business licenses 2011-2012 no. 807, Amusement Machine Location license no. 7 and Dance Hall license no. 3, issued to Galewood Tavern, 1978 Godfrey Ave. SW.

This matter having come before the committee on February 2, 2012, for purposes of conducting a hearing.

Upon hearing the sworn testimony and having considered the exhibits presented the committee makes the following determination of fact.

1. Galewood Tavern was granted a Business License by the City of Wyoming for purposes of operating a tavern.
2. Galewood Tavern was granted an Amusement Machine Location License by the City of Wyoming for use in its tavern operation.
3. Galewood Tavern was granted a Dance Hall License by the City of Wyoming for use in its tavern operation.
4. For many years the Wyoming Police Department has received complaints involving public drunkenness, fights and otherwise disorderly persons in or around the Galewood Tavern.
5. That in the last three years, the Wyoming Police Department has experienced an escalation in both the number and severity of crimes which have occurred at the Galewood Tavern and in the adjacent neighborhoods.
6. That the following serious incidents occurred in and around the Galewood Tavern since 2009 according to the Wyoming Police Department, to wit:
 - A. On July 25, 2009, Sgt. Joe Steffes, Detectives Tim Pols and Jill Whitcomb as well as Officers Ross Eagan, Blair Shellenbarger, Dwayne Holmberg, Rob Meredith, Jeff Malzahn, Ronald Doll and others were dispatched to the Galewood Tavern as a large fight erupted in the parking lot in which the victim, a bar patron, suffered a severe stab wound. A felony warrant was obtained against the perpetrator for Felonious Assault (Incident No. 09-5467);
 - B. On November 19, 2009, Sgt. Dave Hunt along with Officers Sarah Sutton and other members of the Wyoming Police Department were dispatched to the Galewood Tavern on a report of a bar patron having been struck inside the tavern with a beer bottle. According to the police reports the suspect fled the bar gunshots were heard in the parking lot. Sgt. Hunt located two .380 caliber shell casings in the parking lot of the Galewood Tavern approximately 35 feet east of

the main entrance. The Kent County Prosecutor's office authorized the issuance of a three count felony warrant charging the perpetrator with Assault with Intent to do Great Bodily Harm less than Murder, Possession of a Weapon by a Felon and a Felony Firearm charge (Incident No. 09-8553);

C. In On August 7, 2010, Officer Michele Ritzema of the Wyoming Police Department was dispatched to Spectrum Hospital to interview the victim of a stabbing. According to the victim, he got into an altercation with another male in the parking lot of the Galewood Tavern and was stabbed in the upper chest. The incident was not reported by anyone at the Galewood Tavern. No criminal charges were authorized due to lack of cooperation by the victim (Incident No. 10-5224);

D. On September 6, 2010, a victim is stabbed in the face with a box cutter as he is leaving through the east doors of the Galewood Tavern at closing. The victim does not report the incident to the Wyoming Police Department until the next day after being treated in the emergency room at Spectrum Hospital. The Kent County Prosecutors office closed the matter without prosecution based upon insufficient evidence as well as a mutual combat (Incident No. 10-5954);

E. On October 3, 2010, at approximately 2:00 am a Wyoming citizen contacted the police department to report that several males were congregating at the Galewood Tavern and Pheffer's Drug Store lots. The citizen caller indicated that they had heard approximately five to six gunshots coming from the group. Sgt. Mike Struve and Officer Ben Durian of the Wyoming Police Department were dispatched and although they could find no physical injuries they did note damage to vehicles and trailers in the neighborhood (No written report was taken. Call for service no. 10-2760059);

F. On October 31, 2010, Officer Rachel Clore of the Wyoming Police Department along with Officers Dan Mahoney, Rory Allen and Erich Staman were dispatched to a fatal car accident which occurred on 28th Street near West Avenue. After the investigation it was determined that the matter was an intentional killing which began in the parking lot of the Galewood Tavern. The perpetrator was lodged in the Kent County Jail on one count of second degree murder and one count of attempted second degree murder (Incident No. 10-84133);

G. On June 24, 2011, Officer Chad Lynn along with Officers Rory Allen, Blair Shellenbarger and others were dispatched to the Galewood Tavern on the report of a Felonious Assault which occurred involving two victims and three suspects. One of those suspects was reportedly brandishing an expandable baton. The incident occurred as both victims were leaving the Galewood Tavern in the early morning hours. Although both victims were significantly injured criminal charges could not be supported due to insufficient evidence (Incident No. 11-57778);

H. On September 10, 2011, Sgt. Mike Struve of the Wyoming Police Department along with Officers Ross Eagan, Anthony Jacob, Randy Adams and Rory Allen were dispatched to a Homicide as a result of a shooting in the parking lot of the Galewood Tavern. During his investigation, Officer Ross Eagan asked the owner of the Galewood Tavern, Doug Slagboom, to provide him with all video footage from his surveillance system of the parking lot. Mr. Slagboom, according to Officer Eagan, was not very cooperative with this request and complained at length about the time and effort it would take to do so. Officer Allen reports the parking lot was loud and chaotic even as efforts to attend to the victim were made. The Homicide remains unsolved due to lack of cooperation by witnesses (Incident No. 11-87119);

I. On October 30, 2011, between the hours of 2:30 and 2:45 am Officer Ross Eagan of the Wyoming Police Department along with Officer Randy Adams were dispatched to the Galewood Tavern on a report of a fight. By all accounts the fight originated on a "party bus" which was parked in the parking lot of the Galewood Tavern. The perpetrator was arrested for Property Destruction, Disorderly Conduct and Hindering and Opposing a Police Officer (Incident No. 11-104380);

J. On November 12, 2011, Sgt. Mike Struve along with Officers Kresten Green, Greg Duffy, Rachel Clore and other members of the police department were dispatched to the Galewood Tavern in regards to a fight in the parking lot. During the investigation it was determined that one of the combatants had a loaded gun. Officers found a Taurus .38 caliber 6-shot revolver. As noted in Detective Keen's report there was a shooting death at the same location (Galewood Tavern) in September of 2011. A gun was missing from that incident and it was a .38 caliber. It is unknown if the two are related. The Kent County Prosecutors office authorized a felony warrant for the perpetrator for Carrying a Concealed Weapon and Felon in Possession (Incident No. 11-108648).

7. That Section 14-31 of the Code of the City of Wyoming provides that the purpose of issuing business licenses is to promote the general health, safety and welfare of the City's citizens by identifying business locations and operations within the City to enhance the efficient delivery of City services including police and fire services.

8. That Section 14-180 of the Code of the City of Wyoming provides as follows:

Conduct of Business. The owner, as well as the agents and servants of the owner, actually engaged in the operation of a place of business, licensed to sell alcoholic beverages on the premises, shall at all times be responsible for the conduct of occupants and patrons. No disorderly, loud or boisterous conduct shall be permitted, nor shall any entertainment be given or permitted which is offensive, indecent or obscene in its nature. Front windows shall at all times be clear of curtains, screens or objects which would tend to obstruct vision into the establishment from the front

and outside of the premises. No living quarters shall be permitted in the same building, if they are connected to the business establishment in such a way that the public has, or is likely to have access thereto. No booths shall be permitted which are completely enclosed or capable of being either permanently or temporarily completely enclosed or locked or with partitions higher than four feet from the floor. No such place shall permit alcoholic beverages to be served or consumed in private rooms unless the door to such room shall be open during the period while such alcoholic beverages are being consumed therein. All places must have separate toilet facilities for men and women.

9. That Section 14-52 of the Code of the City of Wyoming provides as follows:

Suspension and revocation.

Any license, registration or permit issued by the city may be suspended for any one of the following reasons:

- (1) Misrepresentation of any material fact on the application for obtaining such license, registration or permit.*
- (2) Violation of any section of this chapter as it relates to the operation or business.*
- (3) Violation of any state or federal statute or duly adopted federal, state or local rule and regulation as relates to the operation or business.*
- (4) Failure to comply with an authorized requirement of any city official as relates to the operation or business.*
- (5) Failure to perform any act or the performing of any act, either of which is contrary to or would endanger the public health, safety and welfare.*

If the license or registration of any person is suspended, the city official who suspends such license or registration shall inform the licensee in writing as to the reasons why the license has been suspended and the effective date of such suspension. If there are conditions to be corrected, the city official in the notice shall inform the licensee of such. The city official may lift such suspension if he finds that the conditions have been corrected.

10. That based upon the foregoing we, the members of the committee, appointed by Resolution of the City Council on January 16, 2012, find as follows: (Check appropriate boxes as applicable)

That the Galewood Tavern located at 1978 Godfrey Avenue violated Section 14-180 of the Wyoming City Code in that they being responsible for the conduct of occupants and patrons permitted their establishment to be a place of disorderly, loud or boisterous conduct so as to constitute a real and immediate threat to the health and safety of officers who respond to these situations as well as the safety of those who live in the surrounding area.

That the Galewood Tavern located at 1978 Godfrey Avenue SW violated Section 14-52(5) of the Wyoming City Code by failing to control the activities of their patrons so to not endanger the public health, safety and welfare of the citizens of the City of Wyoming and its police officers.

Based upon the forgoing we, the Committee recommend the following to the Wyoming City Council.

Revoke the Business License, Amusement Machine Location License and Dance Hall License issued to Galewood Tavern, 1978 Godfrey Ave. SW in the City of Wyoming

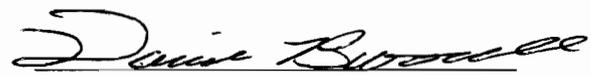
Not revoke the Business License, Amusement Machine Location License and Dance Hall License issued to Galewood Tavern, 1978 Godfrey Ave. SW in the City of Wyoming

other (if applicable)

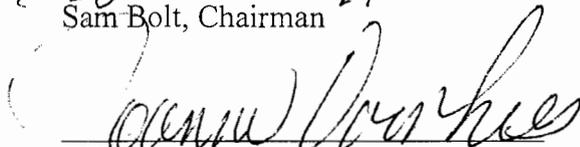
Dated: Feb 2. 2012



Sam Bolt, Chairman



Daniel Burrill, committee member



Joanne Voorhees, committee member

RESOLUTION NO. _____

RESOLUTION TO APPROVE FINAL PAYMENT TO DIXON ENVIRONMENTAL
CONSULTING FOR UNDERGROUND STORAGE TANK SOIL TESTING

WHEREAS:

1. The City Council authorized services for soil testing by Dixon Environmental Consulting at the City's Public Works Facility.
2. The Michigan Department of Environmental Quality (MDEQ) required additional tests.
3. The tests have been completed.
4. The additional tests cost \$1,360.
5. Sufficient funds have been appropriated in the Motor Pool account, 661-441-58300-930000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council approves final payment to Dixon Environmental Consulting, in the amount of \$1,360.00.

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

ATTACHMENTS:

Memorandum

STAFF REPORT

DATE: February 15, 2012

SUBJECT: Final Payment – Underground Storage Tank Soil Testing

FROM: William D. Dooley, Director of Public Works

Date of Meeting: February 20, 2012

RECOMMENDATION

It is recommended that the City Council approve final payment in the amount of \$1,360 to Dixon Environmental Consulting, Inc. for work related to soil testing surrounding underground storage tanks located at the Public Works Facility.

SUSTAINABILITY CRITERIA

Environmental Quality

The soil testing insures that the groundwater surrounding the Public Works facility was not contaminated by underground storage tanks that have been removed.

Social Equity

The soil testing insures all of the citizens of Wyoming that there are no hazards resulting from contaminated soil and groundwater.

Economic Strength

Testing the soil insures there is no underground contamination from the City of Wyoming's facility protecting the City from unnecessary future litigation.

DISCUSSION

On September 6, 2012, the City Council authorized testing services by Dixon Environmental Consulting, Incorporated. The service was to test the soil in the area where underground storage tanks had been removed. Unfortunately, the project required additional testing to satisfy the Michigan Department of Environmental Quality (MDEQ). The work has been completed and approved by the MDEQ. No contamination was found and the case has been closed. The additional testing cost \$1,360.00.

BUDGET IMPACT

Sufficient funds have been budgeted in the Motor Pool account, 661-441-58300-930.000.

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF
ROOFTOP FALL PROTECTION EQUIPMENT

WHEREAS:

1. As detailed in the attached staff report from the Clean Water Plant Maintenance Supervisor, it is recommended the City of Wyoming purchase rooftop fall protection equipment for the Chemical, Raw Sewage and Chlorine buildings (phase 2).
2. On June 6, 2011, City Council adopted Resolution number 23912 awarding a bid for fall protection equipment to the low bidder, Agile Safety.
3. Agile Safety has submitted a letter extending the 2011 awarded bid pricing.
4. The total estimated cost of the equipment for phase 2 is \$41,849.92.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of fall protection equipment from Agile Safety as summarized in the attached staff report.
2. The City Council does hereby waive the provisions of Sections 2-252, 2-253, 2-254 and 2-256 of the City Code regarding publication and posting of bid notices, notification of bidders and the bid opening procedure.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

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

ATTACHMENTS:

Staff Report
Quotation

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

Staff Report

Date: January 24, 2012
Subject: Purchase of a Safety Guardrail System
From: Tom Wilson, Clean Water Plant Maintenance Supervisor
Meeting Date: February 20, 2012

Recommendation

On June 6, 2011, per Resolution #23912, City Council awarded a bid to Agile Safety for the purchase of rooftop guardrail on three different levels on the Clean Water Plant main building roof as required by OSHA Standard 1926. As was mentioned in the Memo that accompanied Resolution #23912, to be in total compliance with this OSHA standard, the Clean Water Plant is planning to install rooftop guardrail on other remote buildings as well. Agile Safety, who provided the low bid in June, 2011, has agreed to hold the price per item on the guardrail we are planning to install in the second phase of this installation on the chemical, raw sewage, and chlorine buildings. It is my recommendation that the Wyoming City Council accept the proposal from Agile Safety to provide the railing at the same cost that was bid in June 2011.

Sustainability Criteria:

Environmental Quality – The Clean Water Plant is actively engaged in the protection of Michigan’s natural water environment and the public health of Wyoming’s citizens. As part of our efforts to continue making a positive impact on the environment, it is necessary that our infrastructure and the equipment that keeps it running are maintained in a safe, reliable, and well working condition.

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

Economic Strength – Agile Safety provides equipment and service options to the environmental, health, and safety industries and has been a supplier of safety supplies for the Clean Water Plant for many years. Their commitment to holding the line on pricing for this second phase of rooftop safety railing, demonstrates their willingness to work with us in providing safe and reliable working conditions in a way that is economically beneficial to the City of Wyoming.

Discussion:

The United States Department of Labor Occupation Safety and Health Administration, OSHA, Standard 1926, requires all employers that have employees who work on a surface that is higher than 6 feet above a solid surface, to protect said employees from falling by the use of a guardrail system or personal fall arrest system. The Clean Water Plant has numerous locations where this requirement is necessary and has chosen



to install an Architectural Series Non-penetrating Guardrail System manufactured by Blue Water Manufacturing. We have selected this railing not only because it will protect our employees from an accidental fall, it will also be aesthetically pleasing.

With approval from the Wyoming City Council, phase one of this safety railing has been completed on three levels of the main building. As we continue to come into total compliance with OSHA standard 1926, the City of Wyoming Clean Water Plant is planning to begin phase two of this railing installation on the chemical building, the raw sewage building, and the chlorine building.

Because this is a costly, but necessary expense, installation of these guardrail systems will be done

in each new budget year until all roof lines are properly protected from accidental falls.

On June 6, 2011, the Wyoming City Council, per resolution #23912 approved the first of multiple purchases for a roof guardrail system. Bid specifications were sent to numerous safety suppliers to bid on the specified safety guardrail system with Agile Safety providing the low bid. Since the Clean Water Plant will be installing the identical architectural safety guardrail system in this second phase of installation, Agile Safety was asked if they would hold the per item price of 2011 for this next purchase in 2012. Agile Safety has agreed to our request and will hold the per item price of 2011.

Budget Impact:

Based on the June 2011 pricing, cost for the purchase of the safety guardrail system for phase two as submitted by Agile Safety will have a budget impact in the amount of \$41,849.92. Adequate funds are available in the Clean Water Plant Capital Maintenance Account #590-590-54400-980800.

Approved: Myron Erickson, Plant Superintendent

Approved: Thomas Kent, Deputy Director of Public Works



850 Bridge Street NW
Grand Rapids, MI 49504 USA

616.261.1402 phone

www.agilesafety.com

*Equipment and Services
for a Safe and Healthy Workplace*

January 25, 2012

Tom Wilson
Wyoming Clean Water Plant, City of
2350 Ivanrest SW
Wyoming, MI 49418

616-261-3573 Phone
616-261-3590 Fax
twilson@wyomingmi.gov

Dear Mr. Wilson:

This letter pertains to pricing for non-penetrating roof perimeter guardrail at the Wyoming Clean Water Plant. Agile Safety was low bidder for a project guarding three roof-tops in 2011. A project now in 2012 for buildings B, H and J will require the same individual parts, in varying amounts depending on roof size and configuration. In addition, 3.31% of the equipment will be new (5 each of one part number and 10 each of a second), due to a minor design change to improve the transitions from access ladders to rooftops.

Agile Safety affirms that per-unit pricing will not change from the equipment purchased in 2011. Moreover, for the 3.31% of the equipment that is different for 2012, Agile Safety will extend discounted pricing equal in discount to the equipment purchased in 2011. Detailed in Appendix A are part numbers and pricing.

Thank you for the opportunity to provide this information to you. If there is any way in which I may be of further assistance to you, please do not hesitate to contact me.

Sincerely,

Brandon Burnette
Agile Safety
brandon@agilesafety.com

Appendix A

Scope of Equipment for Buildings B, H and J

	List Price	2011 Pricing	2012 Pricing	2012 Total
Same Part Numbers as 2011 Project (96.69% of Project Cost)				
7 kit 500354 Start End Kit Curved Stanchion	\$324.00	\$266.58 ea.	\$266.58 ea.	\$1,866.06
95 kit 500350 Intermediate Kit Curved Stanchion	\$336.00	\$276.46 ea.	\$276.46 ea.	\$26,263.70
62 ea. 1047.32 90 Degree Elbow	\$11.00	9.05 ea.	\$9.05 ea.	\$561.10
56 ea. 1054.32 Straight Connector	\$10.00	\$8.23 ea.	\$8.23 ea.	\$460.88
2,310 ft 200058 1-1/4" Sch 40 X 21' Galvanized Pipe	\$4.85	\$3.83 ft.	\$3.83 ft.	\$8,847.30
107 ea. 100034 EPDM Pad	\$28.00	\$23.04 ea.	\$23.04 ea.	\$2,465.28
New Part Numbers for 2012 Project (3.31% of Project Cost)				
5 ea. 500375 Outrigger Straight	\$324.00	New	\$266.58 ea.	\$1,332.90
10 ea. 1048.32 Short Tee	\$6.40	New	\$5.27 ea.	<u>\$52.70</u>
		Project Total		\$41,849.92

Note 1: Kits include 1 base, 1 stanchion, connection pieces.

Note 2: Pricing includes delivery to WY Clean Water Plant for equipment above in one shipment.

RESOLUTION NO. _____

RESOLUTION TO ACCEPT A PROPOSAL FOR
DESIGN/BUILD SERVICES OF THE ODOR CONTROL DUCT SYSTEM
AT THE CLEAN WATER PLANT

WHEREAS:

1. As detailed in the attached Staff Report from the Clean Water Plant Maintenance Supervisor, proposals were received to provide design/build services for removing the existing odor control duct system, reconfiguring the air flow and providing and installing a new fiberglass odor control duct system at the Clean Water Plant.
2. It is recommended the City Council accept the lowest proposal as received from Allied Mechanical Services, Inc. in the amount of \$140,000.00.
3. Funds for the design/build services are available in the Sewer Fund Wastewater Utility Capital Outlay Account #590-590-54400-986455.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize acceptance of the proposal from Allied Mechanical Services, Inc. for design/build services of the odor control duct system at the Clean Water Plant as summarized in the attached Staff Report.

Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

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

ATTACHMENT:
Staff Report

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

Staff Report

Date: February 14, 2012
Subject: Award a Contract for the Design/Build of the Odor Control Line at the CWP
From: Tom Wilson, Clean Water Plant Maintenance Supervisor

Recommendation

The Clean Water Plant's odor control system relies on a system of above-ground fiberglass ducts to move air. The system is 25 years old and is at the end of its life cycle. Requests for Proposals, RFP's, were sent out and made available for mechanical contractors to provide a design/build proposal for removing the existing odor control duct system, reconfiguring the air flow, and providing and installing a new fiberglass duct system. Of the three proposals received, Allied Mechanical Services, Inc. was low bid and met all requirements. Therefore, it is my recommendation that the City Council approve the proposal from Allied Mechanical in the amount of \$140,000.00

Sustainability Criteria:

Environmental Quality – The Clean Water Plant is actively engaged in the protection of Michigan's natural water environment and the public health of Wyoming's citizens. The plant works diligently to abate foul odors in an effort to be a good neighbor and to be environmentally responsible. As part of these efforts to have a positive impact on the environment, it is necessary that our infrastructure and the equipment that keeps it running are maintained in a safe, reliable, and well working condition.

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

Economic Strength – Replacement of the current duct system will reduce the need for costly repair work. Also, because of the weakened condition of the current system, safety hazards exist while trying to maintain the system which could result in lost time due to injury. Replacement of the current duct system will eliminate some of those hazards and will decrease the risk of injury lost time and expense.



Discussion:

In 1987, the odor control duct system pictured to the left, was installed to remove odor from the influent wetwell, the truck loading bay, and two sludge holding tanks located behind the main building. The current odor control duct system has served us well. However, after 25 years of use, there are two key issues that need to be addressed. First, UV has weakened it to the point that we are getting holes,

cracks, and separation in the duct work. Last year we hired a contractor to make some repairs and to analyze the pipe. The contractor reported back to us that the pipe was very thin, and for safety reasons alone, should be replaced. Secondly, the air flow now goes in reverse to the original design. Originally, air flowed into the main building to a chemical scrubber. It now flows away from the main building to a carbon scrubber located by the primary tanks. This means that the duct sizing is backwards and needs to be turned around so that it will provide us with an efficient odor removal system.

Bid specifications were sent out and made available to mechanical contractors requesting that they provide the City with an RFP on how they would design and build an odor control duct system that would provide us with an efficient odor removal system. Three RFP's were received and reviewed by our team to verify that the RFP's met the evaluation criteria. Evaluation of the proposal received from Allied Mechanical Services, Inc. found that it meets all evaluation criteria.

Budget Impact:

Sufficient funds for this improvement exist in the Sewer Fund Wastewater Utility Capital Outlay Account #590-590-54400-986.455.

Approved: Myron Erickson, Plant Superintendent

2/22/2012
Fire/RCA

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF
FIRE APPARATUS

WHEREAS:

1. The Wyoming Fire Department has two fire apparatus that are scheduled for replacement through the Motor Pool maintenance/replacement schedule.
2. The Fire Department has optioned to replace one of the two units at this time, placing the second unit as a reserve unit.
3. Bids were received on September 27, 2011 with six different manufacturers providing a proposal.
4. The Fire Department Apparatus Committee spent numerous hours reviewing and discussing the specifications of the bids provided.
5. Sufficient funds have been budgeted for this purchase and are available in account number 662-441-58500-985.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of one Fire Department Pumper Apparatus from the lowest bidder, HME, Inc, for the price of \$361,667.

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, HME Proposal

Resolution No. _____

MEMORANDUM



DATE: February 15, 2012
SUBJECT: Bid for Firefighting Apparatus
FROM: Robert C. Austin, Fire Chief
MEETING DATE: February 22, 2012

Recommendation:

It is recommended that the City Council authorize the purchase of one firefighting apparatus to HME, Inc., at a cost of \$361,667.

Sustainability Criteria:

Environmental Quality: This purchase would have no negative impact regarding environmental quality.

Social Equity: This purchase would have no negative impact regarding social equity.

Economic Strength: This apparatus has been specifically designed to meet current and future departmental needs to serve the citizens of Wyoming by streamlining the efficiency to which it responds to any emergency and non-emergency situation and under adverse conditions.

Discussion:

During the first quarter of 2011, the Fire Department was advised that two of its original Quints were scheduled for replacement according to the Motor Pool maintenance/replacement schedule. It was determined that one apparatus would be replaced at this time, with the remaining unit being transferred to act as a reserve unit.

An apparatus committee was formed to review the current and future needs of the department and prepare a set of bid specifications. On September 27, 2011, bid proposals were received from six different manufacturers for a fire fighting apparatus. The bid responses were as follows:

HME, Inc.	\$361,667
Crimson Fire, Inc.	\$383,403
R&R Fire Truck Repair, Inc. (Smeal)	\$415,594
Emergency Vehicles Plus	\$416,721
Alexis Fire Equipment Company	\$426,797
Halt Fire, Inc.	\$497,154

An additional bid was also received from Halt Fire, Inc., for a Pierce Demo truck, however, this proposal was not considered as it did not meet any of the required specifications.

The committee then began the process of reviewing the bids for compliance with City specifications. This review was completed with the two lowest bidders, being HME and Crimson. Each of these bid proposals included numerous exceptions to City specifications.

After much discussion, the committee and I met with HME on January 20, 2012 to clarify many of the exceptions they indicated on their bid proposal and explore the possibility of revisions. A few of the major issues included total compartment space, axle size and heating/cooling system. During this meeting, we were able to come to an agreement on most issues, with our personnel forfeiting certain items and HME adjusting to other items, including the compartment space requested. A few mechanical issues were also discovered that we chose to forward to our Motor Pool for final decision.

At the conclusion of the meeting, HME advised that certain specifications could be met, however, the bid price would slightly inflate. It was decided that HME would provide an updated 'build spec' and a confirmation of the revised total price of the apparatus.

By February 2, 2012, all remaining mechanical issues were agreed upon with the Motor Pool Supervisor, Ted Seil, and HME. A revised bid proposal was then received on February 13, 2012 and is attached to this memo.

Budget Impact

Sufficient funds are available for this purchase in Motor Pool account number 662-441-58500-985.000.

Attachments: HME, Inc., Proposal to Furnish Fire Apparatus



PROPOSAL TO FURNISH FIRE APPARATUS

Date: February 12, 2012

To: **City of Wyoming**

Dear Sirs:

We hereby propose and agree to furnish, after your acceptance of this proposal and the proper execution and approval of the accompanying contract, the following apparatus and equipment:

One (1) HME Ahrens-Fox Pumper on an HME Custom Four Door XLFD Cab & Chassis with all equipment as described in the attached HME proposal, for the sum of:

Three Hundred Sixty-One Thousand, Six Hundred Sixty-Seven dollars and no/cents
(\$361,667.00)

All of which are to be built in accordance with the HME, Incorporated proposed specifications attached, and which are made a part of this agreement and contract, to deliver 240 calendar days after date of receipt and approval of contract, properly executed, subject to all causes beyond our control.

The amount named in this proposal shall remain firm for a period of 60 days from the date of same. All state, federal and local taxes are not included above. Any applicable taxes are to be paid by customer upon registration and licensing of vehicle. It is understood by both the Seller and the Buyer that Change Orders executed after contract acceptance may delay delivery. It is understood by both the buyer and the seller that Change Orders executed after contract acceptance may increase or decrease the price. The purchase price herein is based upon all applicable state and federal manufacturing law, regulations, orders, mandates and standards in effect as of the date of this Agreement (hereinafter "Standards") such as, for example, the Standards mandated by the National Fire Protection Association, tentative interim amendments to the National Fire Protection Association Standard, Underwriters Laboratories of Canada, and the US Environmental Protection Agency. The purchase price shall be subject to increase due to any state or federal Standards that are adopted, issued or mandated following the date of this Agreement that require the apparatus(es) described above to be manufactured and/or delivered in compliance with such Standard(s)

This Sales Contract in order to be effective and binding upon Seller must be signed and accepted by an authorized officer of HME, Incorporated. The effective date of this Sales Contract will be the date it is signed and accepted by HME, Incorporated.

All checks must be made payable to HME, Incorporated only and delivered to HME, Incorporated at its offices in Wyoming, Michigan. Under no circumstances shall payment be made to a dealer or any one else as Sellers agent. HME, Incorporated is the only authorized payee. Any representation that payment is to be made to any other party is absolutely unauthorized.

Official ownership documents shall remain property of the seller until the purchase price is paid in full. Upon receipt of payment, ownership documents shall be forwarded to the purchaser.

Respectfully submitted,
HME, Inc.

A handwritten signature in black ink, appearing to be 'J. J. ...', is written over a horizontal line.

Date: 2/12/2012

We agree to accept the above proposal:
City of Wyoming

A horizontal line representing a signature line for the City of Wyoming.

Date: ____ / ____ / ____

RESOLUTION NO. _____

RESOLUTION FOR AWARD OF BIDS

WHEREAS:

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

NOW, THEREFORE, BE IT RESOLVED:

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

Item	Recommended Bidder	Cost
Topsoil	Oetman Excavating, LLC	\$4.39 per ton for Unscreened \$5.56 per ton for Screened
Stainless Steel Clamp Couplings	Etna Supply Company	Bid prices as per the attached tabulation sheet
Bituminous Paving Materials	Superior Asphalt, Inc.	\$54.25 per ton for Top Mix \$52.25 per ton for Base Mix
Sand	Oetman Excavating, LLC	\$3.10 per ton
Fire Hydrants & Hydrant Extensions	EJ USA, Inc. & Etna Supply Company	Bid prices as per the attached tabulation sheet
Tables for Pinery Park Lodge	Business Interiors by Staples	Bid prices as per the attached tabulation sheet
Chairs for Pinery Park Lodge	Custer	Bid prices as per the attached tabulation sheet
Tree Removal Service	Procure Tree Service	\$27,500.00

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

ATTACHMENTS:
Staff Reports
Tabulation Sheets

STAFF REPORT

DATE: February 9, 2012
SUBJECT: Bid Award – Topsoil
FROM: William D. Dooley, Director of Public Works
Date of Meeting: February 20, 2012

RECOMMENDATION

The Public Works Department recommends that the City Council award the bid for topsoil to the lowest bidder, Oetman Excavating, LLC.

SUSTAINABILITY CRITERIA

Environmental Quality

Topsoil is utilized to make repairs to the right-of-way and private property damaged by utility repairs.

Social Equity

Topsoil is utilized throughout the City of Wyoming as needed to repair utility damage. The cost of the material is covered by the Street, Sewer and Water funds.

Economic Strength

Topsoil is required to maintain private and public property.

DISCUSSION

On January 17, 2012, the City Clerk received six bids for topsoil. Fifty-six requests for bid were sent out. The Public Works Department utilizes approximately 600 yards of topsoil each year.

Oetman Excavating submitted the lowest bid of \$4.39 per ton for unscreened topsoil and \$5.56 per ton for screened topsoil.

BUDGET IMPACT

Sufficient funds have been budgeted in the Street Fund, Sewer Fund, and Water Fund maintenance accounts; 202-441-46300-775000, 203-441-46300-775000, 590-441-54200-775000, 591-441-56200-775000, and 591-441-56700-775000.

Attachment: Tabulation Sheet

CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS

On Topsoil

Opened By City Clerk On January 17, 2012 At 11:00 a.m. o'clock

All bid prices reduced to net. All bid prices shown are firm for orders placed within one year from date of award of bid.

	Unscreened Topsoil (per ton)	Screened Topsoil (per ton)
Oetman Excavating LLC	\$4.39	\$5.56
Myles Excavating, Inc.	\$8.82	\$10.78
Rusches Trucking Inc.	\$6.65	\$8.65
Marjo Construction Services, Inc.	\$5.71	\$8.49
Yellow Rose Transport	\$6.25	\$9.25
Verplank Trucking Co.	\$7.95	\$10.65

STAFF REPORT

DATE: February 9, 2012
SUBJECT: Bid Award – Stainless Steel Clamp Couplings
FROM: William D. Dooley, Director of Public Works
Date of Meeting: February 20, 2012

RECOMMENDATION

The Public Works Department recommends that the City Council award the bid for stainless steel clamp couplings to the lowest qualified bidder, Etna Supply Company.

SUSTAINABILITY CRITERIA

Environmental Quality

Stainless steel clamp couplings are utilized to make repairs to damaged watermains and sewers.

Social Equity

Stainless steel clamp couplings are utilized throughout the City of Wyoming as needed to repair damaged watermains and sewers. The cost of the material is covered by the Water and Sewer funds.

Economic Strength

Stainless steel clamp couplings are required to maintain private and public property.

DISCUSSION

On January 24, 2012, the City Clerk received one qualified bid for stainless steel clamp couplings. Three additional bids were submitted, but all three of the bidders submitted unapproved products. The unapproved products have in the past, increased the time of the repairs. With no design changes being made by the manufacturers of the unapproved products, the Public Works Department felt no need to change the approval status of those products. Thirty-eight requests for bid were sent out.

BUDGET IMPACT

Sufficient funds have been budgeted in the Water fund and Sewer fund maintenance accounts; 591-441-56200-775000 and 590-441-54200-775000.

Attachment: Tabulation Sheet

CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS

On Stainless Steel Clamp Couplings

Opened By City Clerk On January 24, 2012 At 11:00 a.m. o'clock

All bid prices reduced to net. All bid prices shown are firm for orders placed within one year from date of award of bid.

Est. Qty.	Nom. Size (inches)	O.D. Range (inches)	Width (inches)	Weight (pounds)	Etna Supply Company (Alternate Bid)		Etna Supply Company		GRRPipe Inc.		EJ USA	
					Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
2	4	4.74-5.14	12	10.5	\$64.00	\$128.00	\$86.00	\$172.00	\$54.00	\$108.00	\$68.68	\$137.36
30	6	6.84-7.24	12	12.2	\$77.00	\$2,310.00	\$105.00	\$3,150.00	\$61.00	\$1,830.00	\$82.62	\$2,478.60
6	6	6.84-7.24	12	12.2	\$94.00	\$564.00	\$129.00	\$774.00	\$71.00	\$426.00	\$101.12	\$606.72
6	6	6.84-7.24	15	14.6	\$85.00	\$510.00	\$116.00	\$696.00	\$86.00	\$516.00	\$91.11	\$546.66
15	8	8.99-9.39	12	14.5	\$91.00	\$1,365.00	\$122.00	\$1,830.00	\$73.00	\$1,095.00	\$93.07	\$1,396.05
4	8	8.99-9.39	12	14.5	\$105.00	\$420.00	\$146.00	\$584.00	\$82.00	\$328.00	\$115.81	\$463.24
4	8	8.99-9.39	20	23.2	\$144.00	\$576.00	\$204.00	\$816.00	\$162.00	\$648.00	\$157.52	\$630.08
4	10	11.04-11.44	12	16.5	\$116.00	\$464.00	\$157.00	\$628.00	\$84.00	\$336.00	\$126.75	\$507.00
6	12	13.10-13.50	12	18.7	\$134.00	\$804.00	\$190.00	\$1,140.00	\$93.00	\$558.00	\$146.90	\$881.40
2	6		20		\$141.00	\$282.00	\$206.00	\$412.00	\$153.00	\$306.00	\$155.95	\$311.90
2	8		20		\$159.00	\$318.00	\$229.00	\$458.00	\$162.00	\$324.00	\$176.02	\$352.04
2	12		20		\$225.00	\$450.00	\$318.00	\$636.00	\$216.00	\$432.00	\$249.19	\$498.38
0	16	17.15-18.35	20		\$508.00	\$0.00	\$688.00	\$0.00	\$390.00	\$0.00	\$561.86	\$0.00
Brand:					Romac		Smith Blair		Powerseal		Romac	
									Min. Order \$500 unless in stock or UPS charge will apply			

STAFF REPORT

DATE: February 9, 2012

SUBJECT: Bid Award – Bituminous Paving Material

FROM: William D. Dooley, Director of Public Works

Date of Meeting: February 20, 2012

RECOMMENDATION

The Public Works Department recommends that the City Council award the bid for bituminous paving material to Superior Asphalt, Inc.

SUSTAINABILITY CRITERIA

Environmental Quality

Bituminous paving material is utilized to make repairs to the roads damaged by weather or utility repairs.

Social Equity

Bituminous paving material is utilized throughout the City of Wyoming as needed to repair road damage. The cost of the material is covered by the Sewer, Street, and Water funds.

Economic Strength

Bituminous paving material is required to maintain private and public property and prevent damage to the motor vehicle traffic.

DISCUSSION

On January 17, 2012, the City Clerk received three bids for bituminous paving material. Twenty-nine requests for bid were sent out. The Public Works Department utilizes approximately 100 tons of bituminous paving material each year.

While Reith-Riley Construction, Co. submitted the lowest bid for bituminous paving material, Reith-Riley's plant is located in Ada. The location requires additional labor, equipment, and fuel which will exceed the \$3.75 per ton difference in cost of the asphalt from Superior Asphalt; therefore, the Public Works Department recommends that the City Council award the bid for bituminous asphalt paving to Superior Asphalt at the bid price of \$54.25 per ton for Top mix and \$52.25 per ton for Base mix

BUDGET IMPACT

Sufficient funds have been budgeted in the Sewer Fund, Street Fund, and Water Fund maintenance accounts; 202-441-46300-775000, 203-441-46300-775000, 590-441-54200-775000, 591-441-56200-775000, and 591-441-56700-775000.

Attachment: Tabulation Sheet

CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS

On Bituminous Paving Materials

Opened By City Clerk On January 17, 2012 At 11:00 a.m. o'clock

All bid prices reduced to net. All bid prices shown are firm for orders
placed within one year from date of award of bid.

	36A Bituminous Top Mix (per ton)	13A Bituminous Base Mix (per ton)
Rieth-Riley Construction Co., Inc.	\$50.50	\$48.50
Superior Asphalt, Inc.	\$54.25	\$52.25
Michigan Paving & Materials Company	\$57.00	\$56.00

STAFF REPORT

DATE: January 31, 2012
SUBJECT: Bid Award – Sand
FROM: William D. Dooley, Director of Public Works
Date of Meeting: February 20, 2012

RECOMMENDATION

The Public Works Department recommends that the City Council award the bid for sand to the low bidder, Oetman Excavating, LLC.

SUSTAINABILITY CRITERIA

Environmental Quality

Sand is utilized to make repairs to the roads damaged by weather and fill holes related to utility repairs.

Social Equity

Sand is utilized throughout the City of Wyoming as needed to repair road damage and utility work. The cost of the material is covered by the Street, Sewer and Water funds.

Economic Strength

Sand is required to maintain private and public property and prevent damage to the motor vehicle traffic.

DISCUSSION

On January 24, 2012, the City Clerk received six bids for sand. Sixty-three requests for bids were sent out. The Public Works Department utilizes approximately 600 tons of sand each year.

Oetman Excavating, LLC. submitted the lowest bid of \$3.10 per ton for sand.

BUDGET IMPACT

Sufficient funds have been budgeted in the Street, Sewer and Water maintenance accounts; 202-441-46300-775000, 203-441-46300-775000, 590-441-54200-775000, 591-441-56200-775000, and 591-441-56700-775000.

Attachment: Tabulation Sheet

CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS

ON SAND

Opened By City Clerk On January 24, 2012 At 11:00 a.m. o'clock

All bid prices reduced to net. All bid prices shown are firm for orders placed within one year from date of award of bid.

Bidder	Per Ton
Oetman Excavating LLC	\$3.10
Yellow Rose Transport	\$3.46
Kwiatkowski Mining	\$3.50
Stoneco	\$3.84
MarJo Construction Services Inc.	\$3.90
VerPlank Trucking Company	\$6.00

STAFF REPORT

DATE: January 31, 2012
SUBJECT: Bid Award – Fire Hydrants and Hydrant Extensions
FROM: William D. Dooley, Director of Public Works
Date of Meeting: February 20, 2012

RECOMMENDATION

The Public Works Department recommends that the City Council award the bid to the two low bidders for fire hydrants and hydrant extensions to EJ USA, Inc. and Etna Supply Company.

SUSTAINABILITY CRITERIA

Environmental Quality

Fire hydrant and hydrant extensions are utilized to make repairs to fire hydrants damaged by age, misuse and traffic accidents.

Social Equity

Fire hydrant and hydrant extensions are utilized throughout the City of Wyoming as needed to repair damaged fire hydrants. The cost of the material is covered by the Water fund.

Economic Strength

Fire hydrant and hydrant extensions are required to maintain private and public property.

DISCUSSION

On January 24, 2012, the City Clerk received two bids for fire hydrant and hydrant extensions. Thirty-four requests for bid were sent out.

EJ USA, Inc., supplies East Jordan Iron Works hydrants and parts. Etna Supply Company supplies Waterous hydrants and parts. Because the City of Wyoming owns and operates both types of hydrants, replacement parts for both types of hydrants are needed.

BUDGET IMPACT

Sufficient funds have been budgeted in the Water Fund hydrant maintenance account; 591-441-56600-775000.

Attachment: Tabulation Sheet

CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS

On Fire Hydrants and Hydrant Extensions

Opened By City Clerk On January 24, 2012 At 11:00 a.m. o'clock

All bid prices reduced to net. All bid prices shown are firm for orders placed within one year from date of award of bid.

Description	Est. Qty.	EJ USA, Inc.		Etna Supply Company	
		Waterous Hydrant (Each)	East Jordan Iron Works (Each)	Waterous Hydrant (Each)	East Jordan Iron Works (Each)
Hydrants, Standard Height	6		\$1,318.68	\$1,400.00	
Hydrant, with 6" Extension	0			\$1,800.00	
Hydrant with 12" Extension	0			\$1,850.00	
6" Extension	0		\$212.80	\$400.00	
12" Extension	6		\$248.80	\$450.00	
18" Extension	4		\$282.40	\$550.00	
24" Extension	0		\$306.40	\$600.00	

STAFF REPORT

Date: February 13, 2012

Subject: Table and Chair Bid for Pinery Park Lodge

From: Jeff Anderson, Parks and Facilities Supervisor

Cc: Rebecca Rynbrandt, Director of Community Services

Meeting Date: February 20, 2012

RECOMMENDATION:

On Tuesday, February 7, 2012, seven (7) responses were received in answer to our invitation to submit a proposal for folding tables and stackable chairs for the Pinery Park Lodge. Thirty-eight invitations to bid were sent to prospective bidders and the results are as shown on the attached tabulation sheet. After reviewing the bids it is recommended that we split the bid for furniture to procure the appropriate bid products and lowest price. It is recommended the City Council accept the lowest bid for the Palmer Hamilton 23M Series folding table submitted by Business Interiors by Staples. The tables will match existing stock and color. It is also recommended that we accept the only bid submitted for the Max Stacker II stackable chairs by Custer. We currently have existing stock of Max Stacker II stackable chairs that will be utilized.

SUSTAINABILITY CRITERIA:

Environmental Quality – By matching existing furniture stock we will minimize the number of additional purchases and utilize our existing stock of furniture, ensuring aesthetics in the Pinery Park Lodge and throughout the parks and recreation system.

Social Equity – All citizens that rent the Pinery Park Lodge will utilize the new furniture for all rentals and reservations. The new furniture will be ADA compliant and will enhance the Pinery Park Lodge ability to meet all needs of the community.

Economic Strength – By replacing the existing bench seat cafeteria tables with the new tables we will address the main concern from citizens renting the Pinery Park Lodge. The new tables will continue to have the ability to fold and move on castors for ease of cleaning and maintenance but provide barrier free seating with chairs. As this change was the number one request by patrons of the lodge, we anticipate an increase in rentals as a result of change.

DISCUSSION:

The request for proposal for the furniture includes the purchase of ten folding tables with castors and one hundred stackable chairs. By utilizing the existing furniture and supplementing with new we are able to continue to provide optimum customer service for anyone renting the Pinery Park Lodge.

BUDGET IMPACT:

The total price for the ten folding tables \$6,251.00. The total price for the 100 stackable chairs is \$10,842.00. Sufficient funds are available in the Parks and Recreation Special Project Account #208-752-75600-967000.

CITY OF WYOMING, MICHIGAN
 TABULATION OF BIDS
 On Tables and Chairs

Opened By City Clerk On February 7, 2012 At 11:00 a.m.

All bid prices are firm through project completion.

All bid prices reduce to net.

Company	Make and Model	Tables		Chairs	
		Bid Price for One	Total Bid Price for 10	Bid Price for One	Total Bid Price for 100
K-Log, Inc.	Midwest Stu12 (MWFM-STU12)	\$714.00	\$7,140.00		
	KAC-21/KF1 (Item 2100)			\$52.00	\$5,200.00
Dew-E1 Corporation	Palmer Hamilton 23M Series Folding Table	\$636.00	\$6,360.00		
	Palmer Hamilton 23M with All Powder Coat Paint Frame instead of Chrome as specified	\$605.00	\$6,050.00		
School Specialty Inc.	Midwest Folding (STU1230)	\$646.07	\$6,460.70		
	ArtcoBell (DSOA)			\$75.35	\$7,535.00
Commercial Concepts & Furniture	Mitchell (DUN-1229CLAE)	\$668.57	\$6,685.70		
	Fixtures (62003)			\$79.63	\$7,963.00
	ABCO			\$63.64	\$6,364.00
Mity Lite	Mity Lite ABS (30x72 w/Casters & Ganging)	\$260.55	\$5,211.00		
	Swift Set HD- Wine			\$61.92	\$6,192.00
Business Interiors by Staples	Palmer Hamilton 23M Series Folding Table	\$625.10	\$6,251.00		
	HON H4041 Olson Stacker			\$63.55	\$6,355.00
Custer	Krueger Uniframe Folding Table	\$642.07	\$6,420.70		
	Chair-Max Stacker II, Chrome Frame			\$108.42	\$10,842.00
Custer	Palmer Hamilton 23M Series Folding Table	\$686.09	\$6,860.90		
	Chair-Max Stacker II, Chrome Frame			\$108.42	\$10,842.00

STAFF REPORT

Date: February 13, 2012

Subject: Tree Removal Proposal

From: Jeff Anderson, Parks and Facilities Supervisor

Cc: Rebecca Rynbrandt, Director of Community Services

Meeting Date: February 20, 2012

RECOMMENDATION:

On Tuesday, February 7, 2012, four responses were received in answer to our invitation to submit a proposal for the removal of fifty eight dead Ash trees from Ideal Park. Ninety-two invitations to bid were sent to prospective bidders and the results are as shown on the attached tabulation sheet. The lowest bidder has pulled his bid due to equipment break down regarding his crane. It is recommended the City Council accept the second lowest bid as submitted by Procure Tree Service.

SUSTAINABILITY CRITERIA:

Environmental Quality – By removing the dead Ash trees from the park we will ensure that the public is safe when they utilize the park for recreational activities. The dead Ash trees are scattered throughout the park and impacted the safety and aesthetics of the park.

Social Equity – All citizens that utilize the park will have a safe environment for recreational activities.

Economic Strength – Several years ago the Parks and Recreation Department realized savings in liability, equipment replacement, and staff education by contracting out highly complex tree removal. The City no longer has a tree crew with the equipment and manpower to remove trees that require a high ranger and crane. Buck Creek runs through Ideal Park and it will require a crane to lift the large logs over the creek for hauling off site. Procure Tree Service has been used by the City in the past. They have the appropriate equipment and trained staff that can remove the trees safely and efficiently.

DISCUSSION:

The request for proposal for tree removal includes the removal and disposal of fifty-eight dead Ash trees located at Ideal Park. All trees will be cut as low to the ground as possible. Stump grinding will be the responsibility of the City. The proposal also includes the contractor will be responsible for any turf restoration in the park from equipment damage.

BUDGET IMPACT:

The total lump sum price for the removal and disposal of the fifty eight dead Ash trees is \$27,500.00. Sufficient funds are available in the Parks and Recreation Special Project Account #208-752-75600-967000.

CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS
On Tree Removal Service

Opened By City Clerk On February 7, 2012 At 11:00 a.m.

All bid prices are firm through project completion.

All bid prices reduce to net.

Company	Total Price for Removal and Disposal of 58 Trees	Bid Price Per Tree for Removal of over 58 Trees
Timber Ridge Tree Service LLC	\$14,800.00	\$400-\$800
Procure Tree Service	\$27,500.00	\$525.00
Aspludh Tree Expert Company	\$28,500.00	\$300-\$500
Summit Tree Service, Inc.	\$ 47,855.00	\$550.00

ORDINANCE NO. 4-12
AN ORDINANCE TO AMEND SECTION 2-31
OF THE CODE OF THE CITY OF WYOMING

THE CITY OF WYOMING ORDAINS:

Section 1. That Section 2-31 of the Code is hereby amended to read as follows:

Sec. 2-31. Administrative Offices; Department Heads.

Except as provided by the City Charter, the administrative offices and departments shall be under the supervision and direction of the City Manager. The City Manager shall appoint, with the consent of the Council, department heads as appropriate for the administrative offices and departments of the City.

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

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

Heidi A. Isakson
Wyoming City Clerk

Ordinance No. _____

PART II - CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE II. - ADMINISTRATIVE OFFICES
DIVISION 1. - GENERALLY

**Current
Ordinance**

DIVISION 1. - GENERALLY

[Sec. 2-31. - Supervision and direction; enumeration.](#)
[Secs. 2-32—2-50. - Reserved.](#)

Sec. 2-31. - Supervision and direction; enumeration.

The administrative offices of the city shall be under the supervision and direction of the city manager, except as otherwise provided by the city Charter, and shall be divided into the following departments, each of which shall be the responsibility of and under the administrative officers listed opposite such department:

Department	Department Head
Assessor	City assessor
Clerk	City clerk
Finance	Director of finance/comptroller-internal auditor
Fire	Fire chief
Human resources	Director of human resources
Law	City attorney
Parks and recreation	Director of parks and recreation
Planning and development	Director of planning and development
Police	Police chief
Public works	Director of public works
Utilities	Director of utilities

(Code 1983, § 3.1)

Secs. 2-32—2-50. - Reserved.