

CITY OF WYOMING, MICHIGAN  
Minutes of City Council Work Session  
Monday, May 9, 2016

PRESENT: Councilmembers Bolt, Burrill, Pastoor, Vanderwood, Ver Hulst, Voorhees and Mayor Poll

ABSENT: None

STAFF: Holt, Balfourt, Burke, Carmody, Dooley, Isakson, Rynbrandt, Sluiter, VandenBerg

**1. Call to Order**

Mayor Pro Tem Bolt called the meeting to order at 7:00 p.m. in the Council Chambers.

**2. Student Recognition**

None.

**3. Public Comment on Agenda Items**

None.

**4. Wyoming Bikeways Plan Update**

Dooley began the presentation on the bikeway plan and explained the process, which includes public review, Planning Commission review and City Council review. Dooley further explained that the goal of this project is to receive guidance on bikeway facility planning, design and construction throughout the City. Dooley noted regional efforts have been underway to increase bikeways and awareness of bicyclists. Through this process, the City was analyzed to determine enhancement opportunities for existing bikeway facilities and to identify areas where new bikeway facilities could be developed. Michael and DeHoop is one example of a street where “road diet” efforts could create new bikeway facilities. The Interurban Trail is one example of existing infrastructure that could be enhanced to support greater use as a bikeway. In addition, having this plan in place could help in securing grant funds to support these efforts.

Council supported moving this to the next regular City Council meeting.

**5. Proposed Ordinance Amendments for Massage Establishments**

Sluiter explained the continued review of various business licensing components to streamline processes, modernize language and remove licensing requirements that may be under the jurisdiction of the State of Michigan or Kent County. In this case, the Police Department wished to add language to address increasing concerns regarding human trafficking. The amendments proposed encompass two ordinances, with one addressing the business licensing requirements

and the other addressing the ability of the City to enter these establishments and review the license of the business and the individuals. Failure to provide the necessary licenses could result in civil and criminal penalties and the revocation of the business license.

Council supports moving this item to the next regular City Council agenda.

## **6. Downtown Development Authority Budget for FY 2017**

Isakson presented the DDA budget and explained this budget has been approved by the DDA board. Isakson noted despite the recent reset of the tax base of the district, tax capture remains at zero. The only notable income comes in the form of a tax reimbursement related to changes in personal property tax from the State of Michigan. For next year, we estimate the amount will be approximately \$75,000.

There were two goals in developing the DDA budget: to maintain what we have invested in and to keep a small fund balance.

The DDA is currently focusing on three main projects: Wyoming Gives Back, corridor landscape maintenance and corridor property maintenance, which includes updating holiday decorations and replacing pedestrian lighting.

The DDA board does recognize the concerns of some west end businesses, though financial limitations prohibit our ability to begin any new initiatives to address those concerns.

This item will appear on the next regular City Council agenda.

## **7. Grand Valley Regional Biosolids Authority budget for FY 2017**

Dooley explained the GVRBA board adopts an annual budget which is then given to each of the cities for consideration and approval. Dooley introduced Jon Burke who will soon be the Clean Water Plant Superintendent. Burke works with staff from the City of Grand Rapids to help make decisions and provide information to help the GVRBA operate.

Burke explained general biosolids process, how the partners interact and how the activities of the GVRBA affect budget outcomes. Burke noted there are no major capital improvements planned for this budget year and the overall budget results in an overall increase of 2.2%

Dooley explained the GVRBA has a significant fund balance at this time of just over \$2 million. Given past contributions from Wyoming and Grand Rapids, there is opportunity to reimburse the cities with a portion of that fund balance. Before the board makes that recommendation, it wants to complete an asset management program to determine how much funding should be set aside before making reimbursements to the cities. Overall this is a very well-run operation.

Holt explained the GVRBA has two appointees from Wyoming and two from Grand Rapids and noted the board meets on a quarterly basis. Holt and Jerry Snyder serve as the appointees and Bill Dooley serves as the alternate.

Council supports moving this item to the next regular City Council agenda.

## **Property Sale Agreement with ITP**

Dooley explained a parcel of land has been owned by the GVRBA since 2003, anticipating the property may be of use to the GVRBA. This property is no longer needed by the GVRBA and the Interurban Transit Partnership has recently expressed interest in that property. An appraisal was done and the parcel was valued at \$350,000. It is in the best interest of GVRBA to no longer own this parcel. A buy-sell agreement has been drafted and will be considered for approval by both Wyoming and Grand Rapids.

The property sale agreement will appear on the next regular City Council meeting.

## **8. 2017-2025 Street and Utility Capital Improvement Program**

Dooley noted much of this was discussed back in March, but wanted to give Council another quick review as it is a major component of the overall budget.

Dooley explained in the next 9 years, Wyoming will be increasing investment in resurfacing. In addition, Dooley briefly covered improvements planned for the storm water and sanitary sewer systems.

Burrill inquired about some of the street improvements and whether sidewalks will be included in those projects. Dooley noted sidewalks will be included in several of the projects and a special assessment will be used to fund that. Vanderwood asked about the project involving Clyde Park and 54<sup>th</sup> Street, noting concern with existing traffic congestion. Dooley explained plans to alleviate traffic concerns. Dooley also explained how state and federal traffic entities weigh in to the projects and how each entity's perspective may affect the final project.

This item will appear with the budget approval.

## **9. Fee Schedule Changes for Engineering Department**

Dooley explained every three years, a reevaluation is done to ensure fee schedule costs are appropriate based on various construction costs. In years in between, small adjustments are made to the special assessment rates included in the Engineering Fee Schedule. These rates can be adjusted up or down. There is no project proposed for this year, but we continue to review these rates in case something does come up.

## **10. Final FY 16-17 Budget Review**

Holt explained there have been a few minor changes to the budget and Balfourt will explain those.

Balfourt explained a final budget will be provided to Council later this week. Changes to note include:

- Net excess of revenues over expenses will be reduced related to adjustments in personnel and fringe costs in the District Court, Information Technology and the City Manager's Office and additional cell phone expenditures in the Police Department.
- Budget amendment for local street maintenance and to accept donations from the Greater Wyoming Community Resource Alliance for K-9 supplies and tactical supplies

An additional budget amendment will appear before the end of the fiscal year to address additional election costs and the gypsy moth suppression program.

Balfoort expressed thanks to departments, Holt and the Council for the support in preparing the budget.

Holt elaborated on an expense noted by Balfoort. In the coming year we will be purchasing smart phones for our police officers. Chief Carmody shared a recent situation involving the collection of evidence via a photograph and the ease in sharing that among investigators to expedite a confession.

### **11. Any Other Matters**

None.

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

None.

The meeting adjourned at 7:56 p.m.

---

Kelli A. VandenBerg, City Clerk