

# MEMORANDUM

**To:** Mayor and City Councilmembers

**From:** Curtis Holt, City Manager

**Date:** January 6, 2011

**Re:** Council Work Session

The City Council has agreed to hold a work session Monday, January 10, 2011 at City Hall in the Council Chambers, at 7:00 P.M. The agenda will be as follows:

1. Public Comment on Agenda Items (3 minute limit per person)
2. Relay for Life Special Event Request
3. System Development Changes
4. Economic Development Update
5. Any Other Matters
6. Acknowledgement of Visitors/Public Comment (3 minute limit per person)

The City Clerk has posted the appropriate notice.

CLH:lj

---

---

**PARKS AND RECREATION DEPARTMENT  
INTEROFFICE MEMORANDUM**

---

---

**TO:** CURTIS HOLT, CITY MANAGER  
**FROM:** REBECCA L. RYNBRANDT, DIRECTOR OF COMMUNITY SERVICES  
**SUBJECT:** RELAY FOR LIFE SPECIAL EVENT REQUEST  
**DATE:** DECEMBER 28, 2010  
**CC:** BARB VANDUREN, DEPUTY CITY MANAGER, AND ERIC TOMKINS, RECREATION SUPERVISOR

---

Recently my office received correspondence by the American Cancer Society regarding their desire to host a Relay for Life fundraising event at Lamar Park for the eighth year in a row. A copy of this correspondence is attached for your review. In general, the event would be held Friday, May 13 and Saturday, May 14, 2011, with the primary portion of the reservation request beginning at 7:00 a.m. Friday and ending 3:00 p.m. Saturday. They are also requesting reserved use on the afternoon of Thursday, May 12 for various set-up needs. Approximately 1,000 people will participate throughout the event; however only +/- 250 will be on site at any given time.

Typically, this request would fall under the Parks and Recreation Department's Special Event Guidelines with the reservation processed accordingly. However, components of the American Cancer Society request require special consideration by your office and that of the City Council.

**Co-sponsorship:** The American Cancer Society is again requesting that the City of Wyoming co-sponsor the event. Co-sponsorship would waive all reservation fees for the event, including section, shelter, and stage fees. In addition, use of the Lamar Park Grandstand (including the baseball field) and 300' Softball Field is requested. Co-sponsorship does not waive the responsibility of the American Cancer Society of in providing necessary insurance's, etc.

The Parks and Recreation Department's Fee Allocation Guideline, Section VII Fees for Special Facilities, items B and C is provided below for you information:

- B. Charges for Charitable (non-city sponsored) Activities: Charitable, non-profit, community serving organizations that conduct an event on park property shall pay the established reservation fee. Organizations are required to provide insurance. Depending upon the type of event, the organization may be required by the Director of Parks and Recreation, or designee, to enter into a Specialized Facility Request and Use Agreement.

- C. Charges for Charitable (city co-sponsored) Activities: Charitable, non-profit, community serving organizations, co-sponsored by the City of Wyoming, who conduct an event on park property for the purpose of raising funds for specific Park and Recreation projects or as part of a City sponsored neighborhood association do not pay facility reservation fees or percentage of gross receipts. Additional insurance coverage may be required.

Should the City of Wyoming choose to again co-sponsor the event the estimated value is \$3,379 (based on the current reservation fee schedule).

**Overnight Activities:** Relay for Life is a 24-hour event. As such, the American Cancer Society is seeking written consent to use the park between 11:00 p.m. and 7:00 a.m. Friday, May 13 until Saturday, May 14, 2011, as required by City of Wyoming Ordinance, Sec. 54-6 Closing of City Parks. As mentioned in the General Outline of Event materials, music and other related noise shall be limited by the City's noise ordinance. Further review shows no other considerations are necessary in regards to ordinance or zoning for overnight activities, including camping.

**Special Event Requirements:** Consistent with City of Wyoming Parks and Recreation special event reservations the American Cancer Society will be required:

- a. Notify the immediate neighborhood of the special event and its related activities.
- b. Provide an emergency service plan of action, event insurance naming the City of Wyoming as additional insured, and any other items as required.
- c. Affirm pets are prohibited from event participation.
- d. Adhere to any and all other park rules and regulations.

Lamar Park can easily host this special event with limited or no impact to the surrounding neighborhood.

Recognizing the American Cancer Society need to confirm the event's date and secure facilities, the above matter must be addressed as soon as possible. Following your review, and with your approval, please place this matter before the City Council for their comment and direction. Review at the January 10, 2011 Work Session is requested.



December 28, 2010

Rebecca Rynbrandt  
Director of Parks and Recreation, City of Wyoming  
1155 - 28<sup>th</sup> Street SW  
Wyoming, MI 49509

Dear Rebecca,

We are requesting approval to hold the 8th annual American Cancer Society Relay For Life of Wyoming-Grandville at Lamar Park. The Relay For Life is a 24-hour event. As such, the American Cancer Society is seeking written consent to reserve the park on Thursday May 12, 2011 between 3:00 p.m. and 8:00 p.m. for set up Friday, May 13 at 7:00 a.m. until Saturday, May 14 at 3:00 p.m. Approximately 1,000 people will participate; however only +/- 250 will be on site at any given time. We are also requesting the use of the stage.

Once again we are inviting the City of Wyoming to sponsor the event. Sponsorship would entail waiving all reservation fees for the event, including section, shelter, and stage fees. In addition, use of the Lamar Park Grandstand is requested (not including the baseball field). Sponsorship does not include the waiving of responsibility for the American Cancer Society in providing necessary insurance's, etc.

As mentioned in the General Outline of Event materials, music and other related noise shall be limited by the City's noise ordinance. Further review shows no other considerations are necessary in regards to ordinance or zoning for overnight activities, including camping.

Consistent with City of Wyoming Parks and Recreation special event reservations the American Cancer Society will:

- a. Notify the immediate neighborhood of the special event and its related activities.
- b. Provide an emergency service plan of action, event insurance naming the City of Wyoming as additional insured, and any other items as required.
- c. Affirm pets are prohibited from event participation.
- d. Adhere to any and all other park rules and regulations.

The City of Wyoming has graciously participated in this event for the last seven years with no adverse situations. The city is recognized for their contributions through multiple press releases, and at the actual event via event programs, signage, T-shirt logo.





We are actively planning the 2011 Relay For Life of Wyoming-Grandville, and have additional local teams committed to participating, and would like to continue our partnership with the City of Wyoming in this community event. The 2011 Relay For Life of Wyoming-Grandville committee is formed and wishes to confirm the event's date and site as soon as possible for future planning. It is our hope you will once again join us in this endeavor. Please contact the American Cancer Society with any questions that may arise.

Sincerely,

Jaime Counterman: Community Representative--The American Cancer Society,  
Jaime.Counterman@cancer.org



**CITY OF WYOMING PARKS AND RECREATION DEPARTMENT**  
**Athletic/Special Event Application**

ORGANIZATION: American Cancer Society

CONTACT NAME: Jaime Counterman

TITLE: Community Representative

ADDRESS: 129 Jefferson Ave SE

CITY/STATE/ZIP: Grand Rapids, MI 49503

DAY PHONE: 616.551.4033 EVENING PHONE: 616.485.1664

FAX: 616.364.6451 E-MAIL: Jaime.Counterman@cancer.org

EVENT NAME(S): Relay For Life of Wyoming-Grandville

EVENT DESCRIPTION(S): 24 hour Charity Walking and Running Event – Adults (participants and spectators) and Children (participants and spectators).

IS THIS A 1<sup>st</sup> TIME EVENT: YES \_\_\_\_\_ NO X

(If NO, where was event held last year): Lamar Park

DATES REQUESTED: May 12,13, 14 2011  
(attach information if necessary)

TIMES REQUESTED: May 12 3:00 p.m. – 8:00 p.m. , May 13 7:00 a.m. – 11:59 p.m. & May 14  
12:00 a.m. – 3:00 p.m.  
(attach information if necessary)

EXPECTED ATTENDANCE: 1000 Adults and Children  
(per date)

FACILITIES REQUESTED: Lamar Park; Lamar Section A, Lamar Section B, Lamar Section C, Lamar Park Shelter, Lamar Grandstand, Baseball Diamond & Stage.

SPECIAL EVENT REQUESTS OR EQUIPMENT (inflatable games, dunk tank, etc.): Yes

REQUESTING CITY OF WYOMING CO-SPONSORSHIP: YES X NO \_\_\_\_\_  
(If YES, you must submit a letter of request addressing your reason for seeking co-sponsorship)

*(Please send completed application to City of Wyoming Parks and Recreation Department, 1155 – 28<sup>th</sup> ST SW, Wyoming MI 49509 or fax to 616-249-3400 attn: Eric Tomkins, Recreation Supervisor)*

**OFFICE USE ONLY: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_**

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

RESOLUTION TO APPROVE THE USE OF LAMAR PARK FOR A 24 HOUR CHARITY  
EVENT AND TO WAIVE RESERVATION FEES FOR THE EVENT

WHEREAS, the American Cancer Society has requested the use of Lamar Park commencing at 3:00 p.m. until 8:00 p.m. Thursday, May 12, 2011 and 7:00 a.m. Friday, May 13, 2011 through 3:00 p.m. Saturday, May 14, 2011, to host a Relay for Life event for the purpose of raising funds to combat cancer, and

WHEREAS, Section 54-6 of the City Code states that no person is to be in or upon a City Park between the hours of 11:00 p.m. and 7:00 a.m. without specific written consent from the City, and

WHEREAS, due to the charitable purpose of the event on May 13 and 14, it would be in the best interest of the City to grant the request for the said event; now, therefore,

BE IT RESOLVED that the City Council approves and grants the request of the American Cancer Society to hold a Relay for Life event commencing at 3:00 p.m. until 8:00 p.m. Thursday, May 12, 2011, for set-up purposes, and 7:00 a.m. Friday, May 13, 2011, ending 3:00 p.m. Saturday, May 14, 2011, for purposes of the event itself, and

BE IT FURTHER RESOLVED that the City Council approves the waiving of park reservation fees, including that of the stage, for the event.

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

Motion carried: \_\_\_\_\_ Yeas, \_\_\_\_\_ Nays.

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a \_\_\_\_\_ session held on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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

**MEMORANDUM**

**TO:** Bill Dooley – Director of Public Works  
**FROM:** Tom Kent – Deputy Director of Public Works  
**DATE:** January 6, 2011  
**RE:** System Development Charges

---

System Development Charges (SDCs), also commonly referred to as *buy-in* fees or *connection* fees, are applied at the time a new facility makes a connection to the City’s existing water and sewer system(s). These fees are intended to create equity between existing and new users of the system. For example, the City currently has a large capital investment in utility plants and related infrastructure and this investment has been made over the course of time. Some of this capital is owned debt-free and this equity is shared by all Wyoming users of the system. So, when a new facility connects to the system, this new user is charged a fee that approximates the equity position held by all of the existing users of the system. The theory behind this fee is that it balances the investment made by all users so that no one user of the system is granted free access to the owned capital at the expense of the other users.

It is important to note that the revenue collected by the City through SDCs is not used for operational purposes but rather is placed into each fund’s respective Construction Reserve account. These reserves are used periodically for additional capital investment to expand system capacity or to ensure that utility services are available when needed.

In reviewing the SDCs for the Sewer and Water Funds over the past few years, we have noted a general decline in the amounts collected. This decline is directly related to decreases in housing starts and commercial building construction. The table below provides the 5 year look at SDCs collected for each of the funds:

SDCs	2006-07	2007-08	2008-09	2009-10	2010-11 (est.)
Water	\$237,290	\$181,605	\$144,065	\$65,659	\$100,000
Sewer	\$230,048	\$170,775	\$144,466	\$65,327	\$90,000

Currently, section 86.38 of the Wyoming City Code allows the City Council to waive SDCs “for single site development by public entities or public schools”. Therefore, if a waiver of SDCs for a one year period is desired for economic development purposes, an amendment to the Code will be required.

Based upon the 2010-11 revenue estimates from the above table, the impact of a one-year waiver of SDCs, if equated to the existing water and sewer commodity rates, is equal to about \$0.02 in the water commodity rate and \$0.03 in the sewer commodity rate.

## MEMORANDUM

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

From: Barbara VanDuren, Deputy City Manager

Date: January 6, 2011

Subject: Economic Development Activity Summary for 2010 and Forecast for 2011

The City of Wyoming was presented with a busy year for economic development in 2010. While headlines in recent years have focused on jobs losses and facility closures, the activities of 2010 seem to indicate Wyoming is seeing a change in those trends. Conversations with the owners of these growing businesses indicate Wyoming is being recognized for its quality infrastructure, ease of accessibility to rail and highways and leaders who are welcoming and willing to work with new and existing businesses.

Wyoming has always prided itself as a business-friendly community and has committed to retaining existing businesses as well as attracting new businesses. I believe the efforts of 2010 underscore these efforts and from the indications I have received, 2011 appears to hold just as much promise. Attached is a summary of the economic development activities for 2010, as well as a listing of projects that are in process or pending for 2011.

## **Economic Development Activities for 2010**

### Metal Components, 3281 Roger B. Chaffee

- Existing business, manufacturer of metal components for office furniture and assemblies, electronic components, automotive systems, etc.
- \$1,097,250 investment
- 82 retained jobs, 1 new jobs

### Wolverine Glass, 5801 Clay Avenue

- Business relocation from Grandville, glass fabrication
- \$1,100,000 investment
- 24 retained and transferred jobs, 5 new jobs

### Detail Technologies, 5900 Crossroads Commerce Pkwy

- Existing business, processing of raw and cooked turkey products
- \$1,593,000 investment
- 35 retained jobs, 4 new jobs

### Michigan Turkey Producers, 1100 Hall Street SW

- Existing business, processing of raw and cooked turkey products
- \$3,600,000 investment
- 0 retained jobs, 35 new jobs

### Undercar Products Group, Inc., 4247 Eastern Ave SW

- Business relocation from Grand Rapids, automotive parts manufacturer
- \$5,749,113 investment
- 140 retained and transferred jobs, 25 new jobs

## **Summary for 2010**

- Two new businesses developed, three existing businesses expanded
- \$13,139,363 investment
- 280 retained jobs, 70 new jobs

## **Economic Development Activities (in process or pending) for 2011**

### Stockwell Manufacturing, 4971 Clay Avenue

- Existing business, automotive component manufacturer
- \$3,000,000 investment
- 60 retained jobs, 14 new jobs

### Weller Truck Parts, LLC, 1500 Gezon Parkway

- Existing business re-manufacturer and warehouser of drive train components
- \$4,311,000 investment
- 220 retained jobs, 50 new jobs

### Zeeland Lumber/Hamilton Truss, 5836 Clay Avenue

- Business relocation from Hamilton
- \$1,300,000 investment
- 26 retained and transferred jobs, 40 new jobs

### Michigan Foam Products, Inc., 1650 Laville Ave (1820 Chicago Drive)

- Existing business, engineer and designer of various foam products
- \$850,000 investment
- 10 retained jobs, 3 new jobs

Gordon Food Service – Project pending

Michigan Turkey Producers – Project pending

Kellogg – Project pending

## **Summary (to date) for 2011**

- One new business, three existing businesses expanding
- \$9,461,000 investment
- 316 retained jobs, 107 new jobs