

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

Monday, May 9, 2011, 7:00 P.M.

- 1) Call to Order**
- 2) Public Comment on Agenda Items (3 minute limit per person)**
- 3) Wyoming DDA Budgetary Action, 2011-2012**
- 4) Interagency Agreement with the City of Grandville**
- 5) Portable Basketball Hoops**
- 6) Any Other Matters**
- 7) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**
- 8) Closed Session – Labor Negotiations**

CLH/lj



Wyoming Downtown Development Authority

Telephone 616/530-7258
1155 - 28th Street, SW, Box 905 Wyoming, MI 49509-0905
Web: www.wyomingmi.gov

May 3, 2011



Ms. Heidi A. Isakson
City Clerk
Wyoming, MI

Dear Ms. Isakson:

Subject: Wyoming DDA Budgetary Action, 2011-2012

As per DDA State regulations, the Wyoming Downtown Development Authority (DDA) must develop a budget as prepared by the DDA Director for the next fiscal year. The budget is subject to City Council approval.

The DDA has discussed the proposed budget as prepared by DDA Director VanDuren, and as shown on the Budget Worksheet Report. An explanation of the larger budget items is as follows:

- **Staff, \$61,200:** The DDA budget currently pays for a portion of VanDuren, Lucar and Rynbrandt's salaries.
- **Administrative Fees, \$10,510:** Various fees for administrative costs incurred to the City of Wyoming by the DDA.
- **Professional Services (Consultant), \$25,000:** These funds have been budgeted for consultant services to be utilized in creating zoning revisions for 28th Street based on the Turn On 28th Street master plan.
- **Landscaping Maintenance, \$30,000:** These funds will used for the annual maintenance contract, as well as miscellaneous repair costs. Various services are provided by the contractor throughout the DDA district.
- **Marketing/Promotion, \$20,000:** These funds will be used to help promote the Turn On 28th Street project and special campaigns during Metro Cruise and the Holidays.
- **Acquisitions/Gap Financing, \$71,500:** These are funds for economic development, such as incentive programs, land acquisition, or demolition assistance.

BOARD OF DIRECTORS:

Douglas Kochneff, Chairman
Jeff Baker, Vice-Chairman
Lillian VanderVeen, Secretary

Richard Coombs
Dale Cross
Steven Harkema

Michael Martz
Mayor Jack Poll
Douglas Vandenberg

Timothy Smith, Treasurer

Barbara VanDuren, Director

At the DDA meeting of May 3, 2011, a motion was made by Mayor Poll, supported by Baker, to recommend to City Council adoption of the DDA budget for the fiscal year ending June 30, 2012. Motion carried unanimously.

The City Resolution is attached.

Sincerely,



Barbara VanDuren, Director

Attachments: Resolution 21 from DDA
City Resolution

0511
KSL

RESOLUTION NO. _____

A RESOLUTION TO APPROVE THE 2011-2012 BUDGET FOR
THE WYOMING DOWNTOWN DEVELOPMENT AUTHORITY

WHEREAS, Act 197 of 1995, the Downtown Development Authority Act, requires that Downtown Development Authorities annually prepare a budget subject to governing body approval, and

WHEREAS, the Wyoming Downtown Development Authority (DDA) has recommended the attached budget for Fiscal Year 2011/2012, now, therefore,

BE IT RESOLVED, that the Wyoming City Council does hereby approve the attached Wyoming DDA budget for Fiscal Year 2011/2012.

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

Motion carried: _____ yeas, _____ nays.

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

HEIDI A. ISAKSON
Wyoming City Clerk

Attachment

RESOLUTION NO. _____

City of Wyoming
Downtown Development Authority
2011-2012 Proposals and Justifications

Revenue: City Finance Director, Tim Smith, is projecting that we will hold even in the coming year. He has advised to budget for \$286,000, plus interest at \$4,500.

Operating Expenses:

- **Staff, \$61,200:** The DDA Budget currently helps support the salaries of Barbara VanDuren, and Kim Lucar.
- **Administrative Fees, \$10,510:** Various fees for administrative costs incurred to the City of Wyoming by the DDA.
- **Professional Services (Legal), 10,000;** Services are expected to be used for opportunities regarding development, assistance with legal issues, financing programs, acquisition and general advice.
- **Professional Services (Consultant), \$25,000;** to maximize the efforts of Turn On 28th Street additional funds are needed to create zoning revisions and move forward the fresh vision that is being created for 28th Street. The funds may also be used for facilitators to assist with community outreach.
- **Landscape Maintenance, \$30,000:** These funds will be used for the annual maintenance contract, as well as miscellaneous repair costs. Various services are provided by the contractor throughout the DDA district.
- **Marketing/Promotion, \$20,000:** These funds will be used to help promote the Turn on 28th Street project. Funds may be used for glossy handouts for developers and business owners or professionally created large fold out displays for marketing purposes at retail conferences. These funds also will be used for special campaigns during Metro Cruise and the Holidays.
- **Travel and Training, \$3,000:** The Turn on 28th Street Plan will provide us with a tool to take to ICSC events and other real estate shows. In addition, we would like to maintain involvement in the Michigan Downtown Association and engage in educational trainings.
- **Supplies, \$1,000:** Basic office and event supplies.
- **Printing and Advertising, \$1,500:** Costs for printing and mailing the DDA newsletter.
- **Other Services, 1,000:** Subscriptions, miscellaneous items.
- **Projects:**
 1. **Acquisitions/Gap Financing, \$71,500:** These are funds for economic development, such as incentive programs, land acquisition , or demolition assistance.
 2. **Mast Arm Signal, \$20,000:** Contribution to new Mast Arm Signal on Byron Center and 28th Street as part as MDOT resurfacing project.
 3. **Business Development, \$500:** Funds for developing business relations, such as on-site visits, coffee, lunches.
 4. **Christmas Decorations, \$2,000:** Replacements and decorations should anything new be added.
 5. **Banners, \$5,000:** Replacements as necessary.

6. **Metro Cruise, \$7,000:** Funds for the DDA involvement in the Cruise.
7. **Networking/Educational Membership Events, \$1,200:** Quarterly events such as DDA hosted seminars.
8. **Pedestrian Light Pole Replacements, \$4,000:** As needed.
9. **Street Trees, \$1,500:** Replacements as needed.

- **Contingency, \$10,000.**

TOTAL: \$285,910

City of Wyoming, Michigan
Downtown Development Authority
Budget Worksheet Report

Account Number	Description	2011	2011	2011	2012
		Amended Budget	Actual Amount	Estimated Amount	Department Requested
Revenues					
402.000	Property Taxes Property Taxes	\$ 280,000.00	\$ 284,014.04	\$ 284,014.00	\$ 262,600.00
664.000	Interest on Investments Interest on	4,500.00	2,674.41	4,500.00	4,500.00
Revenues Total		284,500.00	286,688.45	288,514.00	267,100.00
Expenditures					
700.000	Contingency Contingency	10,000.00	0.00	0.00	0.00
727.000	Office Supplies Office Supplies	1,000.00	0.00	500.00	1,000.00
801.000	Professional Services Professional Services	121,000.00	62,112.40	121,000.00	25,000.00
801.009	Professional Services Marketing	15,000.00	407.62	3,000.00	20,000.00
801.021	Professional Services Legal Special Counsel	3,000.00	0.00	1,000.00	10,000.00
802.000	Administrative Fee Administrative Fee	15,170.00	11,377.48	15,170.00	10,510.00
810.000	Contact Labor Contract Labor	61,200.00	45,900.00	61,200.00	61,200.00
860.000	Travel and Training Travel and Training	2,500.00	30.00	1,500.00	3,000.00
900.000	Printing & Advertising Printing & Advertising	1,500.00	192.65	1,000.00	1,500.00
932.000	Property Maintenance Property Maintenance	30,000.00	18,571.10	30,000.00	30,000.00
956.000	Other Services Other Services	1,000.00	228.80	500.00	1,000.00
967.000	Project Costs Project Costs	0.00	0.00	0.00	0.00
967.100	Project Costs Acquisitions/Gap Financing	469,000.00	0.00	469,000.00	221,500.00
967.110	Project Costs Banners	1,700.00	0.00	1,000.00	5,000.00
967.120	Project Costs Business Development	500.00	0.00	260.00	500.00
967.130	Project Costs Christmas Decorations	2,000.00	0.00	0.00	2,000.00
967.140	Project Costs Metro Cruise	5,000.00	3,450.00	3,450.00	7,000.00
967.150	Project Costs Networking/Educational Events	1,200.00	0.00	800.00	1,200.00
967.160	Project Costs Pedestrian Light Pole Replacemen	15,000.00	0.00	10,000.00	4,000.00
967.165	Project Costs Mast Arm Signal	0.00	0.00	0.00	20,000.00
967.170	Project Costs Realtor Services	5,000.00	0.00	0.00	0.00
967.180	Project Costs Street Trees	1,500.00	375.00	600.00	1,500.00
991.000	Bond Payments Bond Payments	25,310.00	25,251.84	25,310.00	0.00
995.000	Interest on Bonds Interest on Bonds	0.00	51.08	0.00	0.00
Expenditures Total		787,580.00	167,947.97	745,290.00	425,910.00
Net Revenue Over (Under) Expenditures		(503,080.00)	\$118,740.48	(456,776.00)	(158,810.00)
Fund Balance, beginning		670,150.00		670,150.00	213,374.00
Fund Balance, ending		\$ 167,070.00		\$ 213,374.00	\$ 54,564.00

RESOLUTION NO. 21

RESOLUTION TO RECOMMEND THE BUDGET FOR THE
CITY OF WYOMING DOWNTOWN DEVELOPMENT AUTHORITY
FOR THE FISCAL YEAR ENDING JUNE 30, 2012

WHEREAS, Public Act 197 of the State of Michigan requires the Director of the Downtown Development Authority to submit a budget to the Board of the Downtown Development Authority, and

WHEREAS, the Director has submitted said budget for recommendation, and

WHEREAS, Public Act 197 further states that said budget must be approved by the City Council of the City of Wyoming prior to adoption by the Board of the Downtown Development Authority; now, therefore,

BE IT RESOLVED, that the budget attached hereto and made a part hereof by reference is hereby considered and recommended by the Board of the City of Wyoming Downtown Development Authority for adoption by the City Council of the City of Wyoming.

Boardmember Poll moved, seconded by Boardmember Baker, that the above Resolution be adopted.

Motion carried: Yeas 5, Nays 0.

I hereby certify that the foregoing Resolution was adopted by the Board of the City of Wyoming Downtown Development Authority, at a meeting held on the 5th day of April, 2011.


LILLIAN VANDERVEEN
DDA Secretary

Attachment: Budget

Interdepartmental Correspondence



TO: Curtis L. Holt, City Manager

FROM: James E. Carmody, Police Chief

DATE: April 19, 2011

SUBJECT: City of Wyoming/City of Grandville Agreement Administration

On February 2, 2009, the Wyoming City council adopted resolution number 23184, authorizing the purchase of CAD/RMS/E-Ticket/Mobility systems. The CAD/RMS systems were purchased with the intention that the City of Grandville would be partnering with the City of Wyoming. An interagency agreement between the City of Wyoming and City of Grandville was being processed. This memorandum is to advise that the City of Wyoming and the City of Grandville have agreed upon the language and terms of an agreement.

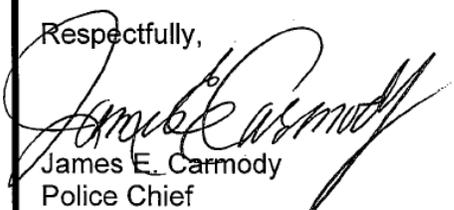
The attached identifies how the project costs will be shared. The City of Grandville remitted with the executed agreement their respective share of costs. Their share of the costs was immediately given to Finance Director, Timothy Smith, for deposit. I have attached the executed agreement for your review. The executed agreement has been reviewed by Wyoming City attorney, Jack Sluiter.

This project, upon the final execution of the agreement from the City of Wyoming, will continue to move forward with the implementation of the software for the City of Grandville.

I respectfully request that the City Council review the attached Interagency Agreement and approve the agreement at a council meeting designated by City Manager, Curtis L. Holt.

Attachment: Interagency Agreement

Respectfully,


James E. Carmody
Police Chief
Wyoming Police Department

INTERAGENCY AGREEMENT

This Agreement made this _____ day of _____, 2011, between the City of Wyoming, a Municipal Corporation of 1155 – 28th St. S.W., Wyoming, Michigan 49509 (hereinafter “Wyoming”) and the City of Grandville, a Municipal Corporation of 3195 Wilson Avenue S.W., Grandville, Michigan 49418 (hereinafter “Grandville”).

The City of Wyoming has contracted to purchase a new records management system and has executed agreements with New World Systems Corporation for the installation, maintenance and licensing of that system, which agreements authorize Grandville to utilize the system for its record management, and

The system and software will be used to provide records management for both Wyoming and Grandville.

This Agreement is made under the authority granted by the Urban Cooperation Act of 1967, Act 7 of 1967, as amended and the Intergovernmental Contracts between Municipal Corporations Act, Act 35 of 1951, as amended.

IT IS HEREBY AGREED as follows:

1. Grandville will pay to Wyoming the sum of \$93,121 as its share of the one time cost incurred for the purchase and installation of the necessary software and hardware systems. Upon payment, Grandville will own its proportional share of those software and hardware systems. In addition, Grandville shall pay to Wyoming a share of software maintenance licensing and related costs as provided in the attached Exhibit A, which cost shall be modified on an annual basis as of the anniversary date of this Agreement in accordance with the actual costs incurred by the City of Wyoming and divided in accordance with a formula based upon the respective populations of the two cities as provided in the most current United States Census data.

Any other costs to be shared will be subject to a separate agreement and addendum between the parties.

2. The amounts provided will be invoiced to Grandville by Wyoming in accordance with the schedule of payments provided in the agreement between Wyoming and New World Systems. Payment to Wyoming will be due within 30 days of invoice.

3. This Agreement shall remain in full force and effect for the period of five (5) years to correspond with the term of the Agreement for hardware, software, installation and maintenance between Wyoming and New World Systems.

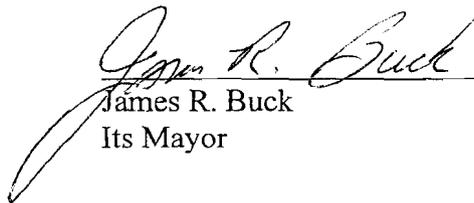
4. Except as provided in paragraph 5, this Agreement shall be automatically renewed for such period as Wyoming is providing records management services to Grandville and a contract remains in force for software licensing, hardware, maintenance contracts.

5. This Agreement may be terminated by either party by providing written notice at least 12 months prior to the date of termination.

CITY OF WYOMING

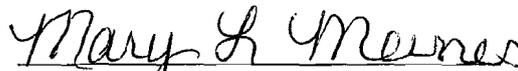
CITY OF GRANDVILLE

Jack Poll
Its Mayor



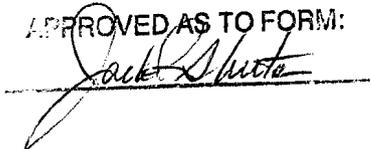
James R. Buck
Its Mayor

Heidi A. Isakson
Its City Clerk



Mary L. Meines
Its City Clerk

APPROVED AS TO FORM:



Jack Poll



EXHIBIT A

Standard Software Maintenance Agreement (SSMA)(Annual Cost)

	Total	Wyoming	Grandville
Year 1 Cost (2010)	\$54,672	49,247	5,425*
Year 2 Cost (2011)	\$57,783	47,960	9,823
Year 3 Cost (2012)	\$60,892	50,540	10,352
Year 4 Cost (2013)	\$64,007	53,126	10,881
Year 5 Cost (2014)	\$67,116	55,706	11,410

*The proration is \$54,672 divided by 12 months = \$4556 x 0.17% = \$775 x 7 months = \$5425. All numbers are rounded.

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE MAYOR AND CITY CLERK
TO EXECUTE A RECORDS MANAGEMENT SYSTEM
INTERAGENCY AGREEMENT WITH THE CITY OF GRANDVILLE

WHEREAS, as detailed in the attached memorandum from the City's Police Chief, the City of Wyoming purchased a records management system and software that will be used to provide records management for both the City of Wyoming and the City of Grandville, and

WHEREAS, the attached Interagency Agreement between the City of Wyoming and City of Grandville for the records management system has been developed, now therefore,

BE IT RESOLVED, that the Wyoming City Council does hereby authorized the Mayor and City Clerk to execute the attached Interagency Agreement with the City of Grandville.

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.

Attachments: Memorandum
Interagency Agreement
Exhibit A

Heidi A. Isakson
Wyoming City Clerk

Resolution No. _____

MEMORANDUM

DATE: May 4, 2011

TO: Curtis L. Holt, City Manager

FROM: William D. Dooley, Director of Public Works

SUBJECT: Portable Basketball Hoops

In May 2006, we established a policy to address the placement of portable basketball hoops in the public right-of-way, as outlined in the attached memo. This policy has worked well and we recommend that it continue as it is.

During the past five years there have been a number of instances where homeowners have placed portable basketball hoops (PBH's) alongside public streets in locations where the PBH does constitute an obstruction. In these instances, and only in response to complaints from neighbors or motorists, we have visited the sites and requested that the owners remove their PBH's from the street right-of-way and place them alongside their driveways behind the sidewalk. Most of these owners have relocated the PBH within a few days. In the few cases where this has not been accomplished within a period of ten days, we have picked up the PBH's and taken them to the public works facility where the owners are able to retrieve them. This process is consistent with Section 70-6 (c) of the City Code, having to do with the removal of signs from the street right-of-way. In the case of signs, the owners are charged a nominal fee of \$5.00 to retrieve each of their signs – a fee which was established in 1994.

Section 70-37 of the City Code also provides for the removal of obstructions from the street right-of-way. It stipulates, however, that “the expense of such removal shall be charged to the person responsible.” Due to the size and weight of the PBH's, this could result in charges in excess of \$100. We recommend that Wyoming establish a fixed fee of \$25.00 and amend Section 70-6 of the City Code to specifically address the removal of PBH's and the associated fee. We also request that this ordinance be adopted without delay as this is the time of year when we receive the most complaints. If the City Council agrees, we will prepare the appropriate ordinance for their May 16 or June 6 agenda.

Attachment: Memo of May 23, 2006
kh

MEMORANDUM

DATE: May 23, 2006
TO: Curtis L. Holt, City Manager
FROM: William D. Dooley, Director of Public Works
SUBJECT: Policy for Portable Basketball Hoops in Public Right-of-way

In recent years, the number of portable basketball hoops has increased significantly in Wyoming. The hoops have become popular because they can be put away during the winter, extending the life of a backboard, rim and net. In most cases, the portable hoops are placed alongside driveways and the driveway is used as the court. In some situations, however, a portable hoop has been placed at the end of the driveway and the public street has been used as the court. This can create a very unsafe basketball court, especially for younger basketball players.

Section 70-37 of the City Code prohibits the placement of obstructions within the public right-of-way, but it does not specifically identify when a portable basketball hoop constitutes an obstruction. For this reason, we are implementing the following policy:

1. Portable basketball hoops will be placed alongside driveways whenever possible.
2. Portable basketball hoops will not be placed alongside a public street except within the end of a cul-de-sac.
3. When it is imperative that a portable basketball hoop be placed within the end of a cul-de-sac, the owner will:
 - a. Seek approval from the neighbors on the cul-de-sac
 - b. Supervise younger children
 - c. Keep the basketball rim behind the back of the curb when it is not in use
 - d. Remove the portable basketball hoop from the right-of-way if it interferes with street maintenance or public safety

This policy was published in the June 2004 issue of the Wyoming Record as a guideline.

lmb