

AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, NOVEMBER 19, 2012, 7:00 P.M.

- 1) Call to Order**
- 2) Invocation**
Pastor Jon Lewis, Resurrection Life Church
- 3) Pledge of Allegiance**
- 4) Roll Call**
- 5) Student Recognition**
- 6) Approval of Minutes**
From the regular meeting of November 5, 2012
- 7) Approval of Agenda**
- 8) Public Hearings**
 1. To Consider Approval of an Application for an Industrial Facility Exemption Certificate in the City of Wyoming for Benteler Automotive Corp. (7:01 p.m.)
 2. To Consider Approval of an Application for an Industrial Facility Exemption Certificate in the City of Wyoming for Zinger Sheet Metal (7:02 p.m.)
- 9) Public Comment on Agenda Items** (3 minute limit per person)
- 10) Presentations and Proclamations**
 - a) Presentations
 1. City of Wyoming Recreation Plan 2013-2017
 - b) Proclamations
- 11) Petitions and Communications**
 - a) Petitions
 - b) Communications
- 12) Reports from City Officers**
 - a) From City Council
 - b) From City Manager
- 13) Budget Amendments**
- 14) Consent Agenda**
- 15) Resolutions**
 - a) To Approve the Application of Benteler Automotive Corporation for an Industrial Facility Exemption Certificate in the City of Wyoming for a New Facility and Authorizing the Mayor and City Clerk to Sign the IFT Agreement
 - b) To Approve the Application of Zinger Sheet Metal for an Industrial Facility Exemption Certificate in the City of Wyoming for a New Facility and Authorizing the Mayor and City Clerk to Sign the IFT Agreement
 - c) Objection to Transfer of Properties Not Sold at the 2012 Delinquent Property Tax Sale to the City of Wyoming
 - d) For Election to Comply with Section 4 of Public Act 152 of 2011
 - e) To Accept Grant Funding Received Through the City of Grand Rapids – MET Multi-Jurisdictional Task Force

f) To Authorize Settlement in the Case of Woodcraft Center, LLC V County of Kent and City of Wyoming

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

g) To Authorize the Mayor and City Clerk to Execute an Amendment to the Streetlighting Contract with Consumers Energy

h) To Authorize the Extension of the Bid for Automotive Body Repair to Auto Body Experts

i) To Rescind an Award to Tele-Rad and Award the Bid to T&W Electronics for a Two-Way Radio Communication System

j) To Award the Bid for Curbside Leaf and Brush Collection and Disposal to Waste Management of Michigan, Inc.

k) To Authorize the Purchase of a Valve Actuator from Actuator Specialties, Inc.

l) To Award a Bid for a Cab and Chassis to West Michigan International (Budget Amendment No. 26)

m) To Award a Bid for a Chassis Mounted Hot Asphalt Hopper to Spaulding Manufacturing, Inc. (Budget Amendment No. 26)

n) To Award a Bid for a Mower to Spartan Distributors (Budget Amendment No. 26)

o) To Authorize the Purchase of Rooftop Fall Protection Equipment

p) To Authorize the Mayor and City Clerk to Execute an Agreement with AT&T

q) To Authorize the Purchase of Panasonic Toughbooks

r) To Extend the Proposal for Cleaning Services and to Authorize the Mayor and City Clerk to Execute the Contract

17) Ordinances

18) Informational Material

19) Acknowledgment of Visitors

20) Closed Session (as necessary)

21) Adjournment



City of Wyoming Recreation Plan 2013-2017



Plan Adopted
_____ 2013



*City of Wyoming Recreation Plan
2013-2017*

Wyoming City Council

Mayor Jack Poll
William A. VerHulst, 1st Ward
Richard K. Pastoor, 2nd Ward
Joanne Vorhees, 3rd Ward
Dan Burrill, At Large
Sam Bolt, At Large
Kent Vanderwood, At Large

Wyoming Parks and Recreation Commission

Doug Wustman, Chairperson
Doug Borek
Bob Cook
Megan Harley
Eric Hartfield
Oogie LaMar
Richard Pastoor
Alex Smart
David Skinner
Rod VanOeveren
Aaron Velthouse

Wyoming Planning Commission

Sherrie Spencer, Chairperson
Rob Arnoys
Jack Bueche
Bob Goodheart
Bill Hegyi
Dave Micele
Rob Postema
Chris Weller
Anthony Woodruff

Project Staff

Curtis Holt, City Manager
Rebecca Rynbrandt, Community Services Director

Planning Consultant

P.M. Blough, Inc.

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Introduction

This plan updates and replaces the 2008-2012 Community Recreation Plan entitled, City of Wyoming Recreation Plan 2008-2012. The new plan will provide direction for the Parks and Recreation Department from January 2013 through December 2017.

The development of this plan has included an extensive process that incorporated several significant planning efforts and opportunities for public participation and comment which are detailed within the plan. These have included:

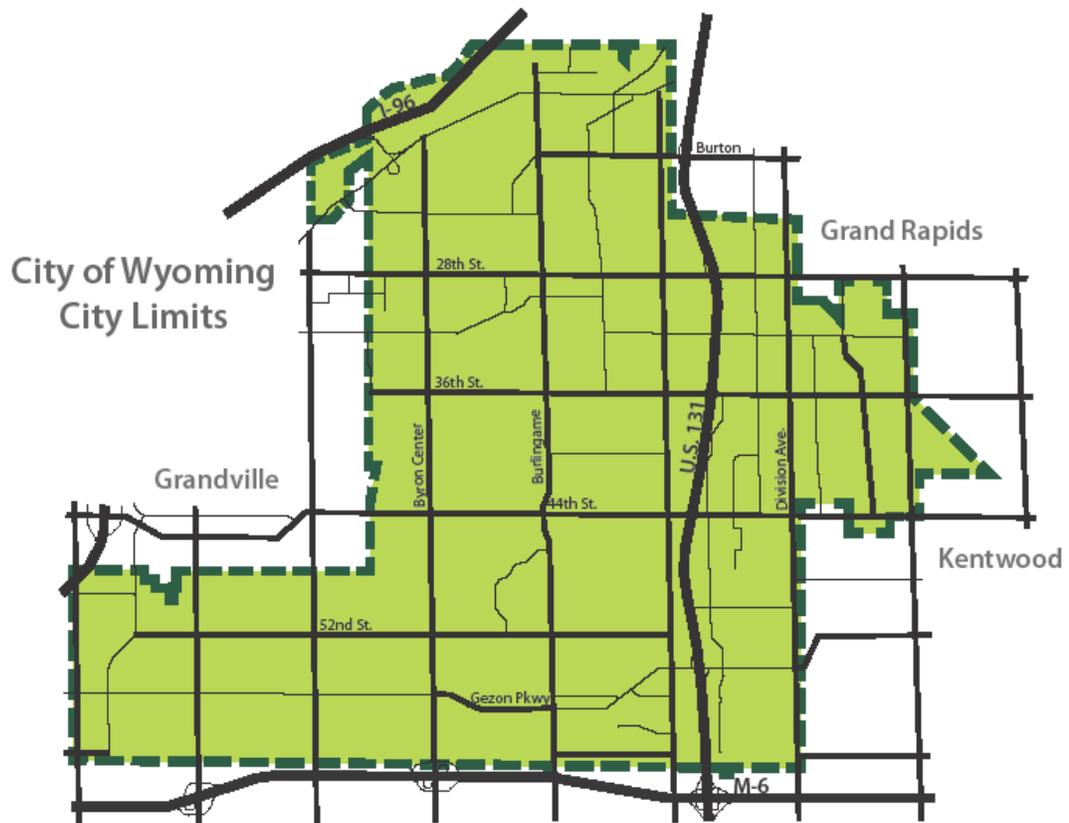
- Community Wide User Survey through Survey Monkey
- Youth Input through staff lead focus groups
- Senior Visioning Initiative by staff and architect led workshops
- School District Input from five public school districts
- Historical data collected from related City planning documents
- City and park and recreation staff input
- Tours of all of the parks and recreation facilities
- An Americans with Disabilities Act and Universal Accessibility review
- Public Forum presenting the plan and gathering input from adults and families
- Participation by the Parks & Recreation and Planning Commissions
- A 30 day public review and comment period on the final draft
- A public hearing on the final draft

This plan is organized with information consolidated for each of the parks by individual parks. The information found under a park name includes an aerial photo with property boundary lines, general information about the park, previous grant information, an inventory of existing facilities, a barrier free accessibility review, and a listing of proposed capital improvements.

A key section in the plan is the Goals and Objectives section which provides written goals for providing services to the residents. The Action Plan section follows the Goals and Objectives with a listing of proposed projects and programs within the parks and recreation system which will improve and expand recreational opportunities. The final adopted plan will serve to provide an overall vision and direction for the improvement and development of parks and recreation facilities, programming, maintenance and administration.

Community Description

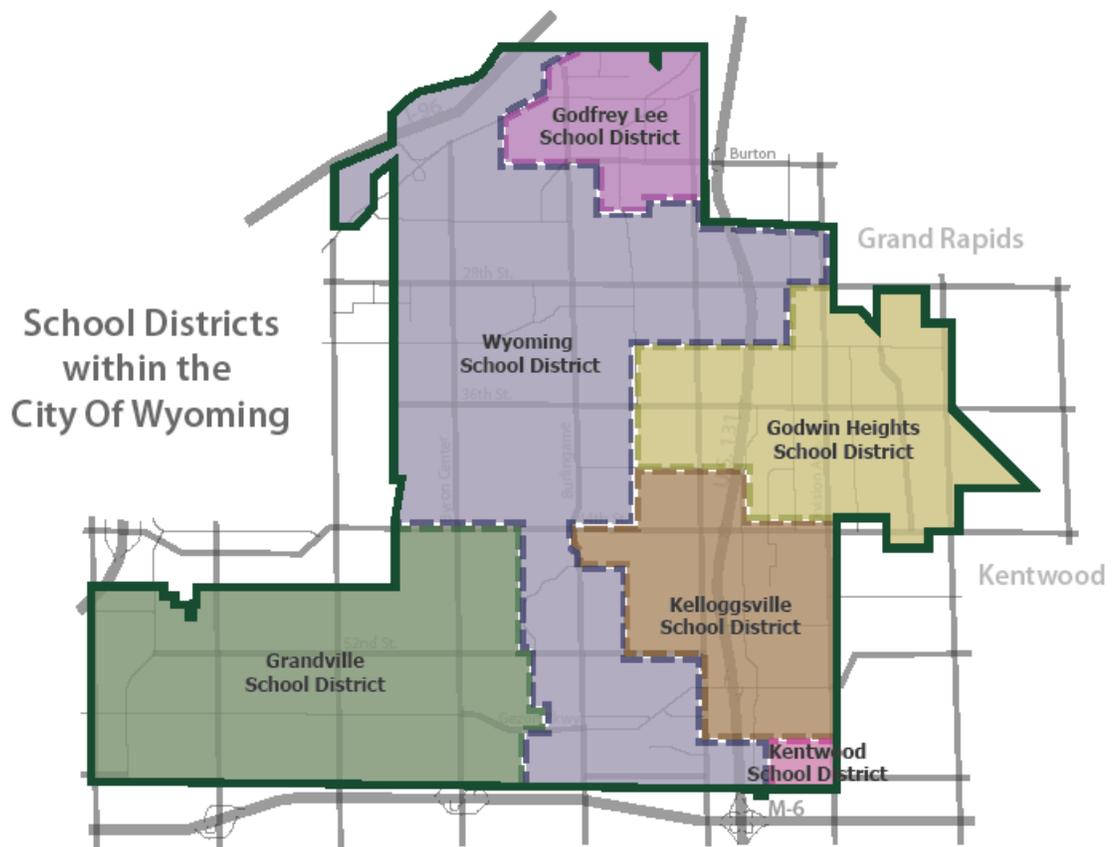
This plan is prepared to include the areas within the City of Wyoming, Michigan, located in the southwest area of the Greater Grand Rapids Metropolitan Area within Kent County. The City was incorporated in 1959 and includes approximately 26 square miles. The City is a mixture of both older urban neighborhoods, large new residential developments, mixed commercial and industrial areas. A map with the City Limits is shown below.



The 2010 U.S. Census population for the City of Wyoming was 72,125 persons, which was a 9.6% increase since the 2000 census. Continued growth of the population is expected with the majority of the growth concentrated in the lighter developed southwest regions of the City with undeveloped land desirable for residential home sites. A significant shift in the resident population has been an increase in cultural and racial diversity with the community. In the 2010 U.S. Census, 24.2% of the population identified themselves as "Other Races than

White” which followed an increase of 6.5% in 1990 and 15.7% in 2000, representing continued growth in this population segment. This racial and cultural shift is expected to continue and contribute to the vibrancy of the community.

The City of Wyoming has several distinct neighborhoods. Some of these neighborhoods date back to the late 1800’s while others are being newly constructed. The 2010 U.S. Census divided the City into forty-four Census Block Groups that tend to closely follow neighborhood delineations with the community. Neighborhoods within the City also tend to align with the each of the distinct seven public school districts located partially or wholly within the City, as well as less than one square mile of the Byron Center Public Schools located in the southern portion of the City.



Administrative Structure

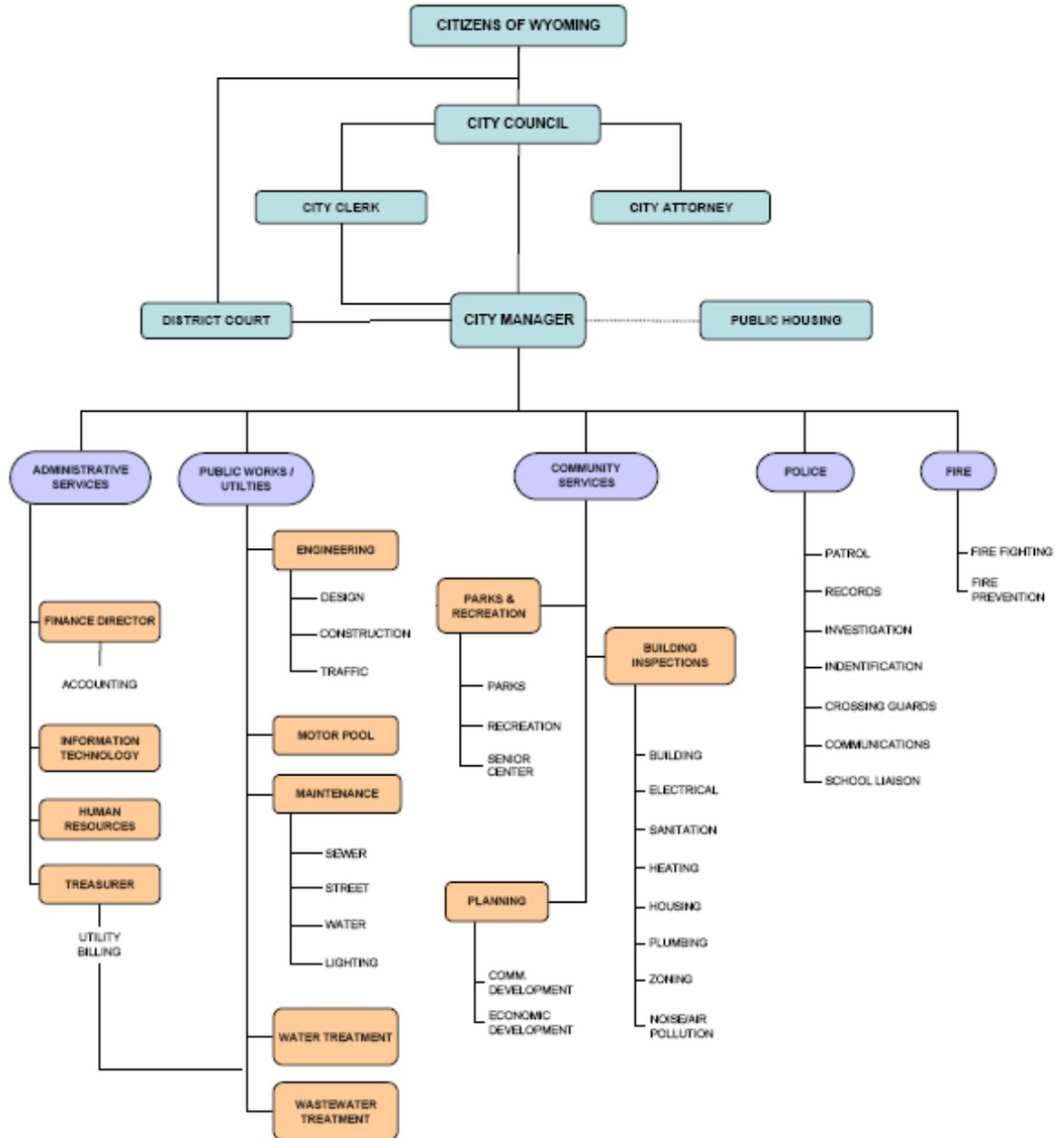
The Administrative Structure section includes information describing the administrative structure within the City of Wyoming that supports the operation of parks and recreational programming within the City. Included are an organization chart of the city governmental structure and the department, parks and recreation administration, funding for parks and recreation, as well as relationships with related agencies.

Governing Structure for Parks and Recreation

The Parks and Recreation Department is under direction of the City of Wyoming. The City of Wyoming was incorporated as a City in 1959. The political structure for the City is a seven member City Council with three members being elected from three political wards, three members being elected at-large, and a Mayor elected at-large by the voters. The City Council is responsible for setting City policies and approval of the annual budget. The day to day administrative functions are implemented by a City Manager appointed by the City Council.

City of Wyoming Organization Chart

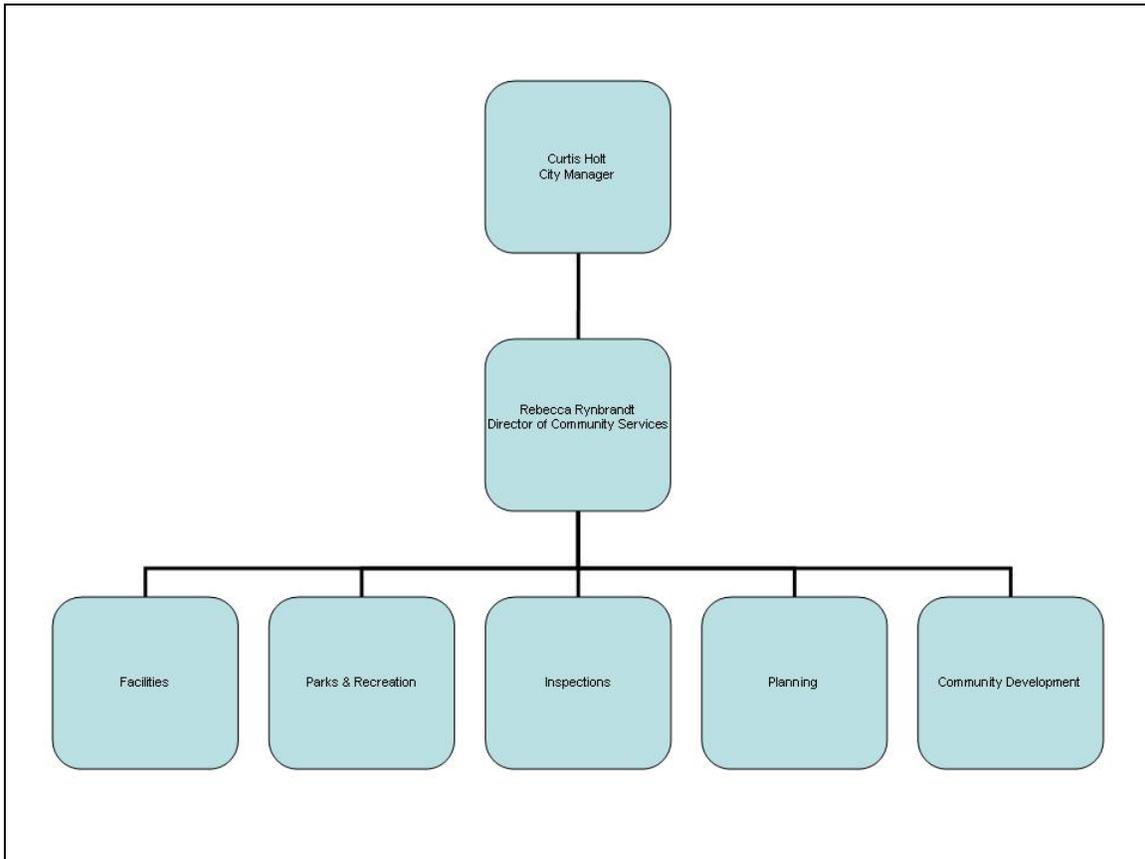
CITY OF WYOMING TABLE OF ORGANIZATION



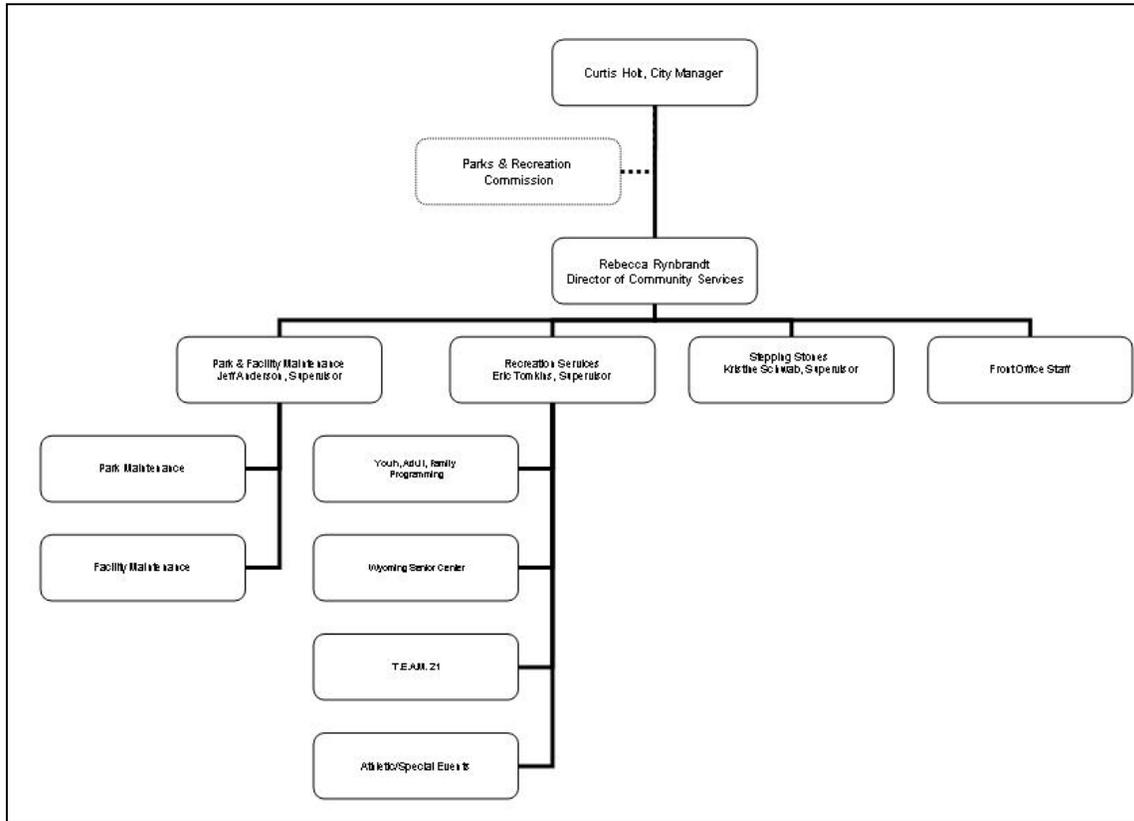
Staff Structure for Parks and Recreation

The City Manager oversees the day to day operation of the City. The Community Services Director oversees the Facilities, Parks and Recreation, Building Inspections, and Planning and Development Departments. The Parks and Recreation Department is responsible for providing programming, maintenance and development of the park system including that of the Wyoming Senior Center. In addition the department provides a variety of after-school, special event, recreation, leisure, and health and wellness programs, including therapeutic recreation, at various sites throughout the community including schools, studios, parks, and the Wyoming Senior Center. New projects within the parks are facilitated by the Parks and Recreation Department. The Public Works Department, including Engineering, and the Planning Department may assist with the planning and development of new facilities. The Planning Department also recommends to the Wyoming Community Development Committee and the City Council expenditures of Housing and Urban Development, (H.U.D.), Community Development funds for park capital improvements.

Community Services Organization Chart



Parks and Recreation Organization Chart



Parks and Recreation Commission

The Parks and Recreation Commission was created by the City Charter under the State of Michigan enabling Act 156 of 1917. The Commission has eleven members, five of which represent the five largest community school districts, who are appointed by the City Council. The Parks and Recreation Commission has the responsibility to make advisory recommendations to the Director of Community Services, City Manager and City Council regarding parks and recreation. The Parks and Recreation Commission meets 10 times a year, once per month September through June. Additional meetings may be held at the call of the Chairperson.

Planning Commission

The Planning Commission was created by the City Charter. The Commission has nine members appointed by the City Council. The Planning Commission has the responsibility to review and make recommendations to the City Council and the Parks and Recreation Commission for new parks, green spaces, and trails within the City. The Planning Commission meets monthly.

Parks and Recreation Department-Administration, Recreation Services, and Maintenance

The Parks and Recreation Department is managed by a full-time Community Services Director. The Director provides management for the Department and oversees the recreational programming and park maintenance staff. The Parks and Recreation Department Administration features a Director and a portion of an Administrative Secretary.

The Recreation Services Division (Recreation Programming) has ten (10) full time staff persons and two part-time positions. These include the Recreation Services Supervisor, Recreation Programmers, Therapeutic Recreation Specialist, and clerical staff. In order to provide programming, additional part-time instructors, group leaders, coaches, umpires, referees, etc. are contracted to assist with the program implementation.

Maintenance of the parks is under the responsibility of Park & Facilities Maintenance Services. Park Maintenance Services shares a supervisor position with Facilities (.75 and .25 respectively), nine (9) full-time and approximately thirty-five (35) seasonal employees.

Facilities, Parks and Recreation Staff (Permanent Authorized Positions)

Administration	1.25 Full Time	0 Part Time
Recreation Services	10.00 Full Time	2 Part Time
Park & Facilities Maintenance	<u>13.00 Full Time</u>	<u>0 Part Time</u>
TOTALS	24.25 Full Time	2 Part-Time

Community Volunteers

The Department also receives assistance from approximately 500 volunteers who assist with coaching, leading recreational and educational programs, assisting with special events, special projects, and in many recreational support positions. Non-Profit Organizations also assist in providing additional programming and park maintenance support through the Cities *Adopt-a-Park* program. These organizations help to broaden the programs offered and are in integral part of the recreational opportunities available for the residents. These organizations utilize City of Wyoming parks and facilities, as well as public school facilities.

Pinery Park Little League Association-The Pinery Park Little League Association provide youth baseball and softball leagues for approximately 900 youth annually.

St. Joseph the Worker Church – Provides for the City of Wyoming area’s Latin American festival held annually at Lamar Park with an annual attendance exceeding 3,000.

Grand Rapids Rifle & Pistol Association-The GRRPA has a small membership and utilizes indoor range facilities at Marquette Park.

WOOD-TV 8 Maranda Park Party – Collaborates with the City of Wyoming, Wyoming Public School District, and area non-profits to host a free summer celebration event at Lamar Park featuring food, games, and give-a-ways for over 6,200 participants.

Parks and Recreation Policies and Procedures

Administrative guidelines and operational procedures are recommended by staff to the direct supervisor and approved by the Director of Community Services. Policy is recommended by the Director of Community Services to the City Manager and approved by the City Council. Prior to implementation, review of administrative guidelines, department procedures, and policies are made by the Director of Community Services, City Manager, City Attorney, Parks and Recreation Commission and City Council depending upon the nature and impact of the item.

Current and Projected Parks and Recreation Funding

The majority of the funding for parks and recreation, since 1995, is provided by a dedicated millage for parks and recreation. Programming revenues, a small number of grants, community support, and the H.U.D. Community Development Program for specific new capital projects provide additional funding. The breakout for the 2012-2013 fiscal year for the Parks and Recreation Department is given below. The dedicated millage has provided consistent funding for park and recreation operations, maintenance and programming, but is limited in supporting capital improvements and any expansion in programming. Grants for facilities and programming are continually sought to provide expanded recreational opportunities.

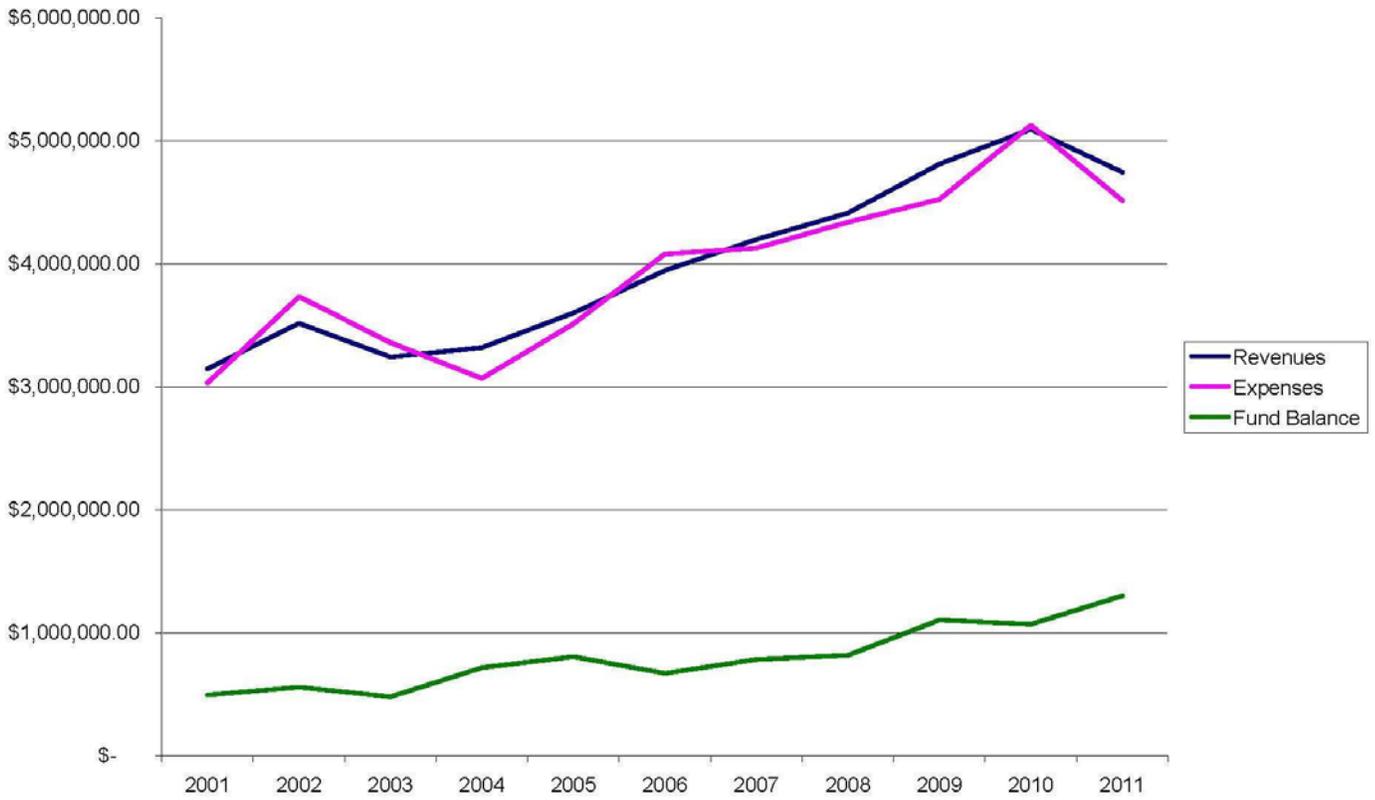
Council Approved 2012-2013 Budget

Revenue	Funds
Dedicated Millage	\$2,869,200
Federal Grants	180,136
Local Grants	73,160
Fees	218,540
Charges for Services	242,680
Interests and Rents	27,300
Other Revenue	34,700
Total Revenue	\$3,427,170

Expenses	Funds
Administration	\$ 762,890
Park Facilities	1,619,160
Capital Improvements	110,000
Wyoming Senior Center	359,080
Recreation (Youth, Family, Adult)	436,620
Stepping Stones (Therapeutic Recreation)	73,160
T.E.A.M. 21 (After-School Programming)	180,130
Total Expenses	\$3,541,040

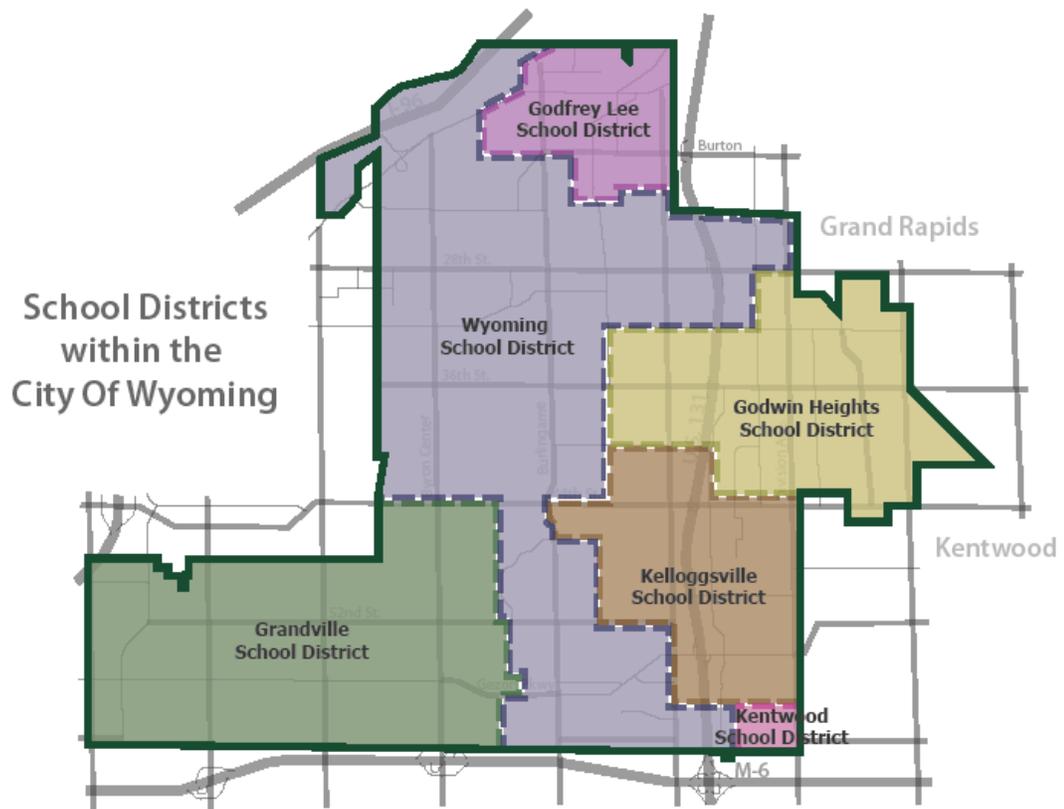
The Parks and Recreation Department, as a dedicated millage operation, maintains a Fund Balance. The amount of this Fund Balance varies each year as shown in the graph below for the years 2001 through 2012. Growth of the fund balance occurs periodically when annual revenues exceed expenses. The fund balance is utilized for several important expenses including, but not limited to, matching funds for grant awards, unexpected capital improvement needs, as well as accruing funds for larger capital development projects which span more than one budget year.

**Parks & Recreation
Revenues & Expenses (Audited)**



Relationships with Public School Districts

The City of Wyoming has seven public school districts which have a part or all of their boundaries within the City of Wyoming. These districts are a part of the history and culture of the community and include Godfrey-Lee Public Schools, Godwin Heights Public Schools, Grandville Public Schools, Kelloggsville Public Schools, Kentwood Public Schools, Wyoming Public Schools, and Byron Center Public Schools. In addition several private and non-profit schools are located within the City. Due to the very small size, less than one square mile, of the Byron Center School District located in the southern portion of the City of Wyoming, it is not reflected in the map below.



Wyoming Parks and Recreation Department maintains cooperative use agreements, both orally and/or in writing with Wyoming Public, Godfrey-Lee Public, Godwin Heights Public, Kelloggsville Public, and Grandville Public Schools. These include mutual use agreements, such as soccer field space in return for gym use, joint expense agreements, and facility development.

Recreation Inventory and Resource Development

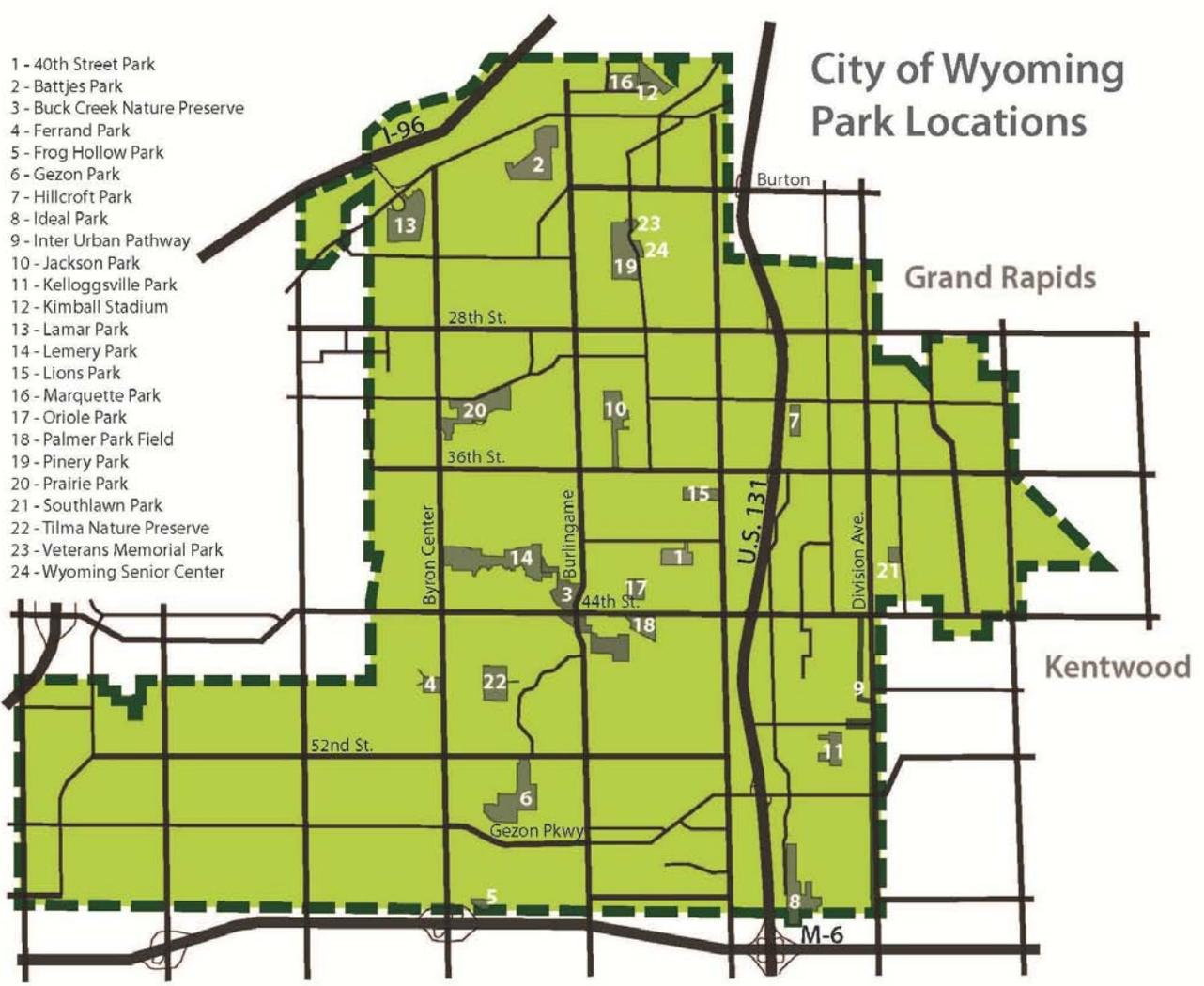
This section of the plan includes an inventory of public recreational opportunities located within the City of Wyoming.

Overview

The City of Wyoming has twenty-two (22) park sites encompassing approximately 665 acres of land. Veteran's Park and the Wyoming Senior Center are included within Pinery Park. The inter-urban trail system is not noted on the map below. These parks include both active and passive areas, natural preserves, and pathways. The locations of each of these parks are shown on the Park Location Map. Each City park is provided with an address location, previous grant information, brief written description, aerial photo of the property limits, a facility list, an Americans with Disabilities Act (ADA) assessment, and a list of proposed capital improvements. Master plans for the parks are included if they are currently available.

Park Location Map

A park location map is included on the following page.



Accessibility Assessments

The *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* prepared by the Michigan Department of Natural Resources Grant Management Division requires the completion of an Accessibility Assessment. This assessment was completed in each park during the individual park tours and the results are included in the write up with each park.

Appendix D. Barrier Free Accessibility Requirements for Parks, within the guidelines booklet, provides the following written comments regarding parks and accessibility.

“Recreational areas, facilities, and programs play an important role in the life of the community; therefore it is essential that people with disabilities have an equal opportunity to enjoy these areas and any programs provided. Federal and state laws prohibit discrimination on the basis of disability, and these laws apply to parks and other recreation lands and programs controlled and operated by local units of government. The DNR has a strong commitment to barrier free recreational opportunities in our Department-managed programs and facilities. This commitment extends to those communities that receive recreation grants.

Under the state Utilization of Public Facilities by the Physically Limited Act (Public Act 1 of 1966, as amended) all facilities, including improved areas used for recreation, must meet the barrier free design requirements contained in the state construction code. Under this act, the administration and enforcement related to barrier free design requirements are vested in the local or state government agency responsible for issuing a building permit. If the project does not require a building permit, administration and enforcement of barrier free design requirements are vested in the Department of Labor and Economic Growth.

Any request for an exception to the barrier free design requirements of the state construction code must be submitted to the Barrier Free Design Board, with the Department of Labor and Economic Growth (517-241-9300). The Barrier Free Design board has the responsibility to receive, review, and process requests for exceptions to barrier free design specifications; require appropriate equivalent alternatives when exceptions are granted; and receive, process, and make recommendations for barrier free design rules.

Because the state construction code does not apply to many recreation facilities, it is essential that you also be aware of and understands the existing federal guidelines covering these types of facilities. In July 2004, the federal Architectural and Transportation Barriers Compliance Board (know as the Access Board) issued updated guidelines, entitled the Americans with Disabilities Act Accessibility Guidelines (ADAAG), for new or altered facilities covered by the Americans with Disabilities Act of 1990 (Public Law 101-336) or the Architectural barriers Act of 1968 (Public Law 90-480). These guidelines should eventually be adopted as enforceable standards. Until that occurs, the existing ADAAG standards must be followed when the two conflict. “

MDNR Recreation Grant Inventory

The City of Wyoming has received numerous grants administered by the Michigan Department of Natural Resources over the last several years. These grants have added many successful facilities for the residents to enjoy. All of the grant projects have been completed and closed out with the MDNR. A summary of the Projects is given below:

Project No. 26-01167

Project Title: Lamar Park

Status: This grant application was withdrawn and is not considered open

Project No. 26-00197

Project Title: Operation Forward Sept 19 (Land Acquisition)

Project Location: Lemery and Lions Parks

Year: 1969

Current Status: Lemery and Lions Parks land purchases were completed and are in active park use. The grant is considered closed.

Project No. 26-00248

Project Title: Buck Creek Nature Preserve (Land Acquisition)

Location: Buck Creek Nature Preserve

Project Year: 1971

Current Status: The grant is closed. The land purchase was complete and the Buck Creek Nature Preserve is open daily to the public. Additional facilities have been added to the park to provide parking, restrooms, picnic areas, and a trail linkage to Lemery Park.

Project No. 26-00249

Project Title: Kelloggsville Park (Park Acquisition)

Location: Kelloggsville Park

Year: 1973

Current Status: The property was purchased and the grant is considered closed. Kelloggsville Park provides year round public enjoyment within a Wyoming neighborhood. Additional facilities have been constructed and include parking, restrooms, picnic facilities, tennis, basketball, softball, and a play area.

Project No. 26-00430

Project Title: Wyoming Battjes Park

Location: Battjes Park

Year: 1973

Current Status: The grant provided funding for the development of a ball diamond and is considered closed. Battjes Park was redeveloped in 1998

at which time the field use was discontinued and allowed to revert back to a natural state.

Project No. 26-00695

Project Title: Charles J. Lemery Park

Location: Charles J. Lemery Park

Year: 1976

Current Status: The grant provided for the initial park development which included the entrance and parking areas, ball field and restroom building. The project is considered closed. These facilities are all in current operation and utilized daily by residents and league play.

Project No. 26-01023 U

Project Title: Oriole Park

Location: Oriole Park

Year: 1977

Current Status: The grant projected for the development of Oriole Park within the Oriole Neighborhood. New facilities constructed included tennis courts, a basketball court, and a parking lot. These facilities were removed and redeveloped in 2010.

Project No. TF87-018

Project Title: Buck Creek Nature Preserve

Location: Buck Creek Nature Preserve

Year: 1987

Current Status: The project included the construction of the outdoor nature center, restrooms, and picnic area at the Preserve. The project was completed and is considered closed. The building is in use and open daily for public use.

Project No. TF98-063

Project Title: Battjes Park Passive Recreation

Location: Battjes Park

Year: 1998

Current Status: The project was completed and is considered closed. All of the project elements are in active use. This project provided a much needed revitalization of this park and included new restrooms, picnic facilities, fishing docks, walking paths, new play area, and interpretive signage.

Project No. CM99-098

Project Title: Improvements and Facilities Expansion at Lamar Park

Location: Lamar Park

Year: 1999

Current Status: The project was completed and is considered closed. The project provided a much needed revitalization for this aging park. New elements included a new large picnic pavilion, restrooms, play area, softball diamond, soccer fields, paved walking path, and new basketball courts. All of the elements are in active use and additional improvements have been made to the park.

Project No. TF-08-001

Project Title: Oriole Park Site Development

Location: Oriole Park

Year: 2008

Current Status: The project is completed and considered closed. The project provided funding for accessible access to play spaces and natural resources through the creation of walking trails, tennis and basketball courts, splash pad, shelter, and significant plantings of trees and other natural vegetation to enhance the environment and promote wildlife viewing. Funding for the project also included an Access to Recreation Grant as administered by the Michigan Department of Natural Resources.

Other Public Park and Recreation Facilities

The City of Wyoming is within the major metropolitan area of Grand Rapids, as well as the larger Kent Ottawa Muskegon Area (KOMA). This area provides for supporting recreational features such as camping, beaches, golf courses, as well as other parks and recreational facilities. Within Kent County the State of Michigan owns three game areas; the Rogue, Cannonsburg, and Lowell. Within the Grand Rapids region are numerous museums, theaters, skating rinks, indoor soccer, libraries, as well as other numerous public park facilities, which are located within the City, as well as County parks available to Wyoming citizens include:

Kent County Parks Commission

The Kent County Park system has 37 parks on 4,500 acres of land. All of these parks are regionally located for City of Wyoming residents. Parks that are particularly close include the following:

Linus Palmer Park

The park encompasses 350 acres and is located at 1275 52nd Street. The park is adjacent to the City of Wyoming Palmer Park. The park offers L.E. Kaufman Golf Course, walking trails, picnicking, restrooms, and active sports fields. Buck Creek flows through the park. The park also connects to the City of Wyoming Buck Creek Nature Preserve.

Kent Trails

The trail is a 15-mile non-motorized pathway. Portions of the trail run through the City of Wyoming. The trail follows an abandoned railroad line, local streets, and easements to create the linear park. The park links Johnson Park, John Ball Park, Douglas Walker Park and Millennium Park.

Douglas Walker Park

Located at 1195 84th Street, south of the City of Wyoming, is accessible by the Kent Trails. The park has a year round heated shelter, ball diamonds, picnicking, play equipment, horseshoes, and parking.

Henry Johnson Park

Johnson Park is located on the Grand River at 2600 Wilson Ave. at the west end of 28th Street. This park is assessable for most Wyoming residents and offers a boat launch, picnic shelters, open picnic areas, a sledding hill, and ball fields, play equipment, and open green space.

Millennium Park

Millennium Park is located along the Grand River north of the City. The park is still being developed and will one day include approximately 1,500 acres. The current facilities include a 100 acre lake with a 6 acre beach, a splash pad, lake fishing, hiking and nature trails, a playground, two picnic shelters, open picnic areas, and two volleyball courts.

School District Recreation Facilities

As previously discussed within the plan, the Parks and Recreation Department has a cooperative relationship with the five school districts located within the City of Wyoming corporate boundaries. These facilities provide for open space, playgrounds, as well as interior spaces and gymnasiums. The Kentwood Public Schools District and Byron Center Public Schools District do not have facilities located within the corporate boundaries of the City of Wyoming and thus these districts are not included within the following charts.

Facilities within each of the Districts include the following:

Wyoming Public Schools

<u>School District</u>	<u>(Acres)</u>	<u>(Yes/No)</u>	<u>(Qty.)</u>	<u>(Yes/No)</u>						
Wyoming Public										
Gladiola Elementary	2	Y	1	0	1	0	0	0	1	Y
Huntington Woods EEC	2	Y	1	0	1	0	0	0	1	Y
Oriole Park Elementary	3	Y	1	0	1	0	0	0	1	Y
Parkview Elementary	2	Y	1	0	1	0	0	0	1	Y
Rogers Lane Elementary	1	Y	1	0	1	0	0	0	1	Y
West Elementary	0	Y	2	0	1	0	0	0	1	Y
Wyoming Intermediate School	0	N	0	0	1	0	0	0	1	Y
Newhall Middle School	5	N	1	0	1	1	0	0	1	Y
Rogers High School	2	N	2	0	2	2	1	0	2	Y
Wyoming Junior High School	0	N	1	0	2	1	1	0	2	Y
Southwest Secondary School	0	N	0	0	0	0	0	0	0	Y
Wyoming Community Education	0	N	0	0	0	0	0	0	0	Y

Note: Reduction in inventory due to the sale of Taft Elementary School

Godfrey-Lee Public Schools

<u>School District</u>	<u>(Acres) Open Space</u>	<u>(Yes/No) Play Equip.</u>	<u>(Qty.) Ball Field</u>	<u>(Qty.) Tennis Crts.</u>	<u>(Qty.) Basketball</u>	<u>(Qty.) Soccer/Football</u>	<u>(Qty.) Track</u>	<u>(Qty.) Pools</u>	<u>(Qty.) Gyms</u>	<u>(Yes/No) Indoor Facilities</u>
Godfrey-Lee Public										
Athletic Complex	6	N	2	0	0	1	1	0	0	N
Lee High School	2	N	0	0	0	0	0	0	1	Y
Lee Middle School	1	N	0	0	0	0	0	0	1	Y
Godfrey Elementary	1	Y	0	0	1	0	0	0	1	Y
Godfrey-Lee Early Childhood Center	1	Y	0	0	0	0	0	0	1.0	Y
East Lee Campus	0	N	0	0	0	0	0	0	0	N

Godwin Heights Public Schools

<u>School District</u>	<u>(Acres) Open Space</u>	<u>(Yes/No) Play Equip.</u>	<u>(Qty.) Ball Field</u>	<u>(Qty.) Tennis Crts.</u>	<u>(Qty.) Basketball</u>	<u>(Qty.) Soccer/Football</u>	<u>(Qty.) Track</u>	<u>(Qty.) Pools</u>	<u>(Qty.) Gyms</u>	<u>(Yes/No) Indoor Facilities</u>
Godwin Heights Public										
Godwin Heights High School		N	0	0	0	0	0	0	0	
Godwin Middle School		Y	0	0	1	0	0	0	2	
North Godwin Elementary		Y	0	0	1	0	0	0	2	
South Godwin Elementary		Y	1	0	0	0	0	0	1	
West Godwin Elementary	2	Y	2	0	2	0	0	0	2	
Godwin Learning Center		N	0	0	0	0	0	0	0	

Kelloggsville Public Schools

<u>School District</u>	<u>(Acres)</u>	<u>Open Space</u>	<u>(Yes/No)</u>	<u>Play Equip.</u>	<u>(Qty.)</u>	<u>Ball Field</u>	<u>(Qty.)</u>	<u>Tennis Crts.</u>	<u>(Qty.)</u>	<u>Basketball</u>	<u>(Qty.)</u>	<u>Soccer/Football</u>	<u>(Qty.)</u>	<u>Track</u>	<u>(Qty.)</u>	<u>Pools</u>	<u>(Qty.)</u>	<u>Gyms</u>	<u>(Qty.)</u>	<u>(Yes/No)</u>	<u>Indoor Facilities</u>	
Kelloggsville Public																						
East Kelloggsville Elementary	2	Y		1	0	2	0	1	0	1	0	1	0	0	1	0	1	Y				
Southeast Kelloggsville Elementary	3	Y		2	0	2	1	0	0	0	0	1	0	0	0	0	1	N				
Kelloggsville Early Childhood Center	3	Y		2	0	1	0	0	0	0	0	0	0	0	0	0	1	N				
West Kelloggsville Elementary	1	Y		1	0	0	0	0	0	0	0	0	0	0	0	0	1	N				
Kelloggsville Middle School	2	N		1	8	1	0	0	0	0	0	0	0	0	0	0	1	Y				
Discovery Alternative High School	4	N		0	0	0	0	0	0	0	0	0	0	0	0	0	1	N				

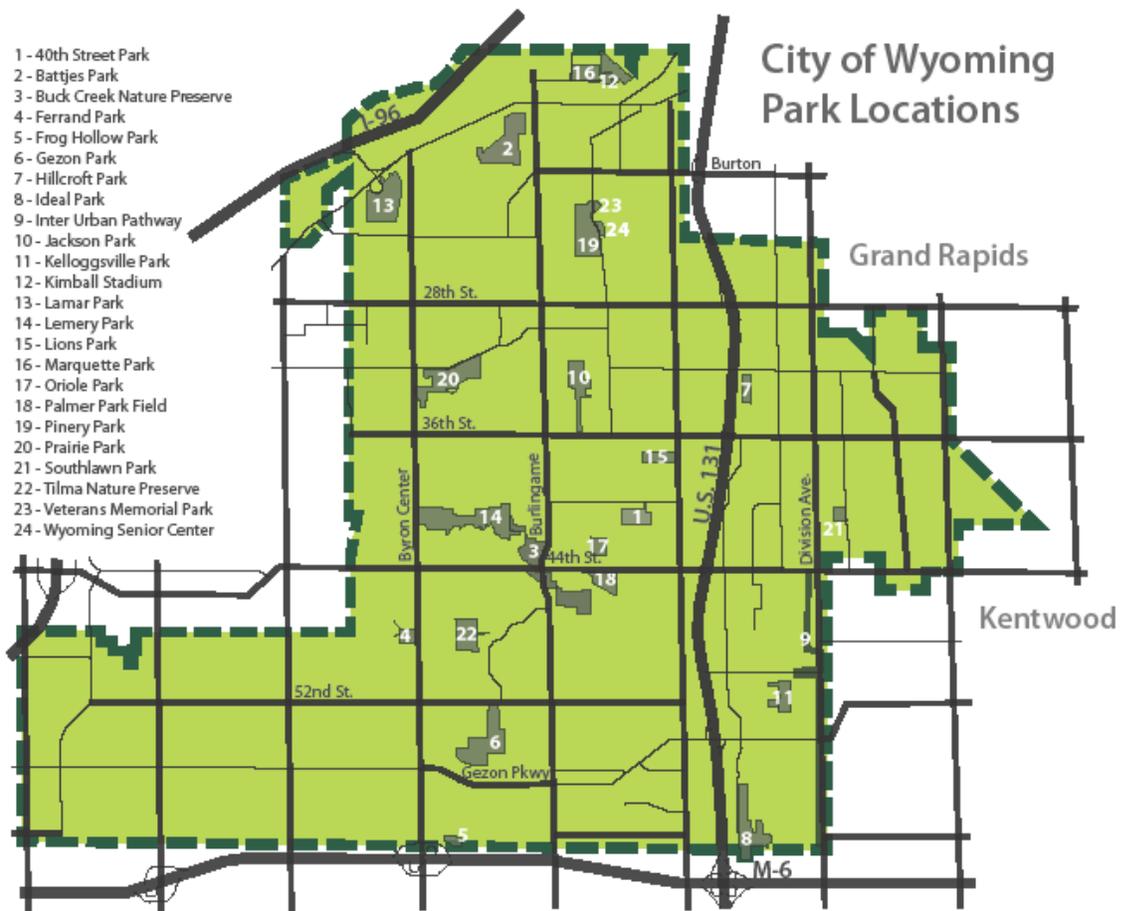
Grandville Public Schools

<u>School District</u>	<u>(Acres)</u>	<u>Open Space</u>	<u>(Yes/No)</u>	<u>Play Equip.</u>	<u>(Qty.)</u>	<u>Ball Field</u>	<u>(Qty.)</u>	<u>Tennis Crts.</u>	<u>(Qty.)</u>	<u>Basketball</u>	<u>(Qty.)</u>	<u>Soccer/Football</u>	<u>(Qty.)</u>	<u>Track</u>	<u>(Qty.)</u>	<u>Pools</u>	<u>(Qty.)</u>	<u>Gyms</u>	<u>(Qty.)</u>	<u>(Yes/No)</u>	<u>Indoor Facilities</u>	
Grandville Public																						
Grand View Elementary	10	Y		1	N	2	3	N	N	1	N					1		N				
Century Park Learning Center	10	Y		1	N	1	3	N	N	1	N					1		N				

City of Wyoming Park Lands and Facilities

The City of Wyoming has twenty two park sites with over 665 acres available for public use, the Wyoming Senior Center, and Veteran's Park. The parks are located throughout the City and offer a variety of active sports and play areas, large and small picnic facilities, non-motorized pathways, and natural areas including both forested areas and water access. The map below provides an overall map for park locations and distribution throughout the City. Following this, each park is detailed individually with information including an aerial photo with property lines, address, park acreage, existing facilities, an Americans with Disabilities Assessment, as well as a proposed list for future developments and improvements. Site development master plans have also been included for the parks that have active master plans. The parks are organized in alphabetical order.

Park Location Map



Park Facilities Chart for the City of Wyoming

Parks and Facilities City of Wyoming													
	Average	Play Equipment	Ball Fields	Tennis	Basketball	Soccer/Football	Concession Stand	Picnic Area	Shelter	Restrooms	Pathway	Sand Volleyball	Other
Battjes Park	64.76	x						x	x	x	x	x	Pond/fishing
Buck Creek Nature Preserve	40.20									x	x		Buck Creek
Ferrand Park	2.35	x						x					
40th St. Park	5.11												
Frog Hollow	2.20	x						x	x	x			
Geo. P. Tiima Nature Preserve	34.00												Woodlot
Gezon Park	73.57	x	4		1	2	x	x	x	x			
Hillcroft Park	12.43	x	2			1		x	x	x	x		
Ideal Park	41.90	x	2	2	1			x	x	x			Buck Creek
Jackson Park	22.95	x	2	4	1	1		x					
Kelloggsville Park	8.90	x	1	2	1			x		x	x		
Kimble Field	9.88		1										
Lamar Park	81.44	x	3	8	x	3	x	x	x	x	x	x	Splash Pad/Disc Golf
Lemery Park	79.90	x	3	4	1		x	x		x	x		Buck Creek
Lions Park	8.00												Woodlot
Marquette Park	27.80	x	2	1	1	3		x		x			Pistol Range/Dog Park
Oriole Park	12.54	x	1	3	1	1		x		x			Splash Pad
Palmer Park Field	2.00		1				x			x			
Pinery Park	62.30	x	8	3	1		x	x	x	x	x		
Prairie Park	32.50	x						x	x	x	x		Woodlot/Creek
Southlawn Park	1.80	x						x	x				Splash Pad
Veteran's Memorial Park	1.46												Memorials
Wyoming Senior Center	4.2												Senior Center

Battjes Park



Battjes Park- 1655 Blandford Avenue
Dedicated Park Land: Resolution 6460, 1971
Previous MDNR Grant Funds

Battjes Park is located in the northern region of the City with a small lake, neighborhood park facilities, fishing, and wildlife viewing. Access into the park is from Blandford Avenue into a parking lot. A second access point is available at the south end from Burton Street, but is not formally used. The park serves as both a neighborhood park and the larger regional area with unique fishing opportunities within the urban area.

Park Size: 64.76 Acres

Existing Facilities and Resources

- Play Area
- Paved Walking Trail
- Fishing Piers
- Small lake with fishing & wildlife viewing
- Restroom Building
- Picnic Shelters with Tables
- Volleyball Court
- Basketball Court

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Battjes Park is scored as a 3-Most of the facilities/park areas meet accessibility guidelines. In 2000 the park was renovated and includes accessible restrooms, play area, picnic pavilion and tables, basketball court, walkway along pond, fishing piers, and parking.

Future Needs to Increase Universal Access

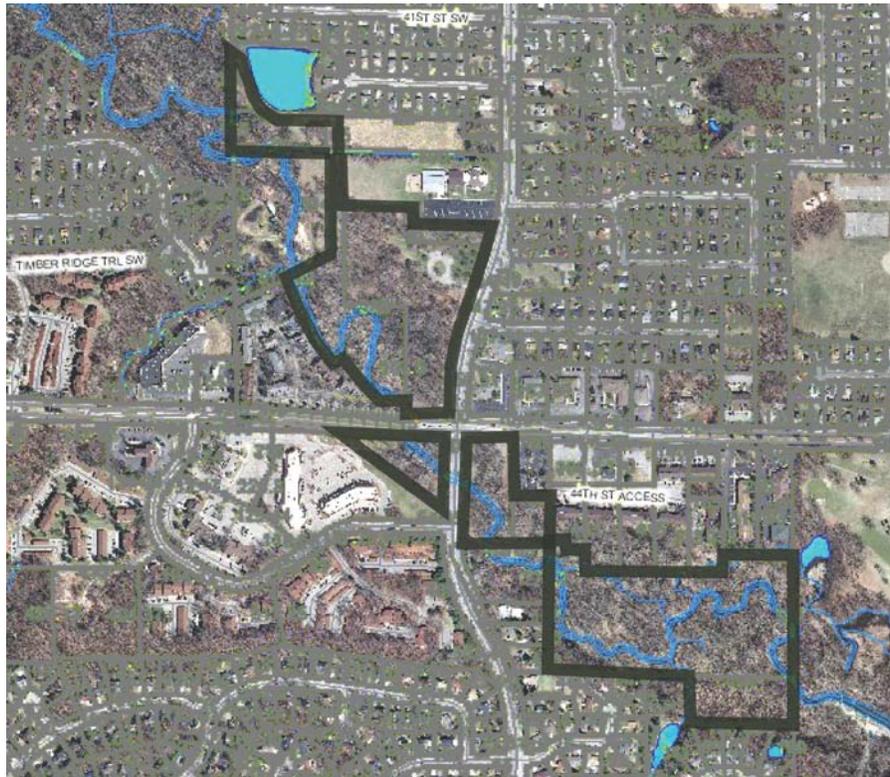
- Extend concrete pad around the grill at the shelter
- Add additional benches along the paved pathway
- Extend paved pathway system to additional areas of the park

Battjes Park Future Capital Development and Planning Needs

Future development in the park will be focused on expanding existing uses within the park including expanded pathways, picnic facilities, and accessibility.

- Property survey and identification signs
- Security plan for park
- Turf fertilization and weed control plan
- Develop land utilization plan (Priorities to south end and former ball diamond located to the north)
- Extend concrete pad around grill at shelter
- Additional benches along paved pathway
- Extend paved pathway system; also include a loop around lake (Requires acquisition for boardwalk or significant bridge system)
 - Add a small shelter on the hill overlooking the lake
- Potential dog park in southern area of park (Natural Format)
- Irrigation of lawn areas
- Maintenance on volleyball poles
- Study opportunity to reconstruct ingress and egress from south end of park onto Burlingame Ave.

Buck Creek Nature Preserve



***Buck Creek Nature Preserve- 4200 Burlingame Avenue
Portion of preserve is dedicated park land
Previous MDNR Grant Funds***

Buck Creek Nature Preserve is a natural area with the Buck Creek flowing through the Preserve. The Preserve has trailhead parking, a restroom and pavilion building, a half-mile boardwalk and informal natural surfaced pathways. A paved pathway also begins at the parking lot and links to the adjacent Lemery Park. Access to the park is from Burlingame Avenue into the parking lot. The nature preserve is adjacent to Kent County's Palmer Park.

Park Size: 40.20 Acres

Existing Facilities and Resources

- Buck Creek access and natural woods
- Restroom building and picnic shelter
- Shoreline fishing
- Boardwalk & natural surface trail connection to Kent County's Linus Palmer Park
- Paved pathway connecting to pathway in Lemery Park
- Parking Lot

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Buck Creek Preserve is scored as a 3-Most of the facilities/park areas meet accessibility guidelines. The Preserve has accessible parking, access to the paved pathway, paved nature walk, and an accessible restroom building.

Future Needs to Increase Universal Access

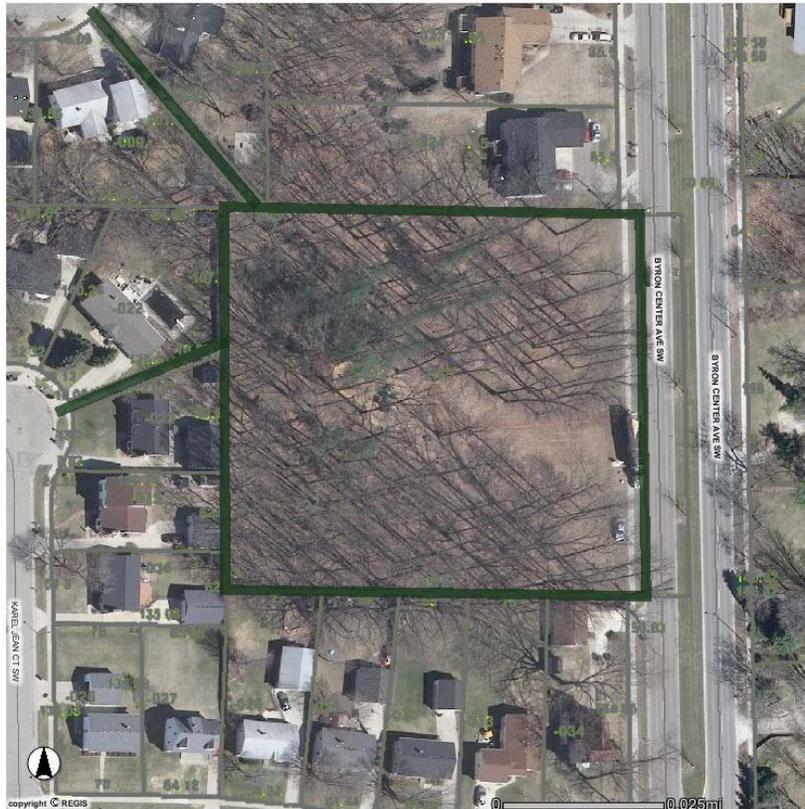
Add accessible access from the shelter to the boardwalk. The boardwalk is accessible, but requires a transition from the building deck to the boardwalk. The boardwalk also requires an accessible turn around at the end of the walkway.

Buck Creek Preserve Capital Development and Planning Needs

Future development will be focused as continuing to provide outdoor natural recreation to the community. Proposed projects include renovations to the restroom/shelter building, accessibility, and connection to Kent Trails.

- Accessible access from shelter to boardwalk
- Accessible boardwalk turn around at end
- Reassess building/shelter/deck functions
- Property survey and identification signs
- Security plan for park
- Turf fertilization and weed control plan for entrance lawn areas
- Develop plan for trail and pathway maintenance
- New roof for building
- Enhanced Nature Center
- Extend Buck Creek Trail from Byron Center Ave. to Kent Trails
- Study for additional trail development of property
- Irrigation of entrance lawn areas
- Replace the existing boardwalk trail with an ADA accessible boardwalk trail.
- Small shelter with 2 tables near the parking lot

Ferrand Park



***Ferrand Park-4715 Byron Center Avenue
Dedicated Park Land, Resolution 6469, 1971
Deed Restriction Preventing Tree Cutting***

Ferrand Park is a small neighborhood park with a shady oak canopy and neighborhood park facilities. The park also serves as a storm water collection area during large rains. The tree canopy is protected by a deed restriction that prohibits the removal of any trees unless in a dead or unsafe condition. Access to the park is through two connecting walkways from the neighborhood, or from the sidewalk along Byron Center Avenue.

Park Size: 2.35 Acres

Existing Facilities and Resources:

- Playground equipment
- Picnic tables
- Shady tree canopy and lawn

Ferrand Park Master Plan



Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Ferrand Park is scored as a 1- None of the facilities/park areas meet accessibility guidelines. The park is accessed by sidewalks, but the walkways do not connect to the play equipment or picnic tables. Public parking is not available on the site, but vehicles can park on the side streets.

Future Needs to Increase Universal Access

- Provide new accessible play equipment, surfacing and walkway
- Provide new universally accessible picnic tables with an access walkway
- Provide an accessible picnic shelter

Ferrand Park Capital Development and Planning Needs

Ferrand park is a neighborhood park in need of renovation. A new master plan has identified the following needed improvements:

- Property survey and identification signs
- Security plan for park
- Turf fertilization and weed control plan
- New play equipment, surfacing, and walkway
- New accessible picnic tables and walkway
- New accessible picnic shelter
- Improved ingress and egress
- Irrigation of lawn areas
- Native plantings

40th Street Park



40th Street Park- 1150 – 40th Street Dedicated Park, Resolution 6468, 1971

40th Street Park is a large open green space whose primary function is to serve as a storm water collection area in times of high rains and snow melts. Due to this use, the park is a large open mowed area shaped like a bowl. The park use is secondary as often the park is not useable due to wet soils or standing water. An unsightly water collection site is located at the center of the open space. A very old swing set and a single picnic table are the only facilities. Access in the park is from 40th Street with street parking. There are no walkways within the park.

Park Size: 5.11 Acres

Existing Facilities and Resources:

- Swing set
- Picnic table
- Open storm water collection pipes

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, 40th Street Park is scored as a 1- None of the facilities/park areas meet accessibility guidelines. No accessible facilities or access exist within the park. There will be future discussion as to the proposed use and master plan for this site. At this time the facilities are so limited, all development for accessibility would be new development.

40th Street Park Capital Development and Planning Needs

The primary purpose of 40th Street park is for storm water collection with a secondary use of the property as a park. Future development of this park will include a storm water and property master plan process to determine the proposed use(s).

- New park and storm water master plan
- Property survey and identification signs
- Security plan for park
- Turf fertilization and weed control plan
- New storm water intake
- Land utilization plan
- Irrigation of lawn areas

Frog Hollow Park



Frog Hollow Park: 2050 Metro Court

Frog Hollow is a universally accessible park focused on play. The park includes a large play area, shelter, restroom and parking. Frog Hollow is located adjacent to the Metro Health Campus. Access to the park is through the Health Campus on Metro Way. Most visitors arrive by vehicle, but public bus service is also available. The park may be accessed from the M-6 Bike Trail at the corner of Byron Center Ave. and Metro Way. The park was constructed in 2005.

Park Size: 2.2 Acres

Existing Facilities and Resources:

- Large, unique play area
- Restroom building
- Metro Health Pathway System connection
- Picnic shelter
- Entrance drive and parking

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in Recreation Inventory Section of Plan

Based on the MDNR review requirements, Frog Hollow Park is scored as a 5- The entire park was developed/renovated using the principals of universal design. This park was designed and constructed as a universally accessible park and opened in 2005. The restroom building was added in 2007.

Future Needs to Increase Universal Access

None noted at this time.

Frog Hollow Park Capital Development and Planning Needs

As Frog Hollow is relatively new and the site is small, there is a small number of improvement projects. The projects listed focus on future connections and improvements that support the existing development.

- Pathway connector to bike path (immediate area)
- Pathway connector to Metro Health Pathway System
- Turf fertilization and weed control plan
- Security plan for park
- Evaluate unitary surfacing
- Evaluate play equipment for future replacement
- Sensory planting bed redevelopment

Gezon Park



Gezon Park with City of Wyoming Water Treatment Plant

Gezon Park: 5651 Gezon Court

Gezon Park is currently developed at two separate ends of the park property. The north end of the park serves as a neighborhood park. The south end of the park is an active sports park.. Gezon Park is located in an area of rapid growth within the City. Access to the park is from Gezon Street at the south end and from 52nd Street at the north end of the property. The City of Wyoming Water Treatment Plant is located adjacent to the park on the City property.

Park Size: 73.57 Acres (91.66 Acres including Pumping Station)

Existing Facilities and Resources:

South End-

- (4) youth baseball/softball fields
- restroom/concession building
- (2) football fields
- Parking area

North End-Neighborhood Park

- Play Area
- Shelter
- Pathway
- Parking Area
- Basketball

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in Recreation Inventory Section of Plan

Based on the MDNR review requirements, Gezon Park is scored as a 2-some of the facilities/park areas meet accessibility guidelines. Accessible parking is provided at both locations and some paved pathways provide limited access to athletic facilities. The athletic facilities have an accessible restroom and concession building. Facilities located at the north end of the park (playground, basketball, and paved pathway) are accessible.

Future Needs to Increase Universal Access

- Press boxes at ball diamonds and football fields are not accessible.
- Accessible picnic tables and a small shelter are needed at the south end
- Accessible seating at ball fields
- Add 30 x 60 concrete pad a concession stand for easier ADA access and accessible seating and events area.
- Accessible seating at football fields
- Concrete to benches with ADA seating needed

Gezon Park Capital Development and Planning Needs

Gezon Park is a large property, only partially developed, located in the southwest region of the City that is experiencing rapid growth. This park continues to increase in recreational value as the City's population continues to grow. A new master plan should be completed to identify future development within the park. The projects listed below enhance the existing facilities, increase accessibility, and provide trail linkages to the park.

- Update master plan with community input
- Develop remaining undeveloped park areas based upon master plan
- Property survey and identification signs
- Security plan for park
- Turf fertilization and weed control plan
- Accessible press boxes at ball diamonds and football fields
- Accessible picnic tables and small shelters at south end
- Accessible seating at ball fields
- 30' x 60' concrete pad at concession stand
- Accessible seating at football fields
- Aurora Pond-Secure easement for pathway
- Evaluate parking needs as it relates to expanded programming
- Access Kent Trails
- Balance active and passive uses in the park
- Additional trees at both ends of the park
- Picnic tables at shelter which are ADA accessible
- Landscape plantings
- Irrigation of lawn areas

Hillcroft Park



Hillcroft Park – 340 – 32nd Street Dedicated Park, Resolution 6466, 1971

Hillcroft Park is located directly north of the Godwin Heights Public Schools football and track facility. A pathway through the park provides access to the neighborhood park facilities and to the Godwin Heights Public Schools facilities. The Godwin Heights Public Schools has a 50 year Recreational Facilities Use agreement with the City for the priority use and landscape maintenance the park property. A play area and picnic shelter provide facilities for the neighborhood and athletic events. Access to the park is from 32nd Street with a drive and parking lot, and by pedestrian access from 36th Street, 34th Street and the school property. The Inter-urban Bike Trail runs through the park along its eastern edge.

Park Size: 12.43 Acres

Existing Facilities and Resources:

- Playground area.
- Picnic shelter with tables.
- Restroom Building
- Paved walking pathway through property with access to picnic and play area
- Inter-urban Bike Trail
- Soccer field
- Ball field
- Entry drive and parking area

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Hillcroft Park is scored as a 2-Some of the facilities/park areas meet accessibility guidelines. The park has accessible parking and restroom facilities. Portions of other facilities are accessible, but require some upgrades to increase accessibility.

Future Needs to Increase Universal Access

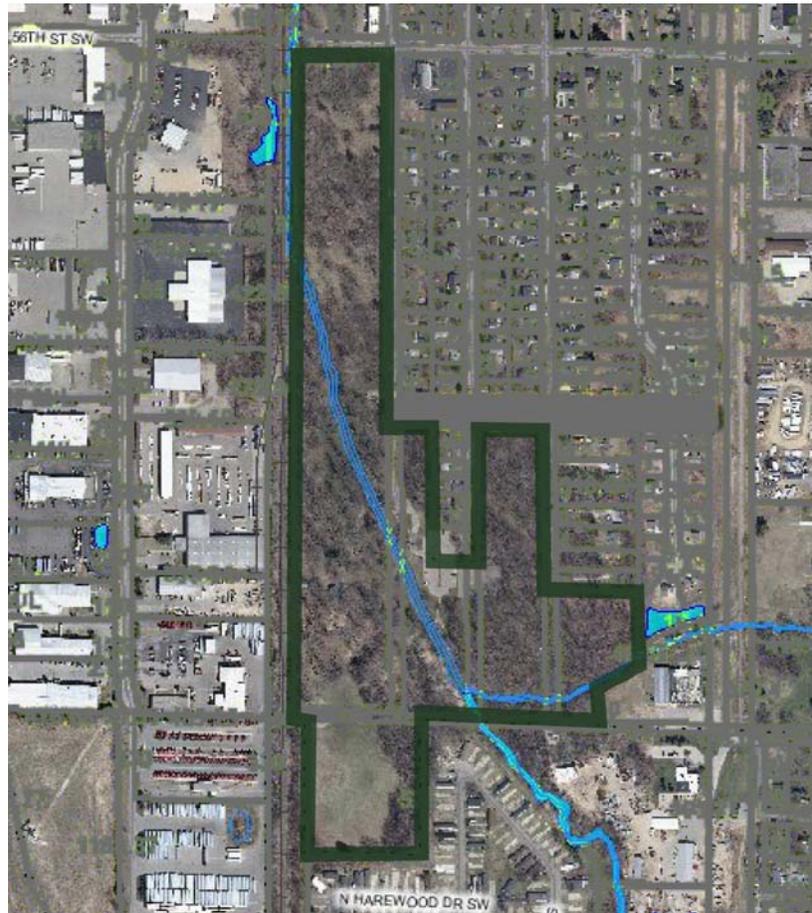
- Parking lot signage of accessible spaces.
- Extend walkway from restroom building to paved walkway.
- Replace sand surfacing under play equipment with accessible surface. Reconfigure play area to include accessible swings and encircle play area with concrete walk to serve as edging and access. Provide access walk connection to paved pathway.
- Provide walkway access and concrete surface to picnic table.
- Accessible access and seating at soccer and ball fields
- Accessible access and surface for grill at pavilion.

Hillcroft Park Capital Development and Planning Needs

Proposed park improvements focus on improving the play and picnic areas as well as expand ADA accessibility within the park.

- Create new park master plan with public input
- Security plan for park
- Turf fertilization and weed control plan
- Irrigation of park facilities
- ADA Parking Lot Signage
- Extend restroom walk to trail for access
- Accessible play surface with walk around area
- Accessible walk and seating at the soccer field
- Accessible walks and surface for picnic tables & grills
- Make swings accessible
- New trees in play and picnic area
- Evaluate need and renovate baseball practice field
- Develop plan for restroom/concession operation & maintenance
- Parking Lot Maintenance

Ideal Park



Ideal Park-5843 Crippen Avenue
Portions are Dedicated Park, Resolution 6470, 1971

Ideal Park was developed in the 1930's, prior to the incorporation of the City, and is one of the oldest parks within the City. It is located in the southern region of the City with Buck Creek flowing through the middle of the park. The park has several historic structures including an art deco style bridge, a log cabin lodge, and several stone structures. The park has long been the gathering site for large group picnics, family reunions, and is a popular spot on hot sunny days. Access to the park is at the end of Crippen Street with large parking areas. The park has been increased in size through the purchase of home sites within the floodplain. A paved pathway provides a connection to the Inter-urban Bike Trail.

Park Size: 41.9 Acres

Existing Facilities and Resources:

- Playground areas
- Picnic shelter with tables.
- Restroom Building
- Historic Lodge
- Buck Creek access
- Tennis courts
- Natural surface pathways
- urban Trail
- Large Group Picnic Areas
- Ball field
- Entry drive and parking area
- Picnic pavilion
- Two bridges
- Basketball courts
- Paved pathway connector to Inter-urban Trail

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Ideal Park is scored as a 1-None of the facilities/park areas meet accessibility guidelines. Ideal Park is one of the oldest parks with facilities dating back to the 1930's. Very little of the park is currently accessible. A master plan for the future development of the park is to be completed. Providing universal access throughout the park will be one of the primary goals of the master plan.

Future Needs to Increase Universal Access

Development of the universally accessible facilities will be completed based on the implementation determined in the new master plan.

Ideal Park Capital Development and Planning Needs

Ideal Park was developed in the 1930's. Over the years park facilities have been added, additional properties acquired, and uses within the park have changed. A new master plan is needed to develop a new vision for the park, accessibility, and future developments. Several projects are given below as specific needs within the park and will be implemented as part of the master plan.

- New park master plan with public input
- Property survey and identification signs
- Security plan for park
- Turf fertilization and weed control plan
- Develop plan for the marketing of the lodge
- Paved pathway or sidewalk along 56th Street
- Remove old drive approaches along Crippen Ave.
- Review park signs and consolidate
- Restore historic art deco bridge
- Add additional ADA parking spaces
- Add benches along pathways
- Add benches along Buck Creek
- Add a large second grill at the shelter
- Update shelter grill to be accessible
- Reduce the number of group picnic areas and create ADA group picnic area
- Renovate restroom exterior
- Recreate historic octagon shelter
- Relocate maintenance building to east of creek
- Buck Creek bank stabilization
- Remove overhead utilities
- Add gas grill rental at the lodge
- Additional renovations to the Lodge
- Replace play equipment, surfacing, and access (north)
- Replace play equipment, surfacing and access (south)
- Plant additional trees
- Irrigation of lawn areas

Jackson Park



***Jackson Park: 1331 – 33rd Street S.W.
Portions are Dedicated Park, Resolution 6464, 1971***

Jackson Park is located adjacent to the Jackson Park Middle School. A large green space in center of the park provides for storm water storage for the neighborhoods. When not flooded, this area also provides for two soccer fields. Near the school facilities are eight tennis courts and a basketball court. The small shaded area of the park located off from Heron Avenue has a play area. The southern area of the park is a strip of land that is wooded and extends to 36th Street. An informal natural surface walkway provides access to the woods as well as a route to the northern areas of the park and middle school. Access into the park with a parking lot is off from Robin Ave. Pedestrian access is available from Robin Avenue, 36th Street, Heron Avenue, and 33rd Street.

Park Size: 22.95 Acres

Existing Facilities and Resources:

- Basketball court
- 8 tennis courts
- 2 soccer fields
- Play area
- Natural wooded area
- Storm water storage for neighborhood

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Jackson Park is scored as a 1-None of the facilities/park areas meet accessibility guidelines. Currently none of the facilities are considered accessible. The newly adopted master plan provides for accessibility throughout the entire park. As facilities are upgraded or added they will be developed to meet universal accessibility guidelines.

Future Needs to Increase Universal Access

- Provide access walks to all facilities.
- Upgrade play area to include accessible surfaces, picnic tables, and benches.
- Widen the gates on the tennis courts to meet guidelines.
- Provide accessible pathway through the wooded areas.

Jackson Park Capital Development and Planning Needs

Future developments within Jackson Park will focus on utilizing the park to its fullest. The park accommodates a variety of recreational activities including a neighborhood park, outdoor lunch space and physical education for the Jackson Park Middle School, school athletic facilities, wooded outdoor area, as well as storm water retention. The new master plan focuses on blending these uses, increasing accessibility, and upgrading the park.

- Property survey and identification signs
- Security plan for park
- Turf fertilization and weed control plan
- Develop land use plan for levels of care

Southern Section, Beginning at 36th Street

- New parking area with ten (10) spaces, including one (1) barrier-free space.
- Park identification sign.
- Stone columns along entry, providing park identity and control.
- Neighborhood level children's play area, including play apparatus and swing area.
- Open shelter with picnic tables.
- Open green play space.
- Buffer plantings along property line.
- Trailhead beginning at trail providing access to the north portion of the park.
- Pedestrian scale lighting along the paved trail through the wood, providing barrier-free accessibility to the park mid-section.
- Suggested addition of a restroom building.

Park Mid-Section

- Existing tennis courts to remain with the addition of a paved central area with seating and the addition of a shade/rain shelter with the back-half enclosed for storage, along with bleachers for the two (2) east courts.
- Three (3) medium-size soccer fields (50 yds. by 80 yds.).
- Improved existing playground at Heron Avenue and 33rd Street. Adding swings and shelter with overlook deck.
- Barrier-free access from the corner of 33rd Street and Heron Avenue.
- Distinctive stone columns with small floral area at the corner of 33rd Street.
- New access drive extending from Robin Avenue providing parking for thirty-two (32) cars, including two (2) barrier-free spaces.

- The addition of a basketball court adjacent to the existing court.
- Centrally located restroom building.
- Two (2) picnic shelters providing for a variety of activities for groups, as well as serving as outdoor classrooms.
- A centrally located focal point play area with two (2) splash pads and associated shade shelter and seating areas.
- A new concrete paved skate park with modular skate features located on the Jackson Park Middle School property where the pool was removed.
- Landscape plantings throughout to define and enhance the park spaces.

Wetland Restoration Area

- Restored wetland areas acting as a storm water treatment cells.
- Shallow standing water providing for diversity of habitat.
- Appropriate control structures adjacent to storm water pump station to control release of storm water to and from the wetlands.
- Containment berm providing control of storm water and opportunities for park improvements.
- Walkways and boardwalks providing access through the wetland areas.

Paved Walkways

- The proposed plan includes approximately 7,840 linear feet of paved walkways. These walkways are all lighted at night, with the exception of those areas within the wetlands. This yields approximately 1.48 miles of walkways.
- Beginning at 36th Street and walking through the park around the main loop not including the wetlands and back to 36th Street is 5,060 linear feet (5, 280 linear feet equal 1 mile).
- The loop through the center of the park equals 2, 620 linear feet (2,640 linear feet equal ½ mile).
- The loop around the two (2) soccer fields is 1,900 linear feet.

Kelloggsville Park



***Kelloggsville Park: 5100 Haughey
Not a Dedicated Park by Resolution
Previous MDNR Grant Funds***

Kelloggsville Park is located in the southeast region of the City. Access into the park with drives and parking is from both Haughey Avenue and 50th Street and from the adjacent Inter-Urban Pathway System. The park provides for neighborhood use, league play on the softball diamond, and as a trailhead and rest stop for access to the adjacent Inter-Urban Pathway.

Park Size: 8.9 Acres

Existing Facilities and Resources:

- Restroom building
- Picnic shelter and shaded picnic area
- Softball field
- Access to Inter-Urban Pathway
- Play area
- 2 tennis courts
- Basketball court

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Kelloggsville Park is scored as a 2- Some of the facilities/park areas meet accessibility guidelines. Parking and general access to the park is accessible. Additional renovations are needed to increase accessibility in the park.

Future Needs to Increase Universal Access

- Remove and replace play equipment with accessible equipment and surfacing.
- Provide accessible walkway and access to tennis and basketball courts.
- Provide accessible surface under grill.
- Access to the softball diamond and seating.

Kelloggsville Park Capital Development and Planning Needs

Kelloggsville Park was developed in the early part of the 1970's. A new master plan will provide input from the neighborhood concerning the future of the park. The projects given below will increase accessibility within the park and update several of the recreational facilities.

- Develop a new park master plan with community input
- Conduct property survey and establish park boundary with signage
- Security plan for park
- Turf fertilization and weed control plan
- Develop land use plan for levels of care
- Acquire 12' land finger to join the isolated park property.
- Replace with accessible play equipment, surfacing, and edging
- Provide accessible walk to tennis and basketball
- Provide accessible surface under the grill
- Provide access to and seating at the softball field
- Remove retaining wall and re-grade at building
- Remove one tennis court, convert to basketball
- Lighting of the softball diamond
- Irrigation of lawn areas.
- Evaluate asphalt of both parking lots for resealing

Kimble Stadium



***Kimble Stadium: 1414 Nagel
Dedicated Park, Resolution 6459, 1971***

Kimble Stadium is a competitive baseball facility located in the north end of the City. The stadium is located adjacent to Marquette Park. Marquette Park currently provides parking and restroom facilities for the stadium. Access to the park is on Nagel Avenue. Parking for the stadium is within Marquette Park and along the neighborhood streets. Kimble Stadium is currently leased to Aquinas College.

Park Size: 9.8 Acres

Existing Facilities and Resources:

- Baseball Diamond

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Kimble Field is scored as a 1-None of the facilities/park areas meet accessibility guidelines. Kimble Field is an older facility and currently none of the facilities meet current ADA guidelines. The site does not have on-site parking, restrooms, accessible stadium seating, or accessible field use.

Future Needs to Increase Universal Access

All of the facilities require additional renovations to provide for universal access. The future direction or redevelopment of Kimble Field is currently undecided with the field currently in use, but with no plans for future renovations. The nearby Lamar Park Baseball Stadium is completely accessible including field access, restrooms, covered seating, parking, and access walks.

Kimble Field Capital Development and Planning Needs

Kimble Field is a competitive field built with stadium seating built into the hillside prior to ADA accessibility. The new stadium at Lamar Park is accessible. A new long range plan will focus on defining the use of the stadium and addressing accessibility.

- Develop a long range plan for Kimble Stadium
- Develop an accessibility plan for Kimble Stadium
- Maintain no-mow habitat and stormwater control to the north & east of the facility

Lamar Park



Lamar Park: 2561 Porter Street

Dedicated Park: Resolution 6462, 1971 (except the northeast corner)

Previous MDNR Grant Funds

Lamar Park was originally opened in the 1930's. A new master plan for the park was developed in 1999 which planned for elimination of an old swimming beach and redevelopment of the old "Wyoming Fort" areas. Numerous renovations have been completed including a new Lamar Grandstand replacing the historic structure that burned. The park serves both as a neighborhood park as well as the focus for large community special events including holiday celebrations. The northern region of the park is currently undeveloped, but is the selected location for a future community center. Access is available from Porter Street, Roys Avenue, Chicago Drive, and Byron Center Avenue.

Park Size: 81.44 Acres

Lamar Park Master Plan



Existing Facilities and Resources:

- Small Lake with paved walking pathway
- Lamar Grandstand with baseball diamond
- 2 play areas and rock climbing wall
- Splash pad
- Large group picnic shelter and scattered large group picnic areas
- 8 tennis courts
- 1 league and one pick-up softball field
- 2 basketball courts
- 3 sand volleyball courts
- 3 soccer fields also used as a large open special events area
- Additional small ponds
- Park drive and parking
- Disc golf

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Lamar Park is scored as a 4- The entire park meets accessibility guidelines.

Although originally constructed in the 1930's the park has undergone numerous renovations since 2000. These facilities were designed to meet the ADA accessibility guidelines as they were developed. The new Grandstand provides an accessible baseball diamond, grandstand seating, concessions, restrooms, parking and access walks. The redevelopment of the small lake area provides a ½ mile accessible paved pathway. The new northern areas provide accessible parking, walkways, restroom building, picnic pavilion, play area, and splash pad. The splash pad is universally accessible. As Lamar Park is one of the most highly visited parks and is the magnet for many community events, redevelopment and expenditure of funds for accessibility has been a high priority within the park system.

Lamar Park Capital Development and Planning Needs

Since 2000, significant renovations and improvements have been accomplished at Lamar Park. These improvements were initiated with a new master plan developed for the park, significant grant funds, as well as City funds. Several areas were converted to new facilities including the old swimming pond, the Fort Wyoming Area, and the baseball grandstand that was destroyed by fire. In each of these areas accessibility was greatly increased. The projects listed below further the development of the master plan and continue to integrate accessibility within the park.

- Property survey and identification signs
- Security plan for park
- Turf fertilization and weed control plan
- Develop land utilization and maintenance plan
- Access walkway to north softball diamond and seating
- Access walkway to south softball diamond and seating
- Continue development of interconnected walkways
- Establish a group picnic area that is accessible
- Correct lip on ramp at south play area
- New play structures by stadium
- Renovate gates at tennis courts for access
- Add mini-shelters to benches around lake
- Retain north end of park for future community center
- Construct a large gazebo overlooking the lake
- Softball field lighting
- Soccer field lighting
- Grandstand parking renovation
- Add aerators into the ponds
- Additional tree plantings
- Expand irrigation of lawn areas
- Move benches at south play area
- Replace east bridge
- Replace bridge by stadium
- Allow vegetation to grow along water bodies for natural aesthetics and animal control
- Turf and fence renovation of 250' softball field
- Master plan disc golf course
- Renovate parking lot at stadium
- Evaluate signage and placement within park
- Redesign of pond areas

Lemery Park



Lemery Park: 4050 Byron Center Avenue
Dedicated Park: Resolution 6461 of 1971
Previous MDNR Grant Funds

Lemery Park provides both active and passive recreational opportunities. The paved pathway within the park connects to the Buck Creek Nature Preserve pathway. The tennis and ball diamonds are used daily by residents and athletic teams. Access to the park is from Byron Center Avenue in the parking lot and pedestrian access with street parking is available from Holiday Drive in the adjacent neighborhood.

Park Size: 79.9 Acres

Existing Facilities and Resources:

- Tennis Courts
- Play Area
- Restroom Building
- Entrance Drive and Parking
- 3 ball Fields
- Picnic Area
- Pathway

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Lemery Park is scored as a 2-some of the facilities/park areas meet accessibility guidelines. Lemery Park was originally constructed in the 1970's so some of the facilities are considered accessible, while others require renovation to increase accessibility.

Future Needs to Increase Universal Access

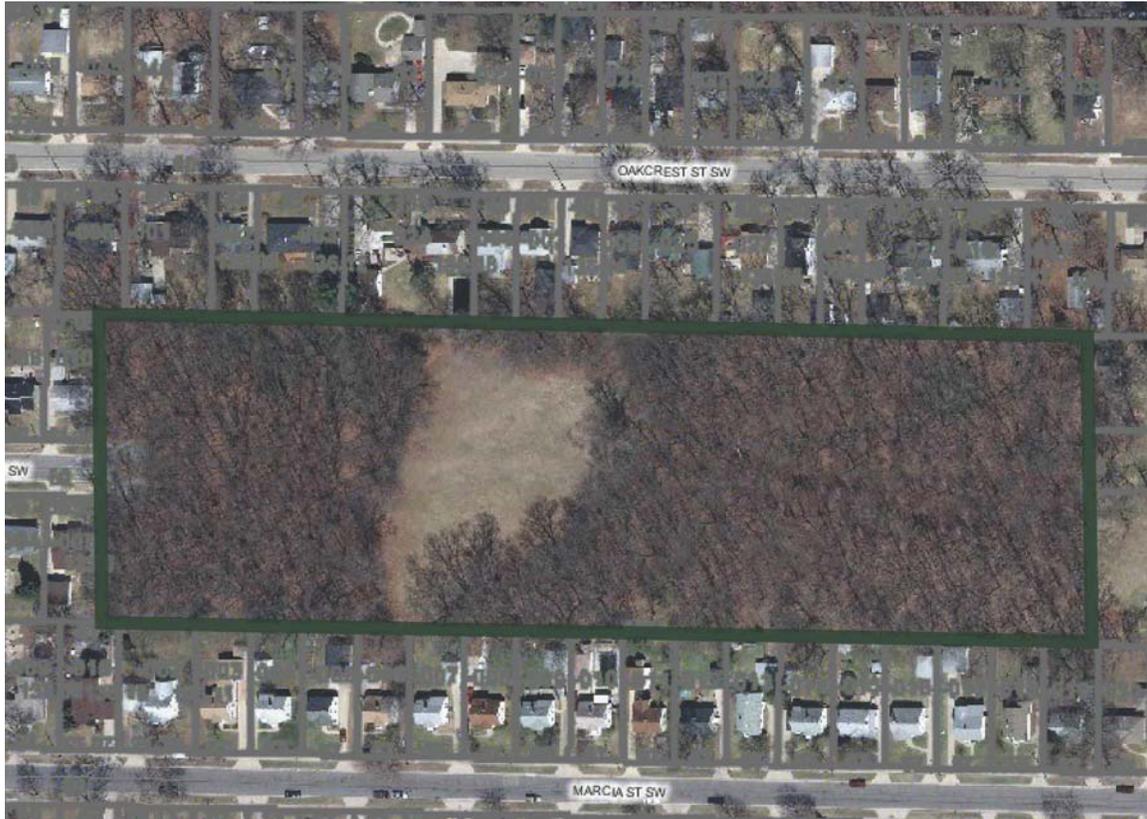
- Access walkway to play area
- Accessible seating at play area
- Accessible walkway and seating to three ball diamonds
- Accessible picnic tables
- Make an accessible score box

Lemery Park Capital Development and Planning Needs

Improvements within Lemery Park will focus on extending the pathway to Byron Center Avenue, increasing accessibility, and making improvements to support the existing facilities.

- Develop a new park master plan with community input
- Property survey and identification signs
- Security plan for park
- Turf fertilization and weed control plan
- Develop land utilization and maintenance plan
- Additional tree plantings
- Extend existing pathway to Byron Center Avenue, investigate easement for trails from Byron Center Road to Kent Trails
- Access walkway to play area
- Accessible seating at play area
- Accessible walkway and seating at 3 ball diamonds
- Make an accessible score box
- Accessible picnic tables
- Irrigation of lawn areas
- Expand play area for tot swings to be added

Lions Park



***Lions Park: East of Dunbar S.W.
Dedicated Park: Resolution 6465 of 1971
Previous MDNR Grant Funds***

Lions Park is located within a dense residential area. The park is primarily covered with a wooded forest which has grown in value as other adjacent forested areas no longer exist. At one time, part of the forest was cleared for a small lawn play area with play equipment. Currently no play equipment exists in the park and the primary use is as a natural area with informal trails. Access to the park is at the end of 38th Street with street parking. Several neighbors enter the park through backyards.

Park Size: 8 Acres

Existing Facilities and Resources:

- Currently no park facilities are located within the park grounds.

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Lions Park is scored as a 1-None of the facilities/park areas meet accessibility guidelines. The park is currently an undeveloped park which is almost entirely a mature woodlot. Informal trails are the only existing uses on the property.

Future Needs to Increase Universal Access

The park will be evaluated as to the proposed uses as either receiving a preserve designation or as a nature based recreation site. Based on this designation, the determination of universal accessibility needs will be completed.

Lions Park Capital Development and Planning Needs

The forested woodlands has become a predominate feature of this park. The future development will be based on the completion of a new master plan for the park and evaluation of the property as a possible preserve.

- Develop a new park master plan with community input.
- Evaluate the park for preserve status.
- Conduct property survey and establish park boundary with signage
- Security plan for park
- Develop land utilization and maintenance plan

Marquette Park



***Marquette Park: 1251 Marquette Street
Dedicated Park: Resolution 6459 of 1971***

Marquette Park is located in the northern region of the City and serves as both a neighborhood park and a park for competitive soccer. It is also adjacent to Kimble Stadium and provides support facilities such as parking and restrooms for the stadium. Access to the park is from Judd Avenue, Marquette St., or Nagel Avenue. There is a small parking lot within the park and adjacent street parking. The Grand Rapids Rifle and Pistol Club also operate an indoor shooting range within the park and the City's only constructed Dog Park is located on the north east section immediately east of the Grand Rapids Rifle and Pistol Club. The Dog Park has its own parking immediately off of Nagel Ave.

Park Size: 27.8 Acres

Existing Facilities and Resources:

- Four Soccer Fields
- Restroom Building
- Play Equipment
- Grand Rapids Rifle and Pistol Club
- Dog Park (large and small dog areas)
- Inline Skate Court/Basketball Court
- Picnic Pavilion
- Parking

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Marquette Park is scored as a 2- Some of the facilities/park areas meet accessibility guidelines.

Future Needs to Increase Universal Access

- Pave parking at Grand Rapids Rifle and Pistol Club
- Add concrete to grill
- Access to play area, walk around play area, and new swings
- Access to bleachers with seating
- Accessible seating needed at tennis courts

Marquette Park Capital Development and Planning Needs

A new master plan needs to be developed to guide future development with the park. The projects listed focus on improving existing park facilities and accessibility within the park.

- New park master plan with public input
- Property survey and identification signs
- Security plan for park
- Turf fertilization and weed control plan
- Develop land utilization and maintenance plan
- Pave parking at Pistol Club
- Resolve pistol club area paving conflict with parking and septic
- Concrete at grill
- Renovate shelter
- ADA access to play area, edge walk, and new swings
- Accessible walkway to bleachers with seating
- Seating at tennis courts
- Convert inline rink into pickle ball court
- Irrigation of lawn areas
- Tree plantings
- Restroom façade renovation

Oriole Park



Oriole Park: 1380 – 42nd Street
Dedicated Park: Resolution 6467 of 1971
Previous MDNR Funds

Oriole Park is a neighborhood park surrounded entirely by dense residential development. The primary access to the park is on 42nd Street with a large parking lot. Pedestrian access with street parking is available off from Oriole Avenue and Havana Avenue. A new master plan for the park was completed in 2006 with public input.

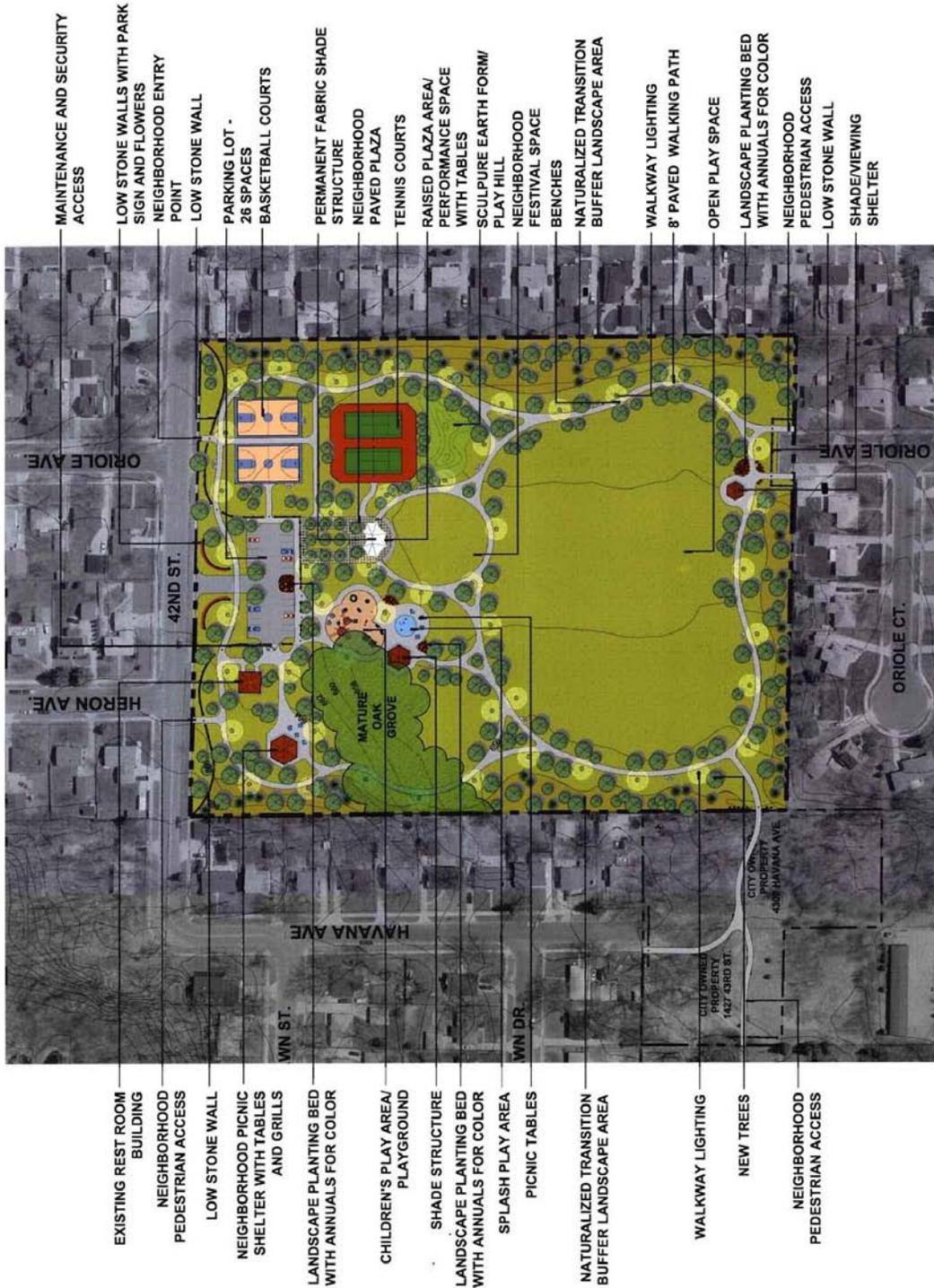
Park Size: 12.54 Acres

Existing Facilities and Resources:

- Play Area
- Shade Shelter at Play Area
- 2 Tennis Courts
- Accessible pathways
- Parking
- Basketball Court
- Splash Play
- Interpretive Signage
- Open Play Space
- Restroom Building

Oriole Park Master Plan

M.C. SMITH ASSOCIATES AND ARCHITECTURAL GROUP, INC. SCALE: 1" = 40' ORIOLE PARK MASTER PLAN CONCEPT PLAN 8



Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Oriole Park is scored as a 5-all of the facilities/park areas meet accessibility guidelines. In 2006 a new master plan for the park was completed with community input and a grant was secured in 2008 to completely renovate the park. Reopened in 2010, all new development meets universal accessibility standards.

Oriole Park Capital Development and Planning Needs

Continued redevelopment of Oriole Park will be based on the adopted 2006 Oriole Park Master Plan. The plan focuses on enhancing the neighborhood park, updating recreational opportunities and increasing accessibility.

- Establish park boundary with signage
- Security plan for park
- Turf fertilization and weed control plan
- Develop land utilization and maintenance plan
- Large picnic shelter
- 8' wide paved connecting walkways
- Walkway lighting
- One basketball court
- Permanent fabric shade structure and festival space
- Oriole Ave. stone wall, shelter, signage

Palmer Park Field



Palmer Park Field: 1250 – 44th Street

Palmer Park Field is located on the edge of the Kaufman Golf Course which is owned and operated by Kent County Parks and the 44th Street Armory. The park is leased from Kent County, providing a lighted softball diamond for competitive league play. Access to Palmer Park Field is off from 44th Street into a parking lot.

Park Size: 2.0 Acres

Existing Facilities and Resources:

- Softball diamond
- Restroom building
- Parking lot

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Palmer Park Field is scored as a 2- Some of the facilities/park areas meet accessibility guidelines. Palmer Park is a very small park with a softball diamond for adult league play.

Future Needs to Increase Universal Access

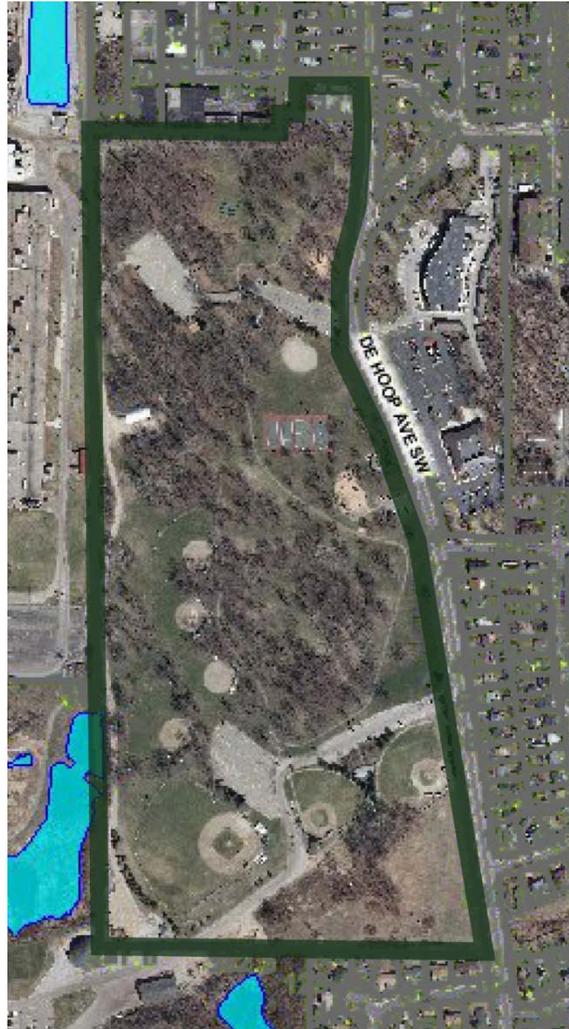
- Provide accessible access into score box

Palmer Park Field Capital Development and Planning Needs

Proposed projects focus on improving the softball field and improving accessibility.

- Security plan for park
- Turf fertilization and weed control plan
- Develop land utilization and maintenance plan
- Provide accessible access into score box.
- Redo the infield and grade the outfield of softball field, include new field irrigation
- Renovate ball field lighting
- Renovate the restroom facilities
- Irrigation of lawn areas

Pinery Park



Pinery Park: 2301 DeHoop Avenue
Dedicated Park: Resolution 6467 of 1971
Agreements with Pinery Park Little League for ball facilities and office

Pinery Park is intensely used while serving as a neighborhood park, a regional park, and as a competitive ball field complex. With all of these uses the park remains busy throughout the day and evening. The park is located on DeHoop Avenue with access into the park from a park drive located on DeHoop Avenue and from a second parking lot accessed off from Belfield Street. The park has been continuously added to over several decades through partnership with the Pinery Park Little League and is need of a new master plan.

Park Size: 62.3 Acres

Existing Facilities

- Eight Youth Ball Fields
- Sledding hill
- Small park office building
- Walking path with fitness stations
- Restrooms
- Parking
- Tennis courts and basketball courts
- Picnic pavilion
- Indoor lodge
- Play equipment
- Concessions-Restroom Building
- Park operations building

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Pinery Park is scored as a 2-Some of the facilities/park areas meet accessibility guidelines. Parking and general access to the park is accessible. Additional renovations are needed to increase accessibility in the park.

Future Needs to Increase Universal Access

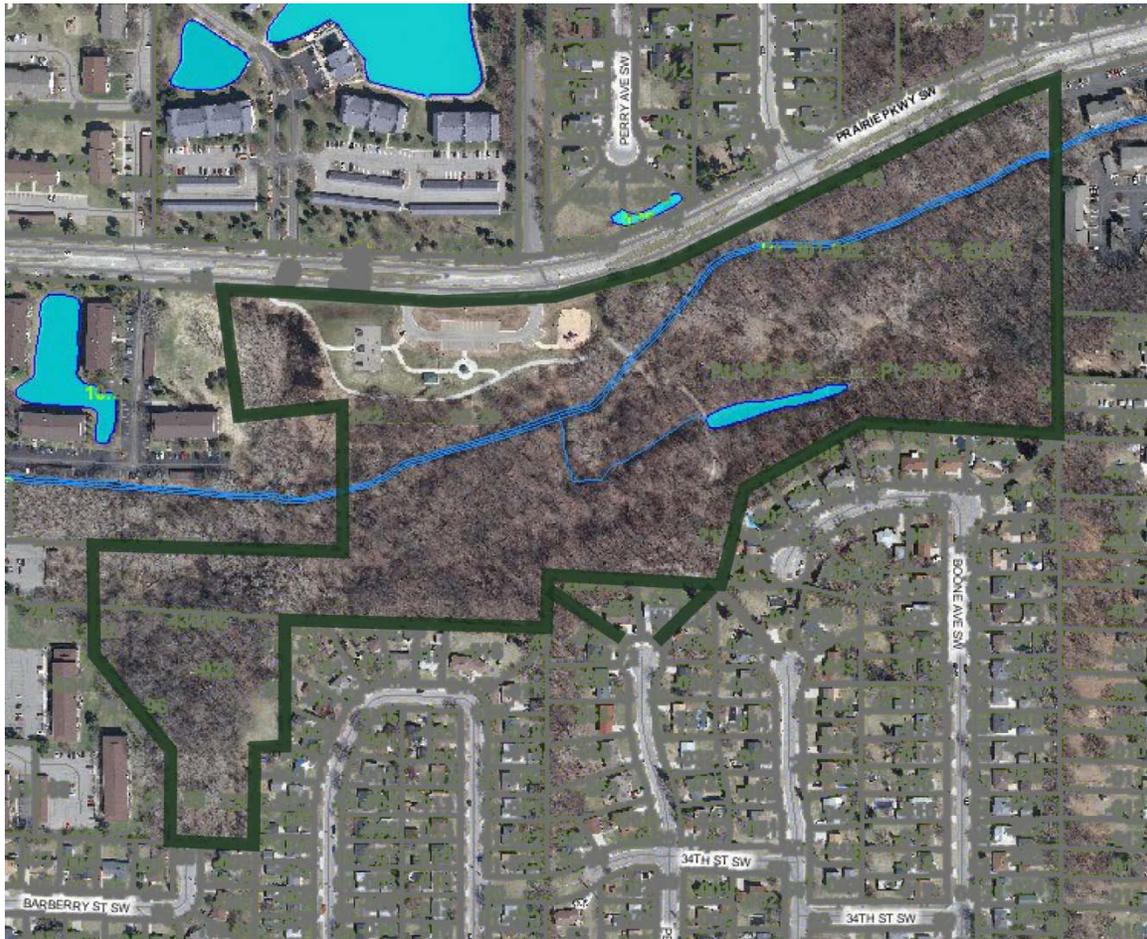
- Improve accessibility into score boxes
- Add accessible walkways to ball fields and seating
- Make Pinery Park Little League Concession-Restroom building accessible
- Create an accessible group lawn picnic area
- Accessible walkway to play area
- Accessible access to tennis courts
- Additional benches along walking pathway

Pinery Park Capital Development and Planning Needs

Based on the recreation planning process and the park tour, many potential projects and needs were identified. A new master plan is also needed to determine the future of development within the park. The park is intensively used and improvements are needed for all areas of the park to improve and expand facilities, create greater accessibility, and to better blend the many activities that take place within the park.

- New park master plan with public input
- Property survey and identification signs
- Security plan for park
- Turf fertilization and weed control plan
- Develop land utilization and maintenance plan
- Develop plan to maintain the sledding hill
- New picnic tables at south parking lot
- Make score boxes ADA accessible
- Accessible walkways to ball fields and seating
- Make Pinery Park Little League Concession-Restroom building accessible
- Evaluate park safety and throughway access use by City vehicles
- Coordinate with Public Service to relocate storage piles
- Provide additional accessible benches along pathway
- Additional tree plantings including area at pick-up softball diamond
- Screen and secure storage yard
- New roof on Little League Office Building
- Create accessible group picnic areas
- Develop new plan for group picnic areas
- New shelter near north parking lot – current Section C
- Add a concrete walkway around the play equipment with an accessible walkway
- ADA access to tennis courts
- Repair basketball/tennis courts
- Add a shade hub at play area, remove the sand area adjacent to shelter
- Remove old swings by the ball fields
- Protect existing natural features
- Irrigate lawn areas
- Tree plantings throughout park
- Replace Restrooms/concession building at Little League Fields
- Play area by ball diamonds
- Service drive
-
- Replace roof on lodge
- Porch posts on lodge
- Resurface Section B parking lot
- Evaluate and implement storm water control regulations
- Convert deteriorated power poles to underground electrical.

Prairie Park



***Prairie Park: 2250 Prairie Parkway
Partially Dedicated Park: Resolution 6458 of 1971***

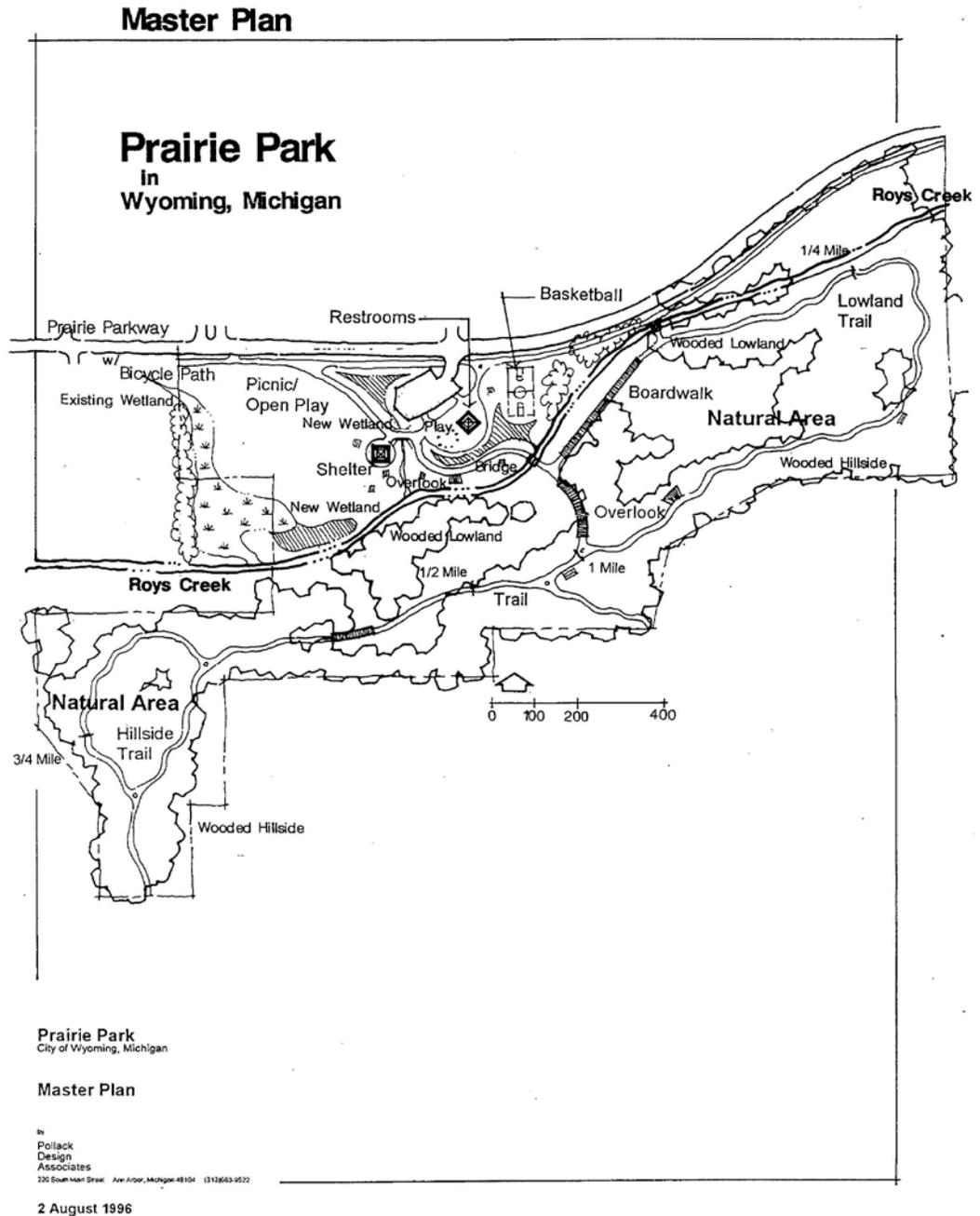
Prairie Park is a park located along Roys Creek with unique forested wetlands and a neighborhood park area. The park has the community's only skate park, a restroom building, parking lot, and pathways through the woods. Access to the park is from Prairie Parkway into the parking lot and two neighborhood pedestrian walkways located on Boone Avenue.

Park Size: 32.5 Acres

Existing Facilities and Resources:

- Skate Park
- Picnic Shelter
- Walking Paths in Woods
- Play Equipment
- Restroom Building
- Parking

Prairie Park Master Plan



Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

Based on the MDNR review requirements, Prairie Park is scored as a 3-most of the facilities/park areas meet accessibility guidelines. Prairie Park has a skate park, play equipment, picnic facilities, restroom building, and parking lots which are all accessible. The interior wooded pathways are covered with limestone and shredded bark mulch and are considered a lower degree of accessibility.

Future Needs to Increase Universal Access

- Greater accessibility on wooded pathways
- Move benches into play area

Prairie Park Capital Development and Planning Needs

Future developments within Prairie Park focus on completing existing facilities within the new park developments and increasing accessibility.

- Property survey and identification signage
- Security plan for park
- Turf fertilization and weed control plan
- Complete looping of the pathway
- New shelter at play area
- Provide concrete surfaces and seating space adjacent to benches
- Move play area benches into play surfacing.
- Replace aging skate park equipment
- Review accessibility of walkway

Southlawn Park



Southlawn Park: 4125 Jefferson Avenue Not a Dedicated Park

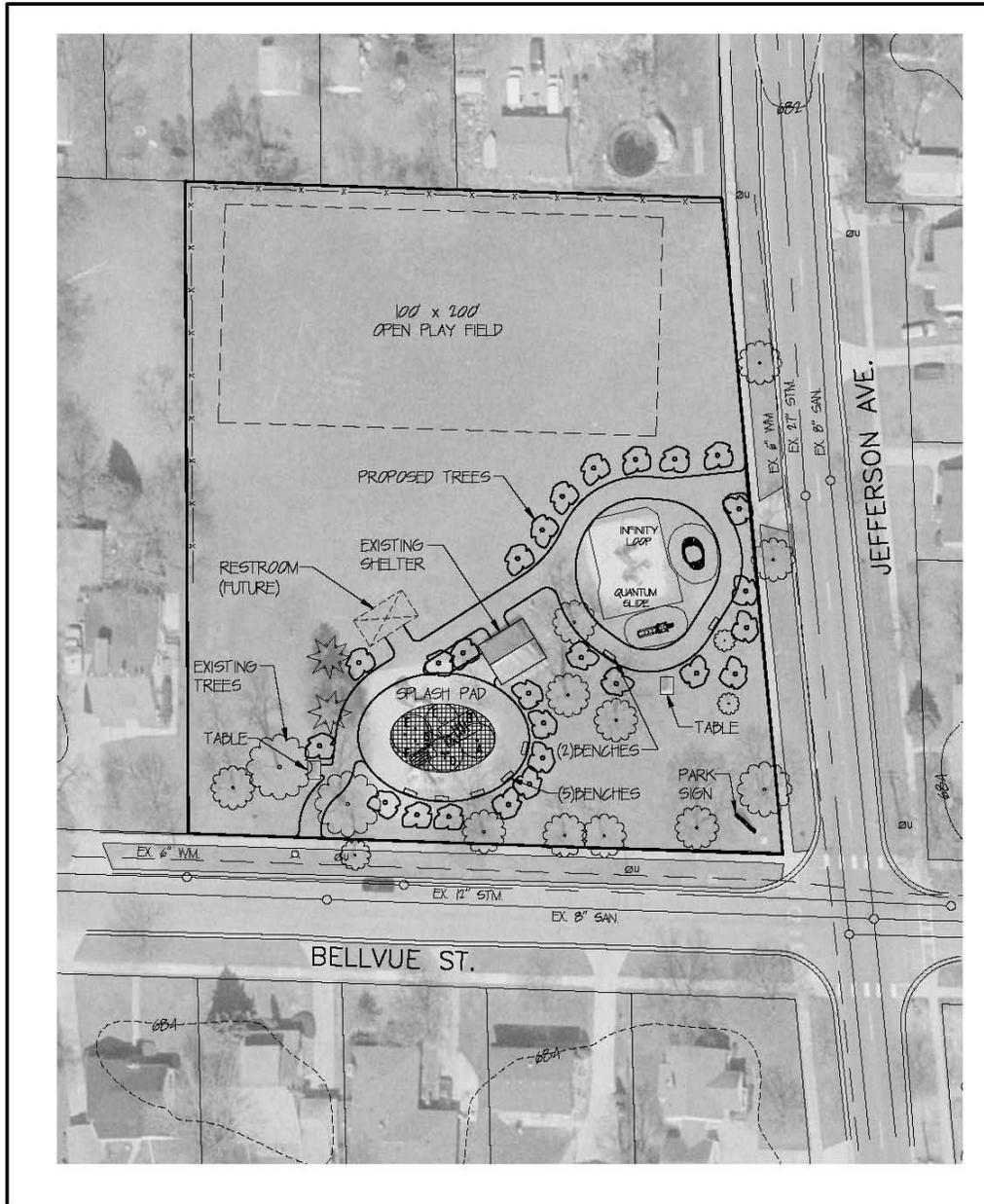
Southlawn Park is located within a residential neighborhood and serves as a neighborhood park. The park is bordered on two sides by Jefferson Avenue and Bellevue Street, and on two sides by residential yards. Access to the park is by public sidewalk along Jefferson Avenue and Bellevue Street. Street parking is allowed along the park.

Park Size: 1.8 Acres

Existing Facilities and Resources:

- Play area
- Small picnic shelter
- Splash Pad
- Connecting walkways
- Open Lawn

Southlawn Park Master Plan



PM BLOUGH, INC
PHONE: 616-847-2010



SCALE: 1"=60'

**SOUTHLAWN PARK
CITY OF WYOMING**

DRAFT 10-12-07

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in the Recreation Inventory Section of Plan

All park facilities within Southlawn Park are newly renovated and are ADA accessible. Based on the MDNR review requirements, George P. Tilma Nature Preserve is scored as a 5-The entire park was renovated using the principals of universal design.

Southlawn Park Capital Development and Planning Needs

Southlawn Park renovated in 2008 to provide a revitalized park within the neighborhood. Improvements expanded neighborhood recreational opportunities and accessibility within the park.

- Property survey and identification signs
- Security plan for Park
- Turf fertilization and weed control plan
- Expand irrigation in the lawn areas
- Security Lighting
- Restroom

George P. Tilma Nature Preserve



***George P. Tilma Nature Preserve: 2100 Sheri Lynn Drive
Dedicated Park: Resolution 12075 of 1987***

The George P. Tilma Nature Preserve is a significant natural resource within the City with old growth forest and wetlands covering the property. The property is entirely undeveloped with informal trails. Access into the Preserve is pedestrian only from Sheri Lynn Drive and Chateau Drive.

Park Size: 34.00 Acres

Existing Facilities and Resources:

- Wooded and Wetland park land with informal trails

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in Recreation Inventory Section of Plan

Based on the MDNR review requirements, George P. Tilma Nature Preserve is scored as a 1-None of the facilities/park areas meet accessibility guidelines.

Future Needs to Increase Universal Access

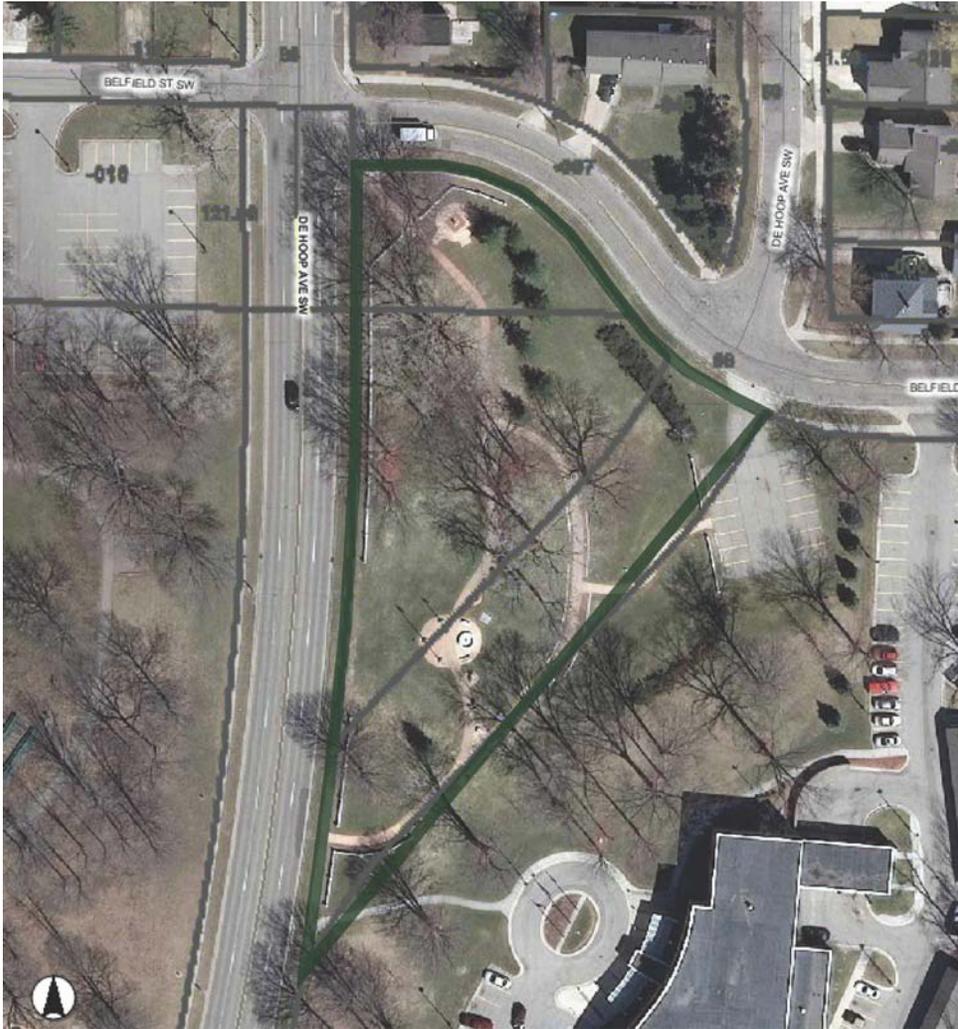
Currently no formal park facilities are located in the preserve. Informal dirt paths were created by park users. To be more accessible, the park will require accessible parking and pathways. A new master plan will be developed for the park that identifies the proposed uses and access for the park.

George P. Tilma Nature Preserve Capital Development and Planning Needs

The Preserve is a unique ecosystem within the park and is protected by the Preserve designation. A new master plan is needed to review the proposed recreational uses and how these may be integrated into the park while providing protection to the natural resources.

- Develop a new park master plan with community and input
- Conduct property survey and establish park boundary with signage
- Security plan for park
- Expand informal pathway and ADA accessible trail section
- Park entrance signage

Veteran's Memorial Park



Veteran's Memorial Park: Located on DeHoop Avenue

Veteran's Memorial Park is a small park located on DeHoop Avenue across from Pinery Park. It has walkways with several veteran memorials and a small fountain.

Park Size: 1.46 Acre

Existing Facilities and Resources:

- Veteran Memorials
- Walkways
- Parking

Universal Access and Americans with Disabilities (ADA) Assessment

*See MDNR definition of and explanation in Recreation Inventory Section of Plan

Based on the MDNR review requirements, Veteran’s Memorial Park is scored as a 5-The entire park was developed and renovated using the principals of universal design.

Future Needs to Increase Universal Access

New additions to the park will be constructed to meet ADA accessibility guidelines.

Veteran’s Memorial Park Capital Development and Planning Needs

In 2011, the Veteran’s Memorial Committee was folded into the Parks and Recreation Commission. Memorial areas are added to the park as determined appropriate by the Commission and the City Council. Care of this facility is funded by the Parks and Recreation Operational Millage.

- Memorial arches at each main entrance (two remaining to be purchased and installed)

Wyoming Senior Center



Park Size: 4.2 Acre

The Wyoming Senior Center is located at 2380 DeHoop Avenue. The facility was constructed in 1977 as a Senior Center. The Center has a large multi-purpose room, several classrooms, social areas, a kitchen, and administrative offices. Programs at the center are open to adults fifty-five years and older.

In 2010, 61,457 people visited the center. In 2005 a survey was mailed to 21,779 registered voters aged 40 and above of which 3,098 surveys were returned. Once collected, the surveys were analyzed. This information was used as part of a new "Senior Visioning Initiative". The Visioning Process identified that the current Senior Center will not meet the needs of the future senior programming that is needed. A "Facility Feasibility Assessment" was completed with an architectural review of the Center and proposed future plans. Complete copies of both of these studies are available at the Parks and Recreation

Department. Future Capital Improvements for this facility are included in the “Facility Feasibility Assessment”. All documents related to the Senior Visioning Initiative, and their recommended outcomes, shall be viewed as inclusive to this plan.

Inter-Urban Pathway



Inter-Urban Pathway: Located in the Southwest Region of the City

The Inter-Urban Pathway is located on the abandoned inter-urban railway right-of-way that ran from downtown Grand Rapids to Kalamazoo. The abandoned railway right of way is also a transmission route for high powered electricity towers. The pathway provides a non-motorized route within this area of the city that is separate from motorized routes. The pathway is used for recreation as well as a pedestrian and bicycle route to adjacent parks, schools, neighborhoods, and businesses. The pathway is not designated as a Kent Trail.

Existing Facilities and Resources:

- Paved Pathway

Future Developments:

- Trail signage
- Trail resurfacing

Connections and improvements are being planned as part of the larger City of Wyoming Sidewalks and Trails Plan. Additional information on the Sidewalks and Trails Plan is included in the City of Wyoming Sidewalks and Trails Plan section of the recreation plan.

City of Wyoming Non-Motorized Pathways

Non-motorized pathways provide transportation linkages within the community to parks and recreation facilities. They also provide opportunities for residents to walk, ride, skate, and jog to promote healthy living and safe routes to school, businesses, and cultural facilities.

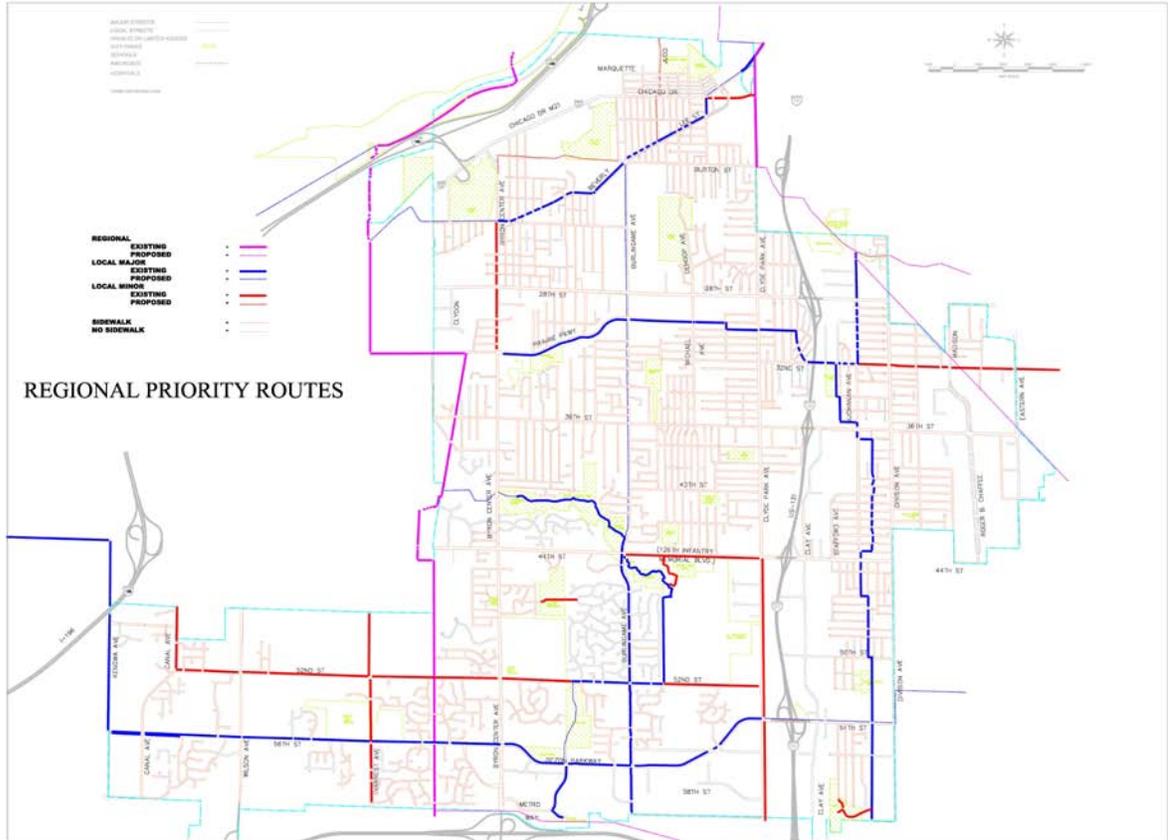
The City of Wyoming has participated in the development of the Grand Valley Metro Council trail Plan, The City of Wyoming Regional Routes Plan, the City of Wyoming Sidewalks and Trails Plan, and the City of Wyoming Thoroughfare Plan. The Parks and Recreation Department has been an active participant in these planning processes. The two plans which are specific to pathways within the City boundaries are the Wyoming Sidewalk and Trail System Plan and the Regional Priority Routes Plan. These plans are included below. The outcomes from these plans shall be considered as part of this master plan.

Future project development within these areas can support the development of trail head areas for parking, small rest areas, and connections to existing parks. An example of this might be the creation of a rest area along the Kent Trails near the City of Wyoming Clean Water Plant that can serve as a rest stop for trail users, as well as a lunch time spot for nearby workers. Another example may be a connection from Gezon and Frog Hollow Parks to the Kent Trails and along the east side of the water retention pond at the Metro Health Village. Specifics for this type of development will continue to be studied.

A potential location for an off-road bicycle recreation area should also be studied.

Regional Priority Routes for Non-Motorized Transportation

This map is from a study completed in 2007 by the City of Wyoming. Larger more detailed copies of this map is available from the Public Service Department.



Turn-on 28th Street Subarea Corridor Plan Public Open Space Proposed Property Acquisitions

The Turn –on 28th Street Subarea Corridor Plan was adopted by the Wyoming City Council in March 2012 as an amendment to the Land Use Plan 2020. The Plan envisions the redevelopment of 28th Street from Clyde Park Avenue to Burlingame Avenue as an economically vibrant, pedestrian focused, mixed-use core for the community. The central feature of this Plan is the development of a crescent street extending south from 28th Street and connecting at signalized intersections at Jenkins Avenue, Michael Avenue and Hook Avenue. This crescent street will form the backbone of an urban streetscape that promotes commercial diversity and activity. The crescent street intersections are intended to be accentuated by the development of public open spaces to announce to travelers their arrival at a unique and exciting place that is expressly different from all other areas found along the 28th Street corridor. These public open space areas would be attractive, refreshing and promote public gatherings in association with adjacent developments. The City places a high value on the development of these open spaces. Acquisition and development may be by the City, private donors, or through innovative collaboration.



Recreation Programming Inventory

This section of the plan includes an inventory of current department recreation programming by topic area.

2011 Program Distribution:

Total Number of Programs/Classes offered: 348

Percentage of Program by Distribution:

Adult	39%
Family	3%
Senior	33%
Youth	26%

Fiscal Year 2011 Programs by Funding Source

Total Programs Offered-Millage	91%
Total Programs Offered-Fellowship Club	8%
Total Programs Offered-Grants	1%

2011 Programs by Target Population

The programs list below includes programs as targeted by age and age and user groups:

A=Adult, Y=Youth, F=Family, S= Senior

<u>Millage Supported</u>	<u>Target Population</u>
Art Classes	A
Art Classes	A
Art Classes	Y
Bowling Leagues	F
Bowling Leagues	Y
Bowling Leagues	S
Candy Cane Hunt/Lunch with Santa	F
Card Clubs	S
Ceramics Classes	A
Cheerleading Classes	Y
Computer Classes	S
Computer - Drop-in	S
Cooking Classes	A
Craft Clubs	S
Craft Clubs	A
Daddy Daughter Dance	F

Dance Classes	A
Dance Classes	S
Dance Classes	Y
Educational Classes	S
Exercise Club - Walk	S
Fitness Classes	S
Fitness Classes	A
Friendly Travelers	S
Geocaching Classes	F
Geocaching Permits	F
Golf Leagues	S
Guitar Lessons	F
Gymnastics Classes	Y
Health Services Assistance	S
Kickball Leagues	A
Kid 2 Kid Sale	Y
Play and Learn	Y
Pool - Drop-in	S
Pool Tournaments	S
Pre-School Programs	Y
Pumpkin Path	F
Shuffleboard Leagues	S
Skateboarding Lessons	Y
Soccer Camps	Y
Soccer Leagues	Y
Social Services Assistance	S
Softball Leagues	A
Start Smart Programs	Y
Teen Council	Y
Tennis Camps	Y
Tennis Classes	A
Workshops - Bikes	A
Workshops - Organizations	A
Workshops - Organizations	Y

<u>Fellowship Club Supported</u>	<u>Target Population</u>
Bingo - Commercial	S
Bingo - Social	S
Card Clubs	S
Christmas Bazaar & Craft Show	S
Craft Clubs	S
Dance Events	S
Deck The Halls	S
Dinners - Holidays	S
Ice Cream Social	S
Meetings - Fellowship Club	S
Breakfast Events	S
Picnic	S

Potlucks	S
Symphonette	S
Theatre Trips	S
Valentine's Day Party	S
Volunteer Recognition Dinner	S

<u>Grant Supported</u>	<u>Target Population</u>
T.E.A.M. 21 After School Program	Y
Stepping Stones Therapeutic Recreation Program	S
Go! Bus Transportation Assistance Program	S

Goals and Objectives

The Goals and Objectives section of the plan provides goals for the future of parks and recreation within the community. These goals have been written for the plan based on public input for current and future recreational opportunities. Each Goal is further defined by the Objectives that follow. The Action Plan section of this plan determines proposed projects and programs that help to meet these goals.

The mission statement of the Parks and Recreation Department provided the underlying framework for the development of the goals and objectives.

"The mission of the City of Wyoming Parks and Recreation Department is to provide services that positively impact the social, economic, health and environmental quality of our community. Our vision is to offer services that allow community members to experience physical, mental, and social benefits through their leisure time participation, providing opportunities for young people, adults, and senior citizens to live, grow, and develop into healthy, contributing members of our community. The department is committed to providing leisure and recreation opportunities by developing and maintaining green spaces, facilities, and programs to enrich the quality of life for the citizens of the City of Wyoming."

These goals are not given in a priority order, and the numerical numbering is for identification only.

Goal Number 1:

To effectively provide diverse, multi-generational, and stimulating recreational opportunities within the community which remain contemporary as the City is comprised of persons of all ages and interests.

Objectives:

- a. To provide a balance of programs and activities for each of the major age and activity groups, as well as experiences that can be enjoyed together with persons of multiple ages.
- b. To allow for all persons of multiple generations, extended family groups, and large groups to universally enjoy nature preserves, parks, facilities, and programs.

- c. To provide programming to address regionalized social concerns such as at-risk populations, after school programs, and community health.
- d. To continue to support programs and special events which are jointly supported by regional governmental agencies, public schools, non-profits, and civic organizations.

Goal Number 2:

To provide recreational facilities and programs for persons of all mental and physical abilities.

Objectives:

- a. To renovate existing facilities and develop new facilities that meet or exceed the Americans with Disabilities Act (ADA), that will expand recreational opportunities for all residents.
- b. To renovate existing facilities and develop new facilities that integrate accessible accommodations in such a way that they are seamlessly used by all residents within the community and to not cause separation of users based on abilities.

Goal Number 3:

As residential growth and diversity continues within the City, the outdoor areas owned by the City continue to grow in significance and face increased public usage. The City will continue to provide diversified outdoor experiences for the residents.

Objectives:

- a. The City will retain all dedicated park lands for the use and enjoyment of residents. The City will not convert existing park lands into non recreational uses.
- b. The City will continue to protect and plan for the best usage of natural areas within Lions Park, Buck Creek Nature Preserve and George P. Tilma Nature Preserve.

- c. The City will evaluate potential, and secure as deemed appropriate, land and right-of-way purchases for future park and green space acquisition to enhance trails and public spaces providing for the expansion of leisure, health and wellness initiatives throughout the community, its business corridors, and residential areas.

Goal Number 4:

To continue to provide, as much as possible, maximum use of the parks and facilities by residents.

Objectives:

- a. To continue to allow for open use of the park lands and to not charge admission into the facilities to provide for general public recreational opportunities for all residents regardless of economic status.
- b. To minimally charge, as required, for special events and athletic field maintenance to keep the facilities available for general public use.

Goal Number 5:

To continue the development of the Non-Motorized Pathway System within the City for the purpose of providing for healthy lifestyles through exercise, enjoyment of the environment, and as a non-motorized transportation system linking homes, schools, parks, and commercial areas within the greater Wyoming metropolitan area.

Objectives:

- a. To continue to expand the system providing additional linkages.
- b. To whenever possible link the system to other planned county and regional non-motorized systems including the Grand Valley Metro Council Trail Plan, the City of Wyoming Regional Routes, the City of Wyoming Sidewalks and Trails Plan, and the City of Wyoming Thoroughfare Plan.

- c. To maintain a master plan for pathway development which includes both the City system and regional proposed pathways.
- d. To evaluate and implement on-street bikeways as connectors to meet the growing needs of non-motorized vehicles and to utilize the existing parks and trail access points to leverage economic growth and quality of life within the community.

Goal Number 6:

To support the efforts of the Kent County Parks and Recreation Commission and continue to nurture the relationship between the City and the County.

Goal Number 7:

To actively manage the City's park lands through the evaluation of the park system to best match the proposed usage; and to maximize appropriate use and appearance of park property.

- a. To create individual land usage and development plans for each park. Based on the land usage plans, develop individual site maintenance plans.
- b. Survey and establish each park's property lines and reclaim park land that is in use by adjacent private land owners.
- c. Create park designations for particular uses such as open green spaces, active parks, natural areas, and linear pathways.
- d. Review and update park property designations, deed restrictions, grant requirements and other pertinent information that could affect future uses of park property.

Goal Number 8:

To implement the goals and ideas of the City of Wyoming Senior Visioning Initiative.

- a. To provide a programming mix that expands the offerings related to health, wellness, fitness and activity of older adults.
- b. To implement and maintain a marketing plan that is professional and attractive to older adults.
- c. To implement the adopted Facility Plan for renovating and modernizing the senior center.

Goal Number 9:

To effectively manage the financial resources of the Department through regular assessment, budgeting, and revenue generation.

Objectives:

- a. To provide funding for capital development projects which allow the renovation of existing facilities and the development of new facilities that meet changing recreational needs and desires.
- b. To maintain a level of restricted fund balance to insure the availability of funds for cash flow, grant matches, and desired property acquisitions.
- c. To strive for a degree of cost recovery that is designed to make the facilities and programs available to all residents.
- d. To recover taxpayer costs incurred by users who have exclusive use of public facilities.
- e. To actively seek grants and other outside funding sources to support existing and new programs and facilities.
- f. To constantly evaluate cost effective methods of service delivery, such as in-house, contracted, or collaborative to obtain the highest and best economic and qualitative value.

Goal Number 10:

To effectively maintain the parks for use and enjoyment by City residents.

Objectives:

- a. Continue to evaluate methods and means for best maintaining each park property including items such as staffing, equipment, and practices.
- b. Develop system wide standards of care. Based on these standards, develop a level of care for each park with specific seasonal maintenance expectations and maintenance calendars.
- c. Periodically review the staff and expertise required to best and most effectively meet the standards of care required for the park system. Based on this review, adjust staffing assignments, expertise requirements, including job descriptions, and additional staff training, etc. to most effectively achieve department goals.

Goal Number 11:

To improve communication with citizens regarding departmental operations, services, and outcomes from operations and services as a result of the dedicated millage.

Objectives:

- a. To improve the quality of communication methods, products, and advertising that are directed to citizens.
- b. To publish an annual report providing yearly information to citizens regarding the status of community park facilities, programs, and department financial stability.
- c. To establish a marketing and advertising staff position within the City of Wyoming to assist departments, including the Parks and Recreation Department, with communicating with residents and patrons.

Goal Number 12:

To continually improve the overall operation and administration of the department through self evaluation, staff development, and community interaction.

Objectives:

- a. To support the personal and professional development of department staff members.
- b. To encourage community outreach and communication through staff interaction with community non-profit organizations, school districts, regional recreation providers, and other organizations relevant to improving the community's overall quality of life; recreational programming and maximizing facility use within the City.
- c. To complete the national accreditation process for Parks and Recreation Departments through the National Recreation and Parks Association.
- d. To periodically evaluate, modify, adopt and adhere to Recreation Services and Front Office operational standards as defined in *Best Practices* documents.

Action Programs

The Action Program has been developed based on the results of the planning process and the development of the Goals and Objectives. It includes a listing of capital improvements by park site, and recreation and administrative initiatives.

Capital Improvement Project List

The "Type of Project Column" provides a categorization of the projects and an explanation as to why the project was placed on the list. For additional information, each of these projects is also listed in the Recreation Inventory within the pages labeled for each park site. This was found to be appropriate as the information provides the background information on the park and the focus of development for each of the park sites.

Category	Explanation
Enforcement	Projects that aid in the protection of the property and enforcement of rules.
Health & Safety	Projects that affect public health, safety, & building codes.
Maintenance	Projects that improve existing facilities and maintenance of them.
ADA	Projects that improve universal accessibility within the park.
New	Projects that provide new facilities within the park.
Programming	Projects that add to recreational programming opportunities.

Priorities within the parks will be evaluated yearly based on expected available funding, grant potential, and needs of the public. At the end of the Capital Improvement Project List is also a list of new facilities and programs that have not been identified at a specific location. These will require further planning and evaluation as the need, recreational value, and available funding must be secured prior to implementation.

The projects are listed by park location on the following spreadsheet.

<u>Park Location</u>	<u>ADA Rating</u>	<u>Project Description</u>	<u>Type of Project</u>
Battjes Park	3	Property survey and identification signs Security plan for park Turf fertilization and weed control plan Develop land utilization plan (south areas & ball diamond) Add additional benches along paved pathway Extend paved pathway system Expand pathway around lake to create a loop Add a small shelter on the hill Potential Dog Park in the southern area of park Irrigation of lawn areas Acquisition of west side of pond for boardwalk Extend concrete pad around grill at shelter	Enforcement Health & Safety Maintenance Maintenance ADA ADA New New New New New New ADA
Buck Creek Nature Preserve	3	Accessible access from shelter to boardwalk Accessible boardwalk including turn around Reassess building/shelter/deck functions Property survey and identification signs Security plan for park Turf fertilization and weed control plan Develop plan for trail and pathway maintenance Enhance Nature Center Extend Buck Creek Trail from Byron Center to Kent Trails Study for additional trail development on property Irrigation of entrance lawn areas Small shelter with tables near the parking lot Replace existing boardwalk & trail with ADA accessible	ADA ADA Programming Enforcement Health & Safety Maintenance Maintenance Programming New Planning New New ADA
Ferrand Park	1	Security plan for park Turf fertilization and weed control plan New play equipment, surfacing, and walkway New accessible picnic tables and walkway New accessible picnic shelter Irrigation of lawn areas New entrance columns along Byron Center Ave. New native plantings	Health & Safety Maintenance ADA ADA ADA New New New
40th Street Park	1	New park and stormwater master plan Property survey and identification signs Security plan for park Turf fertilization and weed control plan New stormwater intake Land utilization plan Irrigation of lawn areas	Planning Enforcement Health & Safety Maintenance Health & Safety Maintenance New
Frog Hollow	5	Pathway connector to bike path Turf fertilization and weed control plan Security plan for park Connection to Metro Health Pathway System Evaluate unitary surfacing Evaluate play equipment for future replacement Replace plantings in sensory plant bed	New Maintenance Health & Safety New Maintenance Maintenance Maintenance

<u>Park Location</u>	<u>ADA Rating</u>	<u>Project Description</u>	<u>Type of Project</u>
Gezon Park	2	Update master plan with community input Develop remaining undeveloped park areas per Master Plan Property survey and identification signs Security plan for park Turf fertilization and weed control plan Accessible press boxes at ball diamonds and football fields Accessible picnic tables and small shelters -southend Accessible seating at ball fields 30' x 60' concrete pad at concession stand Accessible seating at football fields Aurora Pond-Secure easement for pathway Evaluate parking needs & locations related to programming Access to Kent Trails Balance active and passive uses in the park Additional trees at both ends of the park New picnic tables at shelter which are ADA Irrigate lawn areas Landscape plantings	Planning New Enforcement Health & Safety Maintenance ADA ADA ADA ADA ADA ADA New Planning New ADA Maintenance New
Hillcroft Park	2	New park master plan with public input Security plan for park Turf fertilization and weed control plan Irrigation of park facilities Extend restroom walk to trail for access Accessible play surface with walk around area Accessible walk and seating at soccer field Accessible walks and surface for picnic tables & grills Make swings accessible New trees in play and picnic area Renovate baseball practice field into a softball practice Develop plan for restroom/concession operation & maint. Parking lot maintenance	Planning Health & Safety Maintenance New ADA ADA ADA ADA ADA ADA New New Maintenance Maintenance
Ideal Park	1	New park master plan with public input Property survey and identification signs Security plan for park Turf fertilization and weed control plan Develop plan for marketing the Lodge Paved pathway along 56th Street Restore historic art deco bridge Add additional ADA parking spaces Add benches along pathways Add benches along Buck Creek Add a large second grill at the shelter Update shelter grill to be accessible Create accessible & non-accessible group picnic areas Reduce the number of group picnic areas Renovate restroom exterior Recreate historic octagon shelter Relocate maintenance building to east of creek Buck Creek bank stabilization Remove overhead utilities Add gas grill rental at the Lodge Additional renovations to the Lodge Replace play equipment, surfacing, and access (north) Replace play equipment, surfacing, and access (south) Plant additional trees to replace tree loss Irrigation of lawn areas	Planning Enforcement Health & Safety Maintenance Programming New Maintenance ADA ADA ADA New ADA ADA Planning Maintenance New Maintenance Maintenance Health & Safety Programming Maintenance ADA ADA Maintenance New

<u>Park Location</u>	<u>ADA Rating</u>	<u>Project Description</u>	<u>Type of Project</u>
Marquette Park	2	New park master plan with public input Property survey and identification signs Security plan for park Turf fertilization and weed control plan Develop land utilization and maintenance plan Pave parking at Pistol Club Concrete at grill Renovate shelter ADA access to play area, walk around, new swings Accessible walkway to bleachers with seating Convert inline rink into pickle ball court Irrigation of lawn areas Tree plantings Restroom façade renovation Seating at tennis courts	Planning Enforcement Health & Safety Maintenance Maintenance Maintenance ADA Maintenance ADA ADA New New New Maintenance New
Oriole Park	5	Security plan for park Turf fertilization and weed control plan Develop land utilization and maintenance plan Establish park boundary with signage Paved walkways Walkway lighting One basketball courts Permanent fabric shade structure and festival space Oriole Ave. entrance with stone wall, shelter, signage Large picnic shelter Paved walkways	Health & Safety Maintenance Maintenance Maintenance New New New New New New New New
Palmer Park Field	2	Security plan for park Turf fertilization and weed control plan Develop land utilization and maintenance plan Renovation of field lighting Make score box accessible Redo the infield and grade the outfield of softball field Irrigation of lawn areas	Health & Safety Maintenance Maintenance Maintenance ADA Maintenance New

<u>Park Location</u>	<u>ADA Rating</u>	<u>Project Description</u>	<u>Type of Project</u>
Pinery Park	2	New park master plan with public input Property survey and identification signs Security plan for park Turf fertilization and weed control plan Develop land utilization and maintenance plan Develop plan to maintain the sledding hill New picnic tables at south parking lot Make score boxes ADA accessible Accessible walkways to ball fields and seating Make Pinery Park Little League Restroom accessible Evaluate park safety Coordinate with Public Service to relocate storage piles Provide additional accessible benches along pathway Additional tree plantings Screen and secure storage yard New roof on Little League Office Building Create accessible group picnic area Develop new plan for group picnic areas New shelter near north parking lot Add a concrete walkway around the play equipment Accessible walkway to play area Plant trees along the pick up softball diamond ADA access to tennis courts Repair basketball/tennis courts Add a shade hub at the play area and remove sand area Remove old swings by the ball fields Protect existing natural features Large shelter in current Section C Irrigate lawn areas Restroom & concession building at Little League Fields Play area near ball diamonds Service drive Enclose maintenance yard Roof on Lodge Replace porch posts Section B parking lot resurfacing Evaluate & implement storm water control Regulations Convert deteriorating power poles to underground	Planning Enforcement Health & Safety Maintenance Maintenance Maintenance New ADA ADA ADA Health & Safety Maintenance ADA New Maintenance ADA Programming New Maintenance ADA New ADA Maintenance Maintenance Maintenance Planning New New New New Maintenance Maintenance Maintenance Maintenance Health & Safety Maintenance
<u>Park Location</u> Prairie Park	<u>ADA Rating</u> 3	<u>Project Description</u> Property survey and identification signs Security plan for park Turf fertilization and weed control plan Complete looping pathway New shelter at play area Move benches into ADA play area surfacing Review accessibility of walkway Replace skate park equipment	<u>Type of Project</u> Enforcement Health & Safety Maintenance New New ADA ADA Maintenance
<u>Park Location</u> Southlawn Park	<u>ADA Rating</u> 5	<u>Project Description</u> Property survey and identification signs Security plan for park Turf fertilization and weed control plan Plan structure for port a john Security lighting	<u>Type of Project</u> Enforcement Health & Safety Maintenance New Health & Safety

<u>Park Location</u>	<u>ADA Rating</u>	<u>Project Description</u>	<u>Type of Project</u>
Tilma Nature Preserve	1	New park master plan with public input Property survey and identification signs Security plan for park Park Entrance Signage Expand ADA pathway and informal pathway system	Planning Enforcement Health & Safety New ADA
<u>Park Location</u> Veteran's Memorial Park	<u>ADA Rating</u> 5	<u>Project Description</u> Two new entrance arches	<u>Type of Project</u> New
<u>Park Location</u> Inter-Urban Pathway	<u>ADA Rating</u> Unrated	<u>Project Description</u> Develop long term maintenance plan Develop land use plan for levels of care Repaving of pathway	<u>Type of Project</u> Planning Maintenance Maintenance
<u>Other Locations</u>		<u>Project Description</u> Pathway Connections to city wide system	<u>Type of Project</u> Planning

Other Locations
 Pathway Connections

Project Description

Type of Project

Pathway Connections to city wide system	Planning
Aquatic (pool) facility	New
Teen Center	New
Community Center	New
Protect and Preserve Natural Areas	Planning
Community Gardens	New
YMCA Type of Building	New
Bigger Skate Park/Indoor Skate Park	New
Paintball Course	New
Water Park	New
High Ropes Course/Zip Line	New
Indoor basketball, soccer & volleyball	New
Stage for concerts and local shows	New
Swimming Pool	New
Computers	New
Pool Tables	New
Ping Pong Tables	New
Foosball	New
Go-Carts	New
Mini Golf	New
Roller skating	New
Arcade	New
Laser Tag	New
Boxing Ring	New
Art Studio	New
Batting Cage	New
Trampolines	New
Climbing Wall	New
Exercise and Weight rooms	New
Community Center	New
Teen Drop in Programming Site	New
Large open field with artificial turf	New
Scrolling marquee outside of City Hall for announcements	New
Rec Mobile for mobile programs	Programming
Targeted marketing brochures, web site, etc	Programming
SVI fitness room & equipment, wireless, café	New
Indoor facilities for public use	New
Mountain bike trails	New
Sports training programming for all ages	New
Club programming, ie: biking, running	Programming
Community band programming	Programming
Singles programming	Programming
Community Gardens	New
Farmer's Market Facility	New
Shower and locker at Senior Center	New
Community Center	New
Connection from Chicago Drive to Grand River/Millennium Pa	New
Bicycle and pathway linkages to parks	New
Parking for Kent Trails south side of 44th St/Spartan Dr.	New
Small park at Rogers Plaza or Rogers Lane School	New
Extend pathway systems and develop security patrol	New
Develop programs for at risk youth in parks	Programming
Develop a Report a Tagger Program	Maintenance
Offer recreation programming in off seasons	Programming
Address the decline in organized sports in middle schools	Programming
All projects included in the new master plan	New

Recreation Programming Action Plan

Recreation programming is one of many community tools used to improve the community's overall quality of life. Community supported recreation is a catalyst for:

- improved health and wellness
- reductions in social isolation
- improved communication and social skills
- reductions in juvenile crime, delinquency, and inappropriate behavior
- increased family unit interactions
- improved cultural appreciation and connection
- improved community identity

Recreation Program Distribution:

While programming distribution by age (youth, adult, senior) is appropriate at this time, staff is directed to monitor community interest, demographics, and social need allowing for an annual distribution change. Within the planning process it became evident that there was a desire to further break down the age distribution groups to more closely reflect programming in these more distinct age groups. Currently there is a particular interest in the engagement of pre-teens and teenagers as demonstrated through the work of the City of Wyoming Community Youth Coalition and affirmed through community input during the Adult Focus Groups. Efforts for equitable program distribution should be made, always maintaining the current societal interest.

For this plan, the millage funded program distribution is compared to the existing distribution and recommended as presented in the following chart:

CITY OF WYOMING PARKS AND RECREATION DEPARTMENT									
Recreation Programming Distribution By Age Groups									
Current					Proposed				
Age Group	Actual FY 2012	2008-2012 Minimum	2008-2012 Maximum	2008-2012 Preferred	Age Group	Actual FY 2012	2013 - 2017 Minimum	2013 - 2017 Maximum	2013 - 2017 Preferred
Youth (3 -17)	44%	30%	50%	35%	Youth 3 - 6	11%	5%	15%	10%
					Youth 7 - 12	21%	15%	30%	19%
					Youth 13 - 17	12%	5%	15%	8%
Adult (18 - 49)	16%	20%	30%	25%	Adult 18 - 29	4%	5%	15%	10%
					Adult 30 - 49	12%	10%	25%	13%
Senior (50+)	36%	20%	50%	30%	Adult 50 - 69	14%	10%	30%	15%
					Adult 70+	22%	10%	25%	15%
Family	4%	5%	15%	10%	Family	4%	5%	15%	10%
Totals	100%			100%		100%			100%

Recreation Programming Emphasis Areas by Age:

Key programming themes or areas have been identified for action over the next five years. This information was developed following review of community input (surveys, focus groups, interview's), consideration of the goals of the City of Wyoming Community Youth Coalition's Initiative, and staff evaluation. Budgets and grant opportunities should reflect programmatic changes to respond to:

- Youth:
 - Expanded pre-teen and teen programs
 - Expanded elementary aged after-school and summer drop-in and/or free programs
 - Development of programming for preschool aged children
 - Expand sport league offerings (Basketball)

- Family:
 - Expanded family programming from 3% (2011) to a minimum of 5%
 - Development of community cultural and special events

- Adult:
 - Development of social networking and leisure programming for adults aged 18-35
 - Expanded health and wellness programs
 - Maintain relevant & progressive fitness classes
 - Expanded sport league offerings
 - Expanded general leisure classes (art, card clubs, etc)

- Senior:
 - Implementation of recommendations from the Senior Visioning Initiative evaluation process, including:

Expanded evening and weekend programming (lecture series, etc)
Expanded health and wellness programs
Providing improved information and referral services for social services

Millage Based Recreation Program Benchmarking

Recreation programs often have a life cycle in meeting the needs for the community. These life cycles can be affected by factors such as changing demographics of age, socio-economic factors, and cultural factors. In addition, within the public what is considered to be the new "popular" activities will impact interest in programs causing some programs to decline while others will be emerging and growing. Examples over time of these impacts would be the emergence of soccer, while recreational tennis popular in the 1960's and 1970's declined. Also some events and programs which are new and novel will sometimes lose their popularity and new programs will replace them.

In reviewing existing programming data for attendance numbers, and the public input for desired programs, as well as recreational programming staff research, the programs were identified as emerging, steady, or declining.

Emerging programs keep the public offerings fresh and responsive to public desires and trends, steady programs are programs that should be maintained and improved to continue to meet the public interests, and declining programs should be evaluated to change the programs to better reflect the changing desires of the residents, evaluated for other needed improvements, or considered no longer a strong public interest and phased out. As declining programs are removed, these resources can be reallocated to emerging and existing programs to continue the life cycle effect of programs.

Program Lifecycle Status is presented in the following chart:

CITY OF WYOMING PARKS AND RECREATION DEPARTMENT
Millage Based Recreation Program Benchmarking

<u>Program</u>	<u>Primary Age Category</u>	<u>Lifecycle Status</u>
Art Classes - Adult	50 - 69 year olds	Steady
Art Classes - Youth	3 - 6 year olds	Emerging
Art Classes - Youth	7 - 12 year olds	Emerging
Bowling Leagues - Youth	7 - 12 year olds	Declining
Bowling Leagues - Adult	70+ year olds	Steady
Candy Cane Hunt/Lunch with Santa	Family	Emerging
Card Clubs	70+ year olds	Steady
Ceramics Classes	50 - 69 year olds	Re-Emerging
Cheerleading Classes	3 - 6 year olds	Steady
Cheerleading Classes	7 - 12 year olds	Steady
Computer Classes	50 - 69 year olds	Emerging
Computer Drop-in	50 - 69 year olds	Emerging
Cooking Classes - Adult	30 - 49 year olds	Declining
Cooking Classes - Youth	7 - 12 year olds	Steady/Emerging
Craft Clubs	70+ year olds	Steady/Declining
Daddy Daughter Dance	Family	Steady/Emerging
Dance Classes - Adult	50 - 69 year olds	Steady/Declining
Dance Classes - Adult	70+ year olds	Steady/Declining
Dance Classes - Youth	3 - 6 year olds	Declining
Dance Classes - Youth	7 - 12 year olds	Declining
Educational Classes	70+ year olds	Declining
Exercise Club - Walk	70+ year olds	Steady
Fitness Classes	18 - 29 year olds	Emerging
Fitness Classes	30 - 49 year olds	Steady
Fitness Classes	50 - 69 year olds	Steady
Fitness Classes	70 + year olds	Steady
Friendly Travelers	70 + year olds	Steady
Geocaching Classes	Family	Declining
Golf Leagues	70+ year olds	Steady
Guitar Lessons	13 - 17 year olds	Emerging
Guitar Lessons	30 - 49 year olds	Emerging
Gymnastic Classes	3 - 6 year olds	Steady
Gymnastic Classes	7 - 12 year olds	Steady
Health Services Assistance Classes	70+ year olds	Steady
Kickball Leagues	18 - 29 year olds	Emerging
Kickball Leagues	30 - 49 year olds	Emerging
Kid 2 Kid Sale	7 - 12 year olds	Steady
Kid 2 Kid Sale	13 - 17 year olds	Steady
Play and Learn	7 - 12 year olds	Steady/Emerging
Pool Drop-in Classes	70+ year olds	Steady
Pool Tournaments	70+ year olds	Steady
Preschool Programs	3 - 6 year olds	Declining
Pumpkin Path	Family	Emerging
Shuffleboard Leagues	70+ year olds	Steady
Skateboarding Lessons	7 - 12 year olds	Declining
Skateboarding Lessons	13 - 17 year olds	Declining
Soccer Camps	7 - 12 year olds	Emerging
Soccer Leagues	3 - 6 year olds	Steady
Soccer Leagues	7 - 12 year olds	Steady
Socccer Leagues	13 - 17 year olds	Steady
Social Bike Rides	30 - 49 year olds	Emerging
Social Bike Rides	50 - 69 year olds	Emerging
Social Services Assistance	70+ year olds	Steady
Softball Leagues	30 - 49 year olds	Steady/Re-Emerging
Softball Leagues	50 - 69 year olds	Steady/Re-Emerging
Start Smart Programs	3 - 6 year olds	Steady/Emerging
Tae Kwon Do	7 - 12 year olds	Emerging
Tae Kwon Do	13 - 17 year olds	Emerging
Teen Council	13 - 17 year olds	Steady/Emerging
Teen Volunteer Program	13 - 17 year olds	Emerging
Tennis Camps	7 - 12 year olds	Declining
Tennis Camps	13 - 17 year olds	Declining
Tennis Classes	18 - 29 year olds	Steady
Tennis Classes	30 - 49 year olds	Steady
Workshops - Adult	30 - 49 year olds	Declining
Workshops - Adult	50 - 69 year olds	Declining
Worshops - Youth	7 - 12 year olds	Emerging

Programming Recommendations:

All evaluative data obtained in the process of formulating this report shall be considered a part of this plan. See section titled *Planning and Public Input Process*. These documents have detailed recommendations for recreation programming topic areas. However, having identified a strong desire by the community to focus on pre-teen and teen activities, a detailed listing of interests follows:

Teen & Pre-Teen Programming Recommendations:
(from public input process)

After-school programs (TEAM 22-for only 5th Graders)

Art classes

Basketball

Boxing

Café/Cyber Café

College resource center

Comedy Improv nights

Computer game tournaments

Concerts

Cooking Classes

Counseling (referral services)

Drawing Classes and Comic Book Drawing

Dance Classes

DJ and dances

Dodge ball Leagues

Etiquette "in a fun way"

Field trips

Corporate tours

Day trip (Chicago)

TV Stations

Michigan Adventure

Cedar Point

Fishing

Fitness classes

Games (pool, ping pong, etc.)

Girl Circle

Job training

Kayaking

Learning/mentoring opportunities-expose to game programmers, chefs, etc.

Life skills

Mentoring

Music Classes (free)

Open gym

Ping Pong leagues & tournaments
Pizza night
Places to go
Poker Tournaments
Radio DJ instruction
Rock climbing
Safe driving courses
Scuba Diving
Science room
Sewing
Singing
Skills classes, i.e. cooking, pet care
Sports (Basketball, volleyball, soccer etc) for those not making school teams
Teen Center
Theater
Tutoring
Tutors/home work help
Ultimate Frisbee
Video Game Tournaments
Water Polo
Yoga
Youth Dance Club

Administrative Action Items

Key administrative actions are recommended to ensure the provision of quality, cost-effective community parks and recreation services. A founding principle of department administrative action is, and shall be, that in efforts to maximize limited community resources, staff are charged to seek ways to share and advocate for resources and programs with and from other governmental agencies, non-profit organizations, community groups, etc to avoid unnecessary duplication of services. In addition to this principle, staff are governed under the City of Wyoming Guiding Principles and Pillars which are:

City of Wyoming Guiding Principles

Supportive Work Environment: Employees will respect, value, encourage, and invest in the success of each other.

Optimum Customer Services: Employees will provide service with a high level of professionalism, helpfulness and enthusiasm.

High Quality Assets and Programs: Employees will use high quality standards in designing, constructing, implementing and maintaining City assets and programs.

Stewardship of Financial Resources: Employees will meet the community's needs for services and facilities using sound financial management.

City of Wyoming Guiding Pillars

Social Equity:

- *Community and Livability*, with programs and services resulting in greater density, mixed use neighborhoods adjacent to neighborhood centers, business clusters, parks and green space, safety and health;
- *Accessible Resources* resulting in greater opportunity and equal access to important technology, infrastructure, commercial and retail assets to create a more attractive and interesting community;
- *Quality and Responsive City Services* resulting in "red carpet" services to attract and retain residents and businesses, provision of desired and appreciated services and loyal, skilled and proficient employees.

Environmental Quality:

- *Stewardship of Natural Resources* resulting in safe drinking water, clean wastewater and storm water discharge, community-wide reduction in energy use or costs, beautification through community parks and green space;
- *Environmental Responsibility* resulting in energy use/cost, decrease environmental impact from urban run-off and point sources, increase community awareness of existing programs,
- *Urban Planning* resulting in increased quantity and quality of spaces that are inviting and healthy, mixed use neighborhood centers which focus on increased density and are human in scale, quality neighborhoods with parks and public green space (e.g. community gardens, play space, picnic areas), focused industrial areas along rail and highway corridors, and stable maters plans;
- *Regional Connectedness* resulting in walkable neighborhoods, variety of trail/pathway systems, safe roadways for all traffic, expanded transportation options (e.g. public bussing, BRT/light rail, bus lane development), increased industrial investment in industrial corridors.

Economic Strength:

- *Business Growth & Retention* resulting in businesses which are happy to open their doors in Wyoming and will plan to stay here, investing money and creating jobs in the community, consumers (both residents and non-residents) will view Wyoming as a place they want to shop, eat, work, and play;
- *Community Investment* resulting in the establishment and strengthening of partnerships and communication across sectors to achieve mutual objectives;
- *Diverse Financial Strategy* resulting in fiscal policy that promotes financial resiliency, economically sound government structure, ability to consistently provide quality services;
- *Resources* resulting in the procurement, maintenance, and retention of high quality resources.

Parks and Recreation Affirmation of Guiding Principles and Pillars

Affirming these principles and pillars are charged to staff, the following items are inclusive of those actions listed in the master plan's *Goals and Objectives* section and/or are viewed as necessary to the successful operation of the department in service to the community.

- Formalize a Standard Operating Guidelines resource book for staff
- Annually review and recommend changes for park facility and recreation programming fees
- Publish and maintain a City of Wyoming trails map for community use
- Create individual land usage plans for each park
- Formalize and maintain individual site maintenance plans
- Survey, establish, and identify park property lines; reclaim park property
- Formalize park designations for particular uses (open space, active parks, natural areas, etc)
- Periodically review and update park property designations, deed restrictions, grant requirements and other pertinent information
- Implement and maintain a marketing plan for the promotion of department services and to improve citizen understanding of the community impact and value of services
- Review and recommend changes to the department's policies including but not limited to *Fee Allocation Guideline, Athletic and Special Event Usage Guideline's, etc.*
- Actively seek grants and other outside funding sources to support existing and new programs and facilities.
- Regularly review and update staffing models in response to significant impending retirements; changing needs for expertise; and MIOSHA regulations, changing demands for services, et al.
- Actively pursue staff certification and training to increase the level of expertise and provision of quality community services

- Establish and maintain community outreach and communication plans to ensure staff interaction with community non-profit organizations, regional recreation providers, churches, and other organizations relevant to improving the community's overall quality of life
- Annually review, update and reaffirm staff and program *Best Practices*
- Complete the national accreditation process for Parks and Recreation Departments through the National Recreation and Parks Association

Planning and Public Input Process

This section provides a written record of the numerous activities and processes that were completed in the development of this plan. The planning process was completed over an approximately twelve (12) month process and included many focused areas of inventory, review, and planning.

Public input was incorporated throughout the process using a variety of venues to encourage a wide range of participation from different age groups, neighborhoods, and specialized user groups. The information from the various processes is included within this document as well as within separate documents that are referenced. These specific processes included:

•Youth Input via staff led discussion Focus Groups

The City of Wyoming staff lead discussions in the TEAM 21 programs at East Kelloggsville Elementary, West Elementary schools, Jackson Park Intermediate, Lee Middle School, and Newhall Middle schools to record student ideas regarding park facilities and recreation programming. The City also met with the Wyoming Community Foundation's Youth Grant Committee for their input. The results of each of the focus groups are located in Appendix A.

Summary: Lamar and Pinery Parks were by far the most popular parks with this group. The splash pads at Lamar and Oriole Parks were specifically mentioned as popular spots as well. This group had a wide variety of comments related to recreational activities in Wyoming. However, there were several that stood out above the rest. A pool and a number of associated activities, such as swimming and water polo, were mentioned most often. Conversely, very few of the participants had visited the YMCA pool. More activities geared specifically toward teens also ranked high. Training in martial arts and archery were mentioned specifically in several of the school children groups. Basketball was the most common sport mentioned when the groups spoke of the need for more team sport athletic opportunities.

•Senior Input via staff led focus group

In May of 2012, The City of Wyoming Staff led discussions with a group of fifteen senior citizens at the Wyoming Senior Center. The participants were asked a series of questions and the results were recorded. The results from the focus group is located in Appendix A

Summary: This group is very interested in increased security in the parks and having the park ranger program reinstated. They are interested in an increase of a variety of classes, more involvement from City Staff and

possible day trips. As a group they use the park system for walking, concerts and visiting with their grandchildren. They enjoy the Wyoming Senior Center for fellowship and the classes. They would like to see a pool added.

●**On-Line Community Survey**

In March 2012, The City of Wyoming launched an on-line survey on its website. The survey was advertised in the *Experience Wyoming* Brochure, on the City web page, City of Wyoming Facebook page, and announced at programs. 939 citizens participated in answering the 46 questions. The results from the full survey are located in Appendix B

Summary: 939 responses received, with 764 of those being Wyoming Citizens. The top two school groups responding were 58% from Wyoming school districts and 15% from Grandville. Over 80% responding think that the department has been good stewards of the tax money. The brochure was how most receive information, with growth in the website, Facebook and email newsletter usage. Parks and green space continues to be the most important item ahead of recreation programs, after school programs, and the Wyoming Senior Center. Over 50% of households responding have participated in a recreation program or activity in the last year, with 65% of those in the afterschool program and fitness programs. Basketball was heavily recommended for new programming for all ages. Also recommended were toddler programs or play dates. 68% said that it is very important to offer sporting events for youth, while adult and older adult were somewhat important. Almost 80% said that cultural and festival events are important. Just over 50% said that they would support a millage if need be for the TEAM 21 program. 97% of residents have visited a park in the City of Wyoming with the most popular being Lamar Park and Kent Trails. Most responding use the parks system once or twice a week and 81% use it to walk with 60% to relax and enjoy with playground usage being third. The Splash Pads were also very popular. Over 90% felt that the park facilities are clean and well maintained and safe. Of the respondents that do not use the parks, over 35% are just too busy and 75% want City parkland left in its natural state.

●**Senior Visioning Initiative by staff and architect led workshops**

In July of 2005, 21,779 surveys were mailed by the City to registered voters aged 40 and above of which 3,098 surveys were returned. Once the surveys were collected, Kirbach Consultancy inputted the data into a SPSS Statistical Software Program to analyze the data. The full report is available at the Parks and Recreation Department. Based on this data, the Wyoming Senior Center was assessed for future renovation to meet the proposed programming needs identified in the visioning efforts. The

“Facility Feasibility Assessment” report is available for review at the Parks and Recreation Department.

●Adult Public Program and Input

In August 2012, the City of Wyoming held a focus group session with citizens. A public program was presented which provided insight into the proposed Five Year Community Recreation Plan Action Plan which included programming, park facilities, operation and maintenance, and administration. The citizens were asked to respond to regarding community needs, assessed current service levels, and new parks and recreation programs with the responses were recorded and evaluated.

●School District Input from 5 Public School Districts

The public school districts within the City of Wyoming utilized several of the parks for athletic practices and events. The schools also have students which utilize adjacent and nearby parks for recreation. Each school was requested to submit ideas to the Community Services Director for consideration. These ideas were reviewed and incorporated into the consideration and prioritization of capital improvements for the park system.

●Historical Data from existing planning documents

Several pieces of historical data within the City was reviewed and considered including the previous Recreation Master plan, the proposed pathway system for the City, and future planning documents to review the compatibility of proposed facilities with future land use expectations and linkages.

●Park & Recreation Staff Input

Staff provided input through several methods. The Recreation Services staff provided a summary of ideas for future capital developments as well as conducted a visioning session of future recreation programming. The Parks Maintenance staff provided ideas concerning needed facility improvements for each park.

●Other City Staff Input

Additional input was requested and provided by other City Departments including Planning, the Police, and Public Service. This information was reviewed and considered within the development of the Action Plan.

Individual Park Tours

A tour of the individual parks was completed to review the existing park lands and facilities, as well as view opportunities for future improvements. The Manager of Park Maintenance Services, the Department Director and the Planning Consultant toured each of the parks recording current conditions, ADA needs, and future thoughts. This information was reviewed and considered within the development of the Action Plan.

Americans with Disabilities Act and Universal Accessibility Review

During the individual park tours, each park was reviewed for providing better universal accessibility to all of the parks. This information was reviewed concerning the MDNR review standards for Recreation Master Plans, as well as a more specific listing of facility upgrades for each park to increase accessibility. The findings of this review are included in the individual park descriptions included in the Recreation Inventory section of the plan.

Development of Goals and Objectives

Draft Goals and Objectives were developed for the plan that incorporated the visions of the planning process. These were reviewed and approved by the Wyoming Parks and Recreation Commission and incorporated into the planning document.

Capital Improvement Project List

The Capital Improvement Project List was developed based on project ideas developed from the Goals and Objectives, the park tours, public meetings, and the extensive system wide review and planning of facilities and programs. The draft list was presented to the Wyoming Parks and Recreation Commission for review and then was incorporated into the draft plan.

Development of Plan Draft

A plan draft was completed to be submitted to the Wyoming Parks and Recreation Commission, the Planning Commission, and the Wyoming City Council.

Parks and Recreation Commission Adoption

The Parks and Recreation Commission met on October 10, 2012 for a final review of the plan. A resolution of support for the plan was passed recommending adoption by the City Council. The signed resolution supporting the plan is included below.

RLR:rlr
10/10/12

RESOLUTION TO RECOMMEND THE ADOPTION OF THE CITY OF WYOMING
RECREATION PLAN, 2013 THROUGH 2017

WHEREAS:

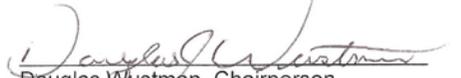
1. The Michigan Department of Natural Resources (DNR) requires that, as a prerequisite to qualifying for DNR recreation grants, communities must have an adopted five-year Recreation Plan, incorporating the requested projects.
2. The past thirty-five (35) years, the City of Wyoming has had Recreation Plans and received numerous State and Federal recreation grants based on said plans.
3. The City of Wyoming uses such plans in prioritizing recreation program development and use of its limited capitol and operating dollars.
4. The Parks and Recreation Commission has reviewed the draft document and find it represents the needs and desires of the community for the retention and development of parks and recreation programs, properties, facilities, and services.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming Parks and Recreation Commission does hereby support the City of Wyoming Recreation Plan, 2013 through 2017, and recommends the adoption of the plan by the Wyoming City Council.

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

I hereby certify that the foregoing Resolution was adopted by the Parks and Recreation Commission for the City of Wyoming at regular meeting on the 10th day of October, 2012.


Douglas Wustman, Chairperson
Wyoming Parks and Recreation Commission

30 Day Public Review and Comment Period

Following the Planning Commission meeting, the Plan was presented at a City Council Work Session on _____. A notice to the public inviting public comment was placed in the _____ local Advance Newspaper and the plan was made available for review at the Parks and Recreation Department located in City Hall, at the Wyoming Senior Center, and the Wyoming Kent District Library. The Affidavit of Publication appears below. The public comment period remained open until the Public Hearing on _____.

Insert Affidavit of Publication

Public comment received during the 30 days included:

Insert Public Comment Received

Public Hearing Notice and Minutes

A public hearing was held for the new Plan on _____ during the regularly scheduled City Council meeting. The Affidavit of Publication for the Public Notice is shown below. Minutes of the public hearing immediately follow the Public Notice.

Insert Affidavit of Publication
Insert Minutes of Public Hearing

Wyoming City Council Adoption

The Wyoming City Council formally adopted the plan on _____ at its regular City Council Meeting. The Resolution of Adoption is included below.

Insert Resolution

MDNR Checklist

Once the Plan was formally adopted by the Wyoming City Council, the formal documents were integrated into the Planning Process section of the plan. The Michigan Department of Natural Resources Certification Checklist was completed and signed by the City. A copy of the signed checklist is included below:

Insert MDNR Completed Checklist

Transmittal to MDNR

The completed plan was transmitted to the Michigan Department of Natural Resources to be reviewed and placed on the file as the Community’s Five Year Recreation Plan. A copy of the transmittal letter dated _____ appears below:

Insert Transmittal Letter

Transmittal to Kent County Parks Department

As required by the Michigan Department of Natural Resources, as copy of the plan was transmitted to Kent County Parks Department on _____. A copy of the transmittal letter is included below:

Insert Transmittal Letter

Transmittal to West Michigan Regional Planning Commission

A copy of the plan was transmitted to West Michigan Planning on _____ with the transmittal letter shown below.

Insert Transmittal Letter

Transmittal to the Grand Valley Metro Council

A copy of the plan was transmitted to the Grand Valley Metro Council on _____. A copy of the transmittal letter is included below.

Insert Transmittal Letter

APPENDIX A - Public Input Focus Groups

Master Plan Focus Group Notes East Kelloggsville – 4th & 5th Graders May 7, 2012

9 Students were in attendance (ages 9-11 yrs.) 5-Female, 4- Male

Do you know about the City of Wyoming Parks and Recreation Department does?

- The students were unaware of what the Parks and Recreation Department did.

*Facilitator explained to the students what the P&R Dept. is responsible for and what they do (programs, facilities, etc.). The Facilitator shared the Department Brochure with the students. Only 3 indicated that they had seen the Brochure. A few indicated that they lived in Kentwood. The students were reminded by the Facilitator that they participate in at least one P&R program, TEAM 21.

What kinds of things do you like to do in your free time? (Many of these are on their own, but some were through school or a class offered through an organization)

- Badminton
- Tennis
- Kickball
- Play Angry Birds
- Play on the computer (2)
- Basketball
- Ride Bikes
- Ride Scooters
- Have fashion/talent shows at home (2)
- Eat
- Soccer
- Play Tag
- Rollerblade
- Watch TV
- Hopscotch
- Draw
- Play Video Games
- Volleyball
- Softball
- Swing
- Hang out outside with friends and talk
- Listen to music
- Sleep
- Dodge ball
- Hide and Seek
- Hand games

Where do you go in your free time?

- Craig's Cruisers
- Soaring Eagle Casino
- The Kroc Center
- Mall (Hollister, Abercrombie, Justice)
- Missouri
- Grandma's House
- Theater (Civic)
- Movies (2)
- Chicago
- Michigan Adventure
- Tarry Hall (rollerskating)
- Friends House
- Riding in Dad's truck (he is a truck driver)
- Cousin's house

- Softball practice
- Meijer
- Beach
- Lake Michigan

What types of structured activities do you participate in (through school, parks/rec, etc.)

- Art Classes (in Chicago)
- Softball (school)
- Volleyball (school)
- Tennis (school)
- Basketball (school)
- Soccer (school)
- Babysitting class
- Dance – (Expressions Dance Academy)
- Band

What kinds of activities/classes do you think the Parks & Recreation Department could offer that you would like?

- TEAM 22 – for only 5th graders
- Drawing program (2)
- Basketball
- Soccer
- Exercise
- Scuba Diving Lessons
- Sky Diving
- Comic Book Drawing
- Triathlon/Marathon
- Cooking Class (2)
- World Travel
- Water Polo
- Yoga
- Volleyball (girls only)
- Double Dutch (girls only)
- Art Show
- Body Building
- Bike Race
- Softball
- Class for people to learn how to raise money for charity

What parks do you like to visit?

- Jaycee Park
- Kentwood Splash pad
- School Playgrounds
- Charlie's dump (Holland?)
- Hagar Park (Jenison)
- Kelloggsville Park
- E. Kentwood Park
- Oriole Park
- Lamar Park

What do you like to do when you visit a Park?

- Visit the Splash Pad
- Kickball
- Cookout
- Train for sports that I am playing

- Birthday party
- Train for racing Go-Karts
- Ride Bikes (2)
- Skateboard
- Rollerblade
- Play on the playground

What would you change about or add to a park if you could?

- Add Pools
- Have designated area for big kids and little kids
- Add Takis shop (Mexican chips?)
- More splash pads
- Carnivals in every park
- Have Fire Dept. come and spray kids with the hose
- Concerts with famous people
- Have a Circus in the park

What other things would you like to see in the City of Wyoming?

- Cars powered by solar energy, garbage or electricity
- Contest for average people to sing
- Car Show
- Bike Show
- Live Concerts ("Big Time Rush", "One Direction")
- More Carnivals
- Circus'
- Sweets for free
- McDonalds offer 1,000th person free food
- Celebrate the day that Michigan was founded
- Go-Kart Race
- More Parades
- Make taxes cheaper

***Master Plan Focus Group Notes
West Elementary – 4th Graders
April 23, 2012***

What kinds of things do you like to do in your free time? (many of these are on their own, but some were through school or a class offered through an organization)

- Tennis
- Soccer (4)
- Hockey/Ice Hockey (2)
- Football
- Basketball (2)
- Kickball
- Golfing
- Swimming
- Dodgeball
- Baseball/Softball
- Volleyball
- Cycling/Bike-riding
- Walking
- Running
- Making fish tanks
- Exercising
- Badminton

What activities have you taken through the Wyoming Parks & Recreation Department and what did you think about them? (Many kids were unsure, but thought that these were through Wyoming Parks & Rec.)

- Tae Kwon Do – liked it, wished it was earlier, like 5:00pm instead of evening
 - Tae Kwon Do – thought it was fun, wouldn't change anything
 - Soccer – the games are so early on Saturdays! It was cool otherwise, pretty neat (2)
 - Karate – cool & fun
 - Swimming – cool & relaxing
- *Facilitator reminded them that they all participate in at least one Parks & Recreation program, T.E.A.M. 21 and reviewed the partnership between the schools & the City

What kinds of activities/classes do you think the Parks & Recreation Department could offer that you would like?

- Humane Treatment of Fish
- Dog Behavior Management/Cat Behavior Management
- Archery/Shooting
- *Free* Karate/Swimming/Tae Kwon Do/Soccer (several students agreed)

*Facilitator agreed that it would be great if any activity could be free and talked about how the department would love to offer activities for free and discussed some of the barriers to doing that.

- Ice Hockey
- Swimming with Sharks, Fish & Piranhas (2)
- Animal First Aid (3)
- Skateboarding
- Making a Skateboard (2)

What Wyoming parks do you like to visit and why do you go there/what do you like about them?

- Lamar – the water area is great
- Lemery – swings
- Pinery – everything, just a good place to hang out & have fun
- Prairie – swings
- Wyoming Park HS – football field
- West Elementary Playground – set of high bars
- Marquette – in-line hockey
- Jackson Park – the trees & shade
- Oriole Park – splash pad
- Gladiola Elementary - playground & hill

*Facilitator explained that the City Parks & Recreation Department isn't in charge of the playgrounds at the schools, but that these were still good ideas/suggestions that could be used for other parks and/or might prompt other students to think of an idea related directly to the City parks.

What would you change about or add to a park if you could?

- Roller Hockey – Lemery
- Wooden Castle (like Hager Park - Jenison) – Lamar (3)
- Fish Tank Tunnel for an entrance – Lemery
- Arcade-themed Park – any park

*We then agreed that any of these features could be at any park and would be an exciting addition!

- Merry-Go-Round – West Elementary
- Roller Rink – Lamar (2)
- High Roller Coaster – Lemery
- Upside Down Roller Coaster – Lemery
- Roller-Skating Rink/Area – any park
- Shooting Range – Lamar
- Coral Reef Playground Equipment – Lamar
- Swimming Pool – West Elementary
- Indoor Water Park/Pool at Jackson Park or Lamar (2)
- Baseball Diamond with the Detroit Tigers (the actual players) playing on it

What other things would you like to see in the City of Wyoming?

- More Basketball & Hockey
- More Pet Shops
- A Factory Where Aquariums are Built – for other people
- Place for Animas – could be called VIA (Very Important Animals)
- Archery Shops
- Malls/Shopping
- Swimming Stores
- Piranha Store
- 2nd Van Andel Arena (3)
- Zoo (2)
- Aquarium/Marine Zoo

*Master Plan Focus Group Notes
Jackson Park Intermediate School- T.E.A.M. 21
April 19, 2012*

Attendance 16 persons from the ages of 10-12 years

What Do You Like To Do In Your Free Time

- Football
- Skateboarding
- Cheerleading
- Softball
- Basketball
- Swimming
- Soccer
- Martial Arts
- Band Club
- Singing
- Hanging Out With Friends
- Painting

Where Do You Go To Do These Things

- Home (inside and outside)
- YMCA
- Hotel
- Parks (specific mention of Prairie Skate Park)
- School
- Local Businesses (Martial Arts)
- Kroc Center
- Aquatic Center (Holland)

Things That You Would Like To Do Here In Wyoming That You Currently Don't Do

- Acting
- Modeling
- Fishing
- Archery
- Music and Dance Classes
- Cooking Classes
- Soccer
- Cheerleading
- Swimming
- Travel Teams (Soccer, Football)
- Baseball
- Painting
- Wrestling
- Track and Field

Parks You Go To and What You Do When You Go There

- Lamar – Splash Pad, Playground
- Oriole – Walk Trail, Playground, Tennis
- Johnson – Climb Trees
- Pinery – Fitness Running, Playground

What Would You Like To See In The Parks In The Future

- More Sliding Hills for Winter (Urban Snow Park)
- Pool
- Another Skate Park

Barriers To Participation

- Lack of Free Time
- Transportation
- Cost

Things You Like About Wyoming

- Burlingame Dairy Dip
- Food
- Living By A School
- Hanging Out With Friends
- Parks (mentioned twice)
- Living By A Park (mentioned twice)
- Natural Areas
- Mall

Things You Would Want To Change In Wyoming

- More Jobs (mentioned twice)
- Do Something With Studio 28 (miss that they don't have movies anymore)
- Too Much Traffic
- Improve Housing Choices

***Master Plan Focus Group Notes
Lee Middle School – Group 1 T.E.A.M. 21
April 11, 2012
(8 students)***

What do you do during your free time?

- Baseball at Pinery Park (little league)
- Basketball play for fun at Marquette Park would like to have a competitive program for youth and teens.
- Hangout and Battjes park.
- Cheerleading at Young Champions
- Soccer for fun at my friends houses and sometimes at Pinery Park
- Cross Country Running
- Playing musical instruments
- Swimming in the summer
- Basketball at the new courts at Oriole Park
- Biking riding around town
- Skate Park
- Marquette Park we like the big area for playing soccer

What parks do you visit?

- Pinery Park
- Jackson Park
- Lamar Park
- Battjes Park (this park was mentioned a lot)

What would you change about the parks if you could?

- More Soccer Fields
- More Baseball Fields
- More Basketball Courts

What kids of activities do you think we could offer that you would like?

- Track Program
- Video Game Tournaments (Guitar Hero & other)
- 3 on 3 Basketball Tournaments
- Ping Pong & Pool Tournament for Youth & Teens
- Rollerblading
- Karate & other types of martial arts.
- Boxing
- Amusement Park and Water Parks (not Splash Pads)
- Fishing for Teens
- Community Camp Out
- Hunting and Camping up North
- Zip Line
- Paintball (they already play a lot at a business on Prairie Parkway in Grandville)

- Aerosol Fight
- Tie Dye

Why do you like the City of Wyoming?

- Lots of Parks and Open Space

Why don't you like the City of Wyoming?

- Geese Poop
- Litter and Graffiti at Battjes Park

Other

- our of the 8 students had been to the new YMCA
- 4 out of 8 have been to the Kroc Center
- 8 out of 8 have been to the downtown YMCA

*Lee Middle School – Group 2 T.E.A.M. 21
April 11, 2012
(8 students)*

What do you do during your free time?

- Baseball at Pinery Park (with Little League)
- Likes being Active
- Basketball likes to play at home
- Bowling at Park Center Lanes
- Volleyball at the Beach
- Fishing at Battjes Park
- Basketball at Marquette Park
- Picnics at Jackson Park

What parks do you visit?

- Pinery Park
- Battjes Park
- Marquette Park
- Jackson Park

What would you change about the parks if you could?

- Add a Community Center for Teens
- Warmer Water for the Splash Pads

What kids of activities do you think we could offer that you would like?

- Bingo for Youth and Teens
- More Youth Sports Program (Football, Baseball & Basketball)
- More Physical Activities
- Kickball and Dodgeball Leagues for Teens
- Crossword Tournaments (badges for winners)
- Gymnastic Center (with a foam pit and trampolines)
- Canoeing
- Community Scavenger Hunts
- Maze in a Park, Core Maze or Swimming Maze
- Art Fair with prizes

Why do you like the City of Wyoming?

- The open space in the parks
- Likes the walking trail and fitness activities at Piney Park

Other

- 1 out of the 8 students had been to the new YMCA
- 3 out of 8 have been to the Kroc Center
- 8 out of 8 have been to the downtown YMCA
- 2 out of 8 have been to the Wyoming Senior Center

***Master Plan Focus Group Notes
Newhall Middle School- TEAM 21
(10 Students)
April 16, 2012***

What do you do during your free time?

- Use the computer
- Play soccer with friends in his back yard and at Newhall and Wyoming Park..
- Read for fun
- Play Tennis in front of garage and also at Gezon Park.
- Play Golf (would love to play on a golf team or league)
- Hang out at Rivertown Mall
- Go to Woodland Mall to get their nails done
- Visit the Kroc Center
- Visit the YMCA
- Visit the Seidman Center
- Hang out at Home

What parks do you visit?

- Jackson Park
- Oriole Park
- Lamar Park

What would you change about the parks if you could?

- Jackson Park needs to be Safer
- Need Soap in the Bathrooms
- Bathroom Monitor
- Bathrooms are nasty

What kids of activities do you think we could offer that you would like?

- Swim Lessons
- Cooking for Teens
- Singing for Teens
- Go to parks once a month and skate.
- Go out on the trails
- Rollerblading and Skating
- Outdoor Skating with Music
- More Restaurants
- Drama Club
- Dodgeball for Teens
- Community Choir (go to competitions)
- Softball League for Teen Girls
- Soccer Team for Teens
- Teen Dance
- Sign Off

- Archery
- Outdoor Things
- Horse Back Riding

Master Plan Focus Group Notes

Wyoming Senior Center

May 15, 2012

15 people were in attendance (Avg. age 75yrs) 10-Female, 5- Male

Where do you go in your free time?

- Zoo
- My Cottage
- Mejier Garden
- Movies
- Theater/Plays
- Museum (2)
- Library
- Georgetown Senior Center
 - For trips
- Knights of Columbus Bingo
- Golfing
- Volunteer at church (2)
- Casino
- Mall
- Kroc Center
- YMCA (1)
 - Why do you go?
 - Exercise machines and walking track
 - Why don't you go there?
 - Too expensive (4)
- Ramblewood exercise classes
- Visit family
- Little League games
- Kent Trails
- Camping
- Millennium Park
 - "I don't go there because it is too costly"
- Byron Center Community Center
 - Why do you go there?
 - Close to home
 - Bingo, Pool Tables. Senior Membership \$10/yr.
 - Why don't you go there?
 - Too expensive
 - "I don't need to go there when I have this center"

What kinds of activities/classes do you think the Parks & Recreation Department could offer that you would like?

- Jewelry Making
- Ping Pong
- Ipad Classes
- Kite Flying
- First Aid
- CPR
- Softball
- Outdoor BBQ
- Gardening
- Bring a Grandchild to the WSC day
- More involvement from City People
 - Mayor & City Council
 - City update
 - Visit program
 - Visit the center other than when there is a free meal being handed out or it is an election year
 - Rebecca
 - Visit the programs more often
 - Interact with participants
 - Police Dept.
 - Updates with that is going on in the City of Wyoming
 - Small presentations; How to Protect Home, How to Protect Yourself, Senior Scams, etc.
- More work with schools/tutoring
- Day Trips
 - Museum
 - Meijer Garden
 - Art Prize
 - Garden Tour
 - Shipshewana
 - Cheese Factory
 - Battle Creek – Kelloggs
 - Frankenmuth
- Balance program

What do you like about the Wyoming Senior Center?

- Fellowship/Friends (5)
- Classes/Activities/Programs (3)
- Staff
- Atmosphere
- Building

- Volunteer Opportunities (2)
- Free exercise programs
- Membership Perks
- Senior Meals Program
- Volunteer Appreciation
- Location (close to home)
- Puzzles
- Card groups
- Library (2)
- Members are brought in to provide feedback and ideas regarding programs and facility
- "Feels like "our" center when we can provide input"

What would you like to see at the Wyoming Senior Center?

- Larger Exercise Room (3)
 - More machines
 - Whirlpool w/ locker rooms
- Bigger Coffee Shop
 - Add a café/patio area
- Horseshoe Pit
- Shuttle / Bus – Like Georgetown
- Chairs in Auditorium
- Bingo Machine
- Pool or Therapy Pool (3)
- Indoor Walking Track (4)
- Create performing arts groups (i.e. choir, acting, etc.)

What parks have you visited?

- Lamar
- Pinery
- Ideal
- Lemery
- Kelloggsville
- Marquette
- Oriole
- Ferrand
- Prairie Pk.

What do you like to do when you visit a Park?

- Walk
- Enjoy concerts
- Baseball games
- Picnic
- Enjoy the Wildlife (Buck Creek)

- Visit Splash Pad with Grandkids

What would you change about or add to a park if you could?

- Benches along the Walk Path
 - Specifically Lemery, between Byron Center and Burlingame
- Security (10)
 - Cameras
 - Park Patrol – bring back Park Rangers (8)
 - Crowd control
 - Language
 - Loud radios / noise
 - Someone to enforce Dog Ordinance at Pinery Park (4)
- Tables at Ferrand Park
- Walk Path at Ferrand Park
- More parking at Pinery Park
 - Park on access road legally
- Better lighting – all parks
- Covered area for people waiting for Rapid Bus near parks

** This group felt strongly about security in the parks and having a Patrol or Park Ranger program back in effect. They noted incidents of confronting other citizens in regards to having dogs at Pinery. Finding broken slides and graffiti within playground equipment, inappropriate language by groups of teens at Oriole Park, etc.*

What other things would you like to see in the City of Wyoming?

- Pool (4)
- Movie Theater
- Kingman's building turned into Senior Housing (2)
- More specialty shops along 28th street (similar to downtown Holland)
- Flower Baskets on street lamps along 28th Street
- Indoor Sports (basketball, soccer, rollerskating)
- City Markets (i.e. Farmers Market)
- Rehab vacant buildings
 - Fake fronts
 - Weed control
- Limit or relocate Tattoo parlors and Cash Stores
- Encourage more neighborhoods to participate in National Night Out

Appendix B-Plan YOUR Parks Program-Community Meeting

On August 23, 2012 the *Plan YOUR Parks Program Community Meeting* was held at the Wyoming Public Library to provide a public program detailing the proposed *Five Year Community Recreation Plan* and to encourage public comment regarding the draft planning document. The program was advertised on the City's website, through Facebook, at other program events, and within the quarterly program guide as a featured program within the front of the magazine. Approximately twenty-five persons attended the session.

Each person attending the presentation was provided with a list of the potential future projects and programs being proposed for the future. Participants were encouraged to follow along with the presentation, mark programs and facilities of priority, and to offer any other comments regarding the proposed plan. Results from the program are provided below.

Comments Regarding Park Facilities

Ferrand Park

- New accessible picnic and walkway is needed
- Add parking
- What is the proposed time schedule?
- Paved walkways
- New native plantings
- Entrance columns along Byron Center Ave.

Oriole Park

- New fabric shade and festival area

Lamar Park

- Like the idea of the gazebo overlooking the lake
- Make lake useable for swimming, boating, and fishing

Tilma Nature Center

- Entrance signage

Buck Creek Nature Preserve

- Extend the trail from Byron Center to Kent Trails

Prairie Park

- Complete the looping pathway

Lemery Park

- Security plan for park
- Extend existing pathway to Byron Center Ave.
- Access walkway to play area
- Accessible seating at play area
- Accessible walkway and seating at 3 ball diamonds
- Accessible picnic tables
- Extend play are for tot swings

Hillcroft Park

- Security plan for park
- Extend restroom walk to trail for access
- Accessible play surface with walk around area.
- Accessible walk and seating at soccer field
- Accessible walks and surface for picnic tables and grills
- Make swings accessible
- Develop plan for restroom/concession operation and maintenance

Pinery Park

- New restrooms
- Accessible restroom & concession building at Little League fields
- Develop plan to maintain the sledding hill
- Accessible walkways to the ball fields and seating

Other

- Frisbee Golf
- If Frisbee Golf expands into other parks, please be careful of the encroachment into picnic areas, trails/paths. It sometimes interferes at Lamar Park.
- Additional festival areas in neighborhood parks as draws for concerts, theater, school programs, guest speakers, etc.
- Add a recreation vehicle park
- Pathway connections to the city-wide trail system

Programming Comments

Suggested programming mix by population percentages

- Adult 26%
- Family 33%
- Senior 37%
- Youth 39%

Suggested programming mix to increase family from 3% to 15% plus as Wyoming has a very high amount of families to cater to.

Churches and community organizations could take ownership of specific programs.

Additional co-ed programming in volleyball, softball, and kickball. Possibly with child care programming provided along with it so a family can attend together while adults play.

Create a new ethnic food festival in the fall.

Desired programs

Movies in the park at Pinery Park Little Leagues with concession
Basketball
Soccer
Exercise
Cooking Classes all ages
Volleyball all ages and genders
Softball
Dog and cat behavior and management
Skateboarding
Music and dance classes
Baseball
3 on 3 basketball
Pin pond and pool tournaments for youth and teens
Rollerblading
Community camp out
Hunting and camping up north
Zip line
Paintball
More physical activities
Kickball and dodgeball leagues for teens
Gymnastic center
Community scavenger hunts
Maze in a park
Go out on the trails
Softball league for teen girls
Teen dance
Horse back riding
First aid
CPR
Gardening
More work with schools/tutoring
Day trips to museums, gardens, community events, tours
Movies in the parks
Humane treatment of fish
Aerosol fight
Day trip to cheese factory

Other Comments

The Pinery Park Little League volunteers bring in tournaments that increase dollars coming into Wyoming through hotels and restaurants.

City could donate the Lodge or discount for tournament meetings and picnics.

Great job with the 5-Year plan for our Parks! Thanks for considering public opinion so sincerely.

Appendix C-Community Survey

The complete "on-line" survey questions and results will be included in the final document as Appendix C. It has been left out for the time being due to size.

RESOLUTION NO. _____

RESOLUTION TO APPROVE THE APPLICATION OF BENTELER AUTOMOTIVE CORPORATION FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE IN THE CITY OF WYOMING FOR A NEW FACILITY AND AUTHORIZING THE MAYOR AND CITY CLERK TO SIGN THE IFT AGREEMENT

WHEREAS:

1. The City established Industrial Development District Number 117 and 177, under Act 198, Public Acts of 1974, as amended, by adopting Resolution Number 11824 on June 16, 1986 and Resolution 16813 on October 17, 1994, respectively.
2. Benteler Automotive has filed an application for an Industrial Facilities Exemption Certificate under PA 198 of 1974, with respect to a new facility to be acquired and installed within Industrial Development District 117 and 177, with an estimated cost of \$1,730,000 for real property and \$10,220,000 for personal property to be located at 3721 Hagen Drive SE.
3. Before acting on this application, the City Council held a public hearing on November 19, 2012, in the Council Chambers, City Hall, 1155 28th Street SW, Wyoming, Michigan, at 7:01 p.m., at which hearing the applicant, the Assessor, and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on this application.
4. Construction of the facility and installation of new machinery and equipment had not begun earlier than six (6) months before October 31, 2012, the date of acceptance of the application for the Industrial Facilities Exemption Certificate.
5. Completion of the facility is calculated to and will, at the time of issuance of the certificate, have the reasonable likelihood to retain, create or prevent the loss of employment in the City of Wyoming.
6. The aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Wyoming, after granting this certificate, will not exceed 5% of an amount equal to the sum of SEV of the unit, plus SEV of personal and real property thus exempted.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificate previously granted and currently in force under PA 198 of 1974, as amended and PA 225 of 1978, as amended shall not have the effect of substantially impeding the operation of the City of Wyoming, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Wyoming.
2. The application from Benteler Automotive, for an Industrial Facilities Exemption Certificate, with respect to a new facility on the following described parcel of real property situated within Industrial Development District 117 and 177, to wit:

Address: 3721 Hagen Drive SE, Wyoming, MI 49548

Parcel No.: 41-18-19-126-059

Legal Description:

Lot 24. Kent Industrial Center. Also Lot 98 Kent Industrial Center No. 2.

be the same as hereby approved.

3. The Industrial Facilities Exemption Certificate, when issued, shall remain in force for a period of twelve (12) years.
4. The Mayor and City Clerk are authorized to sign the IFT agreement with Benteler Automotive.

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: November 19, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENT: Staff Memo
 IFT Agreement

Resolution No. _____

EXHIBIT A

Legal Description

Address: 3721 Hagen Drive SE, Wyoming, MI 49548

Tax Parcel No.: 41-18-19-126-059

Legal Description:

Lot 24. Kent Industrial Center. Also Lot 98 Kent Industrial Center No. 2.

INDUSTRIAL FACILITIES TAX ABATEMENT AGREEMENT

This Industrial Facilities Tax Abatement Agreement is made as of November 19, 2012, pursuant to 1974 PA 198, as amended, MCL 207.552 *et seq.* (“Act 198”) between the City of Wyoming, a local governmental unit as defined in Act 198, the address of which is 1155 – 28th Street SW, PO Box 905, Wyoming, MI 49509-0905 (the “City”) and Benteler Automotive, a corporation, the address of which is 3721 Hagen Drive SE, Wyoming, MI, 49548 (the “Company”).

RECITALS

- A. The Company applied for an Industrial Facilities Tax Abatement pursuant to Act 198 on the application a copy of which is attached as Exhibit A and incorporated by reference (the “Application”).
- B. Following a public hearing on November 19, 2012, the City Council of the City adopted a resolution to approve the tax abatement for a period of 12 years conditional upon the parties entering into this Agreement (the “Abatement”) for the property located at 3721 Hagen Drive SE, in the City (the “site of the Abatement”).
- C. The City Council did so upon the Company’s representations in the Application and upon the understanding that doing so would enhance the City’s employment and tax base as indicated in the application and as stated at the public hearing which enhancements would exceed the term of the tax abatement.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree:

- 1. The Company affirms the statements in the application and the statements at the public hearing that it will invest not less than \$11,950,000.00 in improvements to its property in the City and that at least 56 new job(s) will be created and at least 614 jobs will be retained as a result of that investment. The Company further pledges that those improvements will remain in place or be replaced by comparably valued improvements for at least 2 years after the expiration of the term of the Abatement and the jobs created and maintained will remain in existence within the City for at least 2 years after the expiration of the term of the Abatement.
- 2. The City is relying upon and the Company agrees the City may rely upon the representations in the preceding paragraph, in the Application, and at the public hearing, for purposes of determining the length of the Abatement, the amount of the Abatement, and other terms of the Abatement.
- 3. Beginning on December 31 of the year which is 2 years after the Abatement is granted (*i.e.*, 2014) and each December 31 thereafter the Company shall submit a letter to the City, stating:
 - (a) The number of new jobs projected in the Application to be created and retained upon the project’s completion and the actual number of new jobs created.
 - (b) The number of employees at the time of the Application and the current number of employees.
 - (c) The estimated project cost stated in the Application and the actual project cost.
- 4. Upon receipt of the letter provided for in the preceding paragraph:
 - (a) The City may either:
 - (1) Apply the criteria in the City Act 198 Tax Abatement Policy in effect as of the date of this Agreement and increase or decrease the term of the Abatement to the maximum number of years allowable under that Policy based on the Company's actual employment levels and project costs as stated in the letter, or

- (2) If the number of new jobs or the cost of the project is substantially below that stated in the application for reasons within the control of the Company, the City Council may recommend revocation of the Abatement.
 - (b) The City may, in its discretion, waive its right to reduce the term of the years of the Abatement or to revoke the Abatement if:
 - (1) The Company has substantially met its stated goals, with only minor deviations which are not expected to reduce the anticipated benefits of the City, or
 - (2) Upon a finding of changed circumstances not reasonably anticipated by the Company at the time it made Application.
 - (c) The City shall provide the Company written notice of and an opportunity to address the City Council prior to formally considering any such actions.
5. The Company intends to continue operations within the City for the time period at least equal to two years beyond the expiration of the term of the Abatement as granted.
 - (a) If, at any time during the term of the Abatement or two years following the expiration or early termination of the Abatement, the City determines based on a Company announcement or other reasonably reliable information that the Company is intending to discontinue or substantially curtail its operations on the site of the Abatement, or the City determines that the company has discontinued or substantially curtailed its operations on the site of the Abatement, or the no longer employs on the Site of the Abatement the number of employees represented in the Application and in this Agreement:
 - (1) The City Council may, in its sole discretion, request revocation of the Abatement; and
 - (2) The City Council, in its sole discretion, may require the Company to pay the City an amount equal to the total taxes abated by the City under the Abatement.
 - (b) In making any decision under the preceding subparagraph (a) the City Council shall consider whether:
 - (1) Due to events or conditions which were unforeseeable by either party on the date of this Agreement, and absent the fault of either party, it has become impossible or commercially impractical for the Company to continue its operation on the site of the Abatement; or
 - (2) The Company has substantially complied with all requirements of this Agreement, such that the Company's failure to comply fully with all requirements was neither willful nor intentional, and the City has reasonably received the benefits anticipated from granting the Abatement.
 - (c) The City shall provide the Company written notice of and an opportunity to address the City Council prior to formally considering any such actions.
6. This Agreement is entered into according to Section 22 of Act 198, as amended, MCL 207.572, is in addition to the other requirements of Public Act 198, and does not modify or waive any requirements of Act 198.
7. This is the entire agreement between the parties as to its subject matter. No unwritten agreements shall have any effect. This Agreement may be modified only with a written agreement signed by both parties following approval of the City Council.

The parties have signed this Agreement as of the date first written above.

CITY OF WYOMING

BENTELER AUTOMOTIVE CORPORATION

By: _____
Jack A. Poll, Mayor

By: _____
Steve Bates, Plant Manager

By: _____
Heidi A. Isakson, City Clerk

Date signed: _____, 2012

Date signed: _____, 2012

RESOLUTION NO. _____

RESOLUTION TO APPROVE THE APPLICATION OF ZINGER SHEET METAL
FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE
IN THE CITY OF WYOMING FOR A NEW FACILITY AND
AUTHORIZING THE MAYOR AND CITY CLERK TO SIGN THE IFT AGREEMENT

WHEREAS:

1. The City established Industrial Development District Number 210, under Act 198, Public Acts of 1974, as amended, by adopting Resolution Number 18171 on July 21, 1997.
2. Zinger Sheet Metal has filed an application for an Industrial Facilities Exemption Certificate under PA 198 of 1974, with respect to a new facility to be acquired and installed within Industrial Development District 210, with an estimated cost of \$117,915.00 for personal property to be located at 4055 Stafford Avenue SW.
3. Before acting on this application, the City Council held a public hearing on November 19, 2012, in the Council Chambers, City Hall, 1155 28th Street SW, Wyoming, Michigan, at 7:02 p.m., at which hearing the applicant, the Assessor, and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on this application.
4. Construction of the facility and installation of new machinery and equipment had not begun earlier than six (6) months before October 31, 2012, the date of acceptance of the application for the Industrial Facilities Exemption Certificate.
5. Completion of the facility is calculated to and will, at the time of issuance of the certificate, have the reasonable likelihood to retain, create or prevent the loss of employment in the City of Wyoming.
6. The aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Wyoming, after granting this certificate, will not exceed 5% of an amount equal to the sum of SEV of the unit, plus SEV of personal and real property thus exempted.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificate previously granted and currently in force under PA 198 of 1974, as amended and PA 225 of 1978, as amended shall not have the effect of substantially impeding the operation of the City of Wyoming, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Wyoming.
2. The application from Zinger Sheet Metal, for an Industrial Facilities Exemption Certificate, with respect to a new facility on the following described parcel of real property situated within Industrial Development District 210, to wit:

Address: 4055 Stafford Avenue SW, Wyoming, MI 49548

Parcel No.: 41-17-24-402-021

Legal Description:

LOTS 99 100 & 101 EX COM 3.70 FT S FROM NW COR OF SD
LOT 100 TH N 0D 30M 35S W 50.70 FT TO NW COR OF SD
LOT 101 TH S 89D 11M 30S E ALONG N LOT LINE 6.35 FT
TH S 6D 39M 40S W 50.84 FT TO BEG * MCQUEEN DOYLE
PARK NO.1

be the same as hereby approved.

3. The Industrial Facilities Exemption Certificate, when issued, shall remain in force for a period of eleven (11) years.
4. The Mayor and City Clerk are authorized to sign the IFT agreement with Zinger Sheet Metal.

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: November 19, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENT: Staff Memo
 IFT Agreement

Resolution No. _____

EXHIBIT A

Legal Description

Address: 4055 Stafford Avenue SW, Wyoming, MI 49548

Tax Parcel No.: 41-17-24-402-021

Legal Description:

LOTS 99 100 & 101 EX COM 3.70 FT S FROM NW COR OF SD LOT 100 TH N 0D 30M 35S W 50.70 FT TO NW COR OF SD LOT 101 TH S 89D 11M 30S E ALONG N LOT LINE 6.35 FT TH S 6D 39M 40S W 50.84 FT TO BEG * MCQUEEN DOYLE PARK NO.1

INDUSTRIAL FACILITIES TAX ABATEMENT AGREEMENT

This Industrial Facilities Tax Abatement Agreement is made as of November 19, 2012, pursuant to 1974 PA 198, as amended, MCL 207.552 *et seq.* (“Act 198”) between the City of Wyoming, a local governmental unit as defined in Act 198, the address of which is 1155 – 28th Street SW, PO Box 905, Wyoming, MI 49509-0905 (the “City”) and Zinger Sheet Metal, a corporation, the address of which is 4055 Stafford Avenue SW, Wyoming, MI, 49548 (the “Company”).

RECITALS

- A. The Company applied for an Industrial Facilities Tax Abatement pursuant to Act 198 on the application a copy of which is attached as Exhibit A and incorporated by reference (the “Application”).
- B. Following a public hearing on November 19, 2012, the City Council of the City adopted a resolution to approve the tax abatement for a period of 11 years conditional upon the parties entering into this Agreement (the “Abatement”) for the property located at 4055 Stafford Avenue SW, in the City (the “site of the Abatement”).
- C. The City Council did so upon the Company’s representations in the Application and upon the understanding that doing so would enhance the City’s employment and tax base as indicated in the application and as stated at the public hearing which enhancements would exceed the term of the tax abatement.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree:

- 1. The Company affirms the statements in the application and the statements at the public hearing that it will invest not less than \$117,915.00 in improvements to its property in the City and that at least 2 new job(s) will be created and at least 12 jobs will be retained as a result of that investment. The Company further pledges that those improvements will remain in place or be replaced by comparably valued improvements for at least 2 years after the expiration of the term of the Abatement and the jobs created and maintained will remain in existence within the City for at least 2 years after the expiration of the term of the Abatement.
- 2. The City is relying upon and the Company agrees the City may rely upon the representations in the preceding paragraph, in the Application, and at the public hearing, for purposes of determining the length of the Abatement, the amount of the Abatement, and other terms of the Abatement.
- 3. Beginning on December 31 of the year which is 2 years after the Abatement is granted (*i.e.*, 2014) and each December 31 thereafter the Company shall submit a letter to the City, stating:
 - (a) The number of new jobs projected in the Application to be created and retained upon the project’s completion and the actual number of new jobs created.
 - (b) The number of employees at the time of the Application and the current number of employees.
 - (c) The estimated project cost stated in the Application and the actual project cost.
- 4. Upon receipt of the letter provided for in the preceding paragraph:
 - (a) The City may either:
 - (1) Apply the criteria in the City Act 198 Tax Abatement Policy in effect as of the date of this Agreement and increase or decrease the term of the Abatement to the maximum number of years allowable under that Policy based on the Company's actual employment levels and project costs as stated in the letter, or

- (2) If the number of new jobs or the cost of the project is substantially below that stated in the application for reasons within the control of the Company, the City Council may recommend revocation of the Abatement.
 - (b) The City may, in its discretion, waive its right to reduce the term of the years of the Abatement or to revoke the Abatement if:
 - (1) The Company has substantially met its stated goals, with only minor deviations which are not expected to reduce the anticipated benefits of the City, or
 - (2) Upon a finding of changed circumstances not reasonably anticipated by the Company at the time it made Application.
 - (c) The City shall provide the Company written notice of and an opportunity to address the City Council prior to formally considering any such actions.
5. The Company intends to continue operations within the City for the time period at least equal to two years beyond the expiration of the term of the Abatement as granted.
 - (a) If, at any time during the term of the Abatement or two years following the expiration or early termination of the Abatement, the City determines based on a Company announcement or other reasonably reliable information that the Company is intending to discontinue or substantially curtail its operations on the site of the Abatement, or the City determines that the company has discontinued or substantially curtailed its operations on the site of the Abatement, or the no longer employs on the Site of the Abatement the number of employees represented in the Application and in this Agreement:
 - (1) The City Council may, in its sole discretion, request revocation of the Abatement; and
 - (2) The City Council, in its sole discretion, may require the Company to pay the City an amount equal to the total taxes abated by the City under the Abatement.
 - (b) In making any decision under the preceding subparagraph (a) the City Council shall consider whether:
 - (1) Due to events or conditions which were unforeseeable by either party on the date of this Agreement, and absent the fault of either party, it has become impossible or commercially impractical for the Company to continue its operation on the site of the Abatement; or
 - (2) The Company has substantially complied with all requirements of this Agreement, such that the Company's failure to comply fully with all requirements was neither willful nor intentional, and the City has reasonably received the benefits anticipated from granting the Abatement.
 - (c) The City shall provide the Company written notice of and an opportunity to address the City Council prior to formally considering any such actions.
6. This Agreement is entered into according to Section 22 of Act 198, as amended, MCL 207.572, is in addition to the other requirements of Public Act 198, and does not modify or waive any requirements of Act 198.
7. This is the entire agreement between the parties as to its subject matter. No unwritten agreements shall have any effect. This Agreement may be modified only with a written agreement signed by both parties following approval of the City Council.

The parties have signed this Agreement as of the date first written above.

CITY OF WYOMING

ZINGER SHEET METAL

By: _____
Jack A. Poll, Mayor

By: _____
_____, _____

By: _____
Heidi A. Isakson, City Clerk

By: _____
_____, _____

Date signed: _____, 2012

Date signed: _____, 2012

RESOLUTION NO. _____

OBJECTION TO TRANSFER OF PROPERTIES NOT SOLD AT THE 2012
DELINQUENT PROPERTY TAX SALE TO THE CITY OF WYOMING

WHEREAS:

1. Each year the Kent County Treasurer holds a foreclosure sale for delinquent property taxes.
2. Pursuant to MCL 211.78m (6) "...property not sold by the foreclosing governmental unit under this section shall be transferred to the clerk of the city, village, or township in which the property is located" unless the city, village, or township objects in writing to this transfer.
3. The following properties did not sell at the 2012 foreclosure sale:
PP# 41-17-03-476-005/ 1816 Clover Ave SW
PP# 41-17-03-476-006/ 1820 Clover Ave SW
PP# 41-17-10-404-030/ 2650 Taft Ave SW
PP# 41-17-14-482-007/ 999 36th St SW
4. After examining the properties listed above it was determined that the City has no interest in receiving these parcels.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Wyoming hereby formally objects to the transfer of these parcels to the City of Wyoming and asks that the county retain possession of these properties.

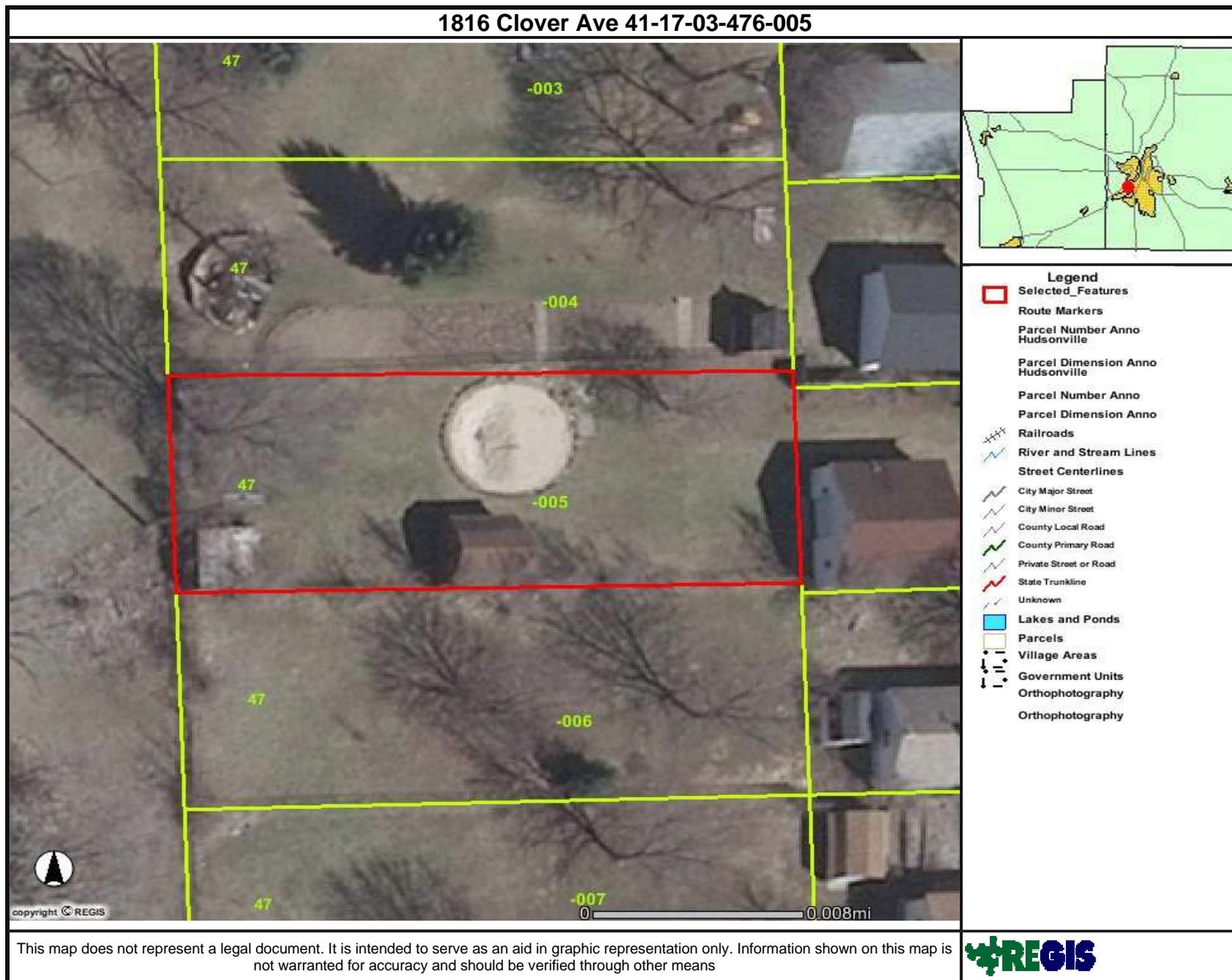
Moved by Councilmember:
Seconded by Councilmember:
Motion Carried Yes
 No

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: November 19, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Aerial Photos
Property Record Card

Resolution No. _____

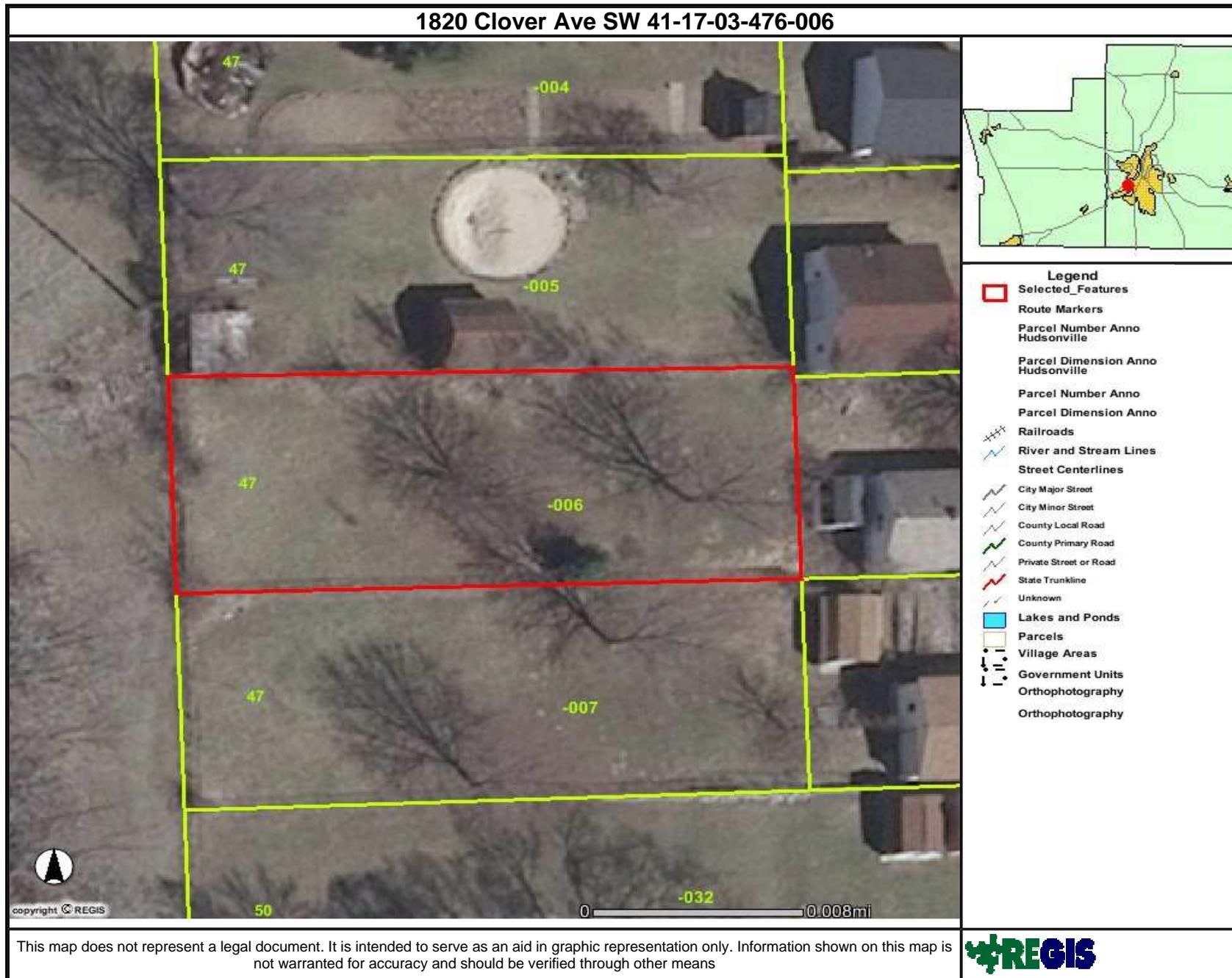


This map does not represent a legal document. It is intended to serve as an aid in graphic representation only. Information shown on this map is not warranted for accuracy and should be verified through other means



Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.		
MILLER, GEORGETTE	KENT COUNTY TREASURER	0	03/01/2011	MC	F - FORECLOSURE	20120427-004126		0.0		
VELTING, ALLEN R	MILLER, GEORGETTE	0	10/07/2008	QC	F - FORECLOSURE	200810130090315		100.0		
		90,500	11/19/1999	WD	NO CODE ASSIGNED	4917/881		0.0		
		81,500	03/19/1998	WD	NO CODE ASSIGNED	4347/1323		0.0		
Property Address		Class: 402. Vacant Res.		Zoning: R2	Building Permit(s)		Date	Number	Status	
1816 CLOVER AVE SW		School: GODFREY-LEE SD 41120								
Owner's Name/Address		P.R.E. 0%								
KENT COUNTY TREASURER PO BOX Y 300 MONROE AVE NW GRAND RAPIDS MI 49501		Map #: 2			2013 Est TCV 3,000					
Tax Description		Improved	X	Vacant	Land Value Estimates for Land Table 029.029 Sec. 2,3					
LOT 53. BLANDFORD'S ADD.		Public Improvements		* Factors *		47 x 125		Value		
Comments/Influences		Dirt Road		Description	Frontage	Depth	Front	Depth	Rate %Adj. Reason	Value
SOLD AT PUBLIC ACTION 9/26/08 . LETTER & DEED IN FILE		Gravel Road		<Site Value A>	Lot Size avg	12000	100	47 x 125		12,000
		Paved Road		Flat Value: no access		0.00 Total Acres		Total Est. Land Value =		-9,000
		Storm Sewer								
		Sidewalk								
		Water Sewer								
		Electric								
		Gas								
		Curb								
		Street Lights								
		Standard Utilities								
		Underground Utils.								
		Topography of Site								
		Level								
		Rolling								
		Low								
		High								
		Landscaped								
		Swamp								
		Wooded								
		Pond								
		Waterfront								
		Ravine								
		Wetland								
		Flood Plain								
		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value		
Who	When	What	2013	1,500	0	1,500		1,500C		
09/07/1999 Data Enter			2012	1,500	0	1,500		1,500S		
			2011	3,500	0	3,500		3,500S		
			2010	3,500	0	3,500		3,489C		

*** Information herein deemed reliable but not guaranteed***

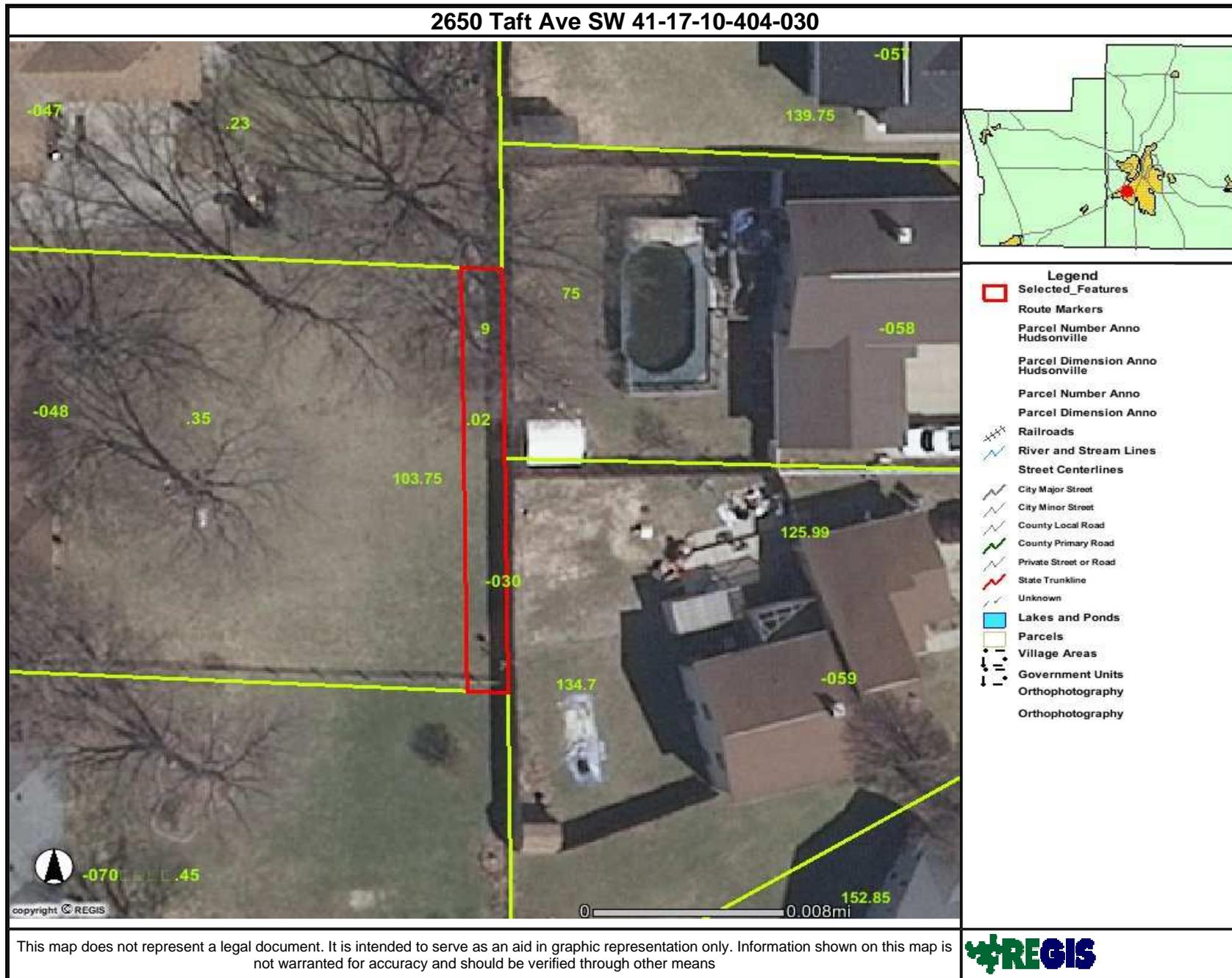


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Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
CURTIS, WILMA M	KENT COUNTY TREASURER	0	03/01/2011	MC	F - FORECLOSURE	20120427-004126		0.0
Property Address		Class: 402. Vacant Res.	Zoning: R2	Building Permit(s)		Date	Number	Status
1820 CLOVER AVE SW		School: GODFREY-LEE SD 41120						
Owner's Name/Address		P.R.E. 100% / /						
KENT COUNTY TREASURER PO BOX Y 300 MONROE AVE NW GRAND RAPIDS MI 49501		Map #: 2		2013 Est TCV 3,000				
Tax Description		Improved	X	Vacant	Land Value Estimates for Land Table 029.029 Sec. 2,3			
LOT 52. BLANDFORD'S ADD.		Public Improvements		* Factors *		46X125		Value
Comments/Influences		Dirt Road		Description	Frontage	Depth	Front	Depth
		Gravel Road		<Site Value A>	Lot Size avg	12000	100	46X125
		Paved Road		Flat Value: no access				12,000
		Storm Sewer		0.00 Total Acres		Total Est. Land Value =		-9,000
		Sidewalk						3,000
		Water						
		Sewer						
		Electric						
		Gas						
		Curb						
		Street Lights						
		Standard Utilities						
		Underground Utils.						
		Topography of Site						
		Level						
		Rolling						
		Low						
		High						
		Landscaped						
		Swamp						
		Wooded						
		Pond						
		Waterfront						
		Ravine						
		Wetland						
		Flood Plain						
		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
Who	When	What	2013	1,500	0	1,500		802C
AB	09/07/1999	Data Enter	2012	1,500	0	1,500		802C
The Equalizer. Copyright (c) 1999 - 2009.			2011	3,500	0	3,500		781C
Licensed To: City of Wyoming, County of Kent, Michigan			2010	3,500	0	3,500		768C

*** Information herein deemed reliable but not guaranteed***

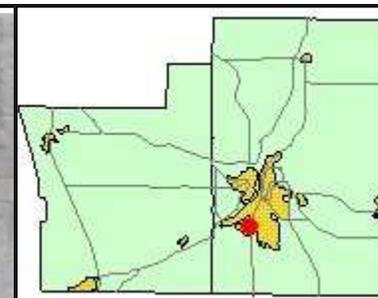
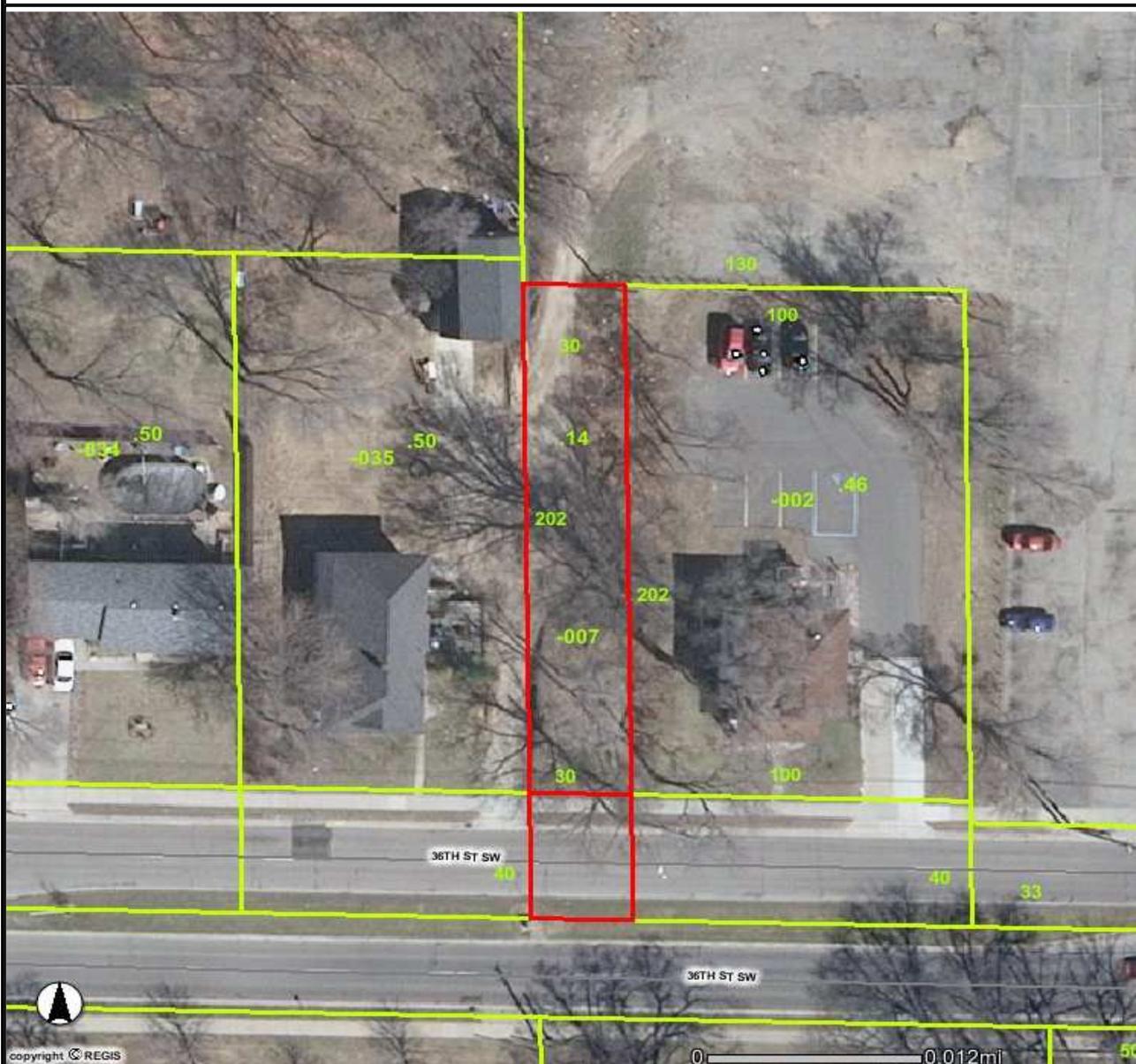


Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
JAMES JAMES M	KENT COUNTY TREASURER	0	03/01/2011	MC	F - FORECLOSURE	20120427-004126		0.0
JACKSON JAMES	JAMES JAMES M	0	03/16/2004	QC	N - NOT ARMS LENGTH			0.0
	JAMES JACKSON	0	11/11/1911	WD	N - NOT ARMS LENGTH	2787:1050		0.0

Property Address	Class: 402. Vacant Res.	Zoning: R2	Building Permit(s)	Date	Number	Status				
2650 TAFT AVE SW	School: WYOMING SD 41026									
	P.R.E. 0%									
Owner's Name/Address	Map #: 1									
KENT COUNTY TREASURER PO BOX Y 300 MONROE AVE NW GRAND RAPIDS MI 49501	2013 Est TCV 480									
	Improved	X	Vacant	Land Value Estimates for Land Table 109.109 Sec. 9,10						
	Public Improvements	* Factors *				02650 TAFT AVE				
		Description	Frontage	Depth	Front	Depth	Rate %Adj.	Reason	Value	
		<Site Value A>	Lot size avg		16000	3	02650 TAFT AVE		480	
			0.00	Total Acres	Total Est.	Land Value =			480	
Tax Description	Y266AA: E 9 FT OF FOL DESC - PART SE 1/4 COM 365 FT E OF A PT ON CL OF MEYER AVE BEING 540 FT E & 1017.87 FT N FROM S 1/4 COR TH E 161 FT TH S 103.75 FT TH W 161 FT TH N 103.75 FT TO BEG SEC 10 T6N R12W .02 A.									
Comments/Influences	Dirt Road Gravel Road Paved Road Storm Sewer Sidewalk Water Sewer Electric Gas Curb Street Lights Standard Utilities Underground Utils.									
	Topography of Site									
	Level Rolling Low High Landscaped Swamp Wooded Pond Waterfront Ravine Wetland Flood Plain			Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/ Other	Taxable Value
	Who	When	What	2013	200	0	200			200C
	05/12/1999 Data Enter			2012	200	0	200			200S
				2011	300	0	300			300S
				2010	300	0	300			299C

*** Information herein deemed reliable but not guaranteed***

999 36th St. SW 41-17-14-482-007



- Legend**
- Selected_Features
 - Route Markers
 - Parcel Number Anno Hudsonville
 - Parcel Dimension Anno Hudsonville
 - Parcel Number Anno
 - Parcel Dimension Anno
 - Railroads
 - River and Stream Lines
 - Street Centerlines
 - City Major Street
 - City Minor Street
 - County Local Road
 - County Primary Road
 - Private Street or Road
 - State Trunkline
 - Unknown
 - Lakes and Ponds
 - Parcels
 - Village Areas
 - Government Units
 - Orthophotography
 - Orthophotography

copyright © REGIS

0 0.012mi 50

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Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.			
CRYSTAL LAKE DREAM LLC	KENT COUNTY TREASURER	0	03/01/2011	MC	F - FORECLOSURE	20120427-004127		0.0			
ZEEMERING, BRIAN	CRYSTAL LAKE DREAM LLC	8,000	02/28/2008	WD	R - ARMS LENGTH	20080318-002318		100.0			
KENT COUNTY TREASURER	ZEEMERING, BRIAN , ETAL	2,600	08/13/2007	QC	F - FORECLOSURE	200708200082309		100.0			
LENNIE'S PLACE INC	KENT COUNTY TREASURER	0	04/18/2007	SD	F - FORECLOSURE	200704230043571		0.0			
Property Address		Class: 402. Vacant Res.		Zoning: B1	Building Permit(s)		Date	Number	Status		
999 36TH ST SW		School: GODWIN SD 41020									
Owner's Name/Address		P.R.E. 0%									
KENT COUNTY TREASURER PO BOX Y 300 MONROE AVE NW GRAND RAPIDS MI 49501		Map #: 5			2013 Est TCV 4,250						
Tax Description		Improved <input checked="" type="checkbox"/> Vacant		Land Value Estimates for Land Table 143.143 Sec. 14							
Y541A: W 30 FT OF S 202 FT OF SE 1/4 SE 1/4 SEC 14 T6N R12W .14 A.		Public Improvements		* Factors * 30x202							
Comments/Influences		Dirt Road		Description	Frontage	Depth	Front	Depth	Rate %Adj.	Reason	Value
NOTICE OF JUDGEMENT OF FORECLOSURE UNAPPEALABLE ON APRIL 2, 2007		Gravel Road		<Site Value A>	Lot size avg		17000	25	30x202		4,250
		Paved Road		0.00 Total Acres Total Est. Land Value = 4,250							
		Storm Sewer									
		Sidewalk									
		Water									
		Sewer									
		Electric									
		Gas									
		Curb									
		Street Lights									
		Standard Utilities									
		Underground Utils.									
		Topography of Site									
		Level									
		Rolling									
		Low									
		High									
		Landscaped									
		Swamp									
		Wooded									
		Pond									
		Waterfront									
		Ravine									
		Wetland									
		Flood Plain									
		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value			
Who		When	What	2013	2,100	0	2,100		2,100C		
RAD 08/31/1998 Data Enter				2012	2,100	0	2,100		2,100S		
				2011	2,400	0	2,400		2,400S		
				2010	2,400	0	2,400		2,392C		

*** Information herein deemed reliable but not guaranteed***

RESOLUTION NO. _____

RESOLUTION FOR ELECTION TO COMPLY WITH
SECTION 4 OF PUBLIC ACT 152 OF 2011

WHEREAS:

1. Public Act 152 of 2011, the Publicly Funded Health Insurance Contribution Act, establishes limits on a public employer's expenditures for employee medical benefit plans.
2. Section 4 of the Act provides that by a majority vote of its governing body, a public employer may elect to comply with the Act by not paying more than 80% of the total annual costs of all the medical benefit plans it offers or contributes to for its employees and elected public officials, instead of complying with the specified dollar amount "hard caps" under Section 3 of the Act.
3. The Act provides that its requirements do not apply to collective bargaining agreements or other contracts that are currently in effect, until the contracts expire.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby elect to comply with Section 4 of Public Act 152 of 2011 instead of Section 3, and will ensure such compliance as collective bargaining agreements and other contracts expire.

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:
Public Act 152

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

Act No. 152
Public Acts of 2011
Approved by the Governor
September 24, 2011
Filed with the Secretary of State
September 27, 2011
EFFECTIVE DATE: September 27, 2011

STATE OF MICHIGAN
96TH LEGISLATURE
REGULAR SESSION OF 2011

Introduced by Senator Jansen

ENROLLED SENATE BILL No. 7

AN ACT to limit a public employer's expenditures for employee medical benefit plans; to provide the power and duties of certain state agencies and officials; to provide for exceptions; and to provide for sanctions.

The People of the State of Michigan enact:

Sec. 1. This act shall be known and may be cited as the "publicly funded health insurance contribution act".

Sec. 2. As used in this act:

(a) "Designated state official" means:

(i) For an election affecting employees and officers in the judicial branch of state government, the state court administrator.

(ii) For an election affecting senate employees and officers, the secretary of the senate.

(iii) For an election affecting house of representatives employees and officers, the clerk of the house.

(iv) For an election affecting legislative council employees, the legislative council.

(v) For an election affecting employees in the state classified service, the civil service commission.

(vi) For an election affecting executive branch employees who are not in the state classified service, the state employer.

(b) "Flexible spending account" means a medical expense flexible spending account in conjunction with a cafeteria plan as permitted under the federal internal revenue code of 1986.

(c) "Health savings account" means an account as permitted under section 223 of the internal revenue code of 1986, 26 USC 223.

(d) "Local unit of government" means a city, village, township, or county, a municipal electric utility system as defined in section 4 of the Michigan energy employment act of 1976, 1976 PA 448, MCL 460.804, an authority created under chapter VIA of the aeronautics code of the state of Michigan, 1945 PA 327, MCL 259.108 to 259.125c, or an authority created under 1939 PA 147, MCL 119.51 to 119.62.

(e) "Medical benefit plan" means a plan established and maintained by a carrier, a voluntary employees' beneficiary association described in section 501(c)(9) of the internal revenue code of 1986, 26 USC 501, or by 1 or more public employers, that provides for the payment of medical benefits, including, but not limited to, hospital and physician services, prescription drugs, and related benefits, for public employees or elected public officials. Medical benefit plan does not include benefits provided to individuals retired from a public employer.

(f) "Public employer" means this state; a local unit of government or other political subdivision of this state; any intergovernmental, metropolitan, or local department, agency, or authority, or other local political subdivision; a school district, a public school academy, or an intermediate school district, as those terms are defined in sections 4 to 6 of the revised school code, 1976 PA 451, MCL 380.4 to 380.6; a community college or junior college described in section 7 of article VIII of the state constitution of 1963; or an institution of higher education described in section 4 of article VIII of the state constitution of 1963.

Sec. 3. Except as otherwise provided in this act, a public employer that offers or contributes to a medical benefit plan for its employees or elected public officials shall pay no more of the annual costs or illustrative rate and any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs, than a total amount equal to \$5,500.00 times the number of employees with single person coverage, \$11,000.00 times the number of employees with individual and spouse coverage, plus \$15,000.00 times the number of employees with family coverage, for a medical benefit plan coverage year beginning on or after January 1, 2012. A public employer may allocate its payments for medical benefit plan costs among its employees and elected public officials as it sees fit. By October 1 of each year after 2011, the state treasurer shall adjust the maximum payment permitted under this section for each coverage category for medical benefit plan coverage years beginning the succeeding calendar year, based on the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available from the United States department of labor, bureau of labor statistics.

Sec. 4. (1) By a majority vote of its governing body, a public employer, excluding this state, may elect to comply with this section for a medical benefit plan coverage year instead of the requirements in section 3. The designated state official may elect to comply with this section instead of section 3 as to medical benefit plans for state employees and state officers.

(2) For medical benefit plan coverage years beginning on or after January 1, 2012, a public employer shall pay not more than 80% of the total annual costs of all of the medical benefit plans it offers or contributes to for its employees and elected public officials. For purposes of this subsection, total annual costs includes the premium or illustrative rate of the medical benefit plan and all employer payments for reimbursement of co-pays, deductibles, and payments into health savings accounts, flexible spending accounts, or similar accounts used for health care but does not include beneficiary-paid copayments, coinsurance, deductibles, other out-of-pocket expenses, other service-related fees that are assessed to the coverage beneficiary, or beneficiary payments into health savings accounts, flexible spending accounts, or similar accounts used for health care. Each elected public official who participates in a medical benefit plan offered by a public employer shall be required to pay 20% or more of the total annual costs of that plan. The public employer may allocate the employees' share of total annual costs of the medical benefit plans among the employees of the public employer as it sees fit.

Sec. 5. (1) If a collective bargaining agreement or other contract that is inconsistent with sections 3 and 4 is in effect for a group of employees of a public employer on the effective date of this act, the requirements of section 3 or 4 do not apply to that group of employees until the contract expires. A public employer's expenditures for medical benefit plans under a collective bargaining agreement or other contract described in this subsection shall be excluded from calculation of the public employer's maximum payment under section 4. The requirements of sections 3 and 4 apply to any extension or renewal of the contract.

(2) A collective bargaining agreement or other contract that is executed on or after September 15, 2011 shall not include terms that are inconsistent with the requirements of sections 3 and 4.

Sec. 6. A public employer may deduct the covered employee's or elected public official's portion of the cost of a medical benefit plan from compensation due to the covered employee or elected public official. The employer may condition eligibility for the medical benefit plan on the employee's or elected public official's authorizing the public employer to make the deduction.

Sec. 7. (1) The requirements of this act apply to medical benefit plans of all public employees and elected public officials to the greatest extent consistent with constitutionally allocated powers, whether or not a public employee is a member of a collective bargaining unit.

(2) If a court finds the requirements of section 3 to be invalid, the expenditure limit in section 4 shall apply to a public employer that does not exempt itself under section 8, except that the requirement for a majority vote of the governing body of the public employer in section 4 shall not apply. If a court finds section 4 to be invalid, the expenditure limit in section 3 shall apply to each public employer that does not exempt itself under section 8.

Sec. 8. (1) By a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of this act for the next succeeding year.

(2) A 2/3 vote of the governing body of the local unit of government is required to extend an exemption under this section to a new year.

(3) An exemption under this section is not effective for a city with a mayor who is both the chief executive and chief administrator, unless the mayor also approves the exemption.

(4) An exemption under this section is not effective for a county with a county executive who is both the chief executive and chief administrator, unless the county executive also approves the exemption.

Sec. 9. If a public employer fails to comply with this act, the public employer shall permit the state treasurer to reduce by 10% each economic vitality incentive program payment received under 2011 PA 63 and the department of education shall assess the public employer a penalty equal to 10% of each payment of any funds for which the public employer qualifies under the state school aid act of 1979, 1979 PA 94, MCL 388.1601 to 388.1772, during the period that the public employer fails to comply with this act. Any reduction setoff or penalty amounts recovered shall be returned to the fund from which the reduction is assessed or upon which the penalty is determined. The department of education may also refer the penalty collection to the department of treasury for collection consistent with section 13 of 1941 PA 122, MCL 205.13.

This act is ordered to take immediate effect.

Carol Morey Viventi

Secretary of the Senate

Jay E. Randall

Clerk of the House of Representatives

Approved

.....
Governor

RESOLUTION NO. _____

RESOLUTION TO ACCEPT GRANT FUNDING RECEIVED THROUGH THE CITY OF
GRAND RAPIDS – MET MULTI-JURISDICTIONAL TASK FORCE

WHEREAS:

1. The City of Wyoming has requested to participate in the "BYRNE Memorial Justice Grant" MET – City of Grand Rapids Multi-Jurisdictional Task Force, as appointed by the United States Department of Justice.
2. The City of Wyoming would accept \$25,065 in grant funds designated for the salary of one Wyoming Police Department Detective participating in the Multi-Jurisdictional Task Force.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Wyoming Police Department is authorized to receive said grant funds from the City of Grand Rapids, where their Police Department is serving as host agency for the Multi-Jurisdictional Task Force.
2. Chief James Carmody shall serve on the Board of Directors of the Task Force.
3. Timothy Smith shall serve as the Finance Director responsible for the Wyoming Police Department monthly financial status reports to be submitted to the City of Grand Rapids for reimbursement.

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: November 19, 2012.

Heidi A. Isakson, Wyoming City Clerk

Contract #: 201370973

Grant Agreement

hereinafter referred to as the "Agreement"

between

Michigan State Police

hereinafter referred to as the "Department"

and

City of Grand Rapids
300 Monroe Ave, N.W.
Grand Rapids, MI 49503

Federal I.D. #: 38-6004689

hereinafter referred to as the "Contractor"

for

M.E.T. - City of Grand Rapids
Metropolitan Enforcement Team (M.E.T.)

MSP Project # 70973-3-13-B

I. Period of Agreement:

This Agreement shall commence on 10/1/2012 and continue through 9/30/2013.
This Agreement is in full force and effect for the period specified.

All projects must be initiated within 60 days of the start date of this Agreement.

II. Funding Source and Agreement Amount:

This Agreement is designated as a subrecipient relationship with the following stipulations:

- A. Including federal funds and required local match, the total amount of this Agreement is \$ 347,720.
- B. The Department, under the terms of this Agreement, will provide federal pass-through funding not to exceed \$ 173,860.
- C. The Catalog of Federal Domestic Assistance (CFDA) number is 16.738.
- D. The CFDA Title is Formula Edward Byrne Justice Assistance Grant.
- E. The federal agency name is U.S. Department of Justice, Bureau of Justice Assi.
- F. The federal grant award number is 2012-DJ-BX-0109.
- G. The federal program title is Byrne JAG State FY 2013.

III. Grant Summary:

The Contractor's Grant Summary is outlined in Attachment 1, which is part of this Agreement.

IV. Statement of Work:

The Contractor agrees to undertake, perform and complete the services described in Attachment 2, which is part of this Agreement. Any change to the Statement of Work, by either the Contractor or Department, requires a formal Amendment in the Department's e-grant system, Michigan Automatic Grant Information Connection (MAGIC), available at www.michigan.gov/magic.

V. Project Timeline:

The Contractor agrees to undertake, perform and complete the services within the timeline described in Attachment 2-A, which is part of this Agreement. Any change to the Project Timeline, by either the Contractor or Department, requires a formal Amendment in MAGIC.

VI. Program Budget:

The agreed upon Program Budget for this Agreement is referenced herein as Attachment 3, which is part of this Agreement. Any change to the Program Budget, by either the Contractor or Department, requires a formal Amendment in MAGIC.

Budget deviation allowances are not permitted.

VII. Amendments:

Any change proposed by the Contractor which would affect the Department funding of any project, in whole or in part, must be submitted in writing, via MAGIC, to the Department for approval immediately upon determining the need for such change. Changes made to this Agreement are only valid if made in MAGIC and accepted by both the Contractor and the Department.

VIII. Contractor Responsibilities:

The Contractor in accordance with the general purposes and objectives of this Agreement will:

A. Publication Rights:

1. The Contractor shall give recognition to the Department in any and all publications, papers and presentations arising from the program (including from subcontractors) herein by placing the following disclaimer on any and all publications, papers and presentations:

"This project was supported by Byrne JAG grant #2012-DJ-BX-0109, awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice (DOJ), and administered by the Michigan State Police (MSP). Points of view or opinions contained within this document do not necessarily represent the official position or policies of the MSP or DOJ."

2. The Department shall, in return, give recognition to the Contractor when applicable.
3. Where activities supported by this Agreement produce books, films, or other such copyrightable materials issued by the Contractor, the Contractor may copyright such but shall acknowledge that the Department reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use such materials and to authorize others to reproduce and use such materials. This cannot include service recipient information or personal identification data.
4. Any copyrighted materials or modifications bearing acknowledgment of the Department's name must be approved by the Department prior to reproduction and use of such materials.

B. Reporting Responsibilities:

Failure to comply with any reporting responsibilities identified in this Agreement may result in withholding grant payment(s) or the cancellation of grant award. Contractor's lack of compliance will also be taken into account when considering future grant applications to and awards from the Department.

C. Financial Reporting Requirements:

Financial reporting requirements shall be followed as defined within this section and as outlined in Attachment 4, which is part of this Agreement.

1. Reimbursement Method/Mechanism:

- a. All Contractors must sign up through the on-line vendor registration process to receive all State of Michigan payments as Electronic Funds Transfers (EFT)/Direct Deposits, as mandated by the Management and Budget Act, 1984 PA 431, MCL 18.1283a. Vendor registration information is available on the Department of Technology, Management and Budget's web site located at: <http://www.cpexpress.state.mi.us/>.
- b. This Agreement is reimbursement only. Contractor must document that expenditures have been paid by local sources before requesting reimbursement from the Department.
- c. Reimbursement from the Department is based upon the understanding that Department funds will be paid up to the total Department allocation as agreed upon in the approved Budget. Department funds are first source after the application of fees and earmarked sources unless a specific local match condition exists.
- d. Should the Contractor discover an error in a previous reimbursement request, the Contractor shall immediately notify the Department and refund to the Department any funds not authorized for use under this Agreement and any payments or funds advanced to the Contractor in excess of allowable reimbursable expenses.

2. Financial Status Report (FSR) Submission (Attachment 5):

Once the Agreement has been signed and accepted, regardless of when this occurs, the Contractor is responsible for preparing and submitting a FSR for each month of the Agreement period, as specified in MAGIC. The various FSRs are outlined below:

a. Monthly FSR:

Monthly FSRs must be prepared and submitted to the Department in MAGIC, no later than 30 days after the close of each calendar month. Each month's reimbursement request may only contain expenses from that month. Reimbursement requests that include more than one month's expenditures may not be granted and will be returned to the Contractor for explanation and/or correction and re-submission.

b. Obligation Report:

An Obligation Report, based on annual guidelines, is a one-time FSR and must be submitted by the specified due date in MAGIC. In this report, the Contractor will provide to the Department an estimate of total expenditures for the MAGIC date-specific Agreement period. The information from this report will be used to record the Department's year-end accounts payables and receivables for this Agreement.

c. Final FSR:

A Final FSR is due 30 days following the end of the fiscal year or Agreement period specified in MAGIC. Final FSRs not received from the Contractor by the due date may result in the loss of funding requested on the Obligation Report and/or a potential reduction in the subsequent year's award, if/when applicable.

3. Unobligated Funds:

Any unobligated balance of funds held by the Contractor at the end of the Agreement period will be returned to the Department or treated in accordance with instructions provided by the Department.

4. Program Income:

The Department of Justice regulations allow Contractors to keep funds (program income) derived from grant activities, so long as these funds are used for the same purposes as the grant project. In the absence of such regulations, these funds would be required to be returned to the Department of Justice.

Program income means the gross income earned by the Contractor during the Agreement period as a direct result of the grant project.

All income generated as a direct result of a Department-funded project shall be deemed program income.

Program income may be used to further program objectives under this Agreement or may be refunded to the Department. Program income must be used for the purposes of and under the conditions applicable to the award specified in this Agreement. Program income may only be used for allowable program costs.

Asset forfeiture and treatment/lab fees are the most prominent program income derived from grant activity. Department of Justice regulations require that program income be held in the custody of a governmental entity, with reporting on those funds to the state administrative agency (the Department).

When applicable, Program Income Reports (ADM-208B) are to be filed quarterly, and are attached to the supplied Quarterly Progress Reports. This form will be provided.

Any program not earning program income must fill out and submit to the Department a Program Income Waiver Report (ADM-208A) within 30 days of the acceptance of this Agreement. This form will be provided.

5. **Audits:**

This section applies to Contractors designated as subrecipients. Contractors designated as vendors are exempt from the provisions of this section.

a. **Required Audit or Notification Letter:**

Contractors must submit to the Department a Single Audit, Financial Statement Audit, or Audit Status Notification Letter as described below. If submitting a Single Audit or Financial Statement Audit, Contractors must also submit a Corrective Action Plan for any audit findings that impact Department-funded programs and management letter (if issued) with a response.

b. **Single Audit:**

Contractors that expend \$500,000 or more in federal awards during the Contractor's fiscal year must submit to the Department a Single Audit prepared consistent with the Single Audit Act Amendments of 1996, and Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," as revised.

c. **Financial Statement Audit:**

Contractors exempt from the Single Audit requirements that receive \$500,000 or more in **total funding** from the Department in state and federal grant funding must submit to the Department a Financial Statement Audit prepared in accordance with generally accepted auditing standards (GAAS). Contractors exempt from the Single Audit requirements that receive less than \$500,000 of total Department grant funding must submit to the Department a Financial Statement Audit prepared in accordance with GAAS if the audit includes disclosures that may negatively impact Department-funded programs including, but not limited to fraud, financial statement misstatements, and violations of contract and grant provisions.

d. **Audit Status Notification Letter:**

Contractors exempt from both the Single Audit and Financial Statement Audit requirements (b. and c. above) must submit an Audit Status Notification Letter that certifies these exemptions (see Attachment 6).

- e. **Due Date and Submission Information:**
The required audit and any other required submissions (e.g., Corrective Action Plan and management letter with a response), or Audit Status Notification Letter must be submitted to the Department within nine months after the end of the Contractor's fiscal year to:

Michigan Department of Education, Office of Audits
Hannah Building, 4th Floor
P.O. Box 30008
608 West Allegan
Lansing, MI 48909

- f. **Penalty:**

i. **Delinquent Single Audit or Financial Statement Audit:**

If the Contractor does not submit the required Single Audit reporting package, management letter (if issued) with a response, and Corrective Action Plan; or the Financial Statement Audit and management letter (if issued) with a response within nine months after the end of the Contractor's fiscal year and an extension has not been approved by the cognizant or oversight agency for audit, the Department may withhold from the current funding an amount equal to five percent of the audit year's grant funding (not to exceed \$200,000) until the required filing is received by the Department. The Department may retain the amount withheld if the Contractor is more than 120 days delinquent in meeting the filing requirements and an extension has not been approved by the cognizant or oversight agency for audit. The Department may terminate the current grant if the Contractor is more than 180 days delinquent in meeting the filing requirements and an extension has not been approved by the cognizant or oversight agency for audit.

ii. **Delinquent Audit Status Notification Letter:**

Failure to submit the Audit Status Notification Letter, when required, may result in withholding from the current funding an amount equal to one percent of the audit year's grant funding until the Audit Status Notification Letter is received.

- g. **Other Audits:**

The Department or federal agencies may also conduct or arrange for "agreed upon procedures" or additional audits to meet their needs.

6. **Performance/Progress/PMT Report Requirements:**

The progress reporting methods, as applicable, shall be followed as described in Attachment 4, which is part of this Agreement through reference.

Progress reporting is due no later than 20 days after the end of each quarter through the federal Performance Measurement Tool (PMT) system located at: <http://www.bjaperformancetools.org>. Contractors will be provided from the Department a user login and password to gain access to this system within 30 days of the start date of the Agreement.

When applicable, additional programmatic Progress Reports are due no later than 20 days after the end of each quarter.

7. **Equipment Purchases and Title:**

Any Contractor equipment purchases supported in whole or in part through this Agreement must be listed in an Equipment Inventory Schedule. Equipment means tangible, non-expendable, personal property having useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Title to items having a unit acquisition cost of less than \$5,000 shall vest with the Contractor upon acquisition. The Department reserves the right to retain or transfer the title to all items of equipment having a unit acquisition cost of \$5,000 or more, to the extent that the Department's proportionate interest in such equipment supports such retention or transfer of title.

All purchases supported in whole or in part through this Agreement must use procurement procedures that conform to the Contractor's local requirements.

8. **Employee Time Certification:**

It is the Contractor's obligation to notify the Department immediately when a Byrne JAG-funded employee (including employees of subcontractors):

- Is disabled or deceases while having been assigned to a grant-funded position;
- Is removed or reassigned from a grant-funded position; and/or,
- Is unable to report to work due to injury or illness not related to job performance (and is not replaced within 30 days by another employee).

Contractor's failure to comply with notification to the Department could result in loss of position funding from the Department.

All Agreement-funded employees, including employees of subcontractors, will complete and submit to Contractor an executed Employee Time Certification form (ADM-214). Contractor will submit the certifications to the Department semi-annually, by attaching this fully executed form to their e-grant in MAGIC. This form will be provided to the Contractor by the Department.

9. **Record Maintenance/Retention:**

Maintain adequate program and fiscal records and files, including source documentation to support program activities and all expenditures made under the terms of this Agreement, as required. Assure that all terms of this Agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this Agreement will be maintained (may be off site) for a period of not less than four years from the date of grant closure, the date of submission of the Final FSR or until litigation and audit findings have been resolved. All retention record guidelines set by the local jurisdiction (Contractor) must be adhered to if they require additional years beyond retention guidelines stated herein.

10. **Authorized Access:**

Permit upon reasonable notification and at reasonable times, access by authorized representatives of the Department, Program Evaluators (contracted by the Department), Federal Grantor Agency, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, files and documentation related to this Agreement, to the extent authorized by applicable state or federal law, rule or regulation.

The Department may conduct on-site monitoring visit(s) and/or grant audit(s) any time during the grant period. All grant records and personnel must be made available during any visit, including subcontractors, if requested.

The Department may request that a funded program be evaluated by an outside evaluation team contracted by the Department. Contractors shall work cooperatively with the evaluation team in such a manner that the program be able to be fully reviewed and assessed.

11. **Subcontractor/Vendor Monitoring:**

Contractor must ensure that each of its subcontractors comply with the Single Audit Act of 1984, as amended, 31 USC 7501 et seq. requirements and must issue management decisions on audit findings of their subcontractors as required by OMB Circular A-133. The Contractor is responsible for reviewing all single audit adverse findings and ensuring that corrective actions are implemented. Contractor will ensure subcontractors forward all single audits covering grant funds administered through the Department to the Contractor.

Contractor must also develop a subcontractor monitoring plan that addresses "during the award monitoring" of subcontractors to provide reasonable assurance that the subcontractor administers Federal awards in compliance with laws, regulations, provisions of contracts and that performance goals are achieved.

Contractor must establish requirements to ensure compliance for for-profit subcontractors as required by OMB Circular A-133, Section .210(e). Contractor must ensure that transactions with **vendors** comply with laws, regulations, and provisions of contracts or grant agreements in compliance with OMB Circular A-133, Section .210(f).

12. **Subcontracts:**

Assure for any subcontracted service, activity or product:

- a. That the Contractor will submit copies of all executed subcontracts within 60 days of the execution of this Agreement. Subcontracts should cover all personnel contained in the "contractual" line item within the grant budget. Each listed agency shall have its own subcontract signed by the Contractor and an official of that jurisdiction. Failure to submit these documents to the Department within 60 days may result in withholding future payment or other penalties, as determined by the Department.
- b. That a written subcontract is executed by all affected parties prior to the initiation of any new subcontract activity. Exceptions to this policy may be granted by the Department upon written request within 30 days of execution of this Agreement.
- c. That any executed subcontract to this Agreement shall require the subcontractor to comply with all applicable terms and conditions of this Agreement, including all Certifications and Assurances referenced in this Agreement.
- d. In the event of a conflict between this Agreement and the provisions of the subcontract, the provisions of this Agreement shall prevail. A conflict between this Agreement and a subcontract, however, shall not be deemed to exist where the subcontract:
 - i. Contains additional non-conflicting provisions not set forth in this Agreement;
 - ii. Restates provisions of this Agreement to afford the Contractor the same or substantially the same rights and privileges as the Department; or,
 - iii. Requires the subcontractor to perform duties and/or services in less time than that afforded the Contractor in this Agreement.
- e. That the subcontract does not affect the Contractor's accountability to the Department for the subcontracted activity.
- f. That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and services. All subcontractors must submit requests for reimbursement to the Contractor in a timely manner such that the Contractor can include these requests on the proper month's FSR. **Subcontractors must be paid within 30 days of receipt of reimbursement by the Contractor.**

13. **Notification of Modifications:**

Contractor must provide timely notification to the Department, in writing, of any action by its governing board or any other funding source that would require or result in significant modification in the provision of services, funding or compliance with operational procedures.

14. **Software Compliance:**

Contractor must ensure software compliance and compatibility with the Department's data systems for services provided under this Agreement including, but not limited to: stored data, databases and interfaces for the production of work products and reports. All required data under this Agreement shall be provided in an accurate and timely manner without interruption, failure or errors due to the inaccuracy of the Contractor's business operations for processing date/time data.

15. **Human Subjects:**

Contractor agrees that prior to the initiation of research, Contractor will submit Institutional Review Board (IRB) application material for all research involving human subjects, which is conducted in programs sponsored by the Department or in programs which receive funding from or through the state of Michigan, to a federally assured IRB for review and approval. All paperwork involving the IRB must be submitted to the Department.

16. Notification of Criminal or Administrative Investigations/Charges:

If the Contractor or Contractor's Project Director becomes aware of a criminal or administrative investigation or charge that directly or indirectly involves grant funds referenced in this Agreement, the Contractor or Contractor's Project Director shall immediately notify the Department's Contract Manager, in writing, that such an investigation is ongoing or that a charge has been issued.

IX. Department Responsibilities:

The Department, in accordance with the general purposes, objectives and terms and conditions of this Agreement, will provide reimbursement based upon appropriate reports, records and documentation maintained by the Contractor.

X. Department Contract Manager/Administrator of the Agreement:

The individual acting on behalf of the Department in administering this Agreement as the Contract Manager is:

Nancy Becker Bennett, Division Director
Michigan State Police
Grants Management Division
333 S. Grand Avenue, 5th Fl.
P.O. Box 30634
Lansing, MI 48909-0634

Telephone: (517) 373-2952
Fax: (517) 241-1081
E-mail: beckern@michigan.gov

XI. Agreement Suspension/Termination:

The Department and/or the Contractor may suspend and/or terminate this Agreement without further liability or penalty to the Department for any of the following reasons:

- A. This Agreement may be suspended by the Department if any of the terms of this Agreement are not adhered to. Suspension requires immediate action by the Contractor to comply with this Agreement terms; otherwise, termination by the Department may occur.
- B. Failure from the Contractor to make satisfactory progress toward the goals, objectives, or strategies set forth in the Agreement.
- C. Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- D. Filing false certification in this Agreement or other report or document.
- E. This Agreement may be terminated by either party by giving 15 days written notice to the other party. Such written notice will provide valid, legal reasons for termination along with the effective date.
- F. This Agreement may be terminated immediately if the Contractor, an official of the Contractor or an owner is convicted of any activity (referenced in Section VIII, 16, above) of this Agreement during the term of this Agreement or any extension thereof.

XII. Final Reporting Upon Termination:

Should this Agreement be terminated by either party, within 30 days after the termination, the Contractor shall provide the Department with all financial, performance and other reports required as a condition of this Agreement. The Department will make payments to the Contractor for allowable reimbursable costs not covered by previous payments or other state or federal programs. The Contractor shall immediately refund to the Department any funds not authorized for use and any payments or funds advanced to the Contractor in excess of allowable reimbursable expenditures.

XIII. Severability:

If any provision of this Agreement or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this Agreement.

XIV. Liability:

- A. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this Agreement shall be the responsibility of the Contractor, and not the responsibility of the Department, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Contractor, any subcontractor, anyone directly or indirectly employed by the Contractor, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Contractor or its employees by statute or court decisions.

- B. All liability to third parties, loss or damage as a result of claims, demands, costs or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the Department in the performance of this Agreement shall be the responsibility of the Department, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any Department employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the state of Michigan, its agencies (the Department) or employees as provided by statute or court decisions.
- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and the Department in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the Contractor and the Department in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Contractor, the state of Michigan, its agencies (the Department) or their employees, respectively, as provided by statute or court decisions.

XV. Special Conditions:

- A. This Agreement is valid upon approval and execution by the Department.
- B. This Agreement is conditionally approved subject to and contingent upon the availability of funds.
- C. The Department will not assume any responsibility or liability for costs incurred by the Contractor prior to the full execution of this Agreement.

XVI. Certifications and Assurances:

These Certifications and Assurances are applicable to the Contractor and all subcontractors of the Contractor. It is the Contractor's responsibility to ensure that subcontractors are adhering to the Certifications and Assurances. Failure to do so may result in termination of grant funding or other remedies.

A. Certifications:

Contractors should refer to the regulations cited below to determine the certification to which they are required to attest. Acceptance of this Agreement provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying" and 28 C.F.R. Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)."

B. Lobbying:

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the Contractor certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the contractor shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and,

3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

C. Debarment, Suspension and Other Responsibility Matters (Direct Recipient):

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 C.F.R. Part 2867, for prospective participants in primary covered transactions, as defined at 28 C.F.R. Part 2867, Section 2867.20(a):

1. The Contractor certifies that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Department and U.S. Government in this case.
 - d. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - e. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

D. Federal Taxes:

If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Department and U.S. Government in this case.

E. Drug-Free Workplace:

1. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 C.F.R. Part 83. The Contractor certifies that it will provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- b. Establishing an on-going drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The Contractor's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation and employee assistance programs; and,
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) of this section.
- d. Notifying the employee in the statement required by paragraph (a) of this section that, as a condition of employment under the grant, the employee will:
 - i. Abide by the terms of the statement; and,
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (ii) of this section from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, Attn: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant.
- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(ii) of this section, with respect to any employee who is so convicted:
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f) above.

F. Standard Assurances:

The Contractor hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and, 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The Contractor also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

3. It will give the awarding agency or the general accounting office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61 and 63, and the award term in 2 C.F.R. § 175.15(b).
4. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
5. It will comply (and will require any subgrantees or Contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act of 1984 (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and, the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Executive Order 13279 (equal protection of the laws for faith-based and community organizations).

If a governmental entity:

1. It will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and,
2. It will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

G. Non-Supplanting:

It is imperative that the Contractor understand that the nonsupplanting requirement mandates that grant funds may be used only to supplement (increase) a Contractor's budget, and may not supplant (replace) state, local or tribal funds that a Contractor (inclusive of any subcontractors) otherwise would have spent on positions and/or any other items approved in this Grant Budget if it had not received a grant award.

This means that if your agency plans to:

1. Hire new positions (including filling existing vacancies that are no longer funded in your agency's budget), it must hire these additional positions on or after the official grant award start date, above its current budgeted (funded) level of positions.
2. Rehire personnel who have already been laid off (at the time of application) as a result of state, local, or tribal budget cuts, it must rehire the personnel on or after the official grant award start date, and maintain documentation showing the date(s) that the positions were laid off and rehired.

3. Maintain personnel who are (at the time of application) currently scheduled to be laid off on a future date as a result of state, local or tribal budget cuts, it must continue to fund the personnel with its own funds from the grant award start date until the date of the scheduled lay-off (e.g., if the grant award start date is July 1 and the lay-off is scheduled for October 1, then the grant funds may not be used to fund the officers until October 1, the date of the scheduled layoff), and maintain documentation showing the date(s) and reason(s) for the lay-off. [Please note that as long as your agency can document the date that the lay-off(s) would occur if the grant funds were not available, it may transfer the personnel to the grant funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual personnel.]
4. Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of grant funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual personnel regarding the date(s) of the layoffs; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's grant records.

H. Compliance with Applicable Laws:

Contractor will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this Agreement. The Contractor will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this Agreement.

I. Hatch Political Activity Act and Intergovernmental Personnel Act:

Contractor will comply with the Hatch Act of 1939, 5 USC 1501-08, and the Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Service Reform Act of 1978, 42 USC 4728. Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs.

J. Health Insurance Portability and Accountability Act of 1996:

To the extent that the Health Insurance Portability and Accountability Act of 1996 is pertinent to the services that the Contractor provides to the Department under this Agreement, the Contractor assures that it is in compliance with the HIPAA requirements including the following:

1. Contractor must not share any protected health data and information provided by the Department that falls within the HIPAA requirements except to a subcontractor, as appropriate under this Agreement.
2. Contractor must require the subcontractor not to share any protected health data and information from the Department that falls under the HIPAA requirements in the terms and conditions of the subcontract.
3. Contractor must only use the protected health data and information for the purposes of this Agreement.
4. Contractor must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Contractor's employees.
5. Contractor must have a policy and procedure to report to the Department unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Contractor becomes aware.

6. Failure to comply with any of these contractual requirements may result in the termination of this Agreement in accordance with Section XI, Agreement Suspension/Termination, above.
7. In accordance with the HIPAA requirements, the Contractor is liable for any claim, loss or damage relating to unauthorized use or disclosure of protected health data and information received by the Contractor from the Department or any other source.

XVII. Unallowable Expenses and Activities:

- Costs in applying for this grant (e.g., consultants, grant writers, etc.).
- Any expenses incurred prior to the date of the Agreement.
- Any administrative costs not directly related to the administration of this Agreement.
- Indirect costs rates or indirect administrative expenses (only direct costs permitted).
- Personnel, including law enforcement officers, not connected to the project for which you are applying.
- Lobbying or advocacy for particular legislative or administrative reform.
- Fund raising and any salaries or expenses associated with it.
- Legal fees.
- All travel including first class or out-of-state travel (unless prior approval by the Department is received).
- Promotional items (unless prior approval by the Department is received).
- One-time events, prizes, entertainment (e.g., tours, excursions, amusement parks, sporting events) (unless prior approval by the Department is received).
- Honorariums.
- Contributions and donations.
- Management or administrative training, conferences (unless prior approval by the Department is received).
- Management studies or research and development (costs related to evaluation are permitted).
- Fines and penalties.
- Losses from uncollectible bad debts.
- Purchases of land.
- Memberships and agency dues, unless a specific requirement of the project (unless prior approval by the Department is received).
- Compensation to federal employees.
- Military type equipment such as armored vehicles, explosive devices, and other items typically associated with the military arsenal.
- Purchasing of vehicles, vessels or aircraft.
- Construction costs and/or renovation (including remodeling).
- Service contracts and training beyond the expiration of this Agreement.
- Informant fees, rewards or buy money.
- K9 dogs and horses (including any food and/or supplies relating to the upkeep of law enforcement animals).
- Livescan devices for applicant prints including any related supplies.
- Food, refreshments, snacks
 - Note: No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (e.g., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from the Department and the U.S. Department of Justice. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

XVIII. Conditions on Expenses:

Costs must be reasonable and necessary. If required by the local jurisdiction, costs must be sustained by competitive bids. All contracts and subcontracts require prior approval by the Department. If detailed information is not included as part of the application process, the Contractor must submit a request seeking approval once the subcontractors are identified.

Individual consultant fees are limited to \$450 (excluding travel, lodging and meal costs) per day, which includes legal, medical, psychological and accountant consultants. If the rate will exceed \$450 for an eight-hour day, prior written approval is required from the Department. Compensation for individual consultant services is to be responsible and consistent with that paid for similar services in the marketplace.

XIX. Conflict of Interest:

The Contractor and Department are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 et seq, and 1973 PA 196, as amended, MCL 15.341 et seq.

XX. State of Michigan Agreement:

This is a state of Michigan Agreement and is governed by the laws of Michigan. Any dispute arising as a result of this Agreement shall be resolved in the state of Michigan.

XXI. Special Certification:

The individual electronically accepting this Agreement certifies by his/her acceptance that he/she is authorized to sign this Agreement on behalf of the Contractor.

XXII. Contractor Signature:

The Authorized Official's typed name below, in lieu of signature, represents the Contractor's legal acceptance of the terms of this Agreement including Certifications and Assurances agreed to prior to application submission.

Gregory Sundstrom

Name of Authorized Official *(Please print)*

City Manager

Title of Authorized Official *(Please print)*

GRANT SUMMARY

70973-3-13-B

The Metropolitan Enforcement Team (M.E.T.) is a continuing project which emphasizes the cooperation of local, county, state, and federal agencies with the goal of disrupting and dismantling drug trafficking organizations in Kent County. M.E.T. is unique to other narcotics teams in Kent County and focuses on criminal interdiction techniques to accomplish its goals.

STATEMENT OF WORK

70973-3-13-B

The multi-jurisdictional approach to investigate drug crimes used by the Metropolitan Enforcement Team Board of Directors will continue in fiscal year 2012-2013. MET places an emphasis on cooperation and intelligence sharing and will continue to coordinate its efforts with other law enforcement agencies in Kent County including the Kent Narcotics Team, Grand Rapids PD Vice Unit, Kentwood PD SIU, and Federal agencies such as DEA, ICE, ATF, FBI and USPS. Cases that meet federal guidelines and thresholds will be pursued through the federal system when appropriate. The Kent County Prosecutors Office will assist in the coordination and prosecution of MET generated investigations.

MET will continue to use a two team investigative approach. In 2013 MET will consist of two teams, the Conspiracy Crimes Team and the Criminal Interdiction Team. The Conspiracy Crimes Team will be tasked with additional Parcel Interdiction duties to generate investigations and accomplish this year's focused goal. MET will also continue to coordinate investigations of drug trafficking organizations with other narcotics units in Kent County. The two MET teams work opposite but overlapping shifts to enhance coverage but also allow for the sharing of intelligence and case information.

Both of the teams at MET are responsible to the MET Operations Lieutenant. The Operations Lieutenant is responsible for the day to day operations of the teams. The Operations Lieutenant reports to the MET Section Commander who holds the rank of First Lieutenant. Both Lieutenants are employed by the Michigan State Police. The Section Commander serves as a liaison with a variety of local agencies, enforcement units, and other governmental bodies. He will also focus on the enhancement of information sharing, cooperative enforcement, personnel commitments, assignments and funding issues.

Detective Sergeants from Grand Rapids PD and the Michigan State Police supervise the two teams at MET. The duties of the team leaders include supervision and investigative efforts of the assigned team. They will coordinate both overt and covert programs of conventional, criminal interdiction and conspiracy style investigations including drug purchases, surveillance, search warrants etc. The team leaders are responsible to ensure team personnel are properly trained, equipped and supervised. The team leaders keep the Operations Lieutenant apprised of the day to day operations of their respective teams.

The Conspiracy Crimes Team will focus on identifying and arresting mid to upper level dealers operating in Kent County. This team will also utilize all possible criminal and civil actions to attack and disrupt drug organizations. The team will also continue to partner with the DEA Task Force and Homeland Security Investigations to coordinate investigations through the federal system. In 2013 the Conspiracy Team will also take on additional parcel interdiction duties. The conspiracy team will coordinate with USPS, FedEx and UPS to coordinate evening outbound parcel sorts with the goal of identifying outgoing controlled substances and US Currency that is the result of narcotics trafficking.

The interdiction team will focus on parcel interdiction, hotels and public transportation (air, rail and bus stations) in Kent County. On a regular basis MET partners and shares intelligence with the Michigan State Police 6th District Hometown Security Team. They focus on highway interdiction efforts. This Interdiction teams focus will be identifying large shipments of narcotics and seizing those before they are distributed on the street. They will also seize cash being collected by the same organizations.

STATEMENT OF WORK

The Conspiracy Crimes and Interdiction teams will implement the investigation of drug crimes with the emphasis on parcel interdiction which is the priority goal for 2013:

1. Identify, investigate and arrest those individuals involved in trafficking and manufacturing controlled substances through aggressive enforcement of applicable state and federal statutes.
2. Coordinate interdiction efforts with federal and local jurisdictions focusing on the parcel distribution centers in an effort to exert maximum pressure on suppliers to change the current preferred method of distribution in Kent County.
3. Use interdiction efforts at hotels, airports, rail and bus stations to augment the parcel interdiction in an attempt to identify suspects involved in narcotics trafficking.
4. Continue to use the HIDTA deconfliction and case matching systems to share intelligence and prevent "blue on blue" conflicts.
5. Target the assets of drug trafficking organizations when located and appropriate to damage the viability of the organization.
6. Provide current training to MET personnel in narcotics investigation, criminal interdiction and financial investigations. Provide training and foster relationships with groups that enhance the criminal interdiction efforts in the Kent County area.
7. Use intelligence generated through parcel interdiction and enforcement to identify drug trafficking organizations and criminal groups responsible for bringing in quantities of controlled substances over a period of time. Detectives from MET will work these types of cases using conspiracy crime investigative techniques.

MET also employs two civilian positions which are funded entirely by MET. The office assistant provides office support to detectives and staff at MET. This comes in the form of dictation of reports, directing calls for service and taking tips in addition to maintaining office equipment and supplies. One of the primary functions of the office assistant is to assist with MET bookkeeping and accounting. The office assistant also assists the section commander with the preparation of quarterly reports, board meeting documents and minutes in addition to scheduling. The office assistant is skilled in various State Police and City of Grand Rapids databases and computer software including AICS, GRIP and ALTARIS.

MET also employs a property room manager whose primary function is to maintain the property room to Michigan Department of State Police guidelines and policy. This is accomplished through audits and timely property destruction and disposition. The property room manager maintains all property of evidential nature in addition to that seized under forfeiture statutes. The property room manager uses the AICS system to track property in addition to transporting it for crime lab testing and maintaining a proper chain of custody. This function is critical to court proceedings and the credibility of MET. The property room manager works with State Police policies and with prosecutors, courts and auctioneers to dispose of forfeited property. The property room

STATEMENT OF WORK

manager also maintains cash receipts and pays vendor bills through the MET fiduciary. The property manager also assists the section commander with fleet issues and vehicle maintenance.

The office assistant and property room manager remove a tremendous burden from detectives and supervisors assigned to MET. With these two positions investigators are freed up to spend the additional time devoted to narcotics enforcement. These positions are integral to MET and its continued success.

The Metropolitan Enforcement Team is guided by a Board of Directors comprised of chiefs of police of Grand Rapids, Wyoming and Kentwood, the Kent County Sheriff, Michigan State Police District Command, the Kent County Prosecuting Attorney, the DEA and FBI. Such a framework ensures a responsible coordinated response to the community's drug enforcement needs and effort. MET Board members also provide continuity to monitor and improve the future success of the Metropolitan Enforcement Team.

The current MET Board of Directors are:

Chief Kevin Belk - Grand Rapids Police Department (Board Chair)

Chief James Carmody - Wyoming Police Department (Vice Chair)

Sheriff Larry Stelma - Kent County Sheriff's Office

Chief Richard Mattice - Kentwood Police Department

Captain Gary Nix - Michigan State Police 6th District Headquarters

Mr. William Forsyth - Kent County Prosecuting Attorney

Ex-officio Board Members include:

RAC Mike Yasenchak - DEA

RAC John King - FBI

D/F/Lt Mike Anderson - Michigan State Police

Current Commitment to the Metropolitan Enforcement Team are:

Grand Rapids Police Department:

(2) Patrol Officers/Detectives - Grant Funded

(1) D/Sergeant / Team Leader - Grant Funded (ARRA until 9/12 then MET funded)

Kent County Sheriff's Department:

(1) Deputy/Detective - Grant Funded

Kentwood Police Department:

(1) Patrol Officer/Detective - Grant Funded

STATEMENT OF WORK

Wyoming Police Department:

- (1) Patrol Officer/Detective - Grant Funded

Michigan State Police:

- (1) D/F/Lieutenant/Section Commander - MSP General Fund

- (1) D/Lieutenant/Operations Lt - Grant Funded

- (1) D/Sergeant/ Team Leader - Grant Funded

- (1) Trooper/Detective - MSP General Fund

Homeland Security Investigations:

- (1) Special Agent - ICE Funded

Drug Enforcement Administration:

- (1) Special Agent - DEA Funded

Metropolitan Enforcement Team:

- (1) Administrative assistant - MET Funded

- (1) Property Room manager - MET Funded

PROJECT TIMELINE

70973-3-13-B

Metropolitan Enforcement Team Project Timeline

For this grant period all funds requested will be used to augment and support local funding for the listed agencies reference wages and benefits.

The grant will be utilized from the grant onset beginning October 1, 2012 and continue until September 30, 2013, which is the end date for the grant year.

Oct 1, 2012: The following agencies participating in the Metropolitan Enforcement Team will be retained and benefit from this years BRYNE grant and local funding. Current commitments to the Metropolitan Enforcement Team are as follows:

GRAND RAPIDS POLICE DEPARTMENT:

(2) Patrol Officers / Detectives ----- Grant Funded
 (1) Detective Sergeant Team Leader ----- MET Funded

KENT COUNTY SHERIFF'S OFFICE:

(1) Deputy / Detective ----- Grant Funded

KENTWOOD POLICE DEPARTMENT:

(1) Patrol Officer / Detective ----- Grant Funded

WYOMING POLICE DEPARTMENT:

(1) PATROL OFFICER / Detective ----- Grant Funded

MICHIGAN STATE POLICE:

(1) D/F/Lieutenant /Section Commander ----- MSP General Fund
 (1) D/Lieutenant /Operations Lt ----- Grant Funded
 (1) D/Sergeant /Team Leader ----- Grant Funded
 (1) D/Tpr/Spl /Interdiction Team ----- MSP General Fund

DRUG ENFORCEMENT ADMINISTRATION:

(1) S/Agent /Interdiction Team Liason ----- DEA Funded

IMMIGRATION AND CUSTOMS ENFORCEMENT:

(1) S/Agent /Interdiction Team Liason ----- ICE Funded

UNITED STATES POSTAL SERVICE:

(1) Postal Insp/Interdiction Team Liason ----- USPS Funded

PROJECT TIMELINE

METROPOLITAN ENFORCEMENT TEAM:

(1) Administrative Assistant ----- MET Funded

(1) Property Room/Forfeiture Manager ----- MET Funded

During the grant year MET will track and report quarterly the activities related to investigations generated. The investigations and subsequent performance measures will then be compared with the specific goals and objectives outlined for the 2013 grant year to assess progress and effectiveness.

As of September 30, 2013 BYRNE grant funding will be ended. Additional grant funding will be sought and positions above will be retained with local funds.

**MICHIGAN STATE POLICE
GRANTS MANAGEMENT DIVISION
PROGRAM BUDGET SUMMARY
MSP PROJECT # 70973-3-13-B**

View at 100% or Larger
Use **WHOLE DOLLARS** Only

PROGRAM Metropolitan Enforcement Team (M.E.T.)			DATE PREPARED 6/26/2012		Page 1	Of 1
CONTRACTOR NAME City of Grand Rapids			BUDGET PERIOD From: 10/1/2012 To: 9/30/2013			
MAILING ADDRESS (Number and Street) 300 Monroe Ave, N.W.			BUDGET AGREEMENT <input type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT ►		AMENDMENT #	
CITY Grand Rapids	STATE MI	ZIP CODE 49503	FEDERAL ID NUMBER 38-6004689			
EXPENDITURE CATEGORY						TOTAL BUDGET
1. SALARIES & WAGES		\$26,076	\$26,076			\$52,152
2. FRINGE BENEFITS		\$17,309	\$17,309			\$34,618
3. TRAVEL						
4. SUPPLIES & MATERIALS						
5. CONTRACTUAL (Subcontracts/Subrecipients)		\$130,475	\$130,475			\$260,950
6. EQUIPMENT						
7. OTHER EXPENSES						
8. TOTAL DIRECT EXPENDITURES (Sum of Lines 1-7)		\$173,860	\$173,860			\$347,720
9. TOTAL EXPENDITURES		\$173,860	\$173,860			\$347,720

SOURCE OF FUNDS

10. STATE AGREEMENT		\$173,860			\$173,860
11. LOCAL			\$173,860		\$173,860
14. TOTAL FUNDING		\$173,860	\$173,860		\$347,720

**MICHIGAN STATE POLICE
GRANTS MANAGEMENT DIVISION
PROGRAM BUDGET – COST DETAIL SCHEDULE
MSP PROJECT # 70973-3-13-B**

View at 100% or Larger
Use **WHOLE DOLLARS** Only

Page of

PROGRAM		BUDGET PERIOD		DATE PREPARED
Metropolitan Enforcement Team (M.E.T.)		From: 10/1/2012	To: 9/30/2013	10/22/2012
CONTRACTOR NAME		BUDGET AGREEMENT		AMENDMENT #
City of Grand Rapids		<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT		
1. SALARY & WAGES	COMMENTS	POSITIONS REQUIRED	TOTAL SALARY	
Grand Rapids Police Department		2	align="right">\$52,152	
1. TOTAL SALARIES & WAGES:				
2. FRINGE BENEFITS (Specify)				
<input type="checkbox"/> FICA	<input type="checkbox"/> LIFE INS.	<input type="checkbox"/> DENTAL INS.	COMPOSITE RATE	
<input type="checkbox"/> UNEMPLOY INS.	<input type="checkbox"/> VISION INS.	<input type="checkbox"/> WORK COMP.	AMOUNT	%
<input type="checkbox"/> RETIREMENT	<input type="checkbox"/> HEARING INS.			
<input type="checkbox"/> HOSPITAL INS.	<input type="checkbox"/> OTHER (specify) _____		2. TOTAL FRINGE BENEFITS:	
3. TRAVEL (Specify if category exceeds 10% of Total Expenditures)				
3 TOTAL TRAVEL:				
4. SUPPLIES & MATERIALS (Specify if category exceeds 10% of Total Expenditures)				
4. TOTAL SUPPLIES & MATERIALS:				
5. CONTRACTUAL (Specify Subcontracts/Subrecipients)				
<u>Name</u>	<u>Address</u>	<u>Amount</u>		
Kent County Sheriff's Office	701 Ball NE Grand Rapids, MI 49503	\$21,315	\$21,315	
Kentwood Police Department		\$18,774	\$18,774	
Michigan State Police		\$65,321	\$65,321	
5. TOTAL CONTRACTUAL:				
6. EQUIPMENT (Specify items)				
6. TOTAL EQUIPMENT:				
7. OTHER EXPENSES (Specify if category exceeds 10% of Total Expenditures)				
7. TOTAL OTHER:				
8. TOTAL DIRECT EXPENDITURES (Sum of Totals 1-7)		8. TOTAL DIRECT EXPENDITURES:		
9. TOTAL EXPENDITURES (Sum of lines 8-9)				
Use Additional Sheets as Needed				

PERFORMANCE / PROGRESS / PMT REPORT REQUIREMENTS

A. The Contractor shall submit the following reports on the following dates:

Progress reporting will take place no later than 20 days after the end of each quarter through the federal PMT system located at: <http://www.bjaperformancetools.org>. If applicable, another report also due no later than 20 days after the end of each quarter must be submitted that will include performance on implementation, activity, goals and objectives as well as metrics specific to your program area. Quarterly due dates are outlined below:

January 20, 2013
 April 20, 2013
 July 20, 2013
 October 20, 2013

All Performance/Progress/PMT Reports must be attached to MAGIC by the 20th day after the end of each quarter. It is the grantees responsibility to familiarize themselves with the requirements of the Performance/Progress/PMT Reports, which are contained within an awarded contract.

Additional quarterly progress reports are also required by all Byrne JAG grantees. In addition to the PMT report, grantees must complete the individualized quarterly progress report supplied by the MSP Grants Management Section. These reports are available on www.michigan.gov/cjgrants. This report is also due by the 20th of the month following each quarter and must be attached to MAGIC. Please do not click the "submit" button until both reports are attached to MAGIC. Failure to submit reports in a timely manner will stop reimbursement of funds and may be reason for closure of the agreement.

FSRs must be submitted on a monthly basis, no later than 30 days after the close of each calendar month. Requests for reimbursement must be submitted for the month in which payment by your agency was made. Dates are outlined below:

10/1/12 - 10/31/12 Due 11/30/12
 11/1/12 - 11/30/12 Due 12/30/12
 12/1/12 - 12/31/12 Due 1/30/13
 1/1/13 - 1/31/13 Due 2/28/13
 2/1/13 - 2/28/13 Due 3/30/13
 3/1/13 - 3/31/13 Due 4/30/13
 4/1/13 - 4/30/13 Due 5/30/13
 5/1/13 - 5/31/13 Due 6/30/13
 6/1/13 - 6/30/13 Due 7/30/13
 7/1/13 - 7/31/13 Due 8/30/13
 8/1/13 - 8/31/13 Due 9/30/13
 9/1/13 - 9/30/13 Due 10/30/13
 Obligation Report 9/1/13-9/30/13 Due 10/12/13

The FSR form and instructions for completing the FSR form are contained within the Michigan Automatic Grant Information Connection (MAGIC) system. It is the grantees responsibility to familiarize themselves with the requirements of the FSR, which are contained within an awarded contract.

PERFORMANCE / PROGRESS / PMT REPORT REQUIREMENTS

- B. Any such other information as specified in the Statement of Work, Attachment 2, shall be developed and submitted by the Contractor as required by the Contract Manager.

PERFORMANCE / PROGRESS / PMT REPORT REQUIREMENTS

- C. The Contract Manager shall evaluate the reports submitted as described in Attachment 4, Items A and B for their completeness and adequacy.

PERFORMANCE / PROGRESS / PMT REPORT REQUIREMENTS

- D. The Contractor shall permit the Department or its designee to visit and to make an evaluation of the project as determined by Contract Manager.

**MICHIGAN STATE POLICE
GRANTS MANAGEMENT DIVISION
FINANCIAL STATUS REPORT
MSP PROJECT #**

Mail Code	Contract Number	Program Code
Contractor Name	Project - Title	
Street Address	Report Period Thru	Date Prepared
City, State, ZIP Code	Agreement Period Thru	FE ID Number

Reasons for Corrections:

Category	Expenditures				Agreement	
	Current Period	Corrections	Previous YTD	Agreement YTD	Budget	Balance
1. Salaries and Wages						
2. Fringe Benefits						
3. Travel						
4. Supplies & Materials						
5. Contractual (Sub-Contracts)						
6. Equipment						
7. Other Expenses						
8. TOTAL DIRECT						
9. Indirect Costs: Rate %						
10. TOTAL EXPENDITURES						
SOURCE OF FUNDS:						
11. State Agreement						
12. Local						
16. TOTAL FUNDING						

CERTIFICATION: I certify that I am authorized to sign on behalf of the grantee agency and that this is an accurate statement of expenditures and collections for the report period. Appropriate documentation is available and will be maintained for the required period to support costs and receipts reported.

Project Director	Financial Director
Telephone Number	Telephone Number

FOR STATE USE ONLY

	AY	INDEX	PCA	OBJ CODE	AMOUNT
1 st Source					
2 nd Source					

AUDIT STATUS NOTIFICATION LETTER

(Required for subrecipient contractors claiming exemption from audit submission requirements)

Please fill in the following information, sign after the statement below and mail this form to:

Michigan Department of Education, Office of Audits
Hannah Building, 4th Floor
P.O. Box 30008
608 West Allegan
Lansing, MI 48909

This form is due to the Department within nine months after the end of the Contractor's fiscal year. Please do not submit this form with your signed agreement.

Agency Name: _____

Address: _____

Federal ID Number: _____

For Agency's Fiscal Year Ended: _____
(Month/Date/Year)

Agency Contact Person: _____
(Name, Title, Phone Number)

The purpose of this letter is to comply with Michigan State Police (MSP) grant contract audit requirements. I certify that the agency listed above expended less than \$500,000 in federal awards from all funding sources, and expended less than \$500,000 total MSP funding. I also certify that our agency's financial statement audit did not include any disclosures related to current or prior years that could negatively impact MSP-funded programs. Therefore, we are not required to submit either a Single Audit or Financial Statement Audit to MSP.

Signature

Print Name/Title

Date

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE SETTLEMENT
IN THE CASE OF WOODCRAFT CENTER, LLC V
COUNTY OF KENT AND CITY OF WYOMING

WHEREAS:

1. In July of 2008 a clerical error was made by the City and the County involving a split of property between Woodcraft Center, LLC and the adjoining property Franklin Eastern, LLC.
2. The error resulted in the entire tax bill for the property being billed to Franklin Eastern who was subsequently refunded the taxes improperly billed.
3. Suit has been filed (or will be filed) in the Kent County Circuit Court seeking relief for the interest and penalties on the taxes which will now be paid in full by Woodcraft Center, LLC.
4. The parties have agreed to a settlement by which Woodcraft will pay the entire amount of the taxes due, and the City and County will equally share in the interest and penalties due on the taxes.
5. That the current amount which will be paid by the City due to the stipulated settlement would be in the amount of \$9,647.47.

NOW, THEREFORE, BE IT RESOLVED:

1. The City hereby authorizes payment of ½ of the interest and penalties due as settlement of the litigation in Woodcraft Center, LLC v County of Kent and City of Wyoming.

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:

Resolution No. _____

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE
THE MAYOR AND CITY CLERK TO EXECUTE
AN AMENDMENT TO THE STREETLIGHTING
CONTRACT WITH CONSUMERS ENERGY

WHEREAS:

1. The City has entered into a contract with Consumers Energy Company which provides for a Consumers Energy Company owned streetlighting system within certain parts of the City, and
2. The City desires to have Consumers Energy Company relocate an existing streetlight from the northwest corner of M-11 (28th) and Byron Center Avenue to the northeast corner of said intersection, and to upgrade the lighting from a 175 watt mercury vapor to a 150 watt high pressure sodium luminaire.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Mayor and City Clerk are hereby authorized to execute the attached "Authorization for Change in Standard Streetlighting Contract" and the accompanying Consumers Energy Resolution.

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:
CE Authorization Forms
CE Resolution

Resolution No. _____

AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT (COMPANY-OWNED)

Consumers Energy Company is authorized as of _____, by the City of Wyoming, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of Wyoming, dated October 20, 1986.

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge as identified in Exhibit A.
 General Unmetered Experimental Lighting Rate GU-XL as identified in Exhibit B.

Notification Number 1011686811

Construction Work Order Number 18733995

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated October 20, 1986, shall remain in full force and effect.

By: _____
Its Clerk, Heidi A Isakson

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City Village Township of Wyoming _____, dated October 20, 1986 _____, in accordance with the Authorization for Change in Standard Lighting Contract dated as of _____, heretofore submitted to and considered by this Commission Council Board; and

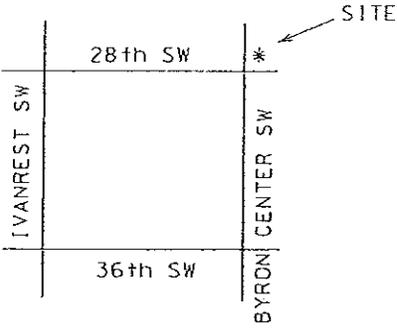
RESOLVED, further, that the Mayor, Jack Poll and Heid A. Isakson, _____ Clerk be and are authorized to execute such authorization for change on behalf of the City Village Township.

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

I, Heidi A. Isakson _____, Clerk of the City Village Township of Wyoming _____ do hereby certify that the foregoing resolution was duly adopted by the Commission Council Board of said municipality, at the meeting held on _____.

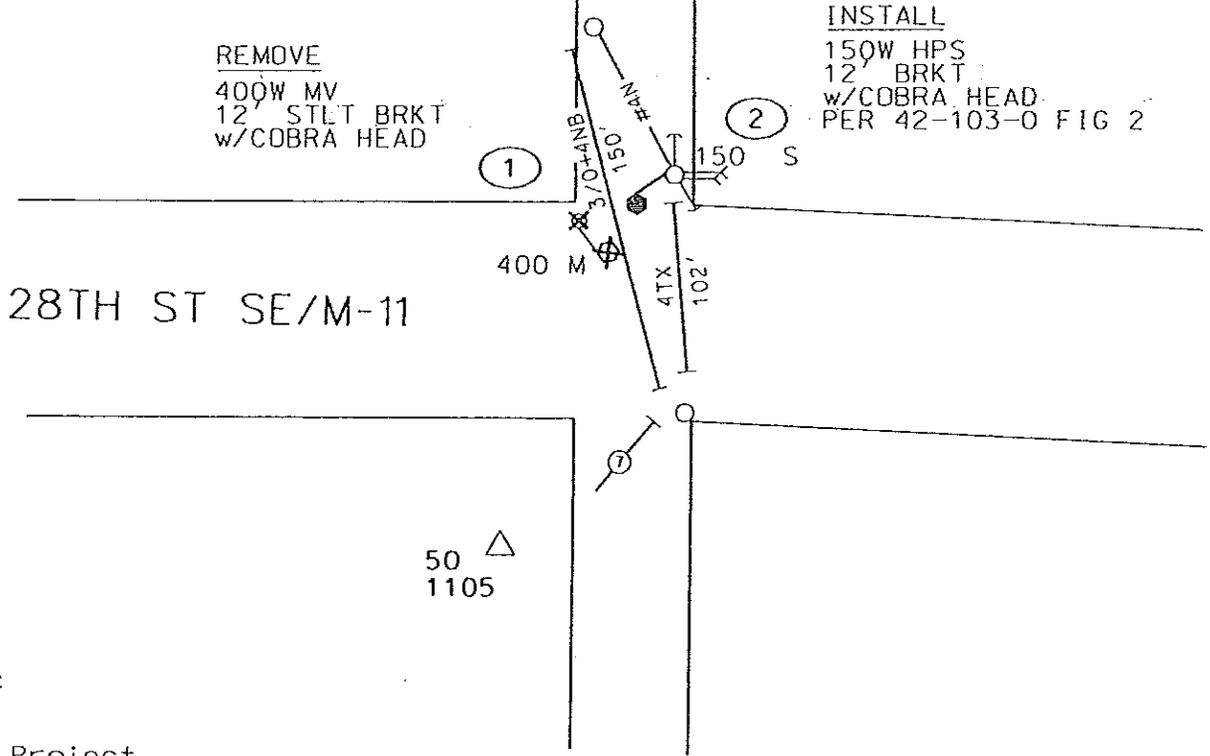
 City Village Township Clerk

Dated:



LOCATION MAP

KENT CO
CITY OF WYOMING
T06 R12 SEC.16



NOTE:

MDOT
Road Project
Pole & STLT were
removed on
previous order.

ORDER NUMBER
18733995

 A CMS Energy Company ELECTRIC	DESIGNED BY ALYEITER	DATE 09/11/12	M-11 @ Byron Center Ave SW - ECNC / RLO RELOCATE STREETLIGHT For: CITY OF WYOMING M-11 (28TH STREET) AT BYRON CENTER AVENU
	APPROVED BY <i>[Signature]</i>	DATE 9/12/12	
SHEET 1 OF 1		SCALE N/A	

-CONSTRUCTION CERTIFICATION- Work was constructed as Engineered or Changed as Indicated. All Salvageable Material Was Returned to Stores. Signed _____ in Direct Charge of Work Dates: Started _____ Completed _____ MISS DIG NUMBER: _____ DATE: _____	TLM NUMBER 0612161105	# OF RODS	OHMS	CONSTRUCTION MEASURE NUMBER 10002093248	
	SUBSTATION STONEGATE	WD NO. 0953		ORDER TYPE ECNC	DESIGN NUMBER 10324646
	CIRCUIT BREVIS	CKT NO. 05	LCP NO. 0517	STAKED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
				TREES <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE EXTENSION OF THE BID FOR
AUTOMOTIVE BODY REPAIR TO AUTO BODY EXPERTS

WHEREAS:

1. On December 21, 2009, the City Council awarded a bid under Resolution 23481 for automotive body repair to Auto Body Experts for the automotive body repairs to the light fleet.
2. The work completed by Auto Body Experts has been excellent.
3. In accordance with the original bid, Auto Body Experts and the City have mutually agreed to extend the bid an additional year.
4. Sufficient funds are available in the Motor Pool Fund, Equipment Operations, Repairs and Maintenance account, 661-441-58200-930.000

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council authorizes a one year extension of the bid for automotive body repairs to Auto Body Experts.

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: November 19, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Staff Report

STAFF REPORT

DATE: November 8, 2012

SUBJECT: Bid Extension, Automotive Body Repairs

FROM: William Scott Zastrow, P.E., Assistant Director of Public Works

Date of Meeting: November 19, 2012

RECOMMENDATION

It is recommended that the City Council authorize the extension of the bid for automotive body repair for one year to Auto Body Experts.

SUSTAINABILITY CRITERIA

Environmental Quality

The Public Works Department is ardently involved in the protection of Michigan's natural resources and the public's health and welfare. In order to continue to protect the environment and the public, the motor pool fleet needs to be maintained in an optimal working condition.

Social Equity

The motor pool fleet within the City provides the same high quality service to all residents without regard to income level or socio-economic status. All of the City's residents enjoy equal access to the benefits of the motor pool fleet.

Economic Strength

The motor pool fleet provides the City with the opportunity to deliver safe and reliable services to the businesses and residents of the City.

DISCUSSION

The City of Wyoming operates a fleet of 290 vehicles. The vehicles range from mowers to fire trucks. Occasionally one of the vehicles is involved in an accident. The damage sustained by the vehicles needs to be repaired. Accident damage typically requires unique skills, special tools, and strict environmental regulation adherence. Because of the limited number of automotive body repairs, it is typically more economical to contract automotive body repairs to an outside contractor.

In 2009, the City bid automotive body repairs for a three year contract. The bid was awarded to Auto Body Experts for the light fleet, and to K&M Collision Center for the heavy fleet. The bid allowed for one year extensions as mutually agreed to by both the City and the contractor.

Auto Body Experts has agreed to extend the bid for one year and the Motor Pool staff concurs. K&M Collision Center has not offered to extend the bid and the Motor Pool staff is not seeking their extension. The number of repairs to the heavy fleet has been limited, therefore, the need to bid repairs for the heavy fleet at this time appears to be unnecessary.

BUDGET IMPACT

Sufficient funds have been budgeted in the Motor Pool, Equipment Operations, Repairs and Maintenance account, 661-441-58200-930.000.

RESOLUTION NO. _____

RESOLUTION TO RESCIND AN AWARD TO TELE-RAD AND AWARD THE BID TO
T&W ELECTRONICS FOR A TWO-WAY RADIO COMMUNICATION SYSTEM

WHEREAS:

1. The Federal Government has mandated that all two-way radio communication systems be upgraded from analog to digital systems.
2. On October 15, 2012, the City Council awarded the replacement of the two-way radio communications system to Tele-Rad under Resolution 24312.
3. Tele-Rad has attempted to impose requirements on the purchase that would place the financial burden of the project's success on the City of Wyoming.
4. T&W Electronics, under the State of Michigan's MiDeal program, has agreed to upgrade the two-way radio communications system under the City's normal Purchase Order agreement system for \$173,872.37.
5. Sufficient funds have been budgeted in the Motor Pool, Depreciation and Reserves, Capital Outlay Equipment account, 662-441-58500-987.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council rescinds the award to Tele-Rad under resolution 24312.
2. The City Council awards the bid for the replacement of the two-way radio communications system to T&W Electronics in the amount of \$173,872.37.

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: November 19, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Staff Report

STAFF REPORT

DATE: November 8, 2012

SUBJECT: Rescind Bid and Bid Award, Public Works Two-way Radio Communication System

FROM: William Scott Zastrow, P.E., Assistant Director of Public Works

Date of Meeting: November 19, 2012

RECOMMENDATION

It is recommended that the City Council rescind the bid from Tele Rad and award the bid to T&W Electronics, Inc., for the replacement Public Works and Water Treatment Plant two-way radio communication system.

SUSTAINABILITY CRITERIA

Environmental Quality

The Public Works Department is ardently involved in the protection of Michigan's natural resources and the public's health and welfare. In order to continue to protect the environment and the public, the two-way radio communication system needs to be maintained in an optimal working condition.

Social Equity

The two-way radio communication system within the City provides the same high quality service to all residents without regard to income level or socio-economic status. All of the City's residents enjoy equal access to the benefits of the two-way radio communication system.

Economic Strength

The two-way radio communication system affords the Public Works Department and Water Treatment Plant the opportunity to provide the businesses and residents of the City with safe and reliable service.

DISCUSSION

Over the last 10 years, the Public Works Department and the Water Treatment Plant have become more dependent upon the cellular communication systems. Hurricane Sandy damaged three out of four cellular communication towers. According to the press, the damage rendered most of the cellular system inoperable. Because events like Hurricane Sandy are beyond the City's control, the importance of a City owned and operated two-way radio communication system is imperative.

The City of Wyoming currently operates a two-way communication system within the Public Work Department and the Water Treatment Plant. The existing communication system operates on analog technology. The Federal Communication Commission (FCC) has mandated that analog technology be replaced with digital technology by January 1, 2013. The FCC is attempting to narrow the band width used by radio users similar to the process television communications went through approximately 5 years ago. Because of the uncertainty of cellular communication systems

and the need to replace the analog two-way communication system, the Public Works Department and the Water Treatment Plant need to purchase a new digital system.

The State of Michigan bids communication systems under the MiDeal program. Motorola is the supplier for the radios under the MiDeal program. Motorola authorizes their vendors in Michigan to distribute the communication systems under the MiDeal program.

Tele-Rad, a local vendor, supplies Motorola communication systems in the state of Michigan under the MiDeal program. On October 15, 2012, the City Council awarded the bid under Resolution 24312 for the replacement of the communication system to Tele-Rad. After the City Council award, Tele-Rad attempted to impose requirements on the City that were unreasonable to the staff. Some of the most unreasonable requirements were the "Terms and Price" section as follows:

TERMS AND PRICES

- 1.) 50% of total project cost as a down payment at time of order.*
- 2.) 20% due upon arrival of major equipment components.*
- 3.) 20% due upon installation as defined by functional use of the system.*
- 4.) 10% due upon completion and mutually approved acceptance.*

These conditions would require the City to pay \$121,723.35, before the equipment is installed. The City of Wyoming is a large stable institution with more than enough financial reserves to pay for \$173,890.50. The Public Works staff has attempted to work with the Tele-Rad company. The staff has offered to place the money in an escrow account to protect both the City's and Tele-Rad's interest. Tele-Rad has been unwilling to waiver from their requirements.

T&W Electronics, another local vendor, supplies Motorola communication systems under the MiDeal program. T&W Electronics has offered to supply the new communication system for \$173,872.37, which is \$18.13 less than Tele-Rad's quote. The quote, similar to Tele-Rad's, is approximately \$20,000 less than the State's MiDeal bid pricing. T&W Electronics has stated they are willing to supply the system under the City of Wyoming's typical purchase order process. Additionally, T&W Electronics has offered significant assistance to the City during the transition that Tele-Rad did not offer and are outside of the MiDeal program scope.

The system will provide communication within the City of Wyoming and a 5-mile wide area between the City of Wyoming and Water Treatment Plant. Additionally, the system will allow communication within the Water Treatment Plant where communication has been limited or non-existent. The radio system utilizes a GPS tracking system and a Man-down which will provide additional safety to the City's employees.

BUDGET IMPACT

Sufficient funds have been budgeted in the Motor Pool, Depreciation and Reserves, Capital Outlay Equipment account, 662-441-58500-987.000.

RESOLUTION NO. _____

RESOLUTION TO AWARD THE BID FOR CURBSIDE
LEAF AND BRUSH COLLECTION AND DISPOSAL
TO WASTE MANAGEMENT OF MICHIGAN, INC

WHEREAS:

1. Each year, leaves and brush are collected at the curb and disposed of by a contractor.
2. On October 23, 2012, Waste Management of Michigan, Inc. submitted the lowest bid for the collection and disposal for 2012 at \$160.00 per ton; 2013 at \$165.00 per ton; and 2014 at \$170.00 per ton.
3. Sufficient funds are available in the Solid Waste Service account, 230-441-44300-956.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby awards the bid to Waste Management of Michigan, Inc., to perform the curbside leaf and brush collection and disposal for 2012, 2013 and 2014.

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: November 19, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Staff Report

STAFF REPORT

DATE: November 7, 2012

SUBJECT: Bid Award, Curbside Leaf and Brush Collection and Disposal

FROM: William Scott Zastrow, P.E., Assistant Director of Public Works

Date of Meeting: November 19, 2012

RECOMMENDATION

It is recommended that the City Council award the bid for curbside leaf and brush collection and disposal to the lowest bidder, Waste Management of Michigan, Inc..

SUSTAINABILITY CRITERIA

Environmental Quality

The Public Works Department is ardently involved in the protection of Michigan's natural resources and the public's health and welfare. The City provides a safe and environmentally focused method of solid waste disposal by offering the curbside leaf and brush collection and disposal service.

Social Equity

The solid waste disposal service within the City provides the same high quality service to all residents without regard to income level or socio-economic status. All of the City's residents enjoy equal access to the benefits of the Public Works Department's solid waste disposal services.

Economic Strength

The curbside leaf and brush collection and disposal service provides the residents one of three methods of disposal for solid waste disposal. Removing leaves and brush improves the aesthetics of the City's neighborhoods.

DISCUSSION

The City has offered curbside leaf and brush collection and disposal service for approximately 20 years. The service has typically been once in the fall and once in the spring. The Public Works Department currently offers residents three methods to dispose of leaves. The methods include curbside collection, City trailer collection, and the yard waste collection facility at the Public Works building. Leaves can detract from a community's aesthetics or produce fire hazards; therefore, the collection of leaves is an important function to maintaining the City's aesthetics and safety.

On October 23, 2012, the City received two bids for the curbside leaf and brush collection and disposal service. Bid packets were requested by four contractors. Waste Management of Michigan, Inc. submitted the lowest bid. Waste Management placed a minimum volume of 100

ton per year. The 100 ton minimum should be okay because the City has been averaging 124 tons per year for the last three years.

The spring service has steadily declined from over 200 tons to approximately 5 tons in the spring of 2012. Because the volume of leaves and brush has significantly decreased, the Public Works Department recommended in May of 2012 that the spring service be discontinued. The discontinuation of the spring service will save the City approximately \$16,000 each year.

Service for the next three years will be on the first Saturday in December. Residents will be permitted to place leaves in paper bags and brush in bundles less than 4 feet in length at the curbside for collection and disposal.

BUDGET IMPACT

The previous bids were \$112-132 per ton. The new bids indicate a rise in cost of 29-42%. Sufficient funds are available in the Solid Waste Disposal, Other Services account, 230-441-44300-956.000.

BID TABULATION

CITY OF WYOMING, MICHIGAN TABULATION OF BIDS				
ON CURBSIDE LEAF AND BRUSH COLLECTION AND DISPOSAL				
Opened By <u>City Clerk</u> On <u>October 23, 2012</u> At <u>11:00 a.m. o'clock</u>				
Curbside leaf and brush collection and disposal	Waste Management		Allied Waste	
	Unit Cost (Per Ton)	TOTAL PER F.Y. (Approx. 150 Tons)	Unit Cost (Per Ton)	TOTAL PER F.Y. (Approx. 150 Tons)
<i>December 1, 2012</i>	\$ 160.00*	\$ 24,000.00	\$ 165.00	\$ 24,750.00
<i>December 7, 2013</i>	\$ 165.00*	\$ 24,750.00	\$ 185.00	\$ 27,750.00
<i>December 6, 2014</i>	\$ 170.00*	\$ 25,500.00	\$ 200.00	\$ 30,000.00
<i>Total</i>		\$ 74,250.00		\$ 82,500.00
	* Pricing is based on a minimum of 100 Tons			

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF A VALVE ACTUATOR
FROM ACTUATOR SPECIALTIES, INC.

WHEREAS:

1. The City owns and operates a 36” watermain under 44th Street, which has eight 30” ball valves that are not functional.
2. The Public Works staff has determined that the valve actuators need to be replaced to make the eight 30” ball valves operational.
3. Actuator Specialties, Inc., has submitted a quote to supply a replacement valve actuator for one of the valves.
4. Sufficient funds are available in the Water Fund, Transmission and Distribution – Mains, Maintenance Supplies account, 591-441-56200-775.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council authorizes the purchase of a valve actuator from Actuator Specialties, Inc. for \$15,404.20.
2. The Wyoming City Council waives 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: November 19, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Staff Report

STAFF REPORT

DATE: November 7, 2012

SUBJECT: Purchase Authorization, Valve Actuators for 30" Ball Valves

FROM: William Scott Zastrow, P.E., Assistant Director of Public Works

Date of Meeting: November 19, 2012

RECOMMENDATION

It is recommended that the City Council authorize the purchase of a valve actuator for a 30" ball valve from Actuator Specialties, Inc.

SUSTAINABILITY CRITERIA

Environmental Quality

The Public Works Department is ardently involved in the protection of Michigan's natural resources and the public's health and welfare. In order to continue to protect the environment and the public, the water supply system needs to be maintained in an optimal working condition.

Social Equity

The water supply system within the City provides the same high quality service to all residents without regard to income level or socio-economic status. All of the City's residents enjoy equal access to the benefits of the City's water supply system.

Economic Strength

The water supply system provides the businesses and residents of the City with a safe and reliable source of water.

DISCUSSION

A 36" watermain was constructed under 44th Street from Burlingame Avenue to Kalamazoo Avenue in 1964. The watermain has eight 30" ball valves located in the watermain that serve as isolation valves. All eight of the valves are inoperable; therefore, the valves need to be repaired.

The watermain serves as a major source of supply for the City's businesses and residences east of Burlingame Avenue and north of Buck Creek. The watermain also serves as a major source of supply for the City of Kentwood.

The valves in the 36" watermain would be utilized if a portion of the watermain failed and needed to be isolated. If the isolation valves were used, portions of the water supply system would see reduced flows, but the majority of the water supply system would still have water to protect the public and supply safe drinking water.

The ball valves are broken and will not open or close. In order to repair the valves, the actuators need to be replaced. The actuators were manufactured by the Pratt Valve Company. Actuator Specialties, Inc., is the only company located in Michigan that services Pratt valves.

The Public Works Department would like to purchase one actuator to install and test. If the new actuator functions properly, additional actuators will be purchased after the City Council approves.

BUDGET IMPACT

Actuator Specialties has quoted a replacement actuator at \$15,404.20. Sufficient funds are available in the Water Fund, Transmission and Distribution – Mains, Maintenance Supplies account 591-441-56200-775.000.

RESOLUTION NO. _____

RESOLUTION TO AWARD A BID FOR A CAB AND CHASSIS
TO WEST MICHIGAN INTERNATIONAL

WHEREAS:

1. The Public Works Department is upgrading the methods of pavement maintenance with a new chassis mounted hot asphalt delivery system
2. On April 3, 2012, West Michigan International submitted the lowest bid of \$69,586.71 for the cab and chassis portion of the chassis mounted hot asphalt delivery system.
3. Because the purchase of the chassis mounted hot asphalt delivery system is outside of the 2012-2013 Budget, funds will have to be transferred from the Motor Pool Fund Balance to the Motor Pool, Depreciation Reserves, Capital Outlay Vehicles account 662-441-58500-985.000. Sufficient funds are available in the Motor Pool Fund Balance.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council awards the bid to West Michigan International for an International cab and chassis in the amount of \$69,586.71.
2. The City Council authorizes the fund transfer of \$69,586.71 from the Motor Pool Fund Balance to the Motor Pool, Depreciation Reserves, Capital Outlay Vehicles account 662-441-58500-985.000.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: November 19, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Staff Report

Budget Amendment

STAFF REPORT

DATE: November 12, 2012

SUBJECT: Bid Award, Chassis Mounted Hot Asphalt Delivery System

FROM: William Scott Zastrow, P.E., Assistant Director of Public Works

Date of Meeting: November 19, 2012

RECOMMENDATION

It is recommended that the City Council award the bid for a chassis to West Michigan International. It is also recommended that the City Council award the bid for a hot asphalt hopper to Spaulding Manufacturing, Inc.

SUSTAINABILITY CRITERIA

Environmental Quality

The Public Works Department is ardently involved in the protection of Michigan's natural resources and the public's health and welfare. In order to continue to protect the environment and the public, the City's street system needs to be maintained in an optimal working condition.

Social Equity

The City's street system provides the same high quality service to all residents without regard to income level or socio-economic status. All of the City's residents enjoy equal access to the benefits of the City's street system.

Economic Strength

Maintaining the City's street system sustains or increases the City's business and residential property values.

DISCUSSION

For the last eight years, the Public Works Department has been working to find new methods to maintain the street system. One of the major impediments to maintaining the street system has been to transport and deliver asphalt from the manufacturing plant to the jobsite. The department has been attempting to find ways to reduce cost, reduce injuries, and maintain the material. In order to maintain the best street system, the Public Works Department has determined it needs to purchase a chassis mounted hot asphalt delivery system.

A chassis mounted hot asphalt delivery system will combine a 40,000 pound truck with a hot asphalt hopper. The combination will replace a 40,000 pound dump truck, two one-ton dump trucks, and one of the hot asphalt hopper trailers. The total cost of these four pieces of equipment is about \$180,000, which is a saving of approximately \$30,000 over the cost of the new asphalt delivery system.

Injuries related to asphalt delivery are high because of the high viscosity of the material. When the material is currently offloaded from the trucks or trailers, the staff must shovel and loot the material into place. Because of the high viscosity, the shoveling and looting places a significant strain on the backs of the staff. The strains have led to a significant number of back injuries.

The chassis mounted hot asphalt delivery system includes an off loading chute which will place a majority of the asphalt in the correct place. Correct placement of the asphalt will reduce back injuries, thus we are protecting our staff and reducing cost related to medical expenses.

Finally, the replacement of the hot asphalt hopper with a newer unit will use new technology which will maintain the heat of the asphalt from the manufacturing plant to the jobsite. Maintaining the heat will insure the material remains useful throughout the job as opposed to some of the material getting too cold and having to be recycled.

On April 3, 2012, the City Clerk received bids for the chassis mounted hot asphalt delivery system. In order to receive the best bids, the chassis was bid separately from the hot asphalt hopper. Forty requests for bid were sent out.

West Michigan International, of Wyoming Michigan, submitted the lowest bid of \$69,486.71 for the chassis. Spaulding Manufacturing, of Saginaw Michigan, submitted the lowest bid of \$71,990.00 for the hot asphalt hopper.

The staff has identified the need for the installation of an air compressor in the hot asphalt hopper. Spaulding Manufacturing has agreed to install the air compressor for an additional \$10,500.00 bringing the cost of the hot asphalt hopper to \$82,490.

BUDGET IMPACT

Because the purchase of the chassis mounted hot asphalt delivery system is outside of the 2012-2013 Budget, funds will have to be transferred from the Motor Pool Fund Balance to the Motor Pool, Depreciation Reserves, Capital Outlay Vehicles account 662-441-58500-985.000. Sufficient funds are available in the Motor Pool Fund Balance.

RESOLUTION NO. _____

RESOLUTION TO AWARD A BID FOR A CHASSIS MOUNTED
HOT ASPHALT HOPPER TO SPAULDING MANUFACTURING, INC.

WHEREAS:

1. The Public Works Department is upgrading the methods of pavement maintenance with a new chassis mounted hot asphalt delivery system
2. On April 3, 2012, Spaulding Manufacturing, Inc., submitted the lowest bid of \$71,990.00 for the chassis mounted hot asphalt hopper portion of the system.
3. The addition of an air compressor to the original bid will add \$10,500.00.
4. Because the purchase of the system is outside of the 2012-2013 Budget, funds will have to be transferred from the Motor Pool Fund Balance to the Motor Pool, Depreciation Reserves, Capital Outlay Vehicles account 662-441-58500-985.000. Sufficient funds are available in the Motor Pool Fund Balance.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council awards the bid to Spaulding Manufacturing, Inc., for a chassis mounted hot asphalt hopper and the additional air compressor in the amount of \$82,490.00.
2. The City Council authorizes the fund transfer of \$82,490.00 from the Motor Pool Fund Balance to the Motor Pool, Depreciation Reserves, Capital Outlay Vehicles account 662-441-58500-985.000.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: November 19, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Staff Report
Budget Amendment

CITY OF WYOMING BUDGET AMENDMENT

Date. November 19, 2012

Budget Amendment No. 02 6

To the Wyoming City Council

A budget amendment is requested for the following reason To appropriate \$172,510 of budgetary authority to provide budget authority for the purchase of a chassis, a chassis mounted hopper and a mower per attached resolution

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<u>Motor Pool - Depreciation Reserve</u>				
Public Works - Capital Outlay - Vehicles 662-441-58500-985 000	\$1,098,650	\$172,510		\$1,271,160
Fund Balance/Working Capital (Fund 662)				\$172,510

Recommended *Jeremy McSmith*
Finance Director

Curtis Holt
City Manager *162*

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

Motion earned _____ yeas, _____ nays

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

City Clerk

STAFF REPORT

DATE: November 12, 2012

SUBJECT: Bid Award, Chassis Mounted Hot Asphalt Delivery System

FROM: William Scott Zastrow, P.E., Assistant Director of Public Works

Date of Meeting: November 19, 2012

RECOMMENDATION

It is recommended that the City Council award the bid for a chassis to West Michigan International. It is also recommended that the City Council award the bid for a hot asphalt hopper to Spaulding Manufacturing, Inc.

SUSTAINABILITY CRITERIA

Environmental Quality

The Public Works Department is ardently involved in the protection of Michigan's natural resources and the public's health and welfare. In order to continue to protect the environment and the public, the City's street system needs to be maintained in an optimal working condition.

Social Equity

The City's street system provides the same high quality service to all residents without regard to income level or socio-economic status. All of the City's residents enjoy equal access to the benefits of the City's street system.

Economic Strength

Maintaining the City's street system sustains or increases the City's business and residential property values.

DISCUSSION

For the last eight years, the Public Works Department has been working to find new methods to maintain the street system. One of the major impediments to maintaining the street system has been to transport and deliver asphalt from the manufacturing plant to the jobsite. The department has been attempting to find ways to reduce cost, reduce injuries, and maintain the material. In order to maintain the best street system, the Public Works Department has determined it needs to purchase a chassis mounted hot asphalt delivery system.

A chassis mounted hot asphalt delivery system will combine a 40,000 pound truck with a hot asphalt hopper. The combination will replace a 40,000 pound dump truck, two one-ton dump trucks, and one of the hot asphalt hopper trailers. The total cost of these four pieces of equipment is about \$180,000, which is a saving of approximately \$30,000 over the cost of the new asphalt delivery system.

Injuries related to asphalt delivery are high because of the high viscosity of the material. When the material is currently offloaded from the trucks or trailers, the staff must shovel and loot the material into place. Because of the high viscosity, the shoveling and looting places a significant strain on the backs of the staff. The strains have led to a significant number of back injuries.

The chassis mounted hot asphalt delivery system includes an off loading chute which will place a majority of the asphalt in the correct place. Correct placement of the asphalt will reduce back injuries, thus we are protecting our staff and reducing cost related to medical expenses.

Finally, the replacement of the hot asphalt hopper with a newer unit will use new technology which will maintain the heat of the asphalt from the manufacturing plant to the jobsite. Maintaining the heat will insure the material remains useful throughout the job as opposed to some of the material getting too cold and having to be recycled.

On April 3, 2012, the City Clerk received bids for the chassis mounted hot asphalt delivery system. In order to receive the best bids, the chassis was bid separately from the hot asphalt hopper. Forty requests for bid were sent out.

West Michigan International, of Wyoming Michigan, submitted the lowest bid of \$69,486.71 for the chassis. Spaulding Manufacturing, of Saginaw Michigan, submitted the lowest bid of \$71,990.00 for the hot asphalt hopper.

The staff has identified the need for the installation of an air compressor in the hot asphalt hopper. Spaulding Manufacturing has agreed to install the air compressor for an additional \$10,500.00 bringing the cost of the hot asphalt hopper to \$82,490.

BUDGET IMPACT

Because the purchase of the chassis mounted hot asphalt delivery system is outside of the 2012-2013 Budget, funds will have to be transferred from the Motor Pool Fund Balance to the Motor Pool, Depreciation Reserves, Capital Outlay Vehicles account 662-441-58500-985.000. Sufficient funds are available in the Motor Pool Fund Balance.

RESOLUTION NO. _____

RESOLUTION TO AWARD A BID FOR A MOWER
TO SPARTAN DISTRIBUTORS

WHEREAS:

1. One of the Parks Department's mowers had an engine failure.
2. The cost to repair the engine exceeds the value of the mower.
3. Spartan Distributor supplies mowers under the State of Michigan's MiDeal bidding program.
4. Because the purchase of the mower is outside of the 2012-2013 Budget, funds will have to be transferred from the Motor Pool Fund Balance to the Motor Pool, Depreciation Reserves, Capital Outlay Vehicles account 662-441-58500-985.000. Sufficient funds are available in the Motor Pool Fund Balance.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council awards the bid to Spartan Distributors for a Toro Groundsmaster 3280-D mower in the amount of \$20,424.85.
2. The City Council authorizes the fund transfer of \$20,424.85 from the Motor Pool Fund Balance to the Motor Pool, Depreciation Reserves, Capital Outlay Vehicles account 662-441-58500-985.000.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried Yes
 No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on: November 19, 2012.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Staff Report

Budget Amendment

CITY OF WYOMING BUDGET AMENDMENT

Date. November 19, 2012

Budget Amendment No. 02 6

To the Wyoming City Council

A budget amendment is requested for the following reason To appropriate \$172,510 of budgetary authority to provide budget authority for the purchase of a chassis, a chassis mounted hopper and a mower per attached resolution

<u>Description/Account Code</u>	<u>Current</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<u>Motor Pool - Depreciation Reserve</u>				
Public Works - Capital Outlay - Vehicles 662-441-58500-985 000	\$1,098,650	\$172,510		\$1,271,160
Fund Balance/Working Capital (Fund 662)				\$172,510

Recommended *Jeremy McSmith*
Finance Director

Curtis Holt
City Manager *162*

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

Motion earned _____ yeas, _____ nays

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

City Clerk

STAFF REPORT

DATE: November 7, 2012

SUBJECT: Bid Award, Mower for Parks Department

FROM: William Scott Zastrow, P.E., Assistant Director of Public Works

Date of Meeting: November 19, 2012

RECOMMENDATION

It is recommended that the City Council award the purchase of one Toro Groundsmaster 3280-D lawn mower to Spartan Distributors through the State of Michigan's MiDeal purchasing program in the amount of \$20,424.85.

SUSTAINABILITY CRITERIA

Environmental Quality

The Public Works Department is ardently involved in the protection of Michigan's natural resources and the public's health and welfare. In order to continue to protect the environment and the public, the motor pool fleet needs to be maintained in an optimal working condition.

Social Equity

The motor pool fleet allows the various City departments to provide the same high quality service to all residents without regard to income level or socio-economic status. All of the City's residents enjoy equal access to the benefits of the City's Motor Pool fleet.

Economic Strength

The Motor Pool fleet's mowers provide the Parks and Recreation Department the opportunity to maintain landscapes that sustain or increase the City's business and residential property values.

DISCUSSION

The Parks and Recreation Department operates 11 mowers to maintain the park landscapes throughout the City. The engine of mower 784-000 failed due to loss of oil pressure. The cost to repair the engine exceeds the value of the mower; therefore, a replacement mower should be purchased.

Mower 784-000 was put into service on January 2, 2003, or 118 months ago. The anticipated service life of the mower was 84 months. The mower has exceeded the expected life by 34 months.

If the engine was functioning, the salvage value of the mower is \$3000. The estimated cost to repair the engine is \$10,600, which is \$7,600 more than the value of the mower.

Spartan Distributors supplies Toro Groundsmaster 3280-D mowers through the State of Michigan's MiDeal bidding program. The cost of a replacement mower is \$20,424.85.

BUDGET IMPACT

Because the purchase of the mower is outside of the 2012-2013 Budget, funds will have to be transferred from the Motor Pool Fund Balance to the Motor Pool, Depreciation Reserves, Capital Outlay Vehicles account 662-441-58500-985.000. Sufficient funds are available in the Motor Pool Fund Balance.

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 Thickener, Oil Blower, Mechanical and Settled Sewage buildings (phase 3).
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 rooftop fall protection equipment for phase 3 is \$41,361.24.
5. Sufficient funds for the rooftop fall protection equipment are available in the Clean Water Plant Capital Maintenance Account number 590-590-54400-980800.

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: November 19, 2012.

ATTACHMENTS:
 Staff Report
 Quotation

 Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

Staff Report

Date: November 6, 2012
Subject: Purchase of a Safety Guardrail System, Phase 3
From: Tom Wilson, Clean Water Plant Maintenance Supervisor
Meeting Date: November 19, 2012

Recommendation:

It is my recommendation that the Wyoming City Council accept the proposal from Agile Safety to provide Phase 3 safety railing, per OSHA Standard 1926, at the same cost per item that was bid in June, 2011.

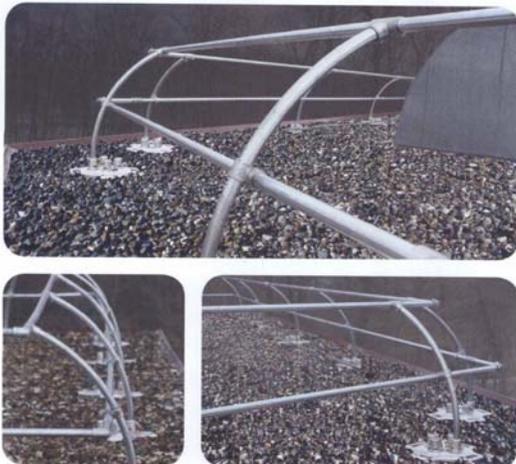
Sustainability Criteria:

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 third 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 Occupational 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, Phases 1 and 2 of this safety railing have been completed. As we continue to come into total compliance with OSHA standard 1926, the City of Wyoming Clean Water Plant is planning to start Phase 3 of this railing installation on the Thickener, Old Blower, Mechanical and Settled Sewage Buildings. Because this is a costly but necessary expense, installation of these guardrail systems has been done in each new budget year until all roof lines are properly protected from accidental falls.

In June of 2011, bid specifications were sent to numerous safety suppliers to bid on the specified safety guardrail system. Agile Safety provided the low bid and met our specifications. On June 6, 2011, per Resolution #23912, and on February 20, 2012, per Resolution #24120, City Council awarded bids to Agile Safety for the purchase of rooftop guardrail for a number of different buildings at the Clean Water Plant. As was mentioned in the Memos that accompanied those resolutions, to be in total compliance with OSHA Standard 1926, 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, agreed to hold the price per item on the guardrail in February, 2012, and once again will be holding the 2011 per item pricing for Phase 3 of this project.

Budget Impact:

The proposal Agile Safety has provided for Phase 3 of this safety railing installation, based on June 2011 pricing, will have a budget impact in the amount of \$41,361.24. Adequate funds are available in the Clean Water Plant Capital Maintenance Account #590-590-54400-980800.

 4/13/12
Approved: Myron Erickson, Plant Superintendent


Approved: Thomas Kent, Deputy Director of Public Works



SAFETY™

850 Bridge Street NW
Grand Rapids, MI 49504 USA

616.301.1402 phone
616.301.1403 fax
800.836.1880 toll free
www.agilesafety.com

November 13, 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 and a second tranche of three buildings was supplied in the Spring of 2012. A project now in the Fall of 2012 for buildings C, E, F and G will require the same individual parts, in varying amounts depending on roof size and configuration. In addition, 4.4% of the equipment will be new (1 each of two part number and 2 each of a third), due to a roof hatch access on one of the rooftops.

Agile Safety affirms that per-unit pricing will not change from the equipment purchased in 2011. Moreover, for the 4.4% of the equipment that is different for earlier tranches in 2011 and 2012, Agile Safety will extend discounted pricing equal in discount to the equipment purchased at those earlier dates. 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 C, E & G

	List Price	2011 Pricing	2012 Pricing	2012 Total
Same Part Numbers as 2011 Project (95.6% of Project Cost)				
8 kit 500354 Start End Kit Curved Stanchion	\$324.00	\$266.58 ea.	\$266.58 ea.	\$2,132.64
104 kit 500350 Intermediate Kit Curved Stanchion	\$336.00	\$276.46 ea.	\$276.46 ea.	\$28,751.84
38 ea. 1047.32 90 Degree Elbow	\$11.00	9.05 ea.	\$9.05 ea.	\$343.90
64 ea. 1054.32 Straight Connector	\$10.00	\$8.23 ea.	\$8.23 ea.	\$526.72
1,155 ft 200058 1-1/4" Sch 40 X 21' Galvanized Pipe	\$4.85	\$3.83 ft.	\$3.83 ft.	\$4,423.65
100 ea. 100034 EPDM Pad	\$28.00	\$23.04 ea.	\$23.04 ea.	\$2,304.00
4 ea. 500375 Outrigger Straight	\$324.00		\$266.58 ea.	\$1,066.32
16 ea. 1048.32 Short Tee	\$6.40		\$5.27 ea.	\$84.32
New Part Numbers for Fall 2012 Project (for Bldg E Roof Hatch; 4.4% of Project Cost)				
1 ea. 500216 4' Gate Kit	\$767.00		\$631.08 ea.	\$631.08
1 ea. 500200 4' Rail Kit	\$429.00		\$352.97 ea.	\$352.97
2 ea. 500114 10' Rail Kit	\$452.00		\$371.90 ea.	<u>\$743.80</u>
			Project Total	\$ 41,361.24

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 AUTHORIZE THE MAYOR AND CITY CLERK
TO EXECUTE AN AGREEMENT WITH AT&T

WHEREAS:

1. As detailed in the attached Staff Report from the Director of Information Technology, AT&T has provided the City with a 36 month agreement for Intrastate ILEC Network Services which allows the City to consolidate communication contracts and take advantage of reduced pricing.
2. It is recommended the City Council accept the agreement for Intrastate ILEC Network Services with AT&T.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the Mayor and City Clerk to execute an agreement with AT&T for Intrastate ILEC Network Services.
2. The City Council does hereby authorize the City Manager to acknowledge acceptance of future renewals of the Intrastate ILEC Network Services with AT&T in accordance with budget authorization.

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: November 19, 2012.

ATTACHMENTS:
Staff Report
Agreement

Heidi A. Isakson, Wyoming City Clerk



STAFF REPORT

DATE: November 14, 2012
SUBJECT: City Enterprise / AT&T Contract
FROM: Gail Sheppard, Director of Information Technology
MEETING DATE: November 19, 2012

Recommendation:

It is recommended that the City Council enter into a contract with AT&T for the remaining telephone lines and/or circuits not covered with the City's VoIP contract/agreement. The City Council authorized the renewal of the master agreement with AT&T for high speed digital circuits to connect the different facilities throughout the City to allow City of Wyoming computers to be networked with Resolution #23882 in May, 2011. In June, 2012 we upgraded our AT&T communications contract to take advantage of newer technology and to prepare for the implementation of VoIP by replacing our DS3/T1 and TDS phone lines with PRI Trunks and the Opt-E-Man circuits. This AT&T contract allows the City to take advantage of reduced pricing and consolidates City communication contracts.

Sustainability Criteria:

Environmental Quality - Approval of this bid does not significantly impact environmental quality.

Social Equity - Information Technology staff have been updating the City's infrastructure in order to improve and/or allow City users the ability to work more effectively.

Economic Strength - Contracting with this service provider is also consistent with our goal of maintaining our IT infrastructure to support technology solutions, facilitate interoperability and connectivity, and support technologies/processes that increase service to our employees and/or citizens.

Discussion:

Information Technology staff met with our AT&T representative to review current TDS pricing on remaining telephone lines and/or circuits and compare to pricing from AT&T. Under the State Contract, the Master Discount Agreement offers a discount off tariff. This means the tariff rate (PBX Trunks) would be discounted by 67.93% off the tariff rate of the line, plus an additional 15% off that amount. The Local Usage would be discounted by 81.78%. This pricing is available to the City of Wyoming as long as we are a member of the State of Michigan MIDEAL program and remain a member throughout the term of this Pricing Schedule.

In addition, the City must meet the MARC and MARC-Eligible Charges indicated which it does due to the other agreements mentioned above. Three original master agreements (AT&T Intrastate ILEC Network Services Discount Pricing Schedule) are provided.

Budget Impact:

Funding for the telephone lines and/or circuits will be allocated to various existing communication accounts.



AT&T Intrastate ILEC Network Services Discount Pricing Schedule

MA Reference No. _____

MAT

Customer ("Customer")	AT&T ("AT&T")
City of Wyoming Street Address: 1155 28th Street SW City: Wyoming State/Province: MI Zip Code: 49509 USA	AT&T ILEC Service-Providing Affiliate
Customer Contact (for notices)	AT&T Sales Contact Information and for Contract Notices <input checked="" type="checkbox"/> Primary Sales Contact
Name: Pat Firestone Title: Information Technology Supervisor Telephone: Fax: Email: <u>Address for notices, if different from above:</u> Street Address City State Zip Code USA	Account Rep Name: Mary Dettloff Title: AM III Telephone: 616-724-3505 Fax: 847-326-2979 Email: md8439@att.com Street Address: 3566 Michael Street City: Wyoming State: MI Zip Code: 49509 <u>With a copy to:</u> AT&T Corp. One AT&T Way, Bedminster, NJ 07921-0752 Attn: Master Agreement Support Team E-mail: mast@att.com
AT&T Authorized Agent or Representative Information (if applicable) <input type="checkbox"/> Primary Sales Contact	
Name: Company Name: Agent Street Address: City: State: Zip Code: Telephone: Fax: Email: Agent Code	

This AT&T ILEC Network Services Discount Pricing Schedule is a Pricing Schedule under the Master Agreement between AT&T and Customer, and is part of such Agreement. Customer requests that its identity be kept confidential and not be publicly disclosed by AT&T or by any regulatory commission, unless required by law.

Customer acknowledges the possibility of purchasing the Services provided hereunder from other providers.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Printed or Typed Name:	Printed or Typed Name:
Title:	Title:
Date:	Date:

APPROVED AS TO FORM:

22_State_MDA_Pricing_Schedule ROME SR= 14QYPJC je6748 10/30/12 RLR=MIDEAL MDA	AT&T and Customer Confidential Information Page 1 of 7	7/19/09 ATTUID: jp1821
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at&t

AT&T Intrastate ILEC Network Services Discount Pricing Schedule

1. DISCOUNT PROGRAM

- AT&T ILEC Network Services Discount

2. ATTACHMENTS

- Attachment A3 MICHIGAN –Services, Discounts and Pricing
- Attachment B – Customer Affiliates
- Attachment C – Site Directory
- Attachment D – AT&T ILEC Service-Providing Affiliates

3. PRICING SCHEDULE TERM AND EFFECTIVE DATES

Pricing Schedule Term	36 months
Effective Date of Rates and Discounts and Pricing Schedule Term Start Date	Upon implementation in the applicable AT&T systems, but no later than thirty (30) days following the Effective Date of this Pricing Schedule
Expiration Date of the Rates and Discounts	Upon termination or expiration of the Pricing Schedule Term
Rates Following Termination or Expiration of Pricing Schedule Term	Non-term rates in effect at time of expiration or termination of Pricing Schedule Term

4. MARC AND MARC-ELIGIBLE CHARGES

MARC under this Pricing Schedule	Year 1	Year 2	Year 3
	\$10,100	\$10,100	\$10,100

MARC-Eligible Charges*	MARC-Eligible Charges (before the application of this Pricing Schedule's discounts and credits) for AT&T intrastate ILEC network Services provided to Customer or a Customer-owned Affiliate identified in Attachment B for their internal use at the locations specified in Attachment C ("Contributory Services"). Customer must subscribe to Contributory Services separately.
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*MARC-Eligible Charges include non-recurring charges.

MARC for Local Usage under this Pricing Schedule	Year 1	Year 2	Year 3
	\$300	\$300	\$300

Local Usage MARC-Eligible Charges	MARC-Eligible Charges (usage charges only; before application of this Pricing Schedule's discounts and credits) for AT&T ILEC intrastate local exchange Contributory Services, except that such Services in Alabama, Connecticut, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee do not contribute.
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5. ADDITIONAL TERMS AND CONDITIONS

MIDEAL Customer

Customer must currently be a member of the State of Michigan MIDEAL program and must remain a member of the MIDEAL program throughout the term of this Pricing Schedule. If proof of MIDEAL membership is not provided upon request to AT&T, the rates herein shall revert to the current standard rates.

CONFIDENTIAL

22_State_MDA_Pricing_Schedule ROME SR= 1-14QYPJC je6748 10/30/12 RLR=MIDEAL MDA	AT&T and Customer Confidential Information Page 2 of 7	7/19/09 ATTUID: jp1821
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ATTACHMENT A3
MICHIGAN

	Service Level Discount ¹ or Monthly Rate	Eligible For Total Volume Discount
Local Access Services:		
PBX Trunks (DID, DOD, 2-Way)	67.93%	Eligible
Measured Business Lines	67.93%	Eligible
Local Usage (excludes ISDN calling plan usage):		
Local Usage	81.78%	Eligible
Zone / IntraLATA Toll/800 Usage (excludes WATS usage):		
Zone Usage	\$0.040	Eligible
IntraState IntraLATA Toll	\$0.040	Eligible
Toll-Free 800/8XX	\$0.040	Eligible

TOTAL VOLUME DISCOUNT²
15.0%

¹Service Level Discount applied to billed rate.

²Applied to Eligible Services after any Service Level Discounts



at&t

AT&T Intrastate ILEC Network Services Discount Pricing Schedule

**Attachment B
Customer Affiliates**

The following Customer Affiliates are eligible for inclusion under this Pricing Schedule.

[If applicable.]



Attachment C
Site Directory

Customer agrees that the following number shall be considered its Main Billing Telephone Number ("BTN") for purposes of this Pricing Schedule: 616-530-9167

Customer and AT&T may agree to add a BTN during the Pricing Schedule Term, effective upon the implementation of the BTN in the applicable AT&T systems.

Table with 5 columns: ACCOUNT NAME, ATN, CC, SERVICE ADDRESS, CITY STATE. Lists various Wyoming locations and their corresponding ATN and CC numbers.



AT&T Intrastate ILEC Network Services Discount Pricing Schedule

ACCOUNT NAME	ATN	CC	SERVICE ADDRESS	CITY STATE
CITY OF WYOMING	616R033490	702	1155 28TH ST SW	WYOMING MI
CITY OF WYOMING	616R033491	703	1155 28TH ST SW	WYOMING MI
CITY OF WYOMING	616R033492	704	1155 28TH ST SW	WYOMING MI
WYOMING CITY OF	906R060714	105	1155 28TH ST SW	WYOMING MI
WYOMING CITY OF	906R060718	105	1128 28TH ST SW	WYOMING MI
WYOMING CITY OF	906R061131	105	28TH ST SW	WYOMING MI
WYOMING CITY OF	906R061489	101	2650 DE HOOP AVE SW	GRAND RAPIDS MI
WYOMING CITY OF	906R061727	450	2722 HOOK AVE SW	WYOMING MI



Attachment D
AT&T ILEC Service-Providing Affiliates

Service Provider(s)	Service Publication Location
Michigan Bell Telephone Company d/b/a AT&T Michigan	http://cpr.bellsouth.com/pdf/mi/mi.htm

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE
OF PANASONIC TOUGHBOOKS

WHEREAS:

1. As detailed in the attached Staff Report from the City's Director of Information Technology, it is recommended that the City Council authorize the purchase of six Panasonic Toughbooks for the Police and Public Works Department from Global Gov-Ed Solutions at a price of \$3,958.00 each, using the Kent County Reverse Auction System.
2. The total amount of the purchase is \$23,748.00 and funds are available in account numbers 101-258-25800-984017 and 101-441-44000-984017.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of the Panasonic Toughbooks from Global Gov-Ed Solutions at a price of \$3,958.00 each.
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:

ATTACHMENT:
Staff Report

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

DATE: November 14, 2012
SUBJECT: PD/PW Panasonic Toughbook's Bid Results (RA1672)
FROM: Gail Sheppard, Director of Information Technology
MEETING DATE: November 19, 2012

Recommendation:

It is recommended that the City Council authorize payment to Global Gov-Ed Solutions for the purchase of six Panasonic Toughbook's for Police and Public Works Department vehicles. These mobile units replace equipment that is approximately five or more years old. The Kent County reverse auction process was utilized and submitted as (RA1672).

Sustainability Criteria:

Environmental Quality - Approval of this bid does not significantly impact environmental quality.

Social Equity - Information Technology staff continue to review and update aging computer equipment in order to meet our technology demands.

Economic Strength - Providing replacement equipment to the Police Department and Public Works will allow City staff the ability to perform required assignments more effectively. Replacement is also consistent with our goal of maintaining our IT infrastructure to support technology solutions, facilitate interoperability and connectivity, and support technologies/processes that increase service to our employees and/or citizens.

Discussion:

In October, 2012 the City Council authorized (Resolution #24317) the purchase of six Panasonic Toughbook's from Paradigm Systems Solutions, Inc. However, upon receipt of our Purchase Order No. 2013-00000344, Paradigm advised they were not able to honor the price quoted. Kent County was then notified and they contacted Paradigm and advised they would be banned from participating in future Kent County reverse auctions for a period of one year if they did not honor their bid. Paradigm continued to hold their position.

Therefore, we requested Kent County initiate another on-line auction for the six Panasonic Toughbook's. Kent County received (50) bids, with the authorized Panasonic Toughbook reseller, Global Gov-Ed Solutions submitting the lowest bid at a price of \$3,958.00 each.

Budget Impact:

Funding (\$19,790) for the purchase of five Panasonic Toughbook's is budgeted and available in the General Fund/Information Technology/Capital Outlay Computer Equipment account #101-258-25800-984017. Funding (\$3,958) for the purchase of one Panasonic Toughbook is budgeted and available in the General Fund/Public Works/Capital Outlay account #101-441-44100-984.017.

End of Report

RESOLUTION NO. _____

RESOLUTION TO EXTEND THE PROPOSAL FOR
CLEANING SERVICES AND TO AUTHORIZE THE
MAYOR AND CITY CLERK TO EXECUTE THE CONTRACT

WHEREAS:

1. As summarized in the attached Staff Report, the bid for cleaning services for the Court, City Hall, Public Works, Library, Police and Senior Center was awarded by the City Council via Resolution #23481 dated December 21, 2009.
2. Alpine Janitorial Enterprises, Inc. has submitted a proposal to extend their current bid pricing, as listed below, through December 31, 2015.

Facility	Monthly Rate
Court Building	\$1,575.00
City Hall Building	\$1,775.00
Public Works Building	\$1,775.00
Library	
(Memorial Day- Labor Day)	\$2,775.00
(Remainder of Year)	\$3,125.00
Police Department	\$1,625.00
Senior Center	\$ 975.00

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the Mayor and City Clerk to execute a Contract for cleaning services with Alpine Janitorial Enterprises, Inc. through December 31, 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: November 19, 2012.

ATTACHMENTS:
Staff Report
Letter
Contract

Heidi A. Isakson, Wyoming City Clerk

STAFF REPORT

Date: October 29, 2012
Subject: Cleaning Proposal
From: Jeff Anderson, Parks & Facilities Supervisor
Meeting Date: November 19, 2012

Recommendation:

It is recommended the Wyoming City Council accept Alpine Janitorial Enterprises, Inc's offer extend the current bid prices through December 31, 2015 for cleaning services for various City Buildings including the Court, City Hall, Public Works Building, Library, Police, and Senior Center.

Sustainability Criteria:

Environmental Quality – Does not significantly impact this criterion.

Social Equity – Does not significantly impact this criterion.

Economic Strength – The current vendor has agreed to hold their original bid prices from May 3, 2009 through December 31, 2015.

Discussion:

On November 3, 2009, thirteen complete responses were received in answer to our invitation to submit proposals for cleaning services for various City buildings. Sixty-nine invitations to submit proposals for the cleaning services were sent to prospective bidders.

A team of representatives from each of the buildings reviewed the proposals and conducted interviews of the four lowest bidders. Based on the interviews and proposals submitted they recommended awarding the bid to the second lowest bidder, Alpine Janitorial Enterprises, Inc.

The pricing breakdown for monthly full service cleaning is as follows:

Facility	Monthly Rate
Court Building	\$1,575.00
City Hall Building	\$1,775.00
Public Works Building	\$1,775.00
Library (Memorial Day- Labor Day)	\$2,775.00
(Remainder of Year)	\$3,125.00
Police Department	\$1,625.00
Senior Center	\$ 975.00

Funds for the cleaning services are budgeted in various departmental accounts.

Attachments: Letter from Alpine Janitorial Enterprises, Inc.
Contract

AJE
ALPINE JANITORIAL
ENTERPRISES, INC
8541 Rolling Acres
Serving Upper and Lower Michigan
Rockford, MI 49341
Phone (616) 874-8880 Fax (616) 874-8864
Toll Free (866) 785-7340
24 Hour Toll Free Emergency (877) 697-4795
E-mail: alpinejanitorial@sbcglobal.net

September 5, 2012

PROPOSAL

Revised from September 4, 2012

Submitted To:
City of Wyoming
Purchasing Dept.
1155 28th St. S.W.
Wyoming, MI 49509

Subject: Purchase Contract No. 2010-00000716

Attn: Laura Jackson

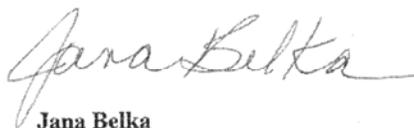
Alpine Janitorial Enterprises, Inc. agrees to extend our current pricing under Subject Contract No. for another three years at the same pricing through December 31, 2015. The new Contract start date to be January 1, 2013 with an ending date of December 31, 2015. Monthly pricing to be as follows:

City Hall 1155 28 th Street S.W. Wyoming, MI	
Monthly charge	\$1,775
<hr/>	
Court Building 2650 DeHoop Avenue S.W. Wyoming, MI 49509	
	\$1,575
<hr/>	
Library 3350 Michael Avenue S.W. Wyoming, MI 49509	
(Memorial Day-Labor Day)	\$3,125 \$2,775
<hr/>	
Senior Center 2380 DeHoop Avenue S.W. Wyoming, MI 49509	
	\$975
<hr/>	
Public Works 2660 Burlingame S.W. Wyoming, MI 49509	
	\$1,775
<hr/>	
Police Department 2300 DeHoop Avenue S.W. Wyoming, MI 49509	
	\$1,625
<hr/>	

If this Proposal is acceptable, please forward a new Purchase Order with the necessary pricing.

Alpine Janitorial Enterprises, Inc. appreciates The City of Wyoming's confidence in our Company and the opportunity to be of service for another three years.

Respectfully,


Jana Belka

CONTRACT

This Contract made this ____ day of _____, 2012, between the City of Wyoming, a Michigan municipal corporation of 1155 - 28th Street SW, Wyoming, Michigan, hereinafter referred to as "City", and, Alpine Janitorial Enterprises, Inc. of 7347 Pine Bay Drive NE, Comstock Park, Michigan, hereinafter referred to as "Contractor", the terms of which are as follows:

1. The term of this Contract shall expire December 31, 2015 and shall commence on January 1, 2013.
2. Contractor shall provide service to the City for the cleaning of the City of Wyoming's following buildings in accordance with the terms of this Contract and the proposal made a part hereof:

Court Building
2650 DeHoop Ave SW
Wyoming, Michigan

Library
3350 Michael Ave SW
Wyoming, Michigan

City Hall
1155 28th Street SW
Wyoming, Michigan

Police Building
2300 DeHoop Ave SW
Wyoming, Michigan

Public Works Building
2660 Burlingame Ave SW
Wyoming, Michigan

Wyoming Senior Center
2380 DeHoop, SW
Wyoming, Michigan

3. The Contractor's Proposal for the cleaning services to be performed in the above listed buildings, dated November 3, 2009, opened by the City Clerk on November 3, 2009 and attached hereto, is hereby incorporated by reference and made a part of this Contract in full, except as specifically provided in this document.
4. Contractor shall provide all necessary cleaning equipment and supplies to perform the required services in good and workmanlike manner.
5. Any additional work requested shall be subject to agreement by the parties at a rate to be determined.
6. City shall pay the Contractor in the monthly amount of:

<u>Building</u>	<u>Monthly Rate</u>
Court Building	\$ 1,575.00
City Hall Building	\$ 1,775.00
Public Works Building	\$ 1,775.00
Library (Memorial Day-Labor Day)	\$ 2,775.00
Library (Remainder of Year)	\$ 3,125.00
Police Building	\$ 1,625.00
Wyoming Senior Center	\$ 975.00

for regular services performed during the term of this Contract or in the event of partial services being performed during a month on a pro-rata basis. Payment for any special services or any other additional charges shall be paid on a monthly basis upon submission by the Contractor of an itemized statement to the City.

7. Contractor shall require that none of its employees smoke in the building.
8. Contractor shall ensure that all trash collected each day in the building is deposited in trash bins located outside of the building immediately upon completion of the trash removal operation and prior to Contractor's personnel vacating the building. Contractor shall further ensure that no trash collected during the process of the trash collection operation is left unattended at any time prior to deposit in the trash bins.
9. Contractor agrees that because of the nature of the business conducted in City buildings, the City has the right to insist that any particular employee, officer or agent of the Contractor not be assigned to work in said building.
10. Contractor is required to maintain, throughout the term of contract insurance in amounts as specified in the bid specifications. All said insurance policies shall name the City as an additional insured and shall be provided to the City prior to commencement of service.
11. Contractor shall defend, indemnify and hold the City its officers, agents, and employees harmless from any and all liability incurred as a result of actions, acts or omissions of Contractor, its officers, agents and employees.
12. Neither the Contractor, its employees, officers or agents shall be considered employees of the City at any time during the term of this Contract.
13. The City may terminate this Contract at any time by providing Contractor with 5 days written notice of termination. The City reserves the right to terminate the Contractor's Cleaning Service at any one or all of the buildings. The City shall be responsible for all work performed and monthly payments on a pro-rata basis through the effective date of termination.
14. In the event of sale of Contractor's business, this Contract and all provisions shall be binding upon any purchaser and/or successor to the Contractor.
15. This agreement and the attachment referred to and made a part hereof shall be the full and complete Contract between the parties, any oral agreements or promises to the contrary notwithstanding.
16. This Contract shall be binding upon the heirs, successors and assigns hereto.

CONTRACTOR:

By _____

Its _____

WITNESSES:

CITY OF WYOMING

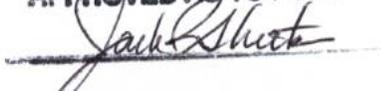
By: _____

Its Mayor

By _____

Its Clerk

APPROVED AS TO FORM:



PREPARED FOR:
CITY OF WYOMING MICHIGAN

FOR:
Proposal for Cleaning Services
Court Building
City Hall
Public Works Building
Library
Police Building
Senior Center
Clean Water Plant-Main Building

PREPARED BY:
ALPINE JANITORIAL
ENTERPRISES, INC
Serving Upper and Lower Michigan
Phone: 616-785-7348 Fax: 616-647-0620
Toll Free: 866-785-7340
Emergency 24 Hour Toll Free: 877-697-4795

BID DUE DATE:
NOVEMBER 3, 2009
11:00 AM EST

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UN-NUMBERED

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MANAGEMENT SUMMARY

Alpine Janitorial aims to improve the quality of care, thus create and maintain a showroom type appearance which the City of Wyoming requires and deserves. This can best be summarized by excerpts from our Mission Statement which is as follows:

We provide exceptional quality and service that exceeds our customer expectations while providing a quality work environment for all AJE employees. Customer satisfaction is our main goal. Eliminating a concern before it develops into an issue is top priority. We consider ourselves guests in our customer's facilities and will maintain them as we would our own. Our goal is to work with the best and to be the best with integrity and excellence.

AJE will supply the City of Wyoming Michigan with a management team that is experienced and more than qualified to meet the needs and expectations of the customer. The management team is backed by over 35 years in the janitorial industry and related fields. This makes for an aggressive, hands-on, healthy company that works toward the benefit of customer. More importantly, only experienced and trained cleaning staff is hired and paid accordingly. Our proposal is to adequately staff each facility with a trained cleaning specialist team and consisting of environmental technicians, working site supervisor/s, as well as the AJE Project and Field Operations Manager who directly reports to the President/Owner of AJE.

A key competitive advantage is our experienced and seasoned management and cleaning specialist teams in the janitorial industry. Alpine Janitorial Enterprises, Inc is a professional commercial janitorial company, servicing customers and their facilities throughout the State of Michigan. Collectively AJE's management team brings to the janitorial industry 35 years of experience in privately owned and operated small businesses, years of experience in management, supervision, and operations, as well as specifically, years of experience in the janitorial, facility maintenance, and building structures. Our customer base includes governmental facilities at the Federal, State, and County levels, facilities housing educational wings, and financial institutions. These accounts, with high and low public traffic, work areas, as well as facilities that demand a high level of security and confidentiality, are maintained with exemplary service and proven professionalism. All of our environmental cleaning specialists and technicians are highly trained and must pass security and background checks. AJE also provides and mans a Toll Free 24-Hour / 7-Days Contact and Emergency Phone Number for our customers and employees. AJE can provide a customer with cleaning expertise that is demanded in any unique janitorial situations.

In conclusion some other benefits of our proposal are, but certainly not limited to, the following. AJE maintains a low overhead and being an efficient management team allows us to offer the best possible pricing with top shelf servicing to our customers. We will use cleaning chemicals to eliminate all current health hazards and concerns, including indoor environmental quality and blood borne pathogen precautions. Being effective and knowledgeable will be an on going training process for our employees. All employees will be individually trained in all aspects of housekeeping including, rest room cleaning, office cleaning, safety, health, supply usage, customer specification and cleaning frequencies that is unique to the customer and facility. Employee training will be reemphasized and tested on a quarterly schedule. It is our intent to be in total communication at all times with our customer and their supervising agents and offer AJE's availability 24/7. Our success is solely dependent on our customers. We will provide the best quality cleaning for your dollar and will continually strive for perfection. We pride ourselves and our employees in being professional at all times.

KEY PERSONNEL

The following is an organizational chart that reflects our company structure. The individuals' relationship with AJE is so noted as well as the relationship they will have with the City of Wyoming contract. Each individual's educational background, training, and background experience is stated in the enclosed employee's resumes. (Any other supervisory positions that are still to be determined at this time will be supplied at the time of award of the contract.)

AJE COMPANY ROSTER

Jana Belka
President/ Owner
Oversees company

Dan Belka
Vice President

Craig Poddig,
CFO

Richard Poddig
Facilities, Inspection, Safety and Compliance Manager

Jana Belka – Dan Belka
Operations
Project/Contract Managers
Inspection and Management Specialists

Bruce Sherd
Sales and Marketing Manager

David Dykstra
Regional Field Operations Manager

Lewis Belka
Regional Field Operations Manager

Working Site Supervisors-TBA

Environmental Technicians and Cleaning Specialists-TBA

JANA LYNN BELKA
President /Owner
Alpine Janitorial Enterprises, Inc.

OVERVIEW

An experienced Administrator, Facilities Director and Site Manager, whose responsibilities included, but were not limited to, the State compliance of building specifications, maintenance, and supervision of janitorial services, in the educational arena with the ability, knowledge, and experience to train and supervise a management team. Advance leadership, group facilitating and organizational skills, as well as being highly successful in working collaborative environments. A creative and dedicated professional with a strong work ethic, commitment to excellence, and attention to detail. Included in the work experience, in addition to managing and operating successful Preschools including all administrative business aspects associated with the operation, are 20 years of successful teaching experience, sales, customer service, marketing, and the development of and facilitating in-services, seminars, and professional development.

EDUCATION

Western Michigan University, Graduated in 1974, Bachelor of Arts, Cum Laude. Major in Communications Arts and Science, Emphasis in Interpersonal Communications
Michigan State University, Graduate Credits

WORK HISTORY

2006-To Present: Alpine Janitorial Enterprises, Inc, Owner and President

2004-2005: Our Savior Lutheran Preschool, Lead Teacher

2001-2004: Northwestern Home Furnishings, Sales and Marketing, Interior Designer, Customer Service

November 1999 to June 2000: Traverse City Public Schools, Traverse City, Michigan. Fifth Grade Teacher

August 1989 to June 1999: Trinity Lutheran School, Traverse City, Michigan.

Responsible for language arts, reading and social studies. Sixth Grade, self-contained classroom; seventh and eighth grades language arts with writing as an emphasis.

August 1986 to June 1989: Preschool Director and Teacher, Trinity Lutheran School, Traverse City, Michigan.

1979 to 1986: Tutoring on an individual and private basis.

October 1978 to October 1979: Preview Community Weekly Newspaper, Traverse City, Michigan. Responsibilities: Advertising Sales and Marketing, Graphic Arts, Customer Service

July 1977 to April 1978: Record Eagle Newspaper, Traverse City, Michigan. Responsibilities: Classified Display and Advertising Sales, Marketing, Customer Service

September 1976 to May 1977: Mother of Sorrows Catholic School, Ashtabula, Ohio.

Teaching position. Responsibilities included seventh grade homeroom and science classes for sixth and eighth grades.

September 1974 to April 1976: Immanuel-St. James Lutheran School, Grand Rapids, Michigan. Preschool Teacher and Director of morning program for 3-4-5 year olds, teaching position in the afternoon in various classrooms including grades four through eight.

DANIEL A. BELKA

PROFILE

A successful and full scope operations and managerial professional with a recognized ability to organize, problem-solve, and manage in an efficient and profitable manner. Demonstrated ability to be extremely self-motivated, persuasive yet personable, and the ability to communicate effectively with customers, superiors, as well as the personnel managed. Highly productive employee when experiencing the efforts of hard work and shared rewards of reaching company goals.

QUALIFICATIONS

- Years of experience, including 25 years in management with the last five years in the service industry.
- Outstanding skills in customer service and building a strong customer rapport with the ability to address concerns successfully and in a prompt and timely manner before concerns turn into issues.
- Experienced in personnel training and development.
- Detail oriented with a focus on total facility flow and management and skilled in implementing improvements.
- Accustomed to working in a fast-paced environment with the ability to think quickly, and at the same time maintain a high level of organization.
- Creative visionary for the advancement of the company.

PROFESSIONAL SUMMARY

Director of Operations, WMJ-Advance Systems, Comstock Park, MI 2001-2006

Responsibilities included overseeing all customers and their needs, hire and supervise employees and field managers at each facility, responsible for training and education of employees, attend all walk-throughs for new business, responsible for advertising, sales and marketing of Advance equipment (international and national), facilitate new business for West Michigan Janitorial, Particular Cleaning, and Advance Systems, supply quotes for existing as well as new accounts, responsible for floor plan and all ordering

Operations/Inventory Control Manager, Seven World Wide, Grand Rapids, MI 1999 – 2001

Responsibilities included establishing and set-up of warehouse and shipping department, several plant updates, initiated new maintenance schedule for building, maintained several millions of dollars in graphic arts equipment, supervised personnel in warehouse and shipping department, maintained inventory, operations and maintenance to ensure showroom appearance of entire company.

Warehouse Supervisor, Etheridge Company, Grand Rapids, MI 1988 – 1999

Responsibilities included total quality control of all printed material, hired and trained new pressroom employees, maintain total inventory control of entire plant, set-up and reorganizing warehouse, maintain showroom interior.

Self employed, Cement Contractor, Grand Rapids, MI 1980 – 1988

District Manager, J.I. Case Co., Winneconne, WI, Campbell Sales Co., Grand Rapids, MI 1967 – 1980

Staff Sgt., U.S. Army Reserve (Honorable Discharge) 1965 – 1971

EDUCATION

Aquinas College, Grand Rapids, MI
Grand Rapids Community College, Grand Rapids, MI
East Catholic Central High School, Grand Rapids, MI

0

CRAIG A. PODDIG
CFO

Throughout his career, Mr. Poddig has held many different positions in accounting, finance, management and consulting. These positions have included several at the executive and principal level, with a number of different entities, mainly those companies in the cable and telecommunications industries.

From 1977 to 1982, Mr. Poddig served in various accounting and financial positions with the Chevrolet Motor Division of General Motors Corporation. In 1982, he accepted a position with Centel, a telecommunications company based in Chicago, Illinois. Centel was entering the Michigan cable television market with the acquisition of Midwestern Cablevision, based in Traverse City, Michigan. Mr. Poddig was hired as controller for the newly formed subsidiary, Centel Cable Television Company of Michigan. By 1989, from a base of one system serving 9,000 subscribers, the Company was grown through acquisitions, extensions, subscriber penetration lift and new builds to an entity of 65 systems serving over 120,000 subscribers. During this time, Mr. Poddig moved into operations where he was actively involved in all phases of the business. He was responsible for municipal relations with over 370 franchising authorities; personnel related matters for 190 employees, 50 of which were represented by three different I.B.E.W. locals; new builds and rebuilds; cable programming, service and rate setting; and all matters related to the purchase and acquisition of various cable companies throughout Michigan. In 1989, Mr. Poddig was appointed Vice President and General Manager of Centel Cable of Michigan to direct the transfer and sale of the Company to C-TEC Corporation. C-TEC was a telecommunications company based in Wilkes-Barre, Pennsylvania, which purchased all of Centel's cable assets in Michigan. When the sale was complete, Mr. Poddig accepted a position as General Operations Manager for C-TEC Cable Systems of Michigan. From 1989 to 1991, the Company was grown through additional acquisitions and new build activity to an M.S.O. serving 135,000 subscribers throughout Michigan. Mr. Poddig was responsible for franchising, capital expenditures, budget development, financial tracking, and employee and customer relations. In 1991, Mr. Poddig left C-TEC and founded Cameron Alan Group, Inc., along with Mr. Robert C. Reuss with whom he had previous professional associations at Centel. Over the past thirteen years, Cameron Alan Group, Inc. has provided investment, financial, management and intermediary services to number of public and privately held concerns, particularly those capitalizing on various emerging technologies and competitive telecommunications opportunities. Mr. Poddig served as President.

In 1994 Mr. Poddig was asked to join as an executive and participant in the control group of a company being organized by Mr. Reuss, Clairity Wireless Communications, Inc., which was formed to participate in the Federal Communication Commission's entrepreneurial block auctions for Personal Communications (PCS) frequencies scheduled for mid-summer 1995. Mr. Poddig served as Vice President and Secretary for Clairity during the PCS auctions. After Clairity withdrew from the PCS auctions in 1996, its capital was reinvested in a start-up local and long distance reseller, AMI Communications.

CRAIG A. PODDIG

Mr. Poddig was actively involved in the operations and growth of AMI, until another group bought out Clarity's investment in AMI in 2000. Cameron Alan Group has continued to be an active investor, investigatory consultant and private investment manager of telecommunications enterprises since 1992. This activity was again highlighted by its engagement with Enterprise Communications Group, LLC, starting in 2002, formed by Cameron Alan and other telecommunications industry professionals to pursue the acquisition and operation of Rural Local Exchange Carriers (RLECs). The acquisitions pursued were independent operators or non-strategic, rural assets of the major telephone operators. At the same time, and up until just recently, strategic alliances were formed by Cameron Alan with several leading industry firms, to pursue the acquisition of small cable operators and non-core cable properties of the leading multiple system operators (MSOs). These firms, in their respective fields were: Cable Constructors, Inc., an industry leading provider of network planning, mapping, design, engineering, material supply, as well as construction and installation for the cable, municipal, utility, telephone, optical transport and education industries; Custom Call Data Systems, Inc., which provides data processing and billing services and information systems for the telecommunications industry; and Decosimo Corporate Finance Services, which provides solutions in debt and equity financing, mergers, acquisitions and divestitures, as well as business valuations. In May 2006, Mr. Poddig was approached by Alpine Janitorial Enterprises, Inc. to join its Advisory Board and management team. He assumed the title of Controller, but will also be involved in business development and growth, as well as play a major role in the supervision of Alpine Janitorial Enterprise's operations based out of its Traverse City and Calumet, Michigan offices.

Mr. Poddig graduated with high distinction from Ferris State University in Big Rapids, Michigan, and holds a Bachelor of Science Degree in Business (Accountancy). Additionally, he has formed his own company, Copper Country Properties, Inc. to explore and invest in real estate opportunities in Michigan's Upper Peninsula, more specifically in the area of the Keweenaw Peninsula and the Keweenaw National Historic Park.

July 2006

RICHARD J. PODDIG
Inspection, Safety & Compliance Manager

OVERVIEW

An experienced journeyman ironworker, certified welder, and foreman in structural and miscellaneous steel erection, which involved over 100 jobs and buildings sites throughout the state of Michigan. Work history also included Medical Specialists training through the United States Army.

EXPERIENCE

- 1972-1977 Active Army Reservist – Honorable Discharge September 1977
- 1974-1982 Van Dam Ironworks - Grand Rapids, MI
- 1984-1985 Miller Davis Construction – Kalamazoo, MI
- 1986-1996 Couturier Ironcraft – Comstock Park, MI
- 1997-2001 Northern Boiler Inc. – Muskegon, MI
- In Addition, numerous other ironwork contractors throughout the course of the career

SKILLS AND ABILITIES

- Read and interpret blueprints
- Read and interpret building specifications
- Oversee erection and detailing of structural steel
- Inspected certified welders on site
- MIG, TIG, and ARC welding experience
- Successfully oversee, manage, and train work crews

EDUCATION

- 1971 - High School Diploma, Grand Rapids Union High School
- 1972 - Medical Specialist Training (91B20) United States Army
San Antonio, Texas – Graduated with Honors
- Served in the Active Army Reserves – Honorably Discharges in September 1977
- 1973-1976 Ironworkers Local 340 Apprentice Training Program –
Muskegon Community College and Grand Rapids Community College

CERTIFICATIONS

- Certified Welder – Iron Workers Local 340
- Certified Welder – Consumers Energy
- Certified Welder - Dow Chemical
- Safe2Work
- Smart Mark
- OSHA
- MUST
- Red Cross

Bruce W. Sherd

Alpine Janitorial – Sales and Marketing Manager

5410 Riverlook Drive NE, Comstock Park, Mi. 49321
bsherd@aol.com Cellular 616-240-6719 Home 616-785-9728

Profile

Professional with experience encompassing both corporate and private environments in Project Management, Print Management, Operations Management, Sales and Customer Service. Management experience includes total profit and loss responsibility, budget preparation, contract negotiations, cost reductions; increasing sales, improving team performance, leadership development, human resource functions, ensuring compliance with policies and established practices, interpreting regulations; developing excellent customer rapport, problem solving and project management.

Summary of Accomplishments

- Collaborated with upper management, project leaders, IT department and employees to successfully develop processes and systems to maximize efficiencies to benefit the company as well as the employees to promote excellent customer satisfaction.
- Initiated a Quality Management Team program to provide quality products and services.
- Developed a change management initiative including creating job descriptions, process workflow mapping and cross-training programs.
- Developed strong vendor relationships with a commitment to quality.
- Proficient in problem solving, team building and leadership.
- Successfully managed several teams utilizing multiple software applications.
- Completed bachelor degrees in Business Administration and Business Management.

Professional Experience

Wynalda Litho, Belmont Michigan Prepress Manager

2006 to 2007

Managed day-to-day prepress and computer-to-plate operations to ensure high quality cost effective and timely execution of prepress application files for printing. Researched new prepress workflows, developed training, quality assurance and team building programs. Collaborated with vendors and pressroom manager to ensure highest quality of products delivered.

- Increased employee efficiencies by over 50 percent.
- Utilized latest technology for managing workflow and process.
- Developed quality initiatives resulting in higher customer satisfaction.
- Approved all printed material to meet or exceed customer specifications.

American Color, Ada, Michigan Facility / Operations Manager (On-site at Altacor, Inc.)

2001 to 2006

Provided management and leadership to a dedicated staff of professionals during the implementation of a digital brand asset management system in order to organize all digital assets for customer access 24/7 globally. Managed support staff in order to further enhance systems to provide excellent customer experiences.

- Successfully integrated several customer databases and procedures into one all inclusive system.
- Developed excellent customer rapport with internal and external customers resulting in improved communications.
- Developed training programs for end users.
- Developed and supported quality teams designed to improve communications.
- Managed several projects simultaneously resulting in high quality outcomes.

**Seven Worldwide Inc. (Wace / Modern Imaging) Grand Rapids, Michigan 1978 to 2001
Operations Manager**

Managed all internal operations and maintained total profit and loss responsibilities for the local facility of a worldwide graphic arts company.

- Responsible for the successful expansion and relocation to a new and innovative facility.
- Managed operations of staff between 60 to 80 employees.
- Developed quality and communication programs resulting in a high level of customer satisfaction.

Additional Positions Held Includes;

Account Manager – Responsible for multiple accounts including one of the company's largest accounts.

Client Quality Consultant – Developed quality standards for print and prepress based on client specifications in order to exceed all client expectations.

Production Manager – Responsible for all production activities including scheduling, job cost reporting and final delivery of products and/or services.

Customer Service Manager – Managed and provided support to customer service staff providing excellent service to clients and improved communications internally.

Color Supervisor – Approved all customer color assets, developed and managed all customer profiles.

Academic Qualifications

University of Phoenix

Bachelor of Science in Business Administration.

Bachelor of Science in Business Management.

GPA 3.85

- Certificate of Completion – Printing Industry of America Executive Development Program.
- Certificate of Recognition – Quality Awareness.
- Certificate of Completion – Excellent Customer Service.
- Certificate of Recognition – Facilitator of Service Plus.
- Certificate of Completion – Managing Multiple Projects, Objectives and Deadlines.

References;

Fred Riley, Operations Manager, American Color Inc., Elk Grove, IL. 847-472-7510

George Zysk, President, Graphic Temps/Folio Group, Spring Lake, Mi. 616-340-0340

Rich Belka, Sales, Quimby Walstrom, Grand Rapids, Mi. 616-291-0468

David A. Dykstra

Alpine Janitorial – Regional Field Operations Manager

Work experience 2008 - 2009 Inventory Control Spartan Warehouse
1977 - 2006 GM/Delphi Grand Rapids/Coopersville

- Suggestion Plan Administrator
- Industrial Engineering
- Education/Training Coordinator
- Facilitator of Business Offsite
- Data entry, filings and follow-up
- Employee Involvement Coordinator
- Knowledge in Excel, PowerPoint and Microsoft Word
- Production Control and Logistics
- Assembly Room Supervisor

- **Education**
 - Associate Degree from Ferris State University.
 - Applied Sciences
 - Time/Project Management
 - Conflict Resolution-Mediation
 - Presentation Skills
 - Facilitator Skills
 - Administration Skills
 - Leadership Skills
 - Building High Performing Teams
 - Dealing with Difficult People
 - Supervisor Training

LEWIS A. BELKA

10355 Ken Kan Kei
Rockford, MI. 49341

(616) 691-8675
lewisbelka@att.net

**Alpine Janitorial
Regional Field Operations Manager**

PROFILE

A full scope Sales and Marketing professional, known for my ability to research competition, address the issues; and increase company sales and profits. Focused on customer service with a strong background in problem solving. Persuasive yet personal, with a demonstrated ability to communicate effectively at all organizational levels. Skilled in developing strong business relationships yet focused on quality, branding, and shareholder values. I am most productive when I can experience the efforts of hard work and share the rewards of reaching company goals.

PROFESSIONAL SUMMARY

NESTLE USA, GRAND RAPIDS, MI. 1989 – NOVEMBER 2002
\$13 billion global manufacture of confections, beverages, infant formula, Nestle baking, frozen foods, bottled water and petcare products. World Headquarters in Vevey, Switzerland

SALES TEAM ACCOUNT MANAGER 1989 - 2002
Effectively planned and developed marketing strategies to drive the Nestle businesses with Meijer Inc. (156 locations). Managed service activity's to insure continued customer satisfaction, with new item presentations and customer direct margin returns.

- Launched new items and line extensions that contributed to annual customer growth of 6% to 10%; while exceeding company goals and returning real internal growth.
- Established successful relationships with customers through attentive and timely support for company brands.
- Created marketing programs, realigned resources and successfully drove the Nestle businesses that were represented.

CARNATION COMPANY, GRAND RAPIDS, MI. 1974 – 1989
(Carnation Company was purchased by Nestle SA in 1989)
\$3 billion dollar company which manufactured beverages, tomato products, infant formula, adult nutrition, and petcare products.

ACCOUNT SALES EXECUTIVE 1976 - 1989
Overall sales responsibility for managing the wholesale operations, business development and full budget management, for Carnation products with Meijer Inc.. Established long term goals, contributed to product development and set up co-marketing events. I also managed the Carnation wholesale operations with Spartan Stores (450 stores) from 1976 to 1978.

ACCOUNT SALES EXECUTIVE (Continued)

- Developed a five year master plan, while tracking the one year business plan. Each plan was monitored with quarterly reviews; with plans adjusted accordingly.
- Exceeded quotas by 7 – 14% and contributed to accelerated growth on all Carnation products..

RETAIL FIELD SALES MANAGER 1974 - 1976

Managed a retail territory in Northern Michigan; supporting 105 retail grocers. Prospected new retail outlets, managed retail space, increased seasonal sell-in and ensured plan o gram compliance.

- Developed wholesale customer cash & carry outlet to support startup grocery operators
- Serviced chain and independent grocery operations and established company as a viable supplier in a very competitive market.

EDUCATION

Associate Business in Marketing – Grand Rapids Community College, Grand Rapids, MI.

Honorable Discharge
United States Air Force

PROFESSIONAL DEVELOPMENT

Microsoft Word
Excel
Microsoft Office
Business Objects
Integrated Sales Workbench

COMMUNITY INVOLVEMENT

Co-Chairman of the Plainfield Township Parks & Recreation Committee 1987 – 1995
Board of Review – Grattan Township 2005 - present

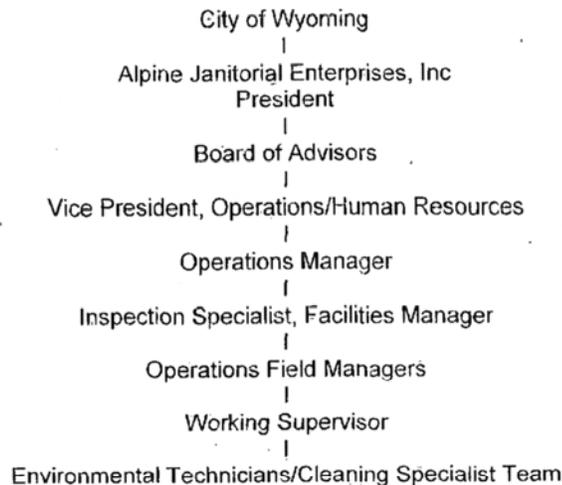
ORGANIZATION QUALIFICATIONS AND EXPERIENCE

As stated in the Management Summary, and as verified by the management team's enclosed resumes, AJE bring to the janitorial contract a high level of experienced, educated, and professional personnel. Also as stated in the Management Summary, AJE has built a reputation that we are proud of with public facilities (which house highly sensitive material), private offices, and industrial facilities and office environments; all of which are present in the janitorial contract for the City of Wyoming.

Alpine Janitorial Enterprises, Inc is a contract commercial janitorial entity founded with the purpose of servicing the community in the janitorial cleaning market. AJE is a company providing a high-level of cleaning expertise and continually look for more effective ways to do the job better and more efficiently. This determination and commitment will be the key to referrals and serving our community and customers. Janitorial capabilities include, but are not limited to: commercial facility janitorial and custodial cleaning, carpet extraction, hard surface floor care (stripping-waxing-buffing), window cleaning (all interior and first floor exterior), construction clean-up, and light maintenance. AJE is fully insured and bonded.

One of the reasons for our success is built on our following company structure.

COMPANY STRUCTURE OF ACCOUNT SERVICE



REFERENCES FOR ALPINE JANITORIAL ENTERPRISES, INC

MICHIGAN DEPARTMENT OF HUMAN SERVICES
CENTREVILLE, MI
KATHY PENCE 1-269-467-1274

MICHIGAN DEPARTMENT OF HUMAN SERVICES
HART, MI
SANDY SCHULTZ 1-231-873-7251

MICHIGAN DEPARTMENT OF HUMAN SERVICES
BESSEMER, MI
SCOTT PARROT 1-906-280-3021

MICHIGAN DEPARTMENT OF HUMAN SERVICES
BARAGA, MI
THERESE GRAHEK 1-906-353-4707

MICHIGAN DEPARTMENT OF HUMAN SERVICES
CASPIAN, MI
BYRON KOENIG 1-906-265-0315

MICHIGAN DEPARTMENT OF HUMAN SERVICES
IRON MOUNTAIN, MI
BOB ROBERGE 1-906-779-4150

DEPARTMENT OF STATE
COLDWATER SECRETARY OF STATE OFFICE
JACKIE BAKER 1-517-278-7440

DEPARTMENT OF STATE
ADRIAN SECRETARY OF STATE OFFICE
AMBER STEMMERICH 1-517-264-1823

DEPARTMENT OF STATE
ALBION SECRETARY OF STATE OFFICE
JOHN STRODTBECK 1-517-629-5038

UNITED STATES POST OFFICE
COMSTOCK PARK, MI
TERRY VANDENBOS 1-616-784-5481

SERVICE 1 FEDERAL CREDIT UNION
MUSKEGON, MI
KIM BOURDO 1-231-739-5068

JOHN BALL ZOO ADMINISTRATION BUILDING
GRAND RAPIDS, MI
ALLMON FORRESTER 1-616-336-2545

ADDITIONAL REFERENCES FURNISHED UPON REQUEST

DESCRIPTIONS OF SERVICES TO BE RENDERED

The following pages will contain the requested specifications and frequencies by the City of Wyoming. Alpine Janitorial will complete the attached schedule as well as the attached Specifications Tasks/Frequencies as stated as our normal follow up to our daily cleaning procedure.

At each facility, a designated team of Cleaning Specialists will maintain the facility. Assignments for completing the housekeeping duties will be made as well as assignments for floor care. One will be a working Supervisor to insure that all required cleaning is completed, be responsible for maintaining an adequate supply of cleaning chemicals and making sure that all janitor closets are kept in a showroom and organized appearance, and reporting directly to the Project Manager (Operations). Morning walk-throughs will be scheduled with the building agents upon award of the contract and what is conducive to the City of Wyoming and its agents.

The contact person for each facility will be Jana Belka, president or the Project Manager, Dan Belka.
(Both can be reached at, phone: 616-785-7348, address 7348 Pine Bay Drive NE, Comstock Park, MI 49321, e-mail: alpinejanitorial@sbcglobal.net)

COURT BUILDING

**2650 DeHoop Avenue SW
Wyoming, MI 49509**

Regional Field Operations Manager

Cleaning Specialists – 2(two) including 1(one) working Supervisor

Hours of cleaning – 5:00PM until 8:00PM

3(three) Hours per day per cleaner
Total of 6 (six) cleaning hours per day

ATTACHED

Specifications Tasks/Frequencies – City of Wyoming

CITY HALL
1155 28th Street SW
Wyoming, MI 49509

Regional Field Operations Manager

Cleaning Specialists – 3(three) including 1(one) working Supervisor

Hours of cleaning - 5:00PM until 8:00PM

3(three) hours per cleaner - per day
Total of 9 (nine) cleaning hours per day

ATTACHED

Specifications Tasks/Frequencies – City of Wyoming

PUBLIC WORKS

2660 Burlingame SW
Wyoming, MI 49509

Regional Field Operations Manager

Cleaning Specialists – 3(three) including 1(one) working Supervisor

Hours of cleaning – 5:00PM until 8:00PM

3(three) hours per day – per cleaner
Total of 9(nine) cleaning hours per day

ATTACHED

Specifications Tasks/Frequencies – City of Wyoming

LIBRARY
3350 Michael Avenue SW
Wyoming, MI 49509

Regional Field Operations Manager

Cleaning Specialists – 3(three) including 1(one) working Supervisor

Hours of cleaning

Monday – Thursday – 8:00PM until 11:00PM

Friday – Sunday – 5:00PM until 8:00PM

3(three) hours per day – per cleaner

Total of 9(nine) cleaning hours per day

ATTACHED

Specifications Tasks/Frequencies – City of Wyoming

POLICE DEPARTMENT
2300 DeHoop Avenue SW
Wyoming, MI 49509

Regional Field Operations Manager

Cleaning Specialists – 3(three) including 1(one) working Supervisor

Hours of cleaning - 5:00PM until 8:00PM

3(three) Hours per day – per cleaner
Total of 9(nine) hours per day

ATTACHED

Specifications Tasks/Frequencies – City of Wyoming

Senior Center
2380 DeHoop Avenue SW
Wyoming, MI 49509

Regional Field Operations Manager

Cleaning Specialists – 2(two) including 1(one) working Supervisor

Hours of cleaning – 5:00PM until 8:00PM

2(two) hours per day - per cleaner
Total of 4(four) hours of cleaning per day

ATTACHED
Specifications Tasks/Frequencies – City of Wyoming

CLEAN WATER PLANT – MAIN BUILDING

2350 Ivanrest SW
Wyoming, MI 49509

Regional Field Operations Manager

Cleaning Specialists – 2(two) including 1(one) working Supervisor

Hours of cleaning – 5:00PM until 8:00PM

3 hours per day – per cleaner
Total of 6(six) hours of cleaning per day

ATTACHED

Specifications Tasks/Frequencies – City of Wyoming

VI. CLEANING SPECIFICATIONS FOR THE COURT BUILDING

The Court building is located at 2650 DeHoop Avenue SW, and shall be cleaned in accordance with the following specifications:

Court Building Specifications	
Description	Day of Week (Monday-Thursday)
General	
Empty wastebaskets (interior and exterior) and empty and wipe cigarette urns by building entrance.	Daily
Replace wastebasket liners	As required to maintain liners of good appearance (Note: City will provide liners)
Clean tops of all counters, desks, tables, files, credenzas, computers, monitors, chairs, other furniture, etc.	Once Per Week
Clean legs, pedestals and front side and back panels, tables, files, credenzas, chairs, and other furniture	As required to maintain clean appearance; once per month
Clean all horizontal surfaces i.e., window ledges, stair handrails, etc.	Once Per Week
Spot clean walls and doors (especially around door knobs)	Once Per Week
Wash all interior door windows inside and outside, including showcase windows, glass panels and glass partitions in the lobby.	As required to maintain clean appearance
Remove cobwebs, spiders, etc.	As required to maintain clean appearance
Clean and polish drinking fountains	As required to maintain clean appearance
Sweep main stairwell and clean glass panels	Daily
Sweep basement Records Retention Center	Once Per Month

Court Building Specifications	
Description	Day of Week (Monday-Thursday)
Carpeting	
Vacuum carpet – completely. Must vacuum according to the carpet manufacturer's guidelines – upright Commercial Equipment with beater brush (no backpack vacuums)	Daily
Vacuum carpeting in the basement – completely	Once Per Month
Spot Clean Carpeting Utilize methods and products as recommended by carpet manufacturer	As Required
All VCT Floors and Stairwells	
Dust mop/sweep	Daily
Damp mop	Twice per week
Strip, seal and refinish floor areas, including baseboards	Up to twice per year, upon City's request
Buff and spray buff	As required to maintain floor finish and a clean glossy appearance
All Ceramic Floors	
Dust mop/sweep	Daily
Damp mop	As required to maintain clean appearance.
Scrub and buff	As needed to avoid buildup of dirt, grime in grout and tile in all areas including the lobby and bathrooms.
All Restrooms & Holding Cells	
Clean and disinfect inside and outside of stools and urinals. The restroom in the basement is not used daily, but must be checked daily and cleaned if necessary	Daily
Clean partitions	As required to maintain clean glossy appearance.
Clean wash basins and exposed drain pipes	Daily
Spot clean walls around wash basins	Daily
Clean mirrors	Daily
Replenish towels, soap, toilet tissue, sanitary products and any other products	Daily (note: City will supply, towels, soap and toilet tissue)
Clean and disinfect floors with antiseptic solution	Daily
Clean lockers (outside and top)	Weekly
Entrances	
Sweep & Damp mop floors	Daily
Wash all entrance doors and sidelight windows inside & out	Daily
Vacuum floor mats	Daily
Lunchroom & Coffee Room	
Clean table tops, counter tops, sinks and faucet fixtures.	Daily
Utility Closets – To be kept in a clean and orderly fashion	At All Times
Elevators	
Vacuum, Clean wall surfaces and handrails	Monday & Wednesday

VII. CLEANING SPECIFICATIONS FOR CITY HALL

City Hall is located at 1155 28th Street SW and shall be cleaned in accordance with the following specifications:

City Hall Specifications	
Description	Day of Week (Monday-Thursday)
General	
Empty wastebaskets (interior and exterior) and empty and wipe cigarette urns	Daily
Replace wastebasket liners	As required to maintain liners of good appearance (Note: City will provide liners)
Clean tops of all desks, tables, files, credenzas, chairs and other furniture	Once Per Week
Clean all service counters with disinfectant	Monday and Wednesday
Clean legs, pedestals and front, side and back panels, tables, files, credenzas, chairs, and other furniture	As required to maintain clean appearance; once per month
Clean all horizontal surfaces (i.e., window ledges, etc.)	Once Per week
Spot clean walls and doors (especially around door knobs)	Once Per Week
Wash all interior door windows inside and outside, including showcase windows and glass panels	Daily
Wash emergency exit door glass and side panels	Every other week.
Remove cobwebs, spiders, etc.	As required to maintain clean appearance
Clean and polish drinking fountains	As required to maintain clean appearance.
All Carpeting	
Vacuum Carpet – Completely	Daily – Must vacuum according to the carpet manufacturer's guidelines (instructions are attached). Commercial Equipment with a beater bar (no backpack vacuums)
Spot Clean Carpeting	Whenever a spot appears. Utilize methods and products as recommended by carpet manufacturer
All Tile Floors- Ceramic & VCT	
Sweep/Dust mop	Daily
Scrub & Buff	As needed to avoid buildup of dirt, grime in grout and tile in all areas including the lobby, lunchroom and bathrooms
Damp mop	Daily or as required to maintain clean appearance
Strip, seal and refinish floor areas, including baseboards	Up to twice per year, Employees lunchroom up to four times per year, upon City's request
Buff and spray buff	As required to maintain floor finish and finish and a clean glossy appearance
All Rubber Tile Stairwells & Landings	
Sweep/Dust mop	Daily
Damp mop	Daily or as required to maintain clean appearance
Scrub & spray buff	As required to maintain floor finish and a clean glossy appearance
All Concrete Floors	
Sweep	Once Per Month

Public Works Building Specifications	
Description	Day of Week (Monday-Thursday)
All Carpeting	
Vacuum carpet – completely (including stairs)	Daily – must vacuum according to the carpet manufacturer's guidelines (instructions are attached)
Spot Clean Carpeting	Whenever a spot appears utilize methods and products as recommended by carpet manufacturer
All Vinyl Tile Floors	
Sweep	Daily
Mop	Daily
Buff and spray buff	As required to maintain floor finish and a clean glossy appearance
Strip, seal and refinish floor areas, including baseboards	As required to maintain floor finish
All Rubber Tile Floors	
Sweep	Daily
Mop and Buff	Daily
All Clay Tile Floors	
Sweep	Daily
Mop	Daily
All Metal Stairways	
Sweep (all three stairways)	Daily
Clean Handrails	Weekly
All Conference/Training Rooms	
Must be checked daily for use and cleaned if used. If not used, must be cleaned a minimum of twice per week.	As required to maintain a clean appearance, no less than twice per week.
Clean tops of tables and counter areas	After each use, no less than twice per week if not used.
Vacuum	After each use, no less than twice per week if not used.
Clean Plastic Chairs – wipe seat & back of chairs	Monthly
All Concrete Floors	
Dust Mop	Daily
Damp Mop	Daily
Scrub	Monthly
All Restrooms	
Clean and disinfect inside and outside of stools and urinals	Daily
Clean partitions	As required to maintain clean glossy appearance; minimum once per week
Clean wash basins and exposed drain pipes	Daily
Spot clean walls around wash basins	Daily
Clean mirrors	Daily
Replenish towels, soap and toilet tissue (note: City will supply towels, soap and tissue)	Daily
Clean and disinfect floors with antiseptic solution	Twice Per Week
Clean lockers (outside and top)	Weekly
Dust mop and damp mop	Daily
Scrub concrete floors	Monthly
Entrances	
Damp mop floors	Daily
Wash all entrance doors and sidelight windows inside & out	Daily
Vacuum floor mats	Daily
Lunchroom & Coffee Room	
Clean table tops, countertops, sinks and faucet fixtures	Daily
Dust mop and damp mop	Daily
Scrub concrete floors	Monthly

Public Works Building Specifications	
Description	Day of Week (Monday-Thursday)
Elevators	
Vacuum	Daily
Clean wall surface and handrails	Daily
Facilities	
Empty Wastebaskets	Daily
Janitor/Utility Closets	
To be kept in a neat and orderly fashion at all times.	

IX. CLEANING SPECIFICATIONS FOR THE LIBRARY

The Library is located at 3350 Michael Avenue SW, hours are Monday – Thursday 9:30 a.m.–8:00 p.m., Friday and Saturday 9:30 a.m.–5:00 p.m., and Sunday 1:00 p.m.–5:00 p.m. (closed Sundays from Memorial Day – Labor Day) and shall be cleaned in accordance with the following specifications:

Library Specifications	
Description	Day of Week (Sunday-Saturday - closed Sundays from Memorial Day – Labor Day)
General	
Empty wastebaskets (interior and exterior) and empty and wipe cigarette urns	Daily
Replace wastebasket liners	As required to maintain liners of good appearance (note: City will provide liners)
Clean tops of all counters, desks, tables, files, credenzas, chairs and other furniture	Once Per Week
Clean legs, pedestals and front, side and back panels, tables, files, credenzas, chairs, and other furniture in the Library and Café.	As required to maintain clean appearance.
Clean all horizontal surfaces i.e. window ledges, shelving, etc.	Once Per Week
Spot clean walls and doors (especially around door knobs)	Once Per Week
Wash all interior door windows inside and outside, including showcase windows and glass panels	Daily
Remove cobwebs, spiders, etc.	As required to maintain clean appearance
Clean and polish drinking fountains	Daily
Dust and clean all computers	Once Per Week.
Clean computer monitors (except flat screen monitors) with appropriate cleaner.	Once Per Week
All Carpeting	
Vacuum carpet – completely	Daily – must vacuum according to the carpet manufacturer's guidelines, commercial grade equipment with beater bar (no backpack vacuums).
Spot clean carpeting	Whenever a spot appears utilize methods and products as recommended by carpet manufacturer

Library Specifications	
Description	Day of Week (Sunday-Saturday - closed Sundays from Memorial Day - Labor Day)
All Tile Floors (VCT & Ceramic)	
Sweep/Dust mop	Daily
Damp mop	Daily
Scrub and Buff	As needed to avoid buildup of dirt, grime in grout and tile in all areas including the lobby and bathrooms.
Strip, seal and refinish floor areas, including baseboards	Up to three times per year; upon City's request
Buff and spray buff	As required to maintain floor finish and a clean glossy appearance
All Restrooms	
Clean and disinfect inside and outside of stools and urinals	Daily
Clean partitions	As required to maintain clean glossy appearance; minimum once per week
Clean wash basins and polish all fixtures.	Daily
Wipe all Dispensers	Daily
Spot clean walls around wash basins	Daily
Clean mirrors	Daily
Replenish towels, soap sanitary napkins and toilet tissue (note: City will supply these items)	Daily
Clean and disinfect floors with antiseptic solution	Daily
Damp mop floors with antiseptic cleaner	Daily
Clean lockers (outside and top)	Weekly
Entrances	
Damp mop floors	Daily
Wash all entrance doors and sidelight windows inside & out	Daily
Sweep and mop circular entranceway	Daily
Vacuum floor mats	Daily
Spot Clean Donor Wall	As Needed
Employee Break Room	
Clean table tops, counter tops, sinks cabinets and faucet fixtures	Daily
Damp Mop Floor	Daily
Auditorium	
Vacuum completely	Once per week or as needed after scheduled meetings
Clean Coffee Area	Once per week or as needed after scheduled meetings
Clean Stage (wood floor)	Once per week or as needed after scheduled meetings
Buff and shine wood floor (according to manufacturer's specifications)	As required to maintain floor finish and glossy appearance
Kitchenette	
Clean all cabinets, countertops and sink	Once per week or as needed
Empty Trash	Daily
Damp Mop Floor	As Needed
Clean Wall Spots	As Needed
Janitor/Utility Closets	
To be kept in a neat and orderly fashion at all times.	
Café	
Cleaning of the café located in the Wyoming Public Library is not included in this bid. Cleaning of the café is the responsibility of the café owner.	

X. CLEANING SPECIFICATIONS FOR THE POLICE BUILDING

The Police building is located at 2300 DeHoop Avenue SW, and shall be cleaned in accordance with the following specifications:

Police Building Specifications	
Description	Day of Week (Monday-Thursday)
General	
Empty wastebaskets	Daily
Replace wastebasket liners	As required to maintain liners of good appearance (Note: City will provide liners).
Clean tops of all counters, desks, tables, files, credenzas, chairs and other furniture	Twice Per Week
Clean legs, pedestals and front, side and back panels, tables, files, credenzas, chairs, and other furniture	As required to maintain clean appearance; once per month
Clean all horizontal surfaces i.e., window ledges, etc.	Once Per Week
Spot clean walls and doors (especially around door knobs)	Twice Per Week
Wash all interior door windows inside and outside, including showcase windows and glass panels	Daily
Remove cobwebs, spiders, etc.	As required to maintain clean appearance.
Clean and polish drinking fountains	Daily
All Carpeting	
Vacuum carpet – completely (including stairs). Must vacuum according to the carpet manufacturer's guidelines (instructions are attached).	Daily
Spot Clean Carpeting Utilize methods and products as recommended by carpet manufacturer	Whenever a spot appears
All Vinyl/Tile Floors (Including Stair Wells & Landings)	
Dust Mop	Daily
Damp Mop	Daily
Spot Mop	As required to maintain clean appearance
Strip, seal and refinish floor areas, including baseboards	Four Times Per Year
Buff and spray buff	As required to maintain floor finish and a clean glossy appearance
All Rubber Tile Floors	
Sweep	Daily
Mop and Buff	Every Other Day
All Clay (Ceramic) Tile Floors	
Sweep	Daily
Mop	Daily
Scrub and Buff	As needed to avoid buildup of dirt, grime and scum line. In all areas, the lunchroom, bathrooms and locker rooms must be checked daily and scrubbed if necessary to maintain a clean appearance
All Concrete Floors	
Dust Mop	Weekly

Police Building Specifications

Description	Day of Week (Monday-Thursday)
All Restrooms & Locker Rooms	
Clean and disinfect inside and outside of stools and urinals	Daily
Clean partitions	Twice Per Week
Clean wash basins and exposed drain pipes	Daily
Spot clean walls around wash basins	Daily
Clean mirrors	Daily
Replenish towels, soap and toilet tissue	Daily (note: City will supply, towels, soap and toilet tissue)
Clean and disinfect floors with antiseptic solution	Daily
Clean lockers (outside and top)	Weekly
Holding Cells	
Clean and disinfect inside and outside of stools and urinals.	Daily
Clean partitions	Twice Per Week
Clean wash basins and exposed drain pipes	Daily
Spot clean walls around wash basins	Daily
Clean mirrors	Daily
Replenish towels, soap and toilet tissue	Daily (note: City will supply, towels, soap and toilet tissue)
Clean and disinfect floors with antiseptic solution	Daily
Clean lockers (outside and top)	Weekly
Entrances	
Damp mop floors	Daily
Wash all entrance doors and sidelight windows inside & out	Daily
Remove and wash rubber track mats and clean the mat's inlay area	Once Per Week
Vacuum floor mats	Daily
Lunchroom & Coffee Room	
Clean table tops, counter tops, sinks and faucet fixtures.	Daily
Utility Closets -To be kept in a clean and orderly fashion	At All Times
Elevators	
Vacuum	Daily
Clean wall surface and handrails	Daily
Communications Room #151 (Seven Days Week)	
Shall be cleaned daily between 7:00 p.m. and 8:00 p.m. Clean according to aforementioned specifications with the exception of the following: vacuumed three times per week (Tuesday, Thursday and Sunday), carpet sweeper to be used on alternate days.	
Friday, Saturday & Sunday Cleaning	
Areas to be cleaned on Saturdays and Sundays include:	
<ul style="list-style-type: none"> • Main Floor Employee Break Room • Restrooms • Fitness Room • Locker Rooms • Radio Room • Front Desk Area • Report Writing Room • Patrol Room • Front Lobby Area 	

XI. CLEANING SPECIFICATIONS FOR THE SENIOR CENTER:

The Senior Center is located at 2380 DeHoop Avenue SW, and shall be cleaned in accordance with the following specifications:

Description	Day of Week (Monday-Thursday)
General	
Empty wastebaskets (interior and exterior) and empty and wipe cigarette urns	Daily
Replace wastebasket liners	As required to maintain liners of good appearance (Note: City will provide liners)
Clean tops of all counters, desks, tables, files, credenzas, chairs and other furniture	Once Per Week
Clean legs, pedestals and front, side and back panels, tables, files, credenzas, chairs, and other furniture	As required to maintain clean appearance; once per month
Clean all horizontal surfaces (i.e., window ledges, etc.)	Once Per week
Spot clean walls and doors (especially around door knobs)	Once Per Week
Wash all interior door windows inside and outside, including showcase windows and glass panels	Daily
Remove cobwebs, spiders, etc.	As required to maintain clean appearance
Clean and polish drinking fountains	As required to maintain clean appearance.
All Carpeting	
Vacuum All Carpeting - Completely	Daily - Must vacuum according to the carpet manufacturer's guidelines (instructions are attached). Commercial Equipment with a beater bar (no backpack vacuums)
Spot Clean Carpeting	Whenever a spot appears. Utilize methods and products as recommended by carpet manufacturer
Selected Tile Floors - Ceramic & VCT	
Sweep/Dust Mop	Daily
Scrub & Buff	As needed to avoid buildup of dirt, grime in grout and tile in all areas including the lobby, lunchroom and bathrooms
Damp mop	Daily or as required to maintain clean appearance
Buff and spray buff	As required to maintain floor finish and finish and a clean glossy appearance
All Restrooms	
Clean and disinfect inside and outside of stools and urinals	Daily
Clean partitions	As required to maintain clean glossy appearance; minimum once per week.
Clean wash basins and exposed drain pipes	Daily
Spot clean walls around wash basins	Daily
Clean mirrors	Daily
Replenish towels, soap and toilet tissue (note: City will supply towels, soap and tissue)	Daily
Check air fresheners in bathrooms and replace as needed	Monthly
Clean sanitary napkin disposal units and replace liners	Daily
Damp mop floors with antiseptic cleaner	Daily
Entrances	
Damp mop floors	Once Per Week or as required to maintain a clean appearance
Wash all entrance doors and sidelight windows inside & out	Daily
Remove and wash rubber track mats and clean the mat's inlay area	Monthly
Vacuum floor mats	Daily

Description	Day of Week (Monday-Thursday)
Sweep	Daily
Coffee Shop	
Clean table tops, counter tops, sinks and faucet fixtures	Daily
Janitor/Utility Closets	
To be kept in a neat and orderly fashion at all times.	

XII. CLEANING SPECIFICATIONS FOR THE CLEAN WATER PLANT-MAIN BUILDING

The Clean Water Plant – Main Building located at 2350 Ivanrest, SW. and shall be cleaned in accordance with the following specifications:

Clean Water Plant Specifications	
Description	Full Service (Monday-Thursday)
Empty wastebaskets	Daily
Empty all recycle containers	Twice Per Week
Replace wastebasket liners	As required to maintain liners of good appearance (Note: City will provide liners).
Clean tops of all counters, desks, tables, files, credenzas, chairs and other furniture	3 Times Per Week
Clean legs, pedestals and front, side and back panels, tables, files, credenzas, chairs, and other furniture	As required to maintain clean appearance; or once per month
Clean all horizontal surfaces i.e., window ledges, etc.	Once Per Week
Spot clean walls and doors (especially around door knobs)	Once Per Week
Wash all interior door windows inside and outside, including showcase windows and glass panels	Weekly
Remove cobwebs, spiders, etc.	Daily
Clean and polish drinking fountains	Daily
All Carpeting	
Vacuum carpet completely	Daily
Spot clean carpeting	Whenever a spot appears utilize method and products as recommended by carpet manufacturer
All Tile Floors (Including Stairs & Landings)	
Dust Mop	Daily
Damp Mop	Twice Per Week
Spot Mop	As required to maintain clean appearance
Strip, seal and refinish floor areas, including baseboards	Once Per Year
Buff and Spray Buff	As required to maintain floor finish and clean glossy appearance
All Restrooms	
Clean and disinfect inside and outside of stools and urinals	Daily
Clean Partitions	Weekly
Clean wash basins and exposed drain	Daily
Spot clean walls around wash basins	Daily
Clean mirrors	Daily
Replenish towels, soap and toilet tissue, sanitary products (note: City will supply towels, soap and tissue)	Daily
Clean and disinfect showers and antiseptic solutions	Weekly
Damp mop floors with antiseptic/disinfectant cleaner	Daily

Clean Water Plant Specifications

Description	Full Service (Monday-Thursday)
Entrances	
Damp Mop Floors	Daily
Wash all entrance doors and sidelight	Daily
Remove and wash track mats	Once Per Week
Vacuum Floor Mats	Daily
Lunchrooms	
Clean table tops, counter tops, sinks and faucet fixtures	Daily
Dust mop	Daily
Damp mop	Daily
Janitor/Utility Closets	
To be kept in a neat and orderly fashion at all times	As Needed
Miscellaneous	
The Clean Water Plant is a 24/7 operation. However, cleaning will occur only between the hours of 5:00 p.m. and 6:00 a.m., Monday-Thursday. Permission must be granted from the Maintenance Supervisor if weekend work is required.	

MANAGEMENT APPROACH

AJE's Management approach to each account can best be described through the following areas:

Quality Assurance
Customer Service
Training and Development of Management and Personnel
Customer/Employee Health, Safety, Security, and Environmental Protection

QUALITY ASSURANCE

AJE is committed to quality service, attention to detail, dependable service, and being a part of a growing business community. Customer satisfaction is our main goal. Eliminating a concern before it develops into an issue is our company's top priority. AJE provides exceptional quality and service that exceeds our customer's expectations, while providing a quality work environment for all AJE employees. We provide a management team that brings to the company and its customers many years of experience in the janitorial industry, business development, and degreed educational background. All customer concerns are reported to the executive board via the supervisory staff and operations. AJE encourages and enforces an open line of communication with the Facility Manager and/or Contract Administrator, by providing the customer the ability to contact AJE 24 hours a day/7 days a week and with regular scheduled and unlimited reporting and meetings, per customer's requests and desires. As stated before, concerns, complaints, and problems of any nature are recorded, investigated, a written plan of improvement and resolution is completed, the plan is immediately implemented and set in place, and finally a follow up evaluation will be conducted for continuous monitoring and reporting.

AJE retains a highly qualified and experienced Management Team consisting of:

Jana Belka, President /Owner

Dan Belka, Vice President - Operations / Human Resources

Craig Poddig, CFO

Richard Poddig, Compliance Manager / Field and Facilities Supervision

Bruce Sherd, Marketing Manager-Operations

David Dykstra, Regional Field Operations Manager

Lewis Belka, Regional Field Operations Manager

Trained On-Site Working Supervisors

AJE enforces an extensive Quality Assurance Checks and Balance System in which high levels of quality service are achieved and maintained. A page-numbered communication log/binder is placed at each facility so that all key personnel and account participants have a viable means of communication and AJE also guarantees AJE's availability 24/7 by providing and mans a toll free 24 Hour-7 Days a Week Contact and Emergency phone number for our customers and employees. With the employment of both a Compliance Manager and Inspection Specialists under the direction of the Vice President in charge of Operations, all areas of service are checked and scrutinized. Inspection Specialists are required to maintain regular and timely communication with the Facilities Manager, as well as the Working Site Supervisor, with periodic reviews and on site observations, with reports to follow. All infractions will be dealt with immediately, with follow up responses the next day to the Inspection Specialist. It the level

of performance becomes unacceptable, the person or persons involved will be dismissed and replaced. One of the philosophies of AJE is "eliminate a concern, before it becomes an issue."

All inspections will be on site, visual, and documented observations, with no notification in a weekly time frame. Acceptance/rejection will be in accordance with the Tasks and Frequencies as stated by Location Specifications Document. The procedure for corrective action is to act immediately, with definitive follow-up and documentation.

AJE also has initiated programs designed to decrease employee turnover or to increase employee productivity to ensure the quality of service. AJE has the following incentive programs available to our employees:

- Optional Health benefits for all full time employees
- Paid vacations and sick/personal time for full time employees
- Bonuses for those who qualify

CUSTOMER SERVICE

AJE is committed to quality service, attention to detail, dependable service, and being a part of a growing business community. Customer satisfaction is our main goal. Eliminating a concern before it develops into an issue is our company's top priority. AJE provides exceptional quality and service that exceeds our customer's expectations, while providing a quality work environment for all AJE employees. We provide a management team that brings to the company and its customers many years of experience in the janitorial industry, business development, and degreed educational background. All customer concerns are reported to the executive board via the supervisory staff and operations. AJE encourages and enforces an open line of communication with the Facility Manager and/or Contract Administrator, by providing the customer the ability to contact AJE 24 hours a day/7 days a week and with regular scheduled and unlimited reporting and meetings, per customer's requests and desires. As stated before, concerns, complaints, and problems of any nature are recorded, investigated, a written plan of improvement and resolution is completed, the plan is immediately implemented and set in place, and finally a follow up evaluation will be conducted for continuous monitoring and reporting.

AJE retains a highly qualified and experienced Management Team consisting of:

Jana Belka, President /Owner

Dan Belka, Vice President – Operations / Human Resources

Craig Poddig, CFO

Richard Poddig, Compliance Manager / Field and Facilities Supervision

Bruce Sherd, Marketing Manager-Operations

David Dykstra, Regional Field Operations Manager

Lewis Belka, Regional Field Operations Manager

Trained On-Site Working Supervisors

TRAINING AND DEVELOPMENT

Only experienced employees, both Cleaning Specialists and Supervisors, are placed at our customers facilities and are all trained prior to meet the unique needs of each site. On site training to assure standards and requirements of job capabilities and performances are met that are unique to every facility, and meet AJE standards, qualifications, and expectations. Our Supervisors are all schooled in areas, including but not limited to, management training, OSHA and MIOSHA regulations, Red Cross, current trends in housekeeping and facility maintenance, and proper and safe chemical and equipment usage.

AJE supervisors are required to have a current Red Cross certification. Refresher training and training on updated trends in job related issues and concerns for all employees is offered and/or required as deemed necessary by administration. This training will be conducted by the appropriate staff members, including the Compliance Manager, Operation Manager, Certified RN, administrators, out-sourced trainers, Job Coaches, etc. On going training is provided on a regular and continuing basis for all management, supervisors, and employees, either by a special meeting or written acknowledgement.

A variety of Training and professional development resources are employed to meet the leaning needs and requirements of the individual employee and are as follows, but not limited to:

- Videos and manuals on housekeeping, restrooms, office buildings, chemicals, preventive protection, materials handling, electrical "dos/don'ts", proper lifting, employee injury, fire safety and material and chemical content sheets
- Classes on first aid, blood borne pathogens, housekeeping, floor care
- The Red Cross Organization offers classes on some of the above and is utilized when necessary for training purposes.
- AJE also requires training through its Compliance Safety Manager
- Health and precautions concerns through consulting with certified RN
- Floor Care classes are conducted through local cleaning and chemical distributors along with product care
- Management training through a degreed administrator in Interpersonal Communications and Management Training
- Cleaning procedures through experienced and qualified technicians such as Operations Manager and Field Supervisors
- Compliance Officer-OSHA, Safe2Work, Smart Mark, MUST
- Management Administrator - BA major in Communications Arts and Science, with an emphasis in Interpersonal Communications
- Operations Director (Vice President) - Experienced Administrator in the Janitorial Service Industry
- Various training opportunities through our suppliers and product manufacturers

AJE employs many vehicles for verification of competency and quality workmanship. This verification may include: written and/or verbal examination, observation of on the job performance, announced and unannounced inspections, reviews by supervisors and administrative personnel, job performance evaluation of compliance to standards and criteria, and verification/certification by resources such as the Red Cross.

**CUSTOMER AND EMPLOYEE
HEALTH, SAFETY, SECURITY, AND ENVIRONMENTAL PROTECTION**

AJE employs and is staffed with a Compliance Manager and Supervisor who is certified with OSHA, Safe2Work, Smart Mark, MUST, CPR and First Aid. AJE also consults with a Certified RN for training purposes in blood borne pathogens and precautions. All Supervisors are required to have current Red Cross Certification. Per Company Handbook and Guidelines, dress codes are required to insure proper bodily protection, as well as proper protection and precautions such as gloves, eye goggles, face masks and ear plugs, as warranted by the cleaning task or situation. AJE performs background checks on employees through the State Police (iCHAT) and finger printing, if required. All employees are required to sign a confidentiality statement. All employees may be also subjected to random drug testing. AJE uses cleaning chemicals to eliminate all current health hazards and concerns, including but not limited to, indoor environment quality, physical chemical implications, and blood borne pathogens. All MSDS sheets are reviewed and recorded at our main office, as well as company policy of requiring MSDS sheets being posted on site in the janitorial closet. All Supervisors and cleaning specialists are required to be able to read, understand, and successfully be tested on the directions for use of any chemicals of contact and chemical spill plan as directed by manufacturer's direction and AJE. AJE continually seeks avenues for more effective ways to do the job more efficiently and safely for all involved. Our concern, and thus protection, is with our customers, as well as our employees. For this reason, all managers, supervisors and cleaning specialists are required to be trained in the afore mentioned areas of health, safety, environmental protection. Supervisors and managers are also equipped to handle damage and accident reports. Being effective and knowledgeable will be an on going training process for all employees. All employees will be individually trained in all aspects of safe housekeeping procedures, equipment safety, chemical and supply usage, customer specifications and cleaning frequencies. Employee training will be reemphasized and testing will be on a quarterly schedule.



PROPOSED WORK PLAN FOR:

**CITY OF WYOMING MICHIGAN
COURT BUILDING
CITY HALL
PUBLIC WORKS BUILDING
LIBRARY
POLICE BUILDING
SENIOR CENTER
CLEAN WATER PLANT-MAIN BUILDING**

**ABSTRACT FOR EXECUTING OR EXECUTIVE
SUMMARY**

The scope and sequence of work (janitorial service) will be performed for the **City of Wyoming Michigan**. Alpine Janitorial Enterprises, Inc and its employees assigned to this site will be responsible to complete in a showroom quality and professional manner to the customer's satisfaction daily, weekly, monthly, periodic (including quarterly, semi-annual, annual, as well as additional services as specified and indicated in the Specifications and Tasks/Frequencies.

GOALS AND OBJECTIVES

Our objective is to provide top-shelf, professional janitorial care according to the stated Tasks and Frequencies for the facility. Customer satisfaction is our main goal and objective eliminating a concern before it develops into an issue is a top priority. We consider ourselves guests in our Customer's Facility and strive to maintain the facility as if it were our own. Our goal is to work with the best and to be the best. We will continually seek out ways to the job better and more efficiently through continual monitoring and training. We take pride in what we do, our reputation, and customer satisfaction.

PLANNING, RESOURCES, AND IMPLEMENTATIONS

AJE is equipped with an experienced and dedicated management team. The management team is composed of an experienced, degreed and hands-on President and an experienced Operations Director/ Human Resources Manager. The management team also consists of an experienced CFO and Business Manager, experienced Regional Field Operations Managers, as well as an experienced and certified Inspection and Compliance Manager. AJE will, in addition, **supply the sites with designated trained and experienced Cleaning/Housekeeping Specialists and Environmental Technicians, with one assigned as the Working Site Supervisor and one experience and trained Floor Care Specialist** to properly and effectively complete the cleaning service and fulfill contract. (Please refer to the section under "Services to be Rendered.") The City of Wyoming and its building agents will be in direct contact with the AJE's Operations Director/ Manager, as well as the assigned Regional Field Operations Manager. Morning walk-throughs will be scheduled with the building agents upon award of the contract and what is conducive to the customer schedule. The Operation Director can be contacted at 616-785-7348, address: 7348 Pine Bay Drive NE, Comstock Park, MI, and at alpinejanitorial@sbcglobal.net.

The facility/facilities will be cleaned as specified in the attached Specifications/Tasks/Frequencies Sheets found under the section "Services to be Rendered".

TRANSITIONAL PLAN

- Operations Director, Field/Site Operations Manager of AJE Meet with the CCI (Contract Compliance Inspector for the site) and/or Facility Manager and assess the facility according to Tasks and Frequencies
- Compile a list of trouble-shooting and possible issues to address.
- Create a list of checks and balances which are unique to the facility
- Off and on site training of Cleaning Specialists/Working Site Supervisor assigned to facility
- Evaluation of employees (including but not limited to background checks, signed confidentiality statement, etc.) to insure the Cleaning Specialists possess the necessary skills and abilities required to provide the janitorial services for this location
- All of the necessary supplies and equipment in place as well as the custodial closets set up for efficient and effective use including but not limited to: cleaning and housekeeping checklist, MSDS sheets, etc
- Operation Field/Site Manager will be on site until a level of efficiency in the transition is achieved
- Working Site Supervisor will be in place at all times to assure a high level of productivity
- Inspections by AJE's administration including Health and Safety Compliance Manger and Supervisor, Owner/President, Vice President, etc on a regular basis monthly for 6 months and continued inspections throughout the contract

STRATEGY, ACTIONS, MONITORING, AND EVALUATION

AJE's experienced and trained Management and Janitorial Specialist Team will clean and maintain the facility to the standard and expectations as set by the established Task and Frequencies of the Customer and the standards and expectations of AJE. This will be performed by employing only trained and experienced cleaning specialists and working supervisors on site, documented inspections by certified Inspection Managers, and Operations Manager performing on site visits for quality assurance. Initial and continual training of Cleaning Specialists (and/or Working Supervisor) in the areas of housekeeping, maintenance, chemical and equipment usage, health, and safety will be in place. Evaluation of work performance and relevant and pertinent knowledge of the job will also occur on a continual and timely fashion to insure the quality of all employees on site. **AJE will make available to the customer 24 hours a day / 7 days a week the ability for contact with management on any concern or issue pertaining to the janitorial service provided, as well as regular schedule reporting and meetings per the customer's requests.** A contingency plan will also be in place to insure that at no time would service be interrupted or not completed. In the event that the staff assigned cannot provide the service, Alpine Janitorial Enterprises, Inc will insure the additional Cleaning Specialists are provided until the contracted cleaning is completed. All daily services will be provided during inclement weather or employee voids. Float employees (temporary) will be on call in case of a replacement(s) need, unless the services are canceled the Customer or Agent.

Please Note: The above Proposed Work Plan is a working outline in progress, to be used strictly as a guideline and may be subject to change to fill any needs, requirements, and /or additional benchmarks as set out and agreed upon by the City of Wyoming and AJE or at the discretion of the Contractor for the benefit of the Customer.

Alpine Janitorial
Enterprises, Inc

EQUIPMENT AND SUPPLIES

Please Note:

If awarded the contract new commercial equipment, in many instances, will be purchased to fulfill the contract. At the time of award, a complete list of description, and model numbers, and electrical requirements will be supplied for each location.

Equipment needed to complete cleaning at all City of Wyoming Facilities.

Note: All serial numbers will be provided upon placement of equipment.

Strip and Wax equipment will be furnished upon schedule of floor work.

CITY HALL

Betco Gold 14" Commercial Vacuum

12" cleaning path w/double row brush system w/beater bar	
Dual motor – vacuum and brush	
Required amps – 15amps	3 Units
Betco (Watchman) 20" Automatic Scrubber	
20" cleaning path w/97lb brush pressure.	
Required amps – 24 volt system w/two on board 12volt 105amp batteries	1 Unit
Betco (Foreman 1600 RPM Electric Burnisher)	
20" burnishing path	
Required amps.- D.C. rectified	1 Unit

POLICE DEPARTMENT

Betco Gold 14" Commercial Vacuum

Description: Same as CITY HALL	3 Units
Betco (Foreman 1600 RPM Electric Burnisher)	
Description: Same as CITY HALL	1 Unit
Betco (Watchman) 20' Automatic Scrubber	
Description: Same as CITY HALL	1 Unit

COURT BUILDING

Betco Gold 14" Commercial Vacuum	
Description: Same as CITY HALL	2 Units
Betco (Foreman 1600 RPM Electric Burnisher)	
Description: Same as CITY HALL	1 Unit

PUBLIC WORKS BUILDING

Betco Gold 14" Commercial Vacuums	
Description: Same as CITY HALL	2 Units
Betco (Watchman) 20" Automatic Scrubber	
Description: Same as CITY HALL	1 Unit
Betco (Foreman 1600 RPM Electric Burnisher)	
Description: Same as CITY HALL	1 Unit

CLEAN WATER PLANT

Betco Gold 14" Commercial Vacuums

Description: Same as CITY HALL	2 Units
Betco (Watchman) 20"	
Description: Same as CITY HALL	1 Unit

LIBRARY

Betco Gold 14" Commercial Vacuums

Description: Same as CITY HALL	3 Units
Betco (Watchman) 20"	
Description: Same as CITY HALL	1 Unit
Betco (Foreman 1600 RPM Electric)	
Description: Same as CITY HALL	1 Unit

SENIOR CENTER

Betco Gold 14" Commercial Vacuums

Description: Same as CITY HALL	3 Units
Betco (Watchman) 20"	
Description: Same as CITY HALL	1 Unit
Betco (Foreman 1600 RPM Electric)	
Description: Same as CITY HALL	1 Unit

ADDITIONAL INFORMATION

Asked and Answered.

All responses to additional information are included under the section "Description of Services to be Rendered" and are also included in our submitted Work Plan found in said section.

(Please reference.)

BID PROPOSAL FORM

State bid price for cleaning the following Wyoming City buildings based on the specifications contained herein:

Building	Monthly Rate			Monthly Reduced Services Rate Option - Vacuuming & Trash Removal reduced to 3 days/week instead of daily (State discount in dollar amount only)						
				Vacuum Discount			Trash Discount			
	1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year	
Court	4,575	4,575	4,575	79	79	79	32	32	32	
City Hall	4,775	4,775	4,775	89	89	89	36	36	36	
Public Service	4,775	4,775	4,775	89	89	89	36	36	36	
Library	Memorial Day - Labor Day	2,775	2,775	2,775	139	139	139	56	56	56
	Remainder of Year	3,125	3,125	3,125	156	156	156	63	63	63
Police	4,625	4,625	4,625	81	81	81	33	33	33	
Senior Center	975	975	975	49	49	49	20	20	20	
Clean Water Plant	4,275	4,275	4,275	64	64	64	26	26	26	

State below the additional amount per month if a fifth day is added and the amount to be deducted if services are reduced to three days per week.

Building	Additional Amount Per Month (5 th day of cleaning is added (Friday))			Amount Deducted Per Month (cleaning reduced to 3 days)			
	1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year	
	Court	394	394	394	394	394	394
City Hall	444	444	444	444	444	444	
Public Service	444	444	444	444	444	444	
Library	Memorial Day - Labor Day	694	694	694	694	694	694
	Remainder of Year	781	781	781	781	781	781
Police	406	406	406	406	406	406	
Senior Center	244	244	244	244	244	244	
Clean Water Plant	319	319	319	319	319	319	

State percentage discount, if any, off from all of the above listed prices if awarded the cleaning contracts for:

4 Buildings: 0 %

5 Buildings: 0 %

6 Buildings: 0 %

7 Buildings: 0 %

TERMS 30 DAYS
COMPANY ALPINE JANITORIAL ENTERPRISES, INC
ADDRESS 7347 PINE BAY DRIVE NE
CITY COMSTOCK PARK STATE MI ZIP CODE 49321
AUTHORIZED BY (PLEASE PRINT) JANA BELKA
AUTHORIZED SIGNATURE (Required) Jana Belka DATE 11-2-2009
PHONE 616-785-7348 FAX 616-647-0620
E-MAIL alpinejanitorial@sbcglobal.net WEB ADDRESS _____

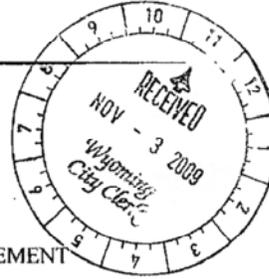
All proposals are to be in sealed envelopes and plainly marked "PROPOSAL FOR CLEANING". The City Council of the City of Wyoming reserves the right to accept or reject all or any bids or to waive formalities, and to award the bid in any manner deemed to be in the best interest of the City.

BID DUE: **11:00 A.M., Tuesday, November 3, 2009**
Wyoming City Clerk's Office
1155 - 28th Street SW
P.O. Box 905
Wyoming, Michigan 49509-0905





CITY OF WYOMING
 P.O. BOX 905
 1155 - 28TH STREET SW
 WYOMING, MICHIGAN 49509-0905



EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Contractor hereby agrees to abide by the following requirements for affirmative action with respect to the work to be performed under this Contract.

1. Contractor shall not discriminate against any employee or applicant for employment because of color, race, religion, sex, national origin, height, weight, age or handicap or any other reason prohibited by federal or state law. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
2. In soliciting or advertising for employees placed by or on behalf of Contractor, Contractor shall state that all qualified applicants will receive consideration for employment without regard to color, race, religion, sex, national origin, height, weight, age or handicap or any other reason prohibited by federal or state law. For this purpose it shall suffice to place the words "An Equal Opportunity Employer" in the advertisement and a predominant place at the office of said Contractor.
3. Contractor shall send notice of the City's policy regarding equal employment to each labor union or representative of workers with which Contractor has any agreement, contract or other understanding.
4. Contractor shall furnish information and reports as requested by the City in accordance with this policy. Contractor shall provide access to his/her employment books, records and account to any duly authorized representative of the City in order to allow such representative to ascertain whether or not this policy is being complied with by Contractor.
5. Contractor shall post this policy in conspicuous places so as to be available to all employees and applicants for employment.
6. In the event the City determines that the Contractor has failed to abide by the terms stated in this policy, the City may, at its option, withhold payments until full compliance by the requirements of this policy are complied by the Contractor or may choose to terminate the Contract. The City may further choose to bar said Contractor from further contracts until such time as compliance with the requirements contained herein is achieved.



CONTRACTOR

By Jana Belka, pres/owner
 (Signature Required)



SUBCONTRACTOR PROVISION FORM

Subject to the approval of the City of Wyoming, the Contractor may sublet the item or items of work so stipulated below, provided the name and signature of the subcontractor is listed in the space provided.

NAME OF CONTRACTOR OR SUBCONTRACTOR DOING THE WORK	DESIGNATED ITEMS
N/A No Subcontractors will be used by Alpine Janitorial	
	

The undersigned certified that the Bidder, whose name appears on this proposal, has permission to use our name as Subcontractor for performing the items listed above.

Signed _____	Signed _____
By _____	By _____
Address _____	Address _____
Signed _____	Signed _____
By _____	By _____
Address _____	Address _____
_____	_____



City of Wyoming
INDEMNIFICATION AGREEMENT



The Contractor agrees to indemnify, hold harmless and defend the City of Wyoming, its officers, ~~committee members~~, employees and all parties involved, both past and present, from and against liability for any and all claims, liens, suits, demands, and actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, (including actual court costs, attorneys' fees and other reasonable costs of litigation) arising out of or resulting from Contractor's work and activities conducted in connection with or incidental to this Contract and from any liability arising out of or resulting from intentional acts or negligence of the Contractor, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of Contractor, including but not limited to its officers, employees, subcontractors, licensees, invitees, and all parties involved.

The Contractor further agrees that it shall at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, employees, subcontractors, licensees, invitees and all parties involved, as well as their property, while in the vicinity where the work is being done. It is expressly understood and agreed that City shall not be liable or responsible for the negligence or other fault of the Contractor, its officers, employees, subcontractors, licensees, invitees, and all parties involved associated with the Contractor.

The Contractor agrees to indemnify and save the City harmless from all claims growing out of any demands of subcontractors, laborers, workers, mechanics, materialmen, and furnishers of supplies, equipment, financing, or any other goods or services, tangible or intangible. When the City so desires, the Contractor shall furnish satisfactory evidence that all obligations of the nature herein above designated have been paid discharged or waived.

INDEPENDENT CONTRACTOR

Contractor acknowledges that Contractor is an independent contractor of the City and that Contractor is not an employee or official of the City. Contractor shall not represent, either expressly or through implication, that Contractor is an employee or official of the City. Any income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Contractor.

Nothing contained in this Contract shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Contract.

I understand that the indemnification and Independent Contractor provisions are requirement of all City of Wyoming Contracts. I have read the provisions and agree to the terms of these provisions.

ALPINE JANITORIAL ENTERPRISES, Inc PRESIDENT
COMPANY NAME TITLE
Jana Belka 11-2-2009
SIGNATURE DATE





**NOTICE TO BIDDERS
ADDENDUM TO THE CLEANING PROPOSAL
ADDENDUM #1**



The specifications for the invitation to submit a cleaning proposal November 3, 2009, are hereby amended as follows:

Addendum #1

Roman Numeral VIII, add the following to the Public Works Building specifications:

All Tile Floors - Ceramic & VCT	
Sweep/Dust mop	Daily
Scrub & Buff	As needed to avoid buildup of dirt, grime in grout and tile in all areas including the lobby, lunchroom and bathrooms
Damp mop	Daily or as required to maintain clean appearance
Strip, seal and refinish floor areas, including baseboards	Up to twice per year. Employees lunchroom up to four times per year, upon City's request
Buff and spray buff	As required to maintain floor finish and finish and a clean glossy appearance
Parks Department Lunchroom	
Sweep	Weekly (570 sq. ft., Concrete Floor)

* N/C - NO CHARGE

Additional Amount Per Month for Services Listed Above (cleaning 4 days per week)			Amount Added Per Month for Services Listed Above (cleaning increased to 5 days per week)			Amount Deducted Per Month for Services Listed Above (cleaning reduced to 3 days)		
1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year
N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C

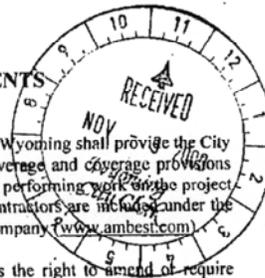
The undersigned acknowledges receipt of Addendum #1 and the bid submitted is in accordance with the information, instructions and stipulations set forth herein.

COMPANY NAME ALPINE JANITORIAL ENTERPRISES, INC
 ADDRESS 7347 PINE BAY DRIVE NE
 CITY COMSTOCK PARK STATE MI ZIP 49321
 AUTHORIZED BY (PLEASE PRINT): JANA BELKA
 AUTHORIZED SIGNATURE (REQUIRED) Jana Belka DATE 11-2-2009
 PHONE 616-785-7348 FAX 616-647-0620
 CELL PHONE 616-485-0465 E-MAIL alpinejanitorial@sbcglobal.net

Please sign this addendum and attach it to your bid proposal as acknowledgment of its receipt.



**CITY OF WYOMING
CONTRACTOR INSURANCE REQUIREMENTS**



Requirements:

Contractors performing work on City property or public right-of-way for the City of Wyoming shall provide the City a certificate of insurance or a copy of their insurance policy(s) evidencing the coverage and coverage provisions identified herein. Contractors shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverage as required herein or that the subcontractors are included under the contractors' policy. All insurance providers shall be "A" rated by the A.M. Best Company (www.ambest.com).

Listed below are the types and amounts of insurance required. The City reserves the right to amend or require additional types and amounts of coverage or provisions depending on the nature of the work.

Type of Insurance	Amount of Insurance
1. Commercial General Liability Liability to include coverage for: a) Premises/Operations b) Products/Completed Operations c) Independent Contractors d) Personal Injury e) Contractual Liability	Bodily Injury - \$1,000,000 per person \$1,000,000 per occurrence Property Damage- \$1,000,000 per occurrence
2. Business Auto Liability to include coverage for: a) Owned/Leased Vehicles b) Non-owned Vehicles c) Hired Vehicles	Bodily Injury - \$1,000,000 per person \$1,000,000 per occurrence Property Damage- \$1,000,000 per occurrence
3. Worker's Compensation d) Employers' Liability	Statutory Limits \$500,000 per occurrence
4. Excess/Umbrella Coverage	See bid specification requirements
5. Contract Bonds a) Bid b) Performance c) Payment d) Maintenance	See bid specification requirements
6. Owners Contractors Protective	As specified for individual project specifications
7. The following language shall be included on the Certificate of Liability Insurance It is also understood and agreed that the following shall be Additional Insured's on all insurance policies with the exception of worker's compensation: The City of Wyoming, and including all elected and appointed officials, all employees, all volunteers, all boards, commissions, and/or authorities and their board members, employees, and all parties involved as their interest may appear.	

In addition, the City of Wyoming requires that all contractors provide the City of Wyoming with written confirmation that they have obtained the necessary endorsement so that the City of Wyoming's rights as an additional insured are protected. Your insurance company requires the endorsement as a means of notification both to itself and its underwriters of the fact that an additional insured has been added to the policy under the contract in question.

ALL SUBCONTRACTORS MUST COMPLY WITH THE ABOVE REQUIREMENTS.

Certificate of Liability Insurance Forms must be mailed to:
City of Wyoming -Administrative Offices
c/o: Laura Jackson
1155-28th Street SW
P.O. Box 905
Wyoming, MI 49509-0905



A PURCHASE ORDER WILL NOT BE ISSUED WITHOUT EVIDENCE OF INSURANCE.

Questions regarding required insurance should be directed to the City of Wyoming's Administrative Offices, at 616-530-3173.

In addition, this form must be signed and mailed, with the insurance forms, to verify that you can and will meet the insurance requirements listed herein should you be selected to perform work for the City, and will provide the certificates of insurance acceptable to the City of Wyoming.

AGREEMENT:

I agree to provide the above-described insurance coverage to the City of Wyoming. I also agree to provide the City with evidence of insurance coverage on any and all subcontractors performing work on projects.

Company ALPINE JANITORIAL ENTERPRISES Vendor # (if applicable) _____

Address 7347 PINE BAY DRIVE NE

City COMSTOCK PARK State MI Zip Code 49321

Phone 616-785-7348 Fax 616-647-0620

Printed Name JANA BELKA

Signature Jana Belka Date 11-2-2009