

AGENDA
WYOMING CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
MONDAY, APRIL 7, 2014, 7:00 P.M.

- 1) Call to Order**
- 2) Invocation**
Pastor Dennis Gilbert, Church of the Open Door
- 3) Pledge of Allegiance**
- 4) Roll Call**
- 5) Student Recognition**
- 6) Approval of Minutes**
From the Regular Meeting of March 17, 2014 and the Committee of the Whole Meeting of March 25, 2014
- 7) Approval of Agenda**
- 8) Public Hearings**
7:01 p.m. To Consider the Proposed 2014/2015 Wyoming Consolidated Housing and Community Development One-Year Action Plan
- 9) Public Comment on Agenda Items** (3 minute limit per person)
- 10) Presentations and Proclamations**
 - a) Presentations
 1. Deaf and Hard of Hearing Services
 - b) Proclamations
- 11) Petitions and Communications**
 - a) Petitions
 - b) Communications
- 12) Reports from City Officers**
 - a) From City Council
 - b) From City Manager
 1. 14-05 Acceptance of a Warranty Deed and Temporary Permit for Construction for 5701 Division Avenue SW (Habitat for Humanity of Kent County, Inc.)
 2. 14-06 Acceptance of a Warranty Deed and Temporary Permit for Construction for 5873 Division Avenue SW (Paul and Marlene Seida)
- 13) Budget Amendments**
- 14) Consent Agenda**

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

 - a) Of Appreciation to May Phillips for Her Service as a Member of the Community Enrichment Commission of the City of Wyoming
 - b) To Appoint Gary Bowman as a Member of the Community Enrichment Commission for the City of Wyoming
 - c) To Set a Date for a Public Hearing Concerning the Vacation of Pickett Street (a Paper Only Street) Extending West 165 Feet from Clyde Park Avenue, in the City of Wyoming, Kent County, Michigan (May 5, 2014 at 7:01 p.m.)

- d) To Set a Public Hearing to Establish an Industrial Development District for RoMan Manufacturing, Inc., in the City of Wyoming (April 21, 2014 at 7:02 p.m.)
- e) To Set a Public Hearing for the Approval of an Amendment to Industrial Facilities Exemption Certificate #2013-469 for Zinger Sheet Metal Co., in the City of Wyoming (April 21, 2014 at 7:01 p.m.)

15) Resolutions

- f) To Amend Section 5.05 of the City Council Policy Manual
- g) To Adopt the Wyoming Consolidated Housing and Community Development 2014/2015 One-Year Action Plan
- h) To Accept a Grant from the State of Michigan Bureau of Elections to Replace Qualified Voter File Computer Hardware and to Authorize the Mayor and City Clerk to Sign the Grant Agreement
- i) To Appoint a Committee of Council to Conduct a Business License Revocation Hearing for Time Out GR LLC

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

- j) To Extend the Bid for Work Uniforms and Carhartt Clothing Items
- k) To Authorize the Purchase of Aluminum Sign Blanks
- l) To Authorize the Purchase of Liquid Sodium Hypochlorite
- m) For Award of Bids
 - 1. Four Lift Station Pumps
 - 2. Carbon Media for Odor Control Scrubber
 - 3. Two Analytical Balances
 - 4. Gas Chromatography System for Volatile Fatty Acid Analysis

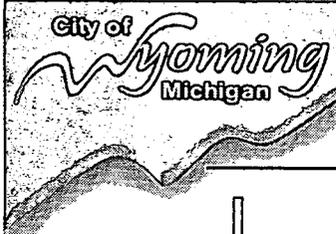
17) Ordinances

18) Informational Material

19) Acknowledgment of Visitors

20) Closed Session (as necessary)

21) Adjournment



City Manager's Office

Telephone 616/530-7272

1155 - 28th Street, S.W., Box 905 Wyoming, Michigan 49509-0905

Web: www.wyomingmi.gov



April 7, 2014

Wyoming City Council
Wyoming, Michigan

City Manager's Report No. 14-05

Subject: Acceptance of a Warranty Deed and Temporary Permit for Construction for 5701 - Division Avenue, SW (Habitat for Humanity of Kent County, Inc.)

Councilmembers:

Habitat for Humanity of Kent County, Inc., owner of 5701 Division Avenue, SW, has submitted the following described Warranty Deed and Temporary Permit. The Warranty Deed conveys permanent right-of-way to the City of Wyoming for the additional street width required to widen Division Avenue to five lanes. The Temporary Permit will allow additional access for construction and grading purposes. The Warranty Deed and Temporary Permit areas are shown on the attached Estimate of Just Compensation drawing. Both acquisitions are for the reconstruction and widening of Division Avenue from 54th Street to 60th Street in 2015.

Grantor:	Habitat for Humanity of Kent County, Inc.
Parent Parcel:	41-17-36-476-010
Right-of-way Size	2,125 sf - Land Acquisition - Warranty Deed 1,250 sf - Temporary Permit
Consideration:	\$11,595.00

It is recommended that the City Council accept the attached Warranty Deed and the Temporary Permit which have been approved as to form by the City Attorney.

Respectfully submitted,

Curtis L. Holt
City Manager

Attachments: Warranty Deed
Temporary Permit
Estimate of Just Compensation

- MAYOR
Jack A. Poll
- AT-LARGE COUNCILMEMBER
Sam Bolt
- AT-LARGE COUNCILMEMBER
Dan Burrill
- AT-LARGE COUNCILMEMBER
Kent Vanderwood
- 1ST WARD COUNCILMEMBER
William A. VerHulst
- 2ND WARD COUNCILMEMBER
Richard K. Pastoor
- 3RD WARD COUNCILMEMBER
Joanne M. Voorhees
- CITY MANAGER
Curtis L. Holt

WARRANTY DEED

The Grantor, Habitat for Humanity of Kent County, Inc., a Michigan nonprofit corporation, whose address is 425 Pleasant Street, SW, Grand Rapids, Michigan 49503

DOES HEREBY CONVEY AND WARRANT TO

City of Wyoming, a Michigan Municipal Corporation whose address is 1155 28th Street, SW, Wyoming, Michigan 49509, the real property located in the City of Wyoming, County of Kent, and State of Michigan, known and described as follows:

See Exhibit "A" attached hereto for Warranty Deed Area, Warranty Deed Legal Description and Property Legal Description

for the full consideration of Three Thousand Four Hundred Dollars and No Cents (\$3,400.00)

This Warranty Deed is given to convey land for Public Right-of-Way, and is subject to easements and restrictions of record.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

The Grantor grants to the City of Wyoming the right to make zero (0) divisions under Section 108 of the Land Division Act, Act No. 288, of the Public Acts of 1967.

DATED: March 7, 2014

Approved as a form:

Jacob Skote
Attorney for the City of Wyoming

GRANTOR:
Habitat for Humanity of Kent County, Inc., a Michigan nonprofit corporation

Mary A Burkoma
By: Mary A Burkoma
Its: Executive Director

STATE OF MICHIGAN)
)SS
COUNTY OF KENT)

The foregoing instrument was acknowledged before me in Kent County, Michigan on this 7th day of March, 2014, by Mary A Burkoma, Executive Director of Habitat for Humanity of Kent County, Inc., a Michigan nonprofit corporation.

Wayne West, Notary Public
Kent County, Michigan
Acting in Kent County, Michigan
My Commission Expires: 1/17/2019

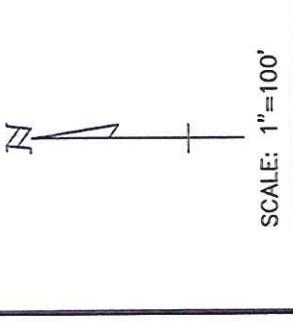
Prepared by and after recording return to:
Deborah S. Poeder
Land Matters, llc
0-11230 Tallmadge Woods Drive
Grand Rapids, MI 49534

Legal Description Prepared by:
Michael Manning, PS
Meyers, Bueche & Nies, Inc.
1638 Leonard Street, NW
Grand Rapids, MI 49504

EXHIBIT A



mbn
 meyers, bueche & nies, inc.
 civil engineers/surveyors
 1638 leonard st nw
 grand rapids, mi 49504
 616-457-5030
 fax 616-457-8244

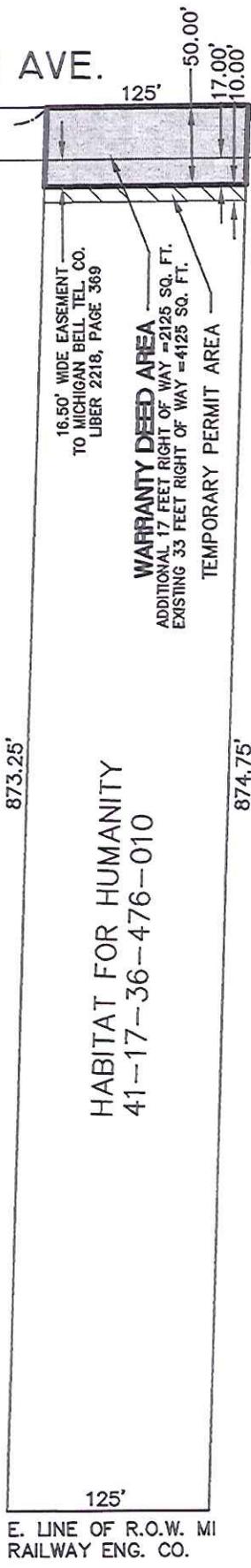
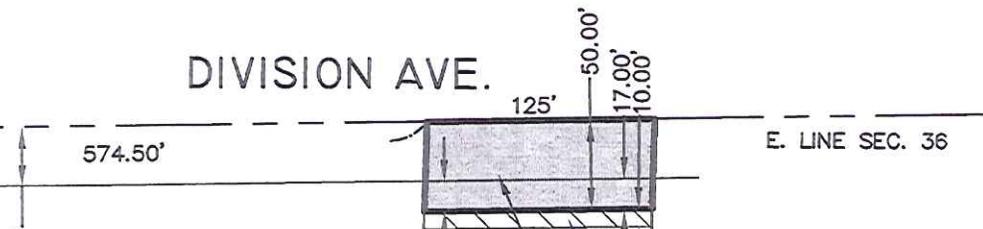


- LEGEND**
- IRON STAKE (SET)
 - IRON STAKE (FOUND)
 - FENCE
 - ▨ WARRANTY DEED AREA
 - ▧ TEMPORARY PERMIT AREA

WARRANTY DEED LEGAL DESCRIPTION: THE EAST 50 FEET (PERPENDICULAR MEASUREMENT) OF THE FOLLOWING DESCRIBED PARCEL:

PART OF THE SOUTHEAST 1/4 OF SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT A POINT ON THE EAST LINE OF SAID SECTION 574.5 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SOUTHEAST 1/4; THENCE WEST PARALLEL TO THE EAST AND WEST 1/4 LINE 873.25 FEET TO THE EAST LINE OF RIGHT OF WAY OF THE MICHIGAN RAILWAY ENGINEERING COMPANY; THENCE SOUTH ALONG SAID EAST LINE 125 FEET; THENCE EAST PARALLEL TO THE EAST AND WEST 1/4 LINE 874.75 FEET TO THE EAST LINE OF SECTION 36; THENCE NORTH ALONG SAID SECTION LINE 125 FEET TO THE PLACE OF BEGINNING.

DIVISION AVE.



PROPERTY LEGAL DESCRIPTION (41-17-36-476-010):

PART OF THE SOUTHEAST 1/4 OF SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT A POINT ON THE EAST LINE OF SAID SECTION 574.5 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SOUTHEAST 1/4; THENCE WEST PARALLEL TO THE EAST AND WEST 1/4 LINE 873.25 FEET TO THE EAST LINE OF RIGHT OF WAY OF THE MICHIGAN RAILWAY ENGINEERING COMPANY; THENCE SOUTH ALONG SAID EAST LINE 125 FEET; THENCE EAST PARALLEL TO THE EAST AND WEST 1/4 LINE 874.75 FEET TO THE EAST LINE OF SECTION 36; THENCE NORTH ALONG SAID SECTION LINE 125 FEET TO THE PLACE OF BEGINNING.

DATE: 11-25-13
 PROJECT NUMBER: 13028-HAB

NOTE: PROPERTY LEGAL DESCRIPTION FROM TRANSMATION TITLE COMMITMENT-96333WMS (DATED 10-12-12)

**CITY OF WYOMING
TEMPORARY PERMIT
Parcel No. 41-17-36-476-010**

The Grantor, **Habitat for Humanity of Kent County, Inc.**, a Michigan nonprofit corporation, whose address is 425 Pleasant Street, SW, Grand Rapids, Michigan 49503

DOES HEREBY GRANT AND CONVEY TO:

CITY OF WYOMING, a Michigan Municipal corporation, whose address is 1155 28th Street, SW, Wyoming, Michigan 49509, a Temporary Permit to change existing land contours, to remove trees and vegetation, and to construct and/or reconstruct side-slopes, service walks, sidewalks, driveways, parking lots, curb and gutter, and other facilities as required for the Division Avenue from 54th Street to 60th Street Reconstruction Project. All areas disturbed by the work in the Temporary Permit area will be properly restored. The Temporary Permit area is located on property in the City of Wyoming, County of Kent, State of Michigan, as follows:

See Exhibit A attached hereto for the Temporary Permit Area, Temporary Permit Legal Description, and Property Legal Description (Parcel No. 41-17-36-476-010)

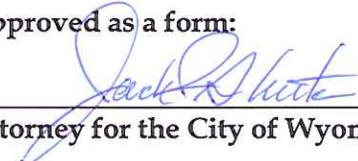
The Temporary Permit as referenced herein is granted and conveyed for the full consideration of Two Hundred Dollars and No Cents (\$200.00).

The Temporary Permit, including all rights granted or inferred, shall terminate upon completion of the Division Avenue from 54th Street to 60th Street Reconstruction Project, including restoration of the Temporary Permit Area.

IN WITNESS, WHEREOF, the undersigned have hereunto set their hand this day and year first above written.

DATED: March 7, 2014

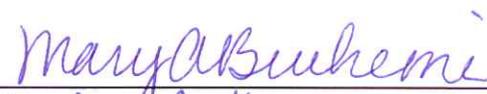
Approved as a form:



Attorney for the City of Wyoming

GRANTOR:

Habitat for Humanity of Kent County, Inc., a Michigan nonprofit corporation



By: Mary Buihem
Its: Executive Director

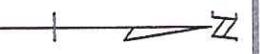
Prepared by and return to:
Deborah S. Poeder
Land Matters, LLC
O-11230 Tallmadge Woods Drive
Grand Rapids, MI 49534

Legal Description by:
Michael Manning, P.S.
Meyers, Bueche & Nies, Inc.
1638 Leonard Street, NW
Grand Rapids, MI 49504

LEGEND

- IRON STAKE (SET)
- IRON STAKE (FOUND)
- FENCE
- ▨ WARRANTY DEED AREA
- ▩ TEMPORARY PERMIT AREA

SCALE: 1"=100'



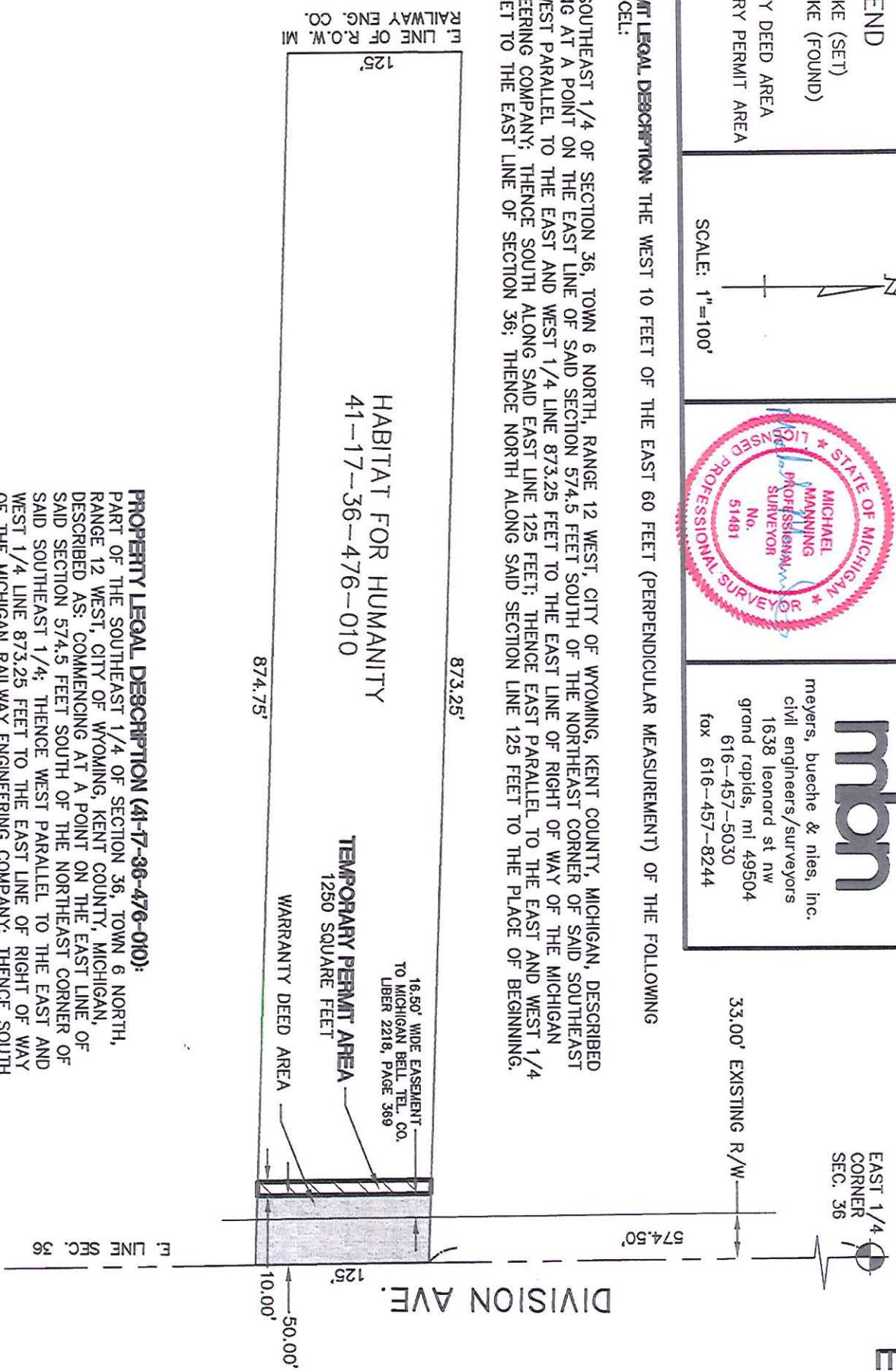
mbon
 meyers, bueche & nies, inc.
 civil engineers/surveyors
 1638 leonard st nw
 grand rapids, mi 49504
 616-457-5030
 fax 616-457-8244

EAST 1/4
 CORNER
 SEC. 36

EXHIBIT A

TEMPORARY PERMIT LEGAL DESCRIPTION: THE WEST 10 FEET OF THE EAST 60 FEET (PERPENDICULAR MEASUREMENT) OF THE FOLLOWING DESCRIBED PARCEL:

PART OF THE SOUTHEAST 1/4 OF SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT A POINT ON THE EAST LINE OF SAID SECTION 574.5 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SOUTHEAST 1/4; THENCE WEST PARALLEL TO THE EAST AND WEST 1/4 LINE 873.25 FEET TO THE EAST LINE OF RIGHT OF WAY OF THE MICHIGAN RAILWAY ENGINEERING COMPANY; THENCE SOUTH ALONG SAID EAST LINE 125 FEET; THENCE EAST PARALLEL TO THE EAST AND WEST 1/4 LINE 874.75 FEET TO THE EAST LINE OF SECTION 36; THENCE NORTH ALONG SAID SECTION LINE 125 FEET TO THE PLACE OF BEGINNING.



PROPERTY LEGAL DESCRIPTION (41-17-36-476-010):

PART OF THE SOUTHEAST 1/4 OF SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT A POINT ON THE EAST LINE OF SAID SECTION 574.5 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SOUTHEAST 1/4; THENCE WEST PARALLEL TO THE EAST AND WEST 1/4 LINE 873.25 FEET TO THE EAST LINE OF RIGHT OF WAY OF THE MICHIGAN RAILWAY ENGINEERING COMPANY; THENCE SOUTH ALONG SAID EAST LINE 125 FEET; THENCE EAST PARALLEL TO THE EAST AND WEST 1/4 LINE 874.75 FEET TO THE EAST LINE OF SECTION 36; THENCE NORTH ALONG SAID SECTION LINE 125 FEET TO THE PLACE OF BEGINNING.

DATE: 11-25-13
 PROJECT NUMBER: 13028-HAB

NOTE: PROPERTY LEGAL DESCRIPTION FROM TRANSNATION TITLE COMMITMENT-963333WMS (DATED 10-12-12)

CITY OF WYOMING ESTIMATE OF JUST COMPENSATION

PROJECT: Reconstruction of Division Avenue from 54th Street to 60th Street

PURPOSE OF REPORT: The purpose of this report is to estimate the Fair Market Value of the land to be acquired and to estimate the Just Compensation for the conveyance of land and the granting of permanent and temporary Easements. The compensation will be based upon the land values obtained from the Wyoming Assessor's Records. This method of compensation is authorized by the Wyoming City Council per Resolution No. 18464 (City Policy Manual).

SITE DATA:

Permanent Parcel No.: 41-17-36-476-010

Parcel: Habitat for Humanity of Kent County, Inc.

Land Use: Exempt

Size: 2.41 Ac (total)

Address: 5701 Division Avenue SW

Zoning: 705

ACQUISITION DESCRIPTION:

Square foot values based on Appraisal by Maturen & Associates, Inc. Review Appraisal by R.S. Thomas & Associates, Inc.

Summary of Costs:

Warranty Deed:

A generally rectangular parcel of land adjacent to the Division Avenue Right-of-Way as shown on sketch.

Area: 2125 s.f. (Additional 17')
4125 s.f. (Existing 33')

Temporary Permit:

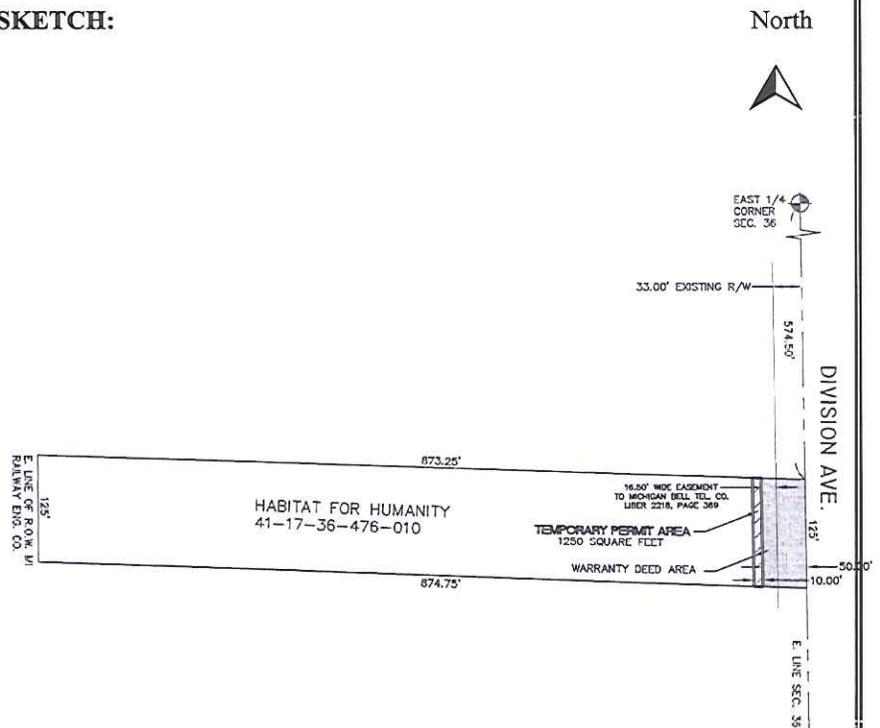
A generally rectangular parcel of land adjacent to the above referenced Warranty Deed Area.

Area: 1250 s.f.

Land Improvements (Asphalt):

Area: 720 s.f.

SKETCH:



COMPUTATION OF VALUE:

LAND IMPROVEMENTS (ASPHALT)	\$1,600.00
RELOCATION OF SIGN (Including compliance with zoning regulations)	\$6,395.00
TEMPORARY PERMIT	
1250 s.f. (Area) X \$0.16 /s.f	\$200.00
LAND ACQUISITION, WARRANTY DEED	
2125 s.f. (Area) X \$1.60 / s.f.	\$3,400.00

REMARKS:

Signed:

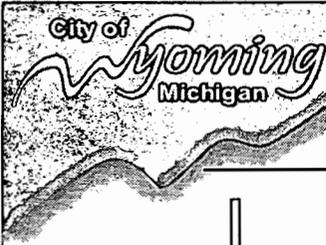
Land Matters, llc
Deborah S. Poeder

For information call 616.791.9805

\$11,595.00

Agreed to by:

Habitat for Humanity of Kent County, Inc.
By: MARY BUI KESMA
Its: Executive Director



City Manager's Office

Telephone 616/530-7272

1155 - 28th Street, S.W., Box 905 Wyoming, Michigan 49509-0905

Web: www.wyomingmi.gov



April 7, 2014

- MAYOR
Jack A. Poll
- AT-LARGE COUNCILMEMBER
Sam Bolt
- AT-LARGE COUNCILMEMBER
Dan Burrill
- AT-LARGE COUNCILMEMBER
Kent Vanderwood
- 1ST WARD COUNCILMEMBER
William A. VerHulst
- 2ND WARD COUNCILMEMBER
Richard K. Pastoor
- 3RD WARD COUNCILMEMBER
Joanne M. Voorhees
- CITY MANAGER
Cu. tis L. Holt

Wyoming City Council
Wyoming, Michigan

City Manager's Report No. 14-06

Subject: Acceptance of a Warranty Deed and Temporary Permit for Construction for 5873 – Division Avenue, SW (Paul and Marlene Seida)

Councilmembers:

Paul and Marlene Seida, owners of 5873 Division Avenue, SW, have submitted the following described Warranty Deed and Temporary Permit. The Warranty Deed conveys permanent right-of-way to the City of Wyoming for the additional street width required to widen Division Avenue to five lanes. The Temporary Permit will allow additional access for construction and grading purposes. The Warranty Deed and Temporary Permit areas are shown on the attached Estimate of Just Compensation drawing. Both acquisitions are for the reconstruction and widening of Division Avenue from 54th Street to 60th Street in 2015.

Grantor:	Paul and Marlene Seida
Parent Parcel:	41-17-36-476-040
Right-of-way Size	7,803 sf – Land Acquisition – Warranty Deed 4,589 sf - Temporary Permit
Consideration:	\$15,984.00

It is recommended that the City Council accept the attached Warranty Deed and the Temporary Permit which have been approved as to form by the City Attorney.

Respectfully submitted,

Curtis L. Holt
City Manager

Attachments: Warranty Deed
Temporary Permit
Estimate of Just Compensation

WARRANTY DEED

The Grantors, Paul Seida and Marlene Seida, husband and wife, whose address is 10130 Baker Avenue, SE, Alto, Michigan 49302

DO HEREBY CONVEY AND WARRANT TO

City of Wyoming, a Michigan Municipal Corporation whose address is 1155 28th Street, SW, Wyoming, Michigan 49509 the real property located in the City of Wyoming, County of Kent, and State of Michigan, known and described as follows:

See Exhibit "A" attached hereto for Warranty Deed Area, Warranty Deed Legal Description and Property Legal Description

for the full consideration of **Twelve Thousand Five Hundred Dollars and No Cents (\$12,500.00)**

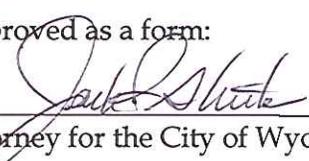
This Warranty Deed is given to convey land for Public Right-of-Way, and is subject to easements and restrictions of record.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

The Grantor grants to the City of Wyoming the right to make zero (0) divisions under Section 108 of the Land Division Act, Act No. 288, of the Public Acts of 1967.

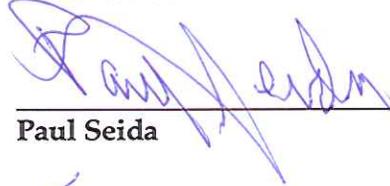
DATED: Feb. 3, 2014

Approved as a form:

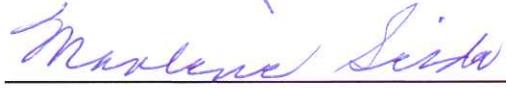


Attorney for the City of Wyoming

GRANTORS:



Paul Seida

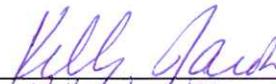


Marlene Seida

STATE OF MICHIGAN)
)SS
COUNTY OF KENT)

The foregoing instrument was acknowledged before me in Kent County, Michigan on this 3rd day of February, 2014, by Paul Seida and Marlene Seida, husband and wife.

KELLY JACOBSEN
Notary Public, State of Michigan
County of Ottawa
My Commission Expires: 6/21/2017
Acting in the County of Kent



Kelly Jacobsen, Notary Public
Ottawa County, Michigan
Acting in Kent County, Michigan
My Commission Expires: 6/21/2017

Prepared by and after recording return to:
Deborah S. Poeder
Land Matters, llc
0-11230 Tallmadge Woods Drive
Grand Rapids, MI 49534

Legal Description Prepared by:
Michael Manning, PS
Meyers, Bueche & Nies, Inc.
1638 Leonard Street, NW
Grand Rapids, MI 49504

EXHIBIT A

PROPERTY LEGAL DESCRIPTION (41-17-36-476-040):

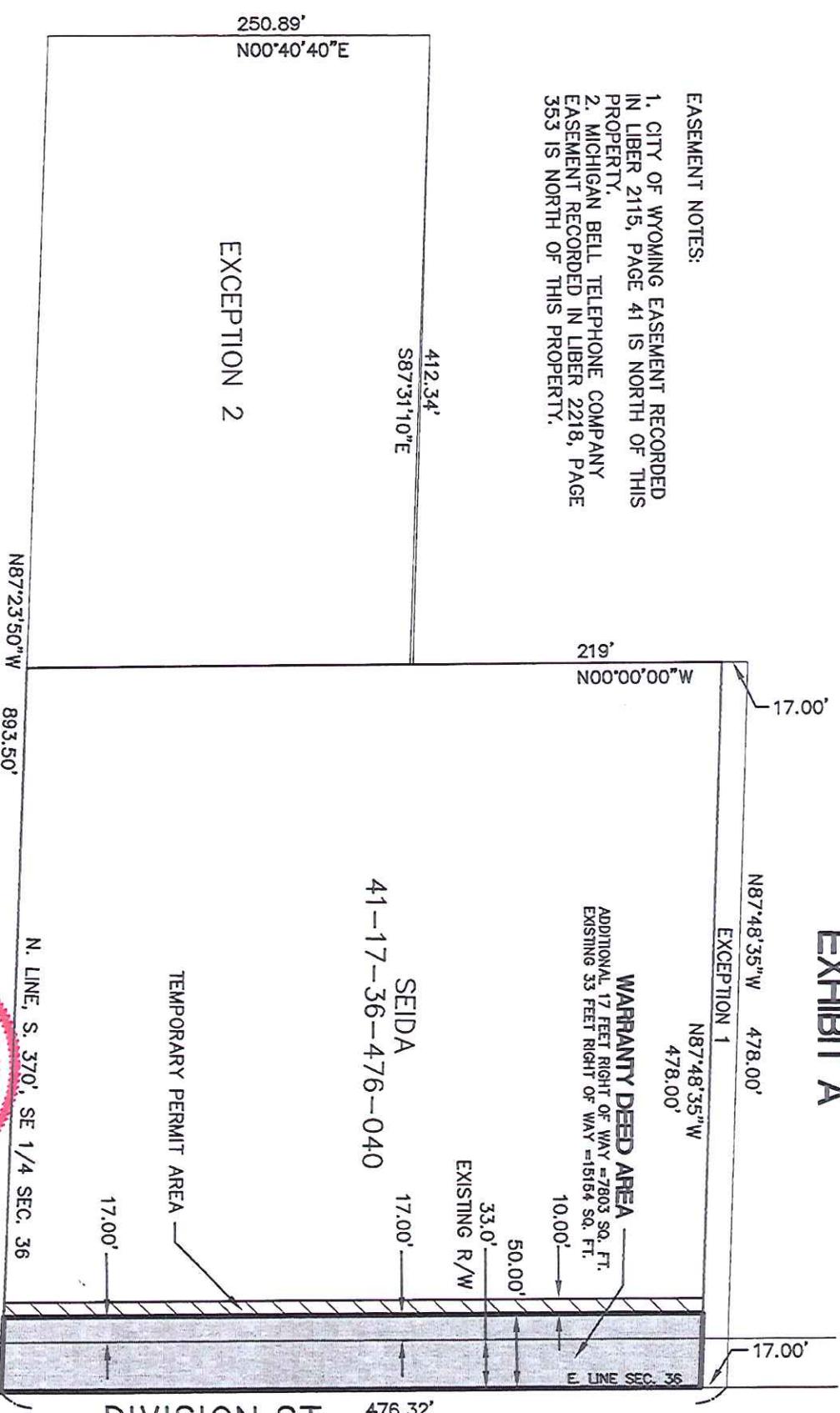
PART OF THE SOUTHEAST 1/4, COMMENCING 370 FEET NORTH OF THE SOUTHEAST CORNER OF THE SECTION; THENCE WEST 893.5 FEET ALONG THE NORTH LINE OF THE SOUTH 370 FEET OF THE SOUTHEAST 1/4; THENCE NORTH 250.89 FEET ALONG A LINE WHICH EXTENDED WOULD INTERSECT THE SOUTH LINE OF THE NORTH 1,155 FEET OF THE SOUTHEAST 1/4 AT A POINT 879.5 FEET WEST OF THE EAST SECTION LINE; THENCE EAST PARALLEL WITH THE NORTH LINE OF THE SOUTHEAST 1/4, 412.34 FEET; THENCE NORTH PARALLEL WITH THE EAST SECTION LINE, 219 FEET; THENCE EAST 478 FEET TO THE EAST SECTION LINE; THENCE SOUTH 476.32 FEET TO THE PLACE OF BEGINNING, SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY, MICHIGAN.

EXCEPT THE FOLLOW 2 PARCELS:

EXCEPTION 1:
 THAT PART OF THE SOUTHEAST 1/4, SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY, MICHIGAN DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 36; THENCE N00°00'00"W 829.32 FEET ALONG THE EAST LINE OF SAID SOUTHEAST 1/4 TO THE PLACE OF BEGINNING; THENCE N87°48'35"W 478.00 FEET PARALLEL WITH THE CENTERLINE OF 56TH STREET; THENCE N00°00'00"W 17.00 FEET; THENCE S87°48'36"E 478.00 FEET PARALLEL WITH THE CENTERLINE OF 56TH STREET TO THE EAST LINE OF SAID SOUTHEAST 1/4; THENCE S00°00'00"E 17.00 FEET ALONG THE EAST LINE TO THE PLACE OF BEGINNING.

EXCEPTION 2:
 THAT PART OF THE SOUTHEAST 1/4, SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 36; THENCE N00°00'00"W 370.00 FEET ALONG THE EAST LINE OF SAID SOUTHEAST 1/4; THENCE N87°23'50"W 478.14 FEET ALONG THE NORTH LINE OF THE SOUTH 370 FEET OF SAID SOUTHEAST 1/4 TO THE PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE N87°23'50"W 415.48 FEET; THENCE N00°40'40"E 250.79 FEET (DEEDED AS 250.89 FEET); THENCE S87°48'53"E 412.38 FEET PARALLEL WITH THE CENTERLINE OF 56TH STREET; THENCE S00°00'00"E 253.88 FEET TO THE PLACE OF BEGINNING.

- EASEMENT NOTES:
1. CITY OF WYOMING EASEMENT RECORDED IN LIBER 2115, PAGE 41 IS NORTH OF THIS PROPERTY.
 2. MICHIGAN BELL TELEPHONE COMPANY EASEMENT RECORDED IN LIBER 2218, PAGE 353 IS NORTH OF THIS PROPERTY.



NOTE: PROPERTY LEGAL DESCRIPTION FROM TRANSNATION TITLE COMMITMENT-96284WMS (DATED 10-12-12)

LEGEND

- IRON STAKE (SET)
- IRON STAKE (FOUND)
- FENCE
- ▨ WARRANTY DEED AREA
- ▨ TEMPORARY PERMIT AREA

SCALE: 1"=100'

mbn
 meyers, bueche & nies, inc.
 civil engineers/surveyors
 1638 leonard st nw
 grand rapids, mi 49504
 616-457-5030
 fax 616-457-8244



DATE: 12-05-13
 PROJECT NUMBER: 13028-SEID

SE COR
 SEC. 36
 T6N, R12W

WARRANTY DEED LEGAL DESCRIPTION:

THE EAST 50 FEET (PERPENDICULAR MEASUREMENT) OF THE FOLLOWING DESCRIBED PARCEL:

PART OF THE SOUTHEAST 1/4, COMMENCING 370 FEET NORTH OF THE SOUTHEAST CORNER OF THE SECTION; THENCE WEST 893.5 FEET ALONG THE NORTH LINE OF THE SOUTH 370 FEET OF THE SOUTHEAST 1/4; THENCE NORTH 250.89 FEET ALONG A LINE WHICH EXTENDED WOULD INTERSECT THE SOUTH LINE OF THE NORTH 1,155 FEET OF THE SOUTHEAST 1/4 AT A POINT 879.5 FEET WEST OF THE EAST SECTION LINE; THENCE EAST PARALLEL WITH THE NORTH LINE OF THE SOUTHEAST 1/4, 412.34 FEET; THENCE NORTH PARALLEL WITH THE EAST SECTION LINE, 219 FEET; THENCE EAST 478 FEET TO THE EAST SECTION LINE; THENCE SOUTH 476.32 FEET TO THE PLACE OF BEGINNING, SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY, MICHIGAN.

EXCEPT THE FOLLOW 2 PARCELS:

EXCEPTION 1:
THAT PART OF THE SOUTHEAST 1/4, SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY, MICHIGAN DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 36; THENCE N00°00'00"W 829.32 FEET ALONG THE EAST LINE OF SAID SOUTHEAST 1/4 TO THE PLACE OF BEGINNING; THENCE N87°48'35"W 478.00 FEET PARALLEL WITH THE CENTERLINE OF 56TH STREET; THENCE N00°00'00"W 17.00 FEET; THENCE S87°48'36"E 478.00 FEET PARALLEL WITH THE CENTERLINE OF 56TH STREET TO THE EAST LINE OF SAID SOUTHEAST 1/4; THENCE S00°00'00"E 17.00 FEET ALONG THE EAST LINE TO THE PLACE OF BEGINNING.

EXCEPTION 2:
THAT PART OF THE SOUTHEAST 1/4, SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 36; THENCE N00°00'00"W 370.00 FEET ALONG THE EAST LINE OF SAID SOUTHEAST 1/4; THENCE N87°23'50"W 478.14 FEET ALONG THE NORTH LINE OF THE SOUTH 370 FEET OF SAID SOUTHEAST 1/4 TO THE PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE N87°23'50"W 415.48 FEET; THENCE N00°40'40"E 250.79 FEET (DEDED AS 250.89 FEET); THENCE S87°48'53"E 412.38 FEET PARALLEL WITH THE CENTERLINE OF 56TH STREET; THENCE S00°00'00"E 253.88 FEET TO THE PLACE OF BEGINNING.

NOTE: PROPERTY LEGAL DESCRIPTION FROM TRANSNATION TITLE
COMMITMENT--96284WMS (DATED 10-12-12)

LEGEND

- IRON STAKE (SET)
- IRON STAKE (FOUND)
- FENCE
- ▨ WARRANTY DEED AREA
- ▧ TEMPORARY PERMIT AREA



SCALE: 1"=100'

mbn

meyers, buecke & nles, inc.
civil engineers/surveyors
1638 leonard st nw
grand rapids, mi 49504
616-457-5030
fax 616-457-8244



DATE: 12-05-13
PROJECT NUMBER: 13028-SEID

**CITY OF WYOMING
TEMPORARY PERMIT
Parcel No. 41-17-36-476-040**

The Grantors, Paul Seida and Marlene Seida, husband and wife, whose address is 10130 Baker Avenue, SE, Alto, Michigan 49302

DO HEREBY GRANT AND CONVEY TO:

CITY OF WYOMING, a Michigan Municipal corporation, whose address is 1155 28th Street, SW, Wyoming, Michigan 49509, a Temporary Permit to change existing land contours, to remove trees and vegetation, and to construct and/or reconstruct side-slopes, service walks, sidewalks, driveways, parking lots, curb and gutter, and other facilities as required for the Division Avenue from 54th Street to 60th Street Reconstruction Project. All areas disturbed by the work in the Temporary Permit area will be properly restored. The Temporary Permit area is located on property in the City of Wyoming, County of Kent, State of Michigan, as follows:

See Exhibit A attached hereto for the Temporary Permit Area, Temporary Permit Legal Description, and Property Legal Description (Parcel No. 41-17-36-476-040)

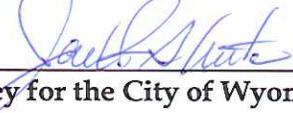
The Temporary Permit as referenced herein is granted and conveyed for the full consideration of Seven Hundred Thirty Four Dollars and No Cents (\$734.00).

The Temporary Permit, including all rights granted or inferred, shall terminate upon completion of the Division Avenue from 54th Street to 60th Street Reconstruction Project, including restoration of the Temporary Permit Area.

IN WITNESS, WHEREOF, the undersigned have hereunto set their hand this day and year first above written.

DATED: Feb. 3, 2014

Approved as a form:



Attorney for the City of Wyoming

GRANTORS:



Paul Seida



Marlene Seida

Prepared by and return to:
Deborah S. Poeder
Land Matters, LLC
O-11230 Tallmadge Woods Drive
Grand Rapids, MI 49534

Legal Description by:
Michael Manning, P.S.
Meyers, Bueche & Nies, Inc.
1638 Leonard Street, NW
Grand Rapids, MI 49504

EXHIBIT A

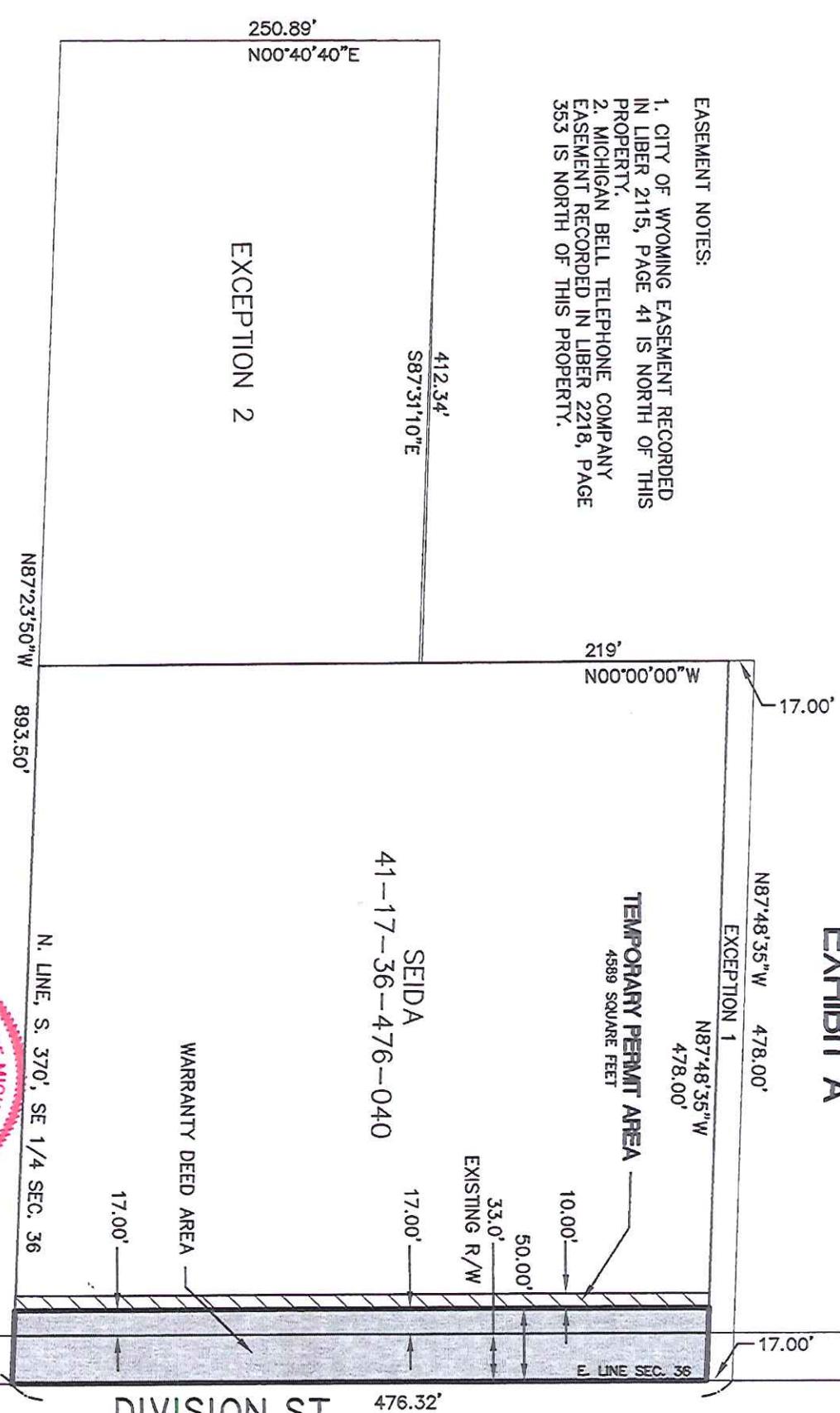
PROPERTY LEGAL DESCRIPTION (41-17-36-476-040):

PART OF THE SOUTHEAST 1/4, COMMENCING 370 FEET NORTH OF THE SOUTHEAST CORNER OF THE SECTION; THENCE WEST 893.5 FEET ALONG THE NORTH LINE OF THE SOUTH 370 FEET OF THE SOUTHEAST 1/4; THENCE NORTH 250.89 FEET ALONG A LINE WHICH EXTENDED WOULD INTERSECT THE SOUTH LINE OF THE NORTH 1,155 FEET OF THE SOUTHEAST 1/4 AT A POINT 879.5 FEET WEST OF THE EAST SECTION LINE; THENCE EAST PARALLEL WITH THE NORTH LINE OF THE SOUTHEAST 1/4, 412.34 FEET; THENCE NORTH PARALLEL WITH THE EAST SECTION LINE, 219 FEET; THENCE EAST 478 FEET TO THE EAST SECTION LINE; THENCE SOUTH 476.32 FEET TO THE PLACE OF BEGINNING, SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY, MICHIGAN.

EXCEPT THE FOLLOW 2 PARCELS:

EXCEPTION 1:
 THAT PART OF THE SOUTHEAST 1/4, SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY, MICHIGAN DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 36; THENCE N00°00'00"W 829.32 FEET ALONG THE EAST LINE OF SAID SOUTHEAST 1/4 TO THE PLACE OF BEGINNING; THENCE N87°48'35"W 478.00 FEET PARALLEL WITH THE CENTERLINE OF 56TH STREET; THENCE N00°00'00"W 17.00 FEET; THENCE S87°48'36"E 478.00 FEET PARALLEL WITH THE CENTERLINE OF 56TH STREET TO THE EAST LINE OF SAID SOUTHEAST 1/4; THENCE S00°00'00"E 17.00 FEET ALONG THE EAST LINE TO THE PLACE OF BEGINNING.

EXCEPTION 2:
 THAT PART OF THE SOUTHEAST 1/4, SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 36; THENCE N00°00'00"W 370.00 FEET ALONG THE EAST LINE OF SAID SOUTHEAST 1/4; THENCE N87°23'50"W 478.14 FEET ALONG THE NORTH LINE OF THE SOUTH 370 FEET OF SAID SOUTHEAST 1/4 TO THE PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE N87°23'50"W 415.48 FEET; THENCE N00°40'40"E 250.79 FEET (DEEDED AS 250.89 FEET); THENCE S87°48'53"E 412.38 FEET PARALLEL WITH THE CENTERLINE OF 56TH STREET; THENCE S00°00'00"E 253.88 FEET TO THE PLACE OF BEGINNING.



EASEMENT NOTES:
 1. CITY OF WYOMING EASEMENT RECORDED IN LIBER 2115, PAGE 41 IS NORTH OF THIS PROPERTY.
 2. MICHIGAN BELL TELEPHONE COMPANY EASEMENT RECORDED IN LIBER 2218, PAGE 353 IS NORTH OF THIS PROPERTY.

EXCEPTION 2

SEIDA
 41-17-36-476-040

TEMPORARY PERMIT AREA
 4589 SQUARE FEET

WARRANTY DEED AREA

DIVISION ST

370.00'
 S00°00'00"E

NOTE: PROPERTY LEGAL DESCRIPTION FROM TRANSMATION TITLE COMMITMENT--96284WMS (DATED 10-12-12)

LEGEND

- IRON STAKE (SET)
- IRON STAKE (FOUND)
- FENCE
- ▨ WARRANTY DEED AREA
- ▩ TEMPORARY PERMIT AREA



SCALE: 1"=100'



meyers, bueche & nies, inc.
 civil engineers/surveyors
 1638 leonard st nw
 grand rapids, mi 49504
 616-457-5030
 fax 616-457-8244



DATE: 12-05-13
PROJECT NUMBER: 13028-SEID

SE COR
 SEC. 36
 T6N, R12W

TEMPORARY PERMIT LEGAL DESCRIPTION:

THE WEST 10 FEET OF THE EAST 60 FEET (PERPENDICULAR MEASUREMENT) OF THE FOLLOWING DESCRIBED PARCEL:

PART OF THE SOUTHEAST 1/4, COMMENCING 370 FEET NORTH OF THE SOUTHEAST CORNER OF THE SECTION; THENCE WEST 893.5 FEET ALONG THE NORTH LINE OF THE SOUTH 370 FEET OF THE SOUTHEAST 1/4; THENCE NORTH 250.89 FEET ALONG A LINE WHICH EXTENDED WOULD INTERSECT THE SOUTH LINE OF THE NORTH 1,155 FEET OF THE SOUTHEAST 1/4 AT A POINT 879.5 FEET WEST OF THE EAST SECTION LINE; THENCE EAST PARALLEL WITH THE NORTH LINE OF THE SOUTHEAST 1/4, 412.34 FEET; THENCE NORTH PARALLEL WITH THE EAST SECTION LINE, 219 FEET; THENCE EAST 478 FEET TO THE EAST SECTION LINE; THENCE SOUTH 476.32 FEET TO THE PLACE OF BEGINNING, SECTION 36, TOWN 6 NORTH, RANGE 12 WEST, CITY OF WYOMING, KENT COUNTY, MICHIGAN.

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NOTE: PROPERTY LEGAL DESCRIPTION FROM TRANSNATION TITLE
COMMITMENT-96284WMS (DATED 10-12-12)

LEGEND

- IRON STAKE (SET)
- IRON STAKE (FOUND)
- +—+— FENCE
- ▨ WARRANTY DEED AREA
- ▨ TEMPORARY PERMIT AREA



mbn

meyers, bueche & nies, Inc.
civil engineers/surveyors
1638 leonard st nw
grand rapids, mi 49504
616-457-5030
fox 616-457-8244



DATE: 12-05-13

PROJECT NUMBER: 13028-SEID

CITY OF WYOMING ESTIMATE OF JUST COMPENSATION

PROJECT: Reconstruction of Division Avenue from 54th Street to 60th Street

PURPOSE OF REPORT: The purpose of this report is to estimate the Fair Market Value of the land to be acquired and to estimate the Just Compensation for the conveyance of land and the granting of permanent and temporary Easements. The compensation will be based upon the land values obtained from the Wyoming Assessor's Records. This method of compensation is authorized by the Wyoming City Council per Resolution No. 18464 (City Policy Manual).

SITE DATA:

Permanent Parcel No.: 41-17-36-476-040

Parcel: Paul & Marlene Seida
Address: 5873 Division Avenue SW

Land Use: Commercial Size: 4.95 Ac (total)
Zoning: 201

ACQUISITION DESCRIPTION:

Square foot values based on Appraisal by Maturen & Associates, Inc. Review Appraisal by R.S. Thomas & Associates, Inc.

Summary of Costs:

Warranty Deed:

A generally rectangular parcel of land adjacent to the Division Avenue Right-of-Way as shown on sketch.

Area: 7,803 s.f. (Additional 17')
15,154 s.f. (Existing 33')

Temporary Permit:

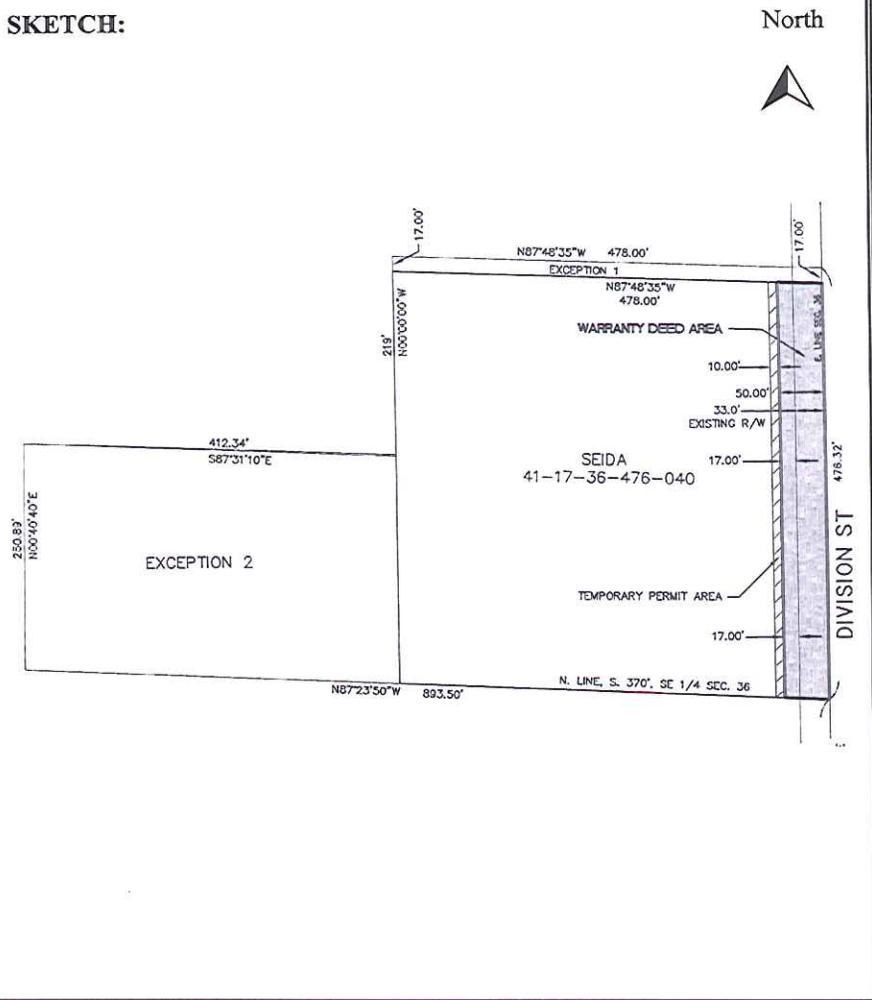
A generally rectangular parcel of land adjacent to the above referenced Warranty Deed Area.

Area: 4589 s.f.

Land Improvements (Asphalt)

Area: 1200 s.f.

SKETCH:



COMPUTATION OF VALUE:

LAND IMPROVEMENTS (ASPHALT)	\$1,750.00
COMPENSATION FOR REMOVAL OF SIGN (Wyoming to remove sign at project expense)	\$1,000.00
TEMPORARY PERMIT 4589 s.f. (Area) X \$0.16 /s.f	\$734.00
LAND ACQUISITION, WARRANTY DEED 7803 s.f. (Area) X \$1.60 / s.f. = \$12,484 (Appraiser rounded to \$12,500)	\$12,500.00

REMARKS:

\$15,984.00

Signed: *Kelly Gaus*
for Land Matters, llc
Deborah S. Poeder

For information call 616.791.9805

Agreed to by: *Paul Seida*
Paul Seida

Marlene Seida
Marlene Seida

RESOLUTION NO. _____

RESOLUTION OF APPRECIATION TO MAY PHILLIPS FOR HER SERVICE
AS A MEMBER OF THE COMMUNITY ENRICHMENT COMMISSION
OF THE CITY OF WYOMING

WHEREAS:

1. May Phillips has served faithfully and effectively as a member of the Community Enrichment Commission since June 19, 2006.

NOW, THEREFORE, BE IT RESOLVED:

1. Council Members and citizens of the City of Wyoming wish to express their deep appreciation to May Phillips for her dedicated service as a member of the Community Enrichment Commission.

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 April 7, 2014.

Heidi A. Isakson, Wyoming City Clerk

RESOLUTION NO. _____

RESOLUTION TO APPOINT GARY BOWMAN AS A MEMBER OF
THE COMMUNITY ENRICHMENT COMMISSION FOR THE CITY OF WYOMING

WHEREAS:

1. Gary Bowman has submitted an application requesting appointment to the Community Enrichment Commission for the City of Wyoming.
2. A vacancy exists in an unexpired term ending June 30, 2016 on the Community Enrichment Commission.
3. It is the desire of the City Council that Gary Bowman be appointed to fill that unexpired term on the Community Enrichment Commission.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council for the City of Wyoming, Michigan does hereby appoint Gary Bowman as a member of the Community Enrichment Commission of the City of Wyoming for the unexpired term ending June 30, 2016.

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 April 7, 2014.

Heidi A. Isakson, Wyoming City Clerk

RESOLUTION NO. _____

A RESOLUTION TO SET A DATE FOR A PUBLIC HEARING CONCERNING
THE VACATION OF PICKETT STREET (A PAPER ONLY STREET), EXTENDING WEST
165 FEET FROM CLYDE PARK AVENUE, IN THE CITY OF WYOMING,
KENT COUNTY, MICHIGAN

WHEREAS:

1. The Wyoming Planning Commission has recommended that Pickett Street, extending west 165 feet from Clyde Park Avenue, Section 26, be vacated.
2. The Planning Commission did hold a public hearing on March 18, 2014, whereby no comments were received.
3. J & P Development, LLC proposes to vacate the street to facilitate a proposed industrial expansion project.
4. It is necessary for the Wyoming City Council to hold a public hearing to consider the request.

NOW, THEREFORE, BE IT RESOLVED:

The Wyoming City Council sets the date of May 5, 2014 at 7:01 p.m. for a public hearing to be held at Wyoming City Hall, 1155-28th Street, S.W., Wyoming, Michigan, concerning the vacation of said street, located in the City of Wyoming, Kent County, Michigan according to the attached legal description.

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 April 7, 2014.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Legal Description

Map

LEGAL DESCRIPTION OF PICKETT STREET

Pickett Street as recorded in Jelsema Plat (Liber 46 of Plats, Page 40), part of the East $\frac{1}{2}$, NE $\frac{1}{4}$, Section 26, T6N, R12W, City of Wyoming, Kent County, Michigan.



47TH ST

47TH ST

CLYDE PARK AVE

CLYDE PARK AVE

PICKE

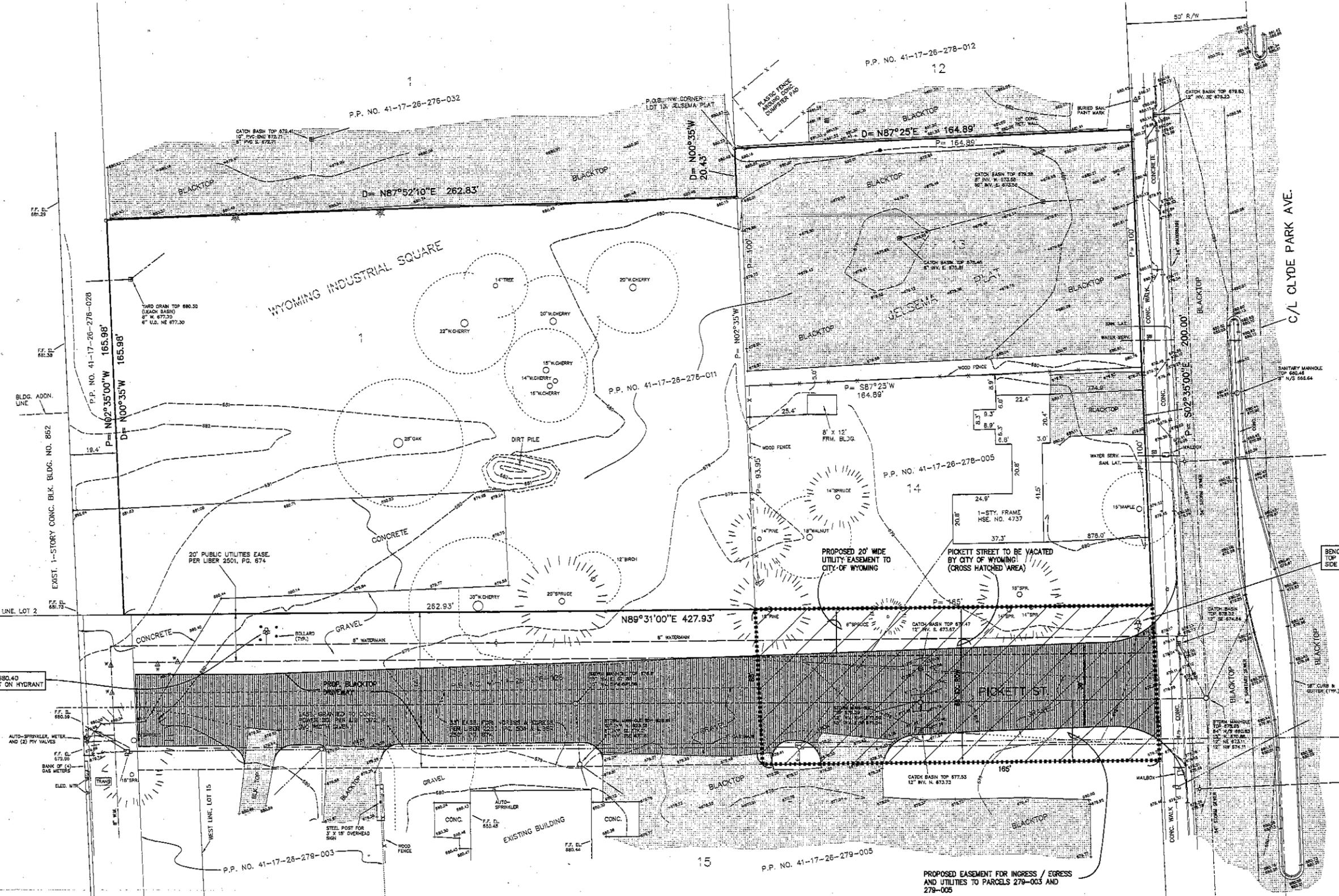
Pickett St.

L.E. KAUFMANN GOLF COURSE ACCESS

2

P.P. NO. 41-17-26-278-012
12

P.P. NO. 41-17-26-276-032



BENCHMARK ELEVATION 580.43
TOP OF NE FLANGE BOLT ON HYDRANT

BENCHMARK ELEVATION 580.32
TOP OF FLANGE BOLT ON NW
SIDE OF HYDRANT

LEGEND

- = IRON STAKE FOUND
- = IRON STAKE SET
- = MONUMENT
- ⊕ = UTILITY POLE & GUY WIRE
- ⊙ = LIGHT POLE
- ⊥ = SIGN
- ⊥ = HYDRANT
- ⊥ = VALVE
- ⊕ = CATCH BASIN
- = MANHOLE
- ⊕ = BURIED WATER LINE MARKER
- ⊕ = WATER STOP BOX
- ⊕ = TEL./CATV BOX
- = FENCE LINE

SCALE: 1" = 20'

Note: There is a blanket-type easement over the entire site to Michigan Consolidated Gas Co. per Liber 1557, Pg. 469.

NOTES:

- OWNER OF PP# 41-17-26-279-005 TO DEED THE SOUTH HALF (33 FEET) OF VACATED PICKETT STREET TO OWNER OF PP# 41-17-26-278-005 AND 41-17-26-278-011 IN EXCHANGE FOR NECESSARY EASEMENTS FOR ACCESS AND UTILITIES AND CONSTRUCTION OF THE ENTRY DRIVE WITHIN PICKETT STREET AS SHOWN HEREON. EQUITABLE JOINT MAINTENANCE AGREEMENT TO BE ESTABLISHED BETWEEN ALL BENEFITING PARTIES.
- NECESSARY EASEMENTS WILL BE GRANTED ACROSS THE VACATED RIGHT-OF-WAY FOR PRIVATE UTILITIES THEREIN.

PICKETT STREET ROW VACATION PLAN

FOR: J & P DEVELOPMENT, LLC
ATTN: DAVE SMIES - NAI
100 GRANDVILLE AVE.
GRAND RAPIDS, MI 49503

RE: 4727 CLYDE PARK AVE.

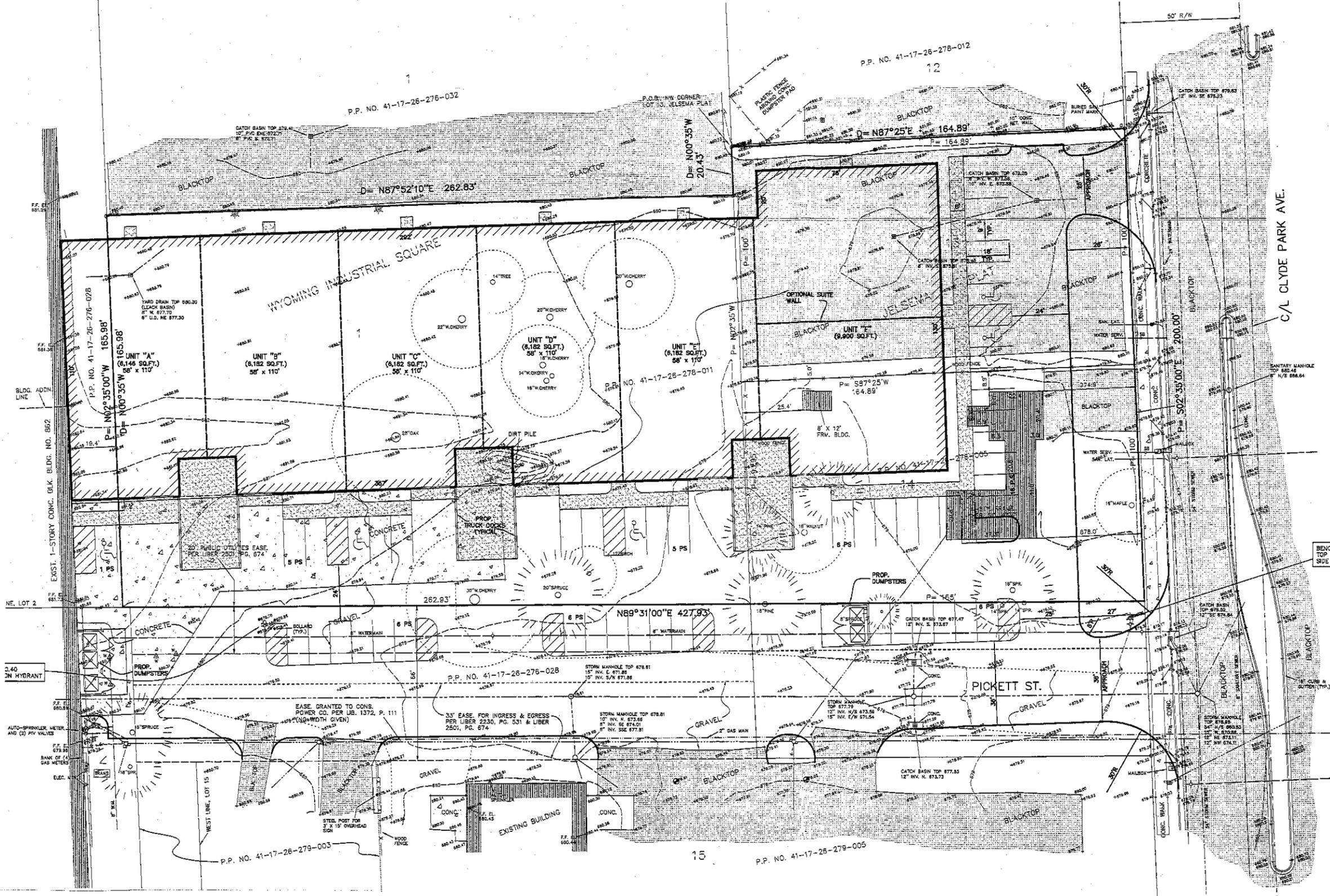
IN: PART OF THE NE 1/4, SECTION 26, T6N, R12W,
CITY OF WYOMING, KENT COUNTY, MICHIGAN

REVISIONS:

NO.	DATE	DESCRIPTION

exxel engineering, inc.
planners • engineers • surveyors

5222 Clyde Park, S.W. • Grand Rapids, MI 49509
Phone: (616) 531-3660 Fax: (616) 531-2121
www.exxelengineering.com



- LEGEND**
- = IRON STAKE FOUND
 - = IRON STAKE SET
 - ⊙ = MONUMENT
 - ⊕ = UTILITY POLE & GUY WIRE
 - ⊙ = LIGHT POLE
 - ⊙ = SIGN
 - ⊕ = HYDRANT
 - ⊕ = VALVE
 - ⊕ = CATCH BASIN
 - = MANHOLE
 - ⊕ = BURIED WATER LINE MARKER
 - ⊕ = WATER STOP BOX
 - ⊕ = TEL/CAT BOX
 - = FENCE LINE
 - = OVERHEAD WIRES

SCALE: 1" = 20'

GENERAL NOTES:
 1. TOTAL BUILDING SQ.FT. - 40,774
 1. TOTAL OF 51 PARKING SPACES

SITE DEVELOPMENT PLAN - OPTION A
 FOR: J & P DEVELOPMENT, LLC
 ATTN: DAVE SMIES - NAI
 100 GRANDVILLE AVE.
 GRAND RAPIDS, MI 49503
 IN: PART OF THE NE 1/4, SECTION 26, T6N, R12W,
 CITY OF WYOMING, KENT COUNTY, MICHIGAN

REVISIONS:

staxel engineering, inc.
 planners • engineers • surveyors
 5252 Clyde Park, S.W. • Grand Rapids, MI 49509
 Phone: (616) 531-8860 Fax: (616) 531-2121
 www.staxel-engineering.com

RESOLUTION NO. _____

RESOLUTION TO SET A PUBLIC HEARING TO ESTABLISH
AN INDUSTRIAL DEVELOPMENT DISTRICT FOR ROMAN MANUFACTURING, INC.,
IN THE CITY OF WYOMING

WHEREAS:

1. The City of Wyoming has the authority to establish Industrial Development Districts within the City of Wyoming under the provisions of Act 198 of Public Acts of 1974, as amended.
2. RoMan Manufacturing, Inc., has requested that the City establish an Industrial Development District for its property located at 861 and 901 47th Street SW and 886, 898 and 920 Barnum Street SW, Wyoming, Michigan, 49509.
3. Prior to establishing such districts, it is necessary to first hold a public hearing at which the owners of the affected property and any other resident or taxpayer of the City can be given an opportunity to comment on the establishment of an Industrial Development District.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council shall hold a public hearing on April 21, 2014 at 7:02 p.m., at Wyoming City Hall, 1155 28th Street SW, Wyoming, MI 49509, at which the owners of property located within the proposed Industrial Development District and other residents or taxpayers of the City shall be given an opportunity to comment on the establishment of the proposed district to be comprised of the property described on the attached Exhibit A, which is incorporated by reference, and commonly known as 861 and 901 47th Street SW and 886, 898 and 920 Barnum Street SW, Wyoming, Michigan, 49509.
2. Notice of this hearing shall be given to the applicant, the Assessor, and a representative of each affected taxing unit, and shall be published in a newspaper of general circulation in the City and posted in City Hall.

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 April 7, 2014.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENT:

Exhibit A - Legal Description

Resolution No. _____

EXHIBIT A

Legal Description

Address: 886 Barnum Street SW, Wyoming, MI 49509

Tax Parcel No.: 41-17-26-230-003

Legal Description:

LOT 38. JELSMA PLAT #1.

Address: 898 Barnum Street SW, Wyoming, MI 49509

Tax Parcel No.: 41-17-26-230-002

Legal Description:

LOT 37. JELSMA PLAT #1.

Address: 920 Barnum Street SW, Wyoming, MI 49509

Tax Parcel No.: 41-17-26-276-003

Legal Description:

PART NE 1/4 COM 1420 FT S ALONG E SEC LINE & 878.4 FT W PAR WITH N SEC LINE FROM NE COR OF SEC TH WLY PAR WITH N SEC LINE 5.72 FT TH N PAR WITH E SEC LINE 146.86 FT TO SW COR OF LOT 35 OF JELSEMA PLAT NO 1 TH E TO SE COR SD LOT TH N TO NE COR SD LOT TH E 60.04 FT TO NW COR OF LOT 36 SD PLAT TH S TO SW COR OF LOT 36 TH E TO SE COR OF LOT 38 SD PLAT TH S PAR WITH E SEC LINE 210 FT TH W PAR WITH N SEC LINE 367.32 FT TH N 63.14 FT TO BEG SEC 26 T6N R12W 1.93 ACRES

Address: 861 47th Street SW, Wyoming, MI 49509

Tax Parcel No.: 41-17-26-276-010

Legal Description:

LOT 9. WYOMING INDUSTRIAL SQUARE.

Address: 901 47th Street SW, Wyoming, MI 49509

Tax Parcel No.: 41-17-26-276-009

Legal Description:

LOT 8. WYOMING INDUSTRIAL SQUARE.

RESOLUTION NO. _____

RESOLUTION TO SET A PUBLIC HEARING FOR THE APPROVAL OF AN
AMENDMENT TO INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE #2013-469
FOR ZINGER SHEET METAL CO., IN THE CITY OF WYOMING

WHEREAS:

1. In accordance with Public Act 198 of 1974, Industrial Facilities Exemption Certificate No. 2013-469 was issued to Zinger Sheet Metal Co., to facilitate the purchase of new equipment at its facility at 4055 Stafford Avenue SW, Wyoming, MI 49548.
2. Certificate No. 2013-469 was issued in the amount of \$75,000 and took effect on December 31, 2013.
3. Zinger Sheet Metal purchased additional equipment in the course of this project, exceeding the amount approved for under Certificate No. 2013-469.
4. Zinger Sheet Metal requests that the City Council review and approve the increased final project cost of \$117,450 so that an amended Industrial Facilities Exemption Certificate may be issued by the Department of Treasury State Tax Commission.
5. Act 198 requires the City to hold a public hearing on the approval of this application.

NOW, THEREFORE, BE IT RESOLVED:

1. A public hearing on whether to approve an amendment to Industrial Facilities Exemption Certificate No. 2013-469 held by Zinger Sheet Metal, shall be held at 7:01 p.m. on April 21, 2014, in the City Council Chambers, City Hall, 1155 28th Street SW, Wyoming, Michigan.
2. Notice of this hearing shall be given to the applicant, the City Assessor, and a representative of each affected taxing unit, and shall be published in a newspaper of general circulation in the City and posted in City Hall.

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 April 7, 2014.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Staff Report

Amended Equipment List

Resolution No. _____

Staff Report

Date: 03/24/2014
Subject: Zinger Sheet Metal – Industrial Certificate Amendment
From: Kelli VandenBerg, Assistant to the City Manager
Meeting Date: April 7, 2014

Recommendation:

Staff recommends approval of Zinger Sheet Metal’s amendment request based on the City of Wyoming’s Economic Development Policy.

Sustainability Criteria:

Environmental Quality – Approval of this amendment does not significantly impact environmental quality.

Social Equity – Approval of this amendment does not significantly impact social equity.

Economic Strength – Approval of this amendment does not significantly impact economic strength.

Discussion:

Zinger Sheet Metal submitted an application for an Industrial Facilities Exemption (IFT) in September of 2013. That application was subsequently approved by the City Council and the State of Michigan. As this project was in the approval process, Zinger Sheet Metal purchased an additional piece of equipment and now wishes to amend its approved certificate. The approved IFT certificate is summarized below with a notation for the amended amount:

Address of project:	4055 Stafford SW Wyoming, MI 49548	
Personal Property:	\$75,000.00 (original)	\$117,450.00 (amended)
Real Property:	\$ 0.00	
Estimated Jobs:	2 new jobs 14 retained jobs	
Starting date of project:	October 2013	
Term of the abatement:	6 years	

Zinger Sheet Metal sought the original abatement to expand its operation in the City of Wyoming to improve the quality of its products and to meet growing customer demand. The additional equipment purchased and included in the amendment fulfills the same purpose. The entire project will assist in retaining 14 positions and adding two new positions.

Budget Impact:

The estimated first year tax savings for Zinger Sheet Metal, which is located in the Godwin Public School District, is \$900.79.

March 26, 2014

**INDUSTRIAL FACILITY EXEMPTION
MACHINE & EQUIPMENT LIST**

**ZINGER SHEET METAL CO., INC.
4055 STAFFORD AVE. SW
GRAND RAPIDS, MI 49548**

Beginning Date of Installation: October 7, 2013

Completion Date of Installation: October 31, 2013

<u>EQUIPMENT</u>	<u>INSTALLATION DATE</u>	<u>COSTS</u>
Helix Stitchwelder Pro	October 7-14, 2013	\$73,000
New Multicam CNC Plasma Table	October 14-31, 2013	\$41,450
Installation		\$ 3,000
TOTAL COSTS:		<u>\$117,450</u>

RESOLUTION NO. _____

RESOLUTION TO AMEND SECTION 5.05 OF THE CITY COUNCIL POLICY MANUAL

WHEREAS:

1. Section 5.05 of the City Council Policy Manual, entitled Utility Cost Sharing Policy, identifies the conditions under which Wyoming may reimburse developers for the installation of public utilities.
2. Developers are responsible for the cost of relocating public water mains when such relocation is necessary to accommodate their development plans.
3. Developers may also choose to replace a greater length of said public watermain in order to reduce the possibility of a future watermain failure negatively impacting their development.
4. Wyoming also benefits from the replacement of older water mains and it is in the best interest of the City to share in the cost of replacing the extra length of watermain, in proportion to remaining useful life of said watermain.
5. It is recommended that the City Council amend Section 5.05 of the City Council Policy Manual by adding a policy for sharing in such watermain replacement.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby amend Section 5.05 of the City Council Policy Manual by adding the following paragraph:

F. Relocation of watermain to accommodate a development is the responsibility of the developer. When the developer chooses to replace a greater length of said public watermain in order to reduce the possibility of a future watermain failure negatively impacting their development, the City may elect to reimburse the developer the construction and the material cost if said main has reached approximately half its widely estimated useful life of 100 years. The City's share of said cost will be based upon the remaining useful life of the watermain and bid prices submitted by the developer and approved by the City. The City's cost share, as a percentage of the approved construction and material cost, is equal to the age of the watermain.

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 April 7, 2014.

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: April 7, 2014
Subject: Amendment to City Council Policy Manual
From: William D. Dooley, Director of Public Works
Meeting Date: April 7, 2014

RECOMMENDATION

It is recommended that the City Council approve an amendment to Section 5.05 of the City Council Policy Manual having to do with watermain cost sharing.

SUSTAINABILITY CRITERIA

Environmental: The proposed policy amendment may encourage developers to replace aging public watermains within the influence of their developments, thereby reducing the risk of watermain failure and associated environmental disruptions.

Social Equity: The proposed policy amendment is social equity neutral.

Financial Stability: The proposed policy amendment may encourage developers to replace aging public watermains within the influence of their developments, thereby reducing the risk of watermain failure, reducing associated repair costs, and reducing the eventual replacement costs.

DISCUSSION

It is unlikely that many developers will choose to replace public watermain in order to reduce the possibility of a future watermain failure. Last fall, however, Gordon Food Service did replace a 350 feet section of watermain and has asked Wyoming to share in the \$41,000 replacement cost. Based upon this proposed policy, Wyoming's share would be approximately \$20,000.

BUDGET IMPACT

There is sufficient resources in the Water Fund to finance the Gordon Food Service and future cost sharing requests.

RESOLUTION NO. _____

A RESOLUTION TO ADOPT
THE WYOMING CONSOLIDATED HOUSING AND COMMUNITY DEVELOPMENT
2014/2015 ONE-YEAR ACTION PLAN

WHEREAS:

1. The City of Wyoming has applied for and obtained 38 years of Community Development Block Grant (C.D.B.G.) funds from the Department of Housing and Urban Development, and
2. It is necessary to submit a One-Year Action Plan application for the 39th year program covering the period of July 1, 2014, through June 30, 2015, and
3. The Wyoming Community Development Committee has recommended a proposed 2014/2015 One-Year Action Plan, and
4. Two Public Hearings were held on February 5, 2014 and on April 7, 2014 on this matter.

NOW, THEREFORE, BE IT RESOLVED:

1. The Wyoming City Council does hereby adopt the 2014/2015 Wyoming Consolidated Housing and Community Development One-Year Action Plan.

Moved by Councilmember:

Seconded by Councilmember:

Motion carried	Yes
	No

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Wyoming, Michigan, at a regular session held on April 7, 2014.

Heidi A. Isakson, Wyoming City Clerk



Fifth Program Year Action Plan

Community Development Block Grant
2014-2015
Action Plan
Wyoming, Michigan

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Wyoming expects to have \$558,852 available for the Community Development Program during the period beginning July 1, 2014 through June 30, 2015. This amount consists of \$479,632 in an annual entitlement grant from the U.S. Department of Housing and Urban Development, and \$79,220 from anticipated program income. This is the fifth Action Plan Year of our Five Year Consolidated Plan 2010-2014. This 2014 budget plans for 100% of the funds to benefit low and moderate income persons.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City of Wyoming plans to use CDBG funds to accomplish projects in the areas of Public Facility Improvements, Housing Rehabilitation, Code Enforcement, Clearance/Demolition and Public Services. Affordable housing needs will be addressed primarily through Housing Rehabilitation and Clearance/Demolition. Homelessness needs will be addressed by partially funding HUD Continuum of Care administration. Non-Housing Community Development needs will be primarily accomplished through Fair Housing Services, Public Services and Code Enforcement.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The following includes past spending performance of activities from July 1, 2012 through June 30, 2013 (A total of \$639,273 was spent):

Clearance/Demolition - \$5,400

Housing Rehabilitation Loans and Grants – \$157,918

Housing Rehabilitation Loans and Grants (Revolving) - \$79,928

Home Repair Services - \$60,000

Rehabilitation Administration - \$59,382

Code Enforcement - \$97,545

Senior Center Improvements - \$6,986

Marquette Park Improvements - \$3,072

Taft Neighborhood Rental - \$7,220

Taft Neighborhood Programs - \$5,510

School Liaison Program and Youth Services - \$38,225

General Administration - \$93,410

Planning Activities-Zoning & Master Plan Revisions - \$7,677

Fair Housing Services - \$17,000

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The citizen participation process for the Annual Action Plan was completed according to the adopted City of Wyoming Citizen Participation Plan. A detailed explanation is found in sections AP-12 Participation and AD-26 Citizen Participation Comments.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

As of the submittal date of May 1, 2014, no public comments have been submitted. The citizen participation process for the Annual Action Plan was completed according to the adopted City of Wyoming Citizen Participation Plan. A detailed explanation is found in sections AP-12 Participation and AD-26 Citizen Participation Comments.

6. Summary of comments or views not accepted and the reasons for not accepting them

See Summary of public comments above.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	WYOMING	
CDBG Administrator	WYOMING	Community Services-Planning and Development Dept.
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative

Lead and Responsible Agencies

The Lead Agency is the City of Wyoming. The daily CDBG activities will be handled by the Community Services - Planning and Development Department. Like typical municipal governments, the City Council acts as the legislative and policy-making voice of the city. As part of its activities, the City Council adopts the Five-Year Consolidated Strategic Plan and approves the annual submittal for CDBG funding. As the chief administrator, the City Manager is responsible for the day-to-day operations of the city, including the implementing of the policies and programs of the City Council.

Planning and Development Department:

The Director of Community Services serves as staff to the Community Development Committee and supervises programs and activities related to the Annual Plan and CDBG expenditures. The Administrative Aide and Building Rehabilitation Specialist work to process cases for Housing Rehabilitation programs. A Rehabilitation Committee, made up of the Community Services Director, the Chief Building Official and the City Planner, approve all housing rehabilitation applications and work repair items.

Community Development Committee:

Relative specifically to this Annual Plan and CDBG funding, a Council-appointed group, currently made up of nine Wyoming residents, the Community Development Committee, serves as an advisory group to the Director of Community Services, the City Manager and the City Council. This group also approves

the Five-Year Consolidated Strategic Plan and recommends the annual CDBG budget. During the budgeting process, this group interviews applicants and recommends priorities for funding.

Other City Groups:

There is an Interdepartmental Agreement with the Inspections Department relative to funding Code Enforcement, and also with the Police Department relative to funding Community Liaison and Crime Prevention Services. Relative to other city groups potentially involved with the Annual Plan, the list includes the Housing Commission, the Downtown Development Authority, the Parks and Recreation Department and its citizen's advisory group, the Parks and Recreation Commission, the Public Works Department and the Building Inspections Department.

Consolidated Plan Public Contact Information

Rebecca Rynbrandt, Director of Community Services

City of Wyoming

1155 - 28th St, SW

Wyoming, MI 49509

(616) 261-3520

rynbranb@wyomingmi.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Wyoming continues to reach out and consult with other public and private agencies during the consolidated planning process. Our Subrecipients of CDBG funds are non-profit agencies, including the Fair Housing Center of West Michigan who provides fair housing testing and complaint follow up services; Compassion This Way who services the Taft Neighborhood Programs; Home Repair Services who provides minor home repairs and accessibility modifications; and The Heart of West Michigan United Way, who provides affordable HUD Continuum of Care administration to support the Coalition to End Homelessness. This year a new subrecipient has been added, Habitat for Humanity of Kent County, who will provide affordable needed housing repairs in the Godfrey-Lee Neighborhood Area.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City will continue to work with other City departments, neighboring cities, Kent County and area housing non-profits, such as Habitat for Humanity, the Fair Housing Center of West Michigan, Compassion This Way, Home Repair Services and The Heart of West Michigan United Way. The City also works with the Disability Advocates of Kent County. In addition, the Community Services Director serves on the steering committee for the Grand Rapids Area Coalition to End Homelessness and HUD Continuum of Care to address issues of homelessness and affordable housing. Funding will be provided to have access to affordable HUD Continuum of Care administration through The Heart of West Michigan United Way to support the Coalition to End Homelessness goals.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Through CDBG funds, the City will fund HUD Continuum of Care administration through The Heart of West Michigan United Way to support the Coalition to End Homelessness goals. Our Director of Community Services serves on the steering committee for the Grand Rapids Area Coalition to End Homelessness. Although the City does not have the resources to devote to specific funding of any programs for these persons, it will continue to consider the needs of these populations and cooperate in metropolitan initiatives on these issues.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

See comments above regarding funding HUD Continuum of Care administration.

1	Agency/Group/Organization Agency/Group/Organization Type What section of the Plan was addressed by Consultation?	The Heart of West Michigan United Way Services-homeless Regional organization Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Heart of West Michigan United Way will provide affordable HUD Continuum of Care administration to support the Coalition to End Homelessness goals. Our Director of Community Services serves on the steering committee for the Grand Rapids Area Coalition to End Homelessness.
2	Agency/Group/Organization Agency/Group/Organization Type What section of the Plan was addressed by Consultation? Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Home Repair Services of Kent County Inc. Regional organization Housing Repair & Accessibility Modifications Non-Homeless Special Needs Home Repair Services provides minor home repairs and accessibility modifications. This organization was consulted as part of our updated Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. They also make a presentation to the Community Development Committee annually and discuss goals and outcomes.
3	Agency/Group/Organization Agency/Group/Organization Type What section of the Plan was addressed by Consultation?	Fair Housing Center of West Michigan Service-Fair Housing Fair Housing

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Fair Housing Center of West Michigan provides fair housing testing and complaint follow up services. This organization was consulted as part of our updated Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. They also make a presentation to the Community Development Committee annually and discuss goals and outcomes.</p>
<p>4 Agency/Group/Organization</p>	<p>COMPASSION THIS WAY</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-Education Services-Employment Neighborhood Organization Neighborhood Services</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Compassion This Way is a non-profit group providing neighborhood programs in the Taft neighborhood area. This organization makes an annual presentation to the Community Development Committee which includes goals and outcomes.</p>
<p>5 Agency/Group/Organization</p>	<p>Grand Rapids Area Coalition to End Homelessness</p>
<p>Agency/Group/Organization Type</p>	<p>Services-homeless Regional organization Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>The Grand Rapids Area Coalition to End Homelessness is an organization whose goals are to prevent homelessness, re-house those in crisis and transform the system by expanding the supply of affordable, quality and permanent housing. Our Director of Community Services serves on the steering committee for the Grand Rapids Area Coalition to End Homelessness.</p>
<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Grand Rapids Area Coalition to End Homelessness is an organization whose goals are to prevent homelessness, re-house those in crisis and transform the system by expanding the supply of affordable, quality and permanent housing. Our Director of Community Services serves on the steering committee for the Grand Rapids Area Coalition to End Homelessness.</p>

6	Agency/Group/Organization	HABITAT FOR HUMANITY KENT COUNTY
	Agency/Group/Organization Type	Regional organization Housing Repairs
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Habitat for Humanity of Kent County will provide affordable needed housing repairs in the Godfrey-Lee Neighborhood Area. This organization made a presentation to the Community Development Committee and discussed its goals and projected outcomes.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

N/A

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	The Heart of West Michigan United Way	Affordable HUD Continuum of Care administration to support the Coalition to End Homelessness goals.

Table 3 – Other local / regional / federal planning efforts

Narrative

Agencies seeking to become Subrecipients made presentations to the Community Development Committee during the development of the Five-Year Consolidated Strategic Plan. That information guided the development of subsequent Action Plans and the allocation of funds. To initiate the Annual Action Planning process for 2014-15, the Community Development Committee reviewed this information and the results from prior

years as well as any additional input and information provided by Subrecipients and agencies through the Letter of Intent process. With this information, the Committee and staff developed a preliminary plan and list of projects for public review. A public hearing was conducted by the Community Development Committee who made a recommendation to City Council, who also held a public hearing to accept the Plan and receive additional comments. During the last several years the City has expanded public outreach opportunities to Subrecipients in order to provide greater access to available funding, including publishing a public notice requesting Letters of Intent from interested parties that may wish to seek funding. The request for Letters of Intent was also e-mailed to a distribution list of about 50 local organizations.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The citizen participation process for the Annual Action Plan was completed according to the adopted City of Wyoming Citizen Participation Plan.

A public hearing notice was published in the Southwest Advance newspaper on January 18, 2014, announcing the upcoming meeting and public hearing of the Wyoming Community Development Committee (W.C.D.C.) on February 5, 2014.

The W.C.D.C. met on February 5, 2014 and discussed needs and possible activities. A public hearing was held with no public comment.

On February 17, 2014, the Wyoming City Council met and set the date of April 7, 2014 to hold a public hearing for the Annual Plan.

On February 22, 2014 the Availability for Public Review of the One Year Action Plan notice was published in the Grand Valley Advance. This notice was also posted at the Wyoming Public Library and sent to 145 interested parties, representing public officials, media (including Spanish speaking radio and newspapers), public service agencies, school districts, subrecipients, minority organizations and other stakeholders, requesting comment and announcing the upcoming public hearing on April 7, 2014 concerning the Annual Plan.

A public hearing notice was published in the Grand Valley Advance newspaper on February 22, 2014, which announced that the Annual Plan would be discussed by the Wyoming City Council at the public hearing on April 7, 2014.

On April 7, 2014 a public hearing was held, with no public comment on the plan. Also on April 7, 2014 the City Council approved the 2014-2015 Annual Action Plan.

On April 8, 2014, an article was published in the Grand Rapids Press newspaper, which announced approval of the plan by the City Council and that the plan would be submitted to HUD on or about May 1, 2014.

As of the submittal date of May 1, 2014, no public comments have been submitted.

Annual Action Plan
2014

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Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	0	0	0	
2	Newspaper Ad	Non-targeted/broad community	0	0	0	
3	Internet Outreach	Non-targeted/broad community	0	0	0	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Letters to Interested Parties	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>School Districts</p>	0	0	0	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing				

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The City of Wyoming expects to have \$558,852 available for the Community Development Program during the period beginning July 1, 2014 through June 30, 2015. This amount consists of \$479,632 in an annual entitlement grant from the U.S. Department of Housing and Urban Development, and \$79,220 from anticipated program income. This is the fifth Action Plan Year of our Five Year Consolidated Plan 2010-2014. This 2014 budget plans for 100% of the funds to benefit low and moderate income persons.

Funding for total administrative activities (Planning, General Administration, Fair Housing Services and HUD Continuum of Care Administration) shall not exceed the federal restrictions of 20% of the total grant award plus program income (of grant year). The City of Wyoming projects the total available to be expensed for administrative activities at \$121,809, and has budgeted to expend \$119,578, allowing for more funds to be used for direct program activities.

The City will continue to apply for Section 8 funds as they are made available.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Prior Year Resources: \$	Total: \$		
			\$	\$	\$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description	
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$			Total: \$
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	479,632	79,220	0	558,852	0	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

N/A

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

N/A

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Facility Improvements - Pinery Park	2014	2015	Non-Housing Community Development	Pinery Park	Non-Housing Community Development	CDBG: \$8,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3207 Persons Assisted
2	Clearance/Demolition	2014	2015	Affordable Housing	City-Wide Low/Mod Income Families	Affordable Housing	CDBG: \$10,000	Buildings Demolished: 3 Buildings
3	Public Services - Community Liaison and Crime Prev	2014	2015	Non-Housing Community Development	All Low/Moderate-Income Areas	Non-Housing Community Development	CDBG: \$55,000	Public service activities other than Low/Moderate Income Housing Benefit: 23476 Persons Assisted
4	Public Services - Taft Neighborhood Rental	2014	2015	Non-Housing Community Development	Taft Neighborhood	Non-Housing Community Development	CDBG: \$10,000	Public service activities other than Low/Moderate Income Housing Benefit: 3130 Persons Assisted
5	Public Services - Taft Neighborhood Programs	2014	2015	Non-Housing Community Development	Taft Neighborhood	Non-Housing Community Development	CDBG: \$5,500	Public service activities other than Low/Moderate Income Housing Benefit: 3130 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Rehabilitation - Single Unit Residential	2014	2015	Affordable Housing	City-Wide Low/Mod Income Families	Affordable Housing	CDBG: \$157,272	Homeowner Housing Rehabilitated: 10 Household Housing Unit
7	Rehabilitation - Home Repair Services	2014	2015	Affordable Housing	City-Wide Low/Mod Income Families	Affordable Housing	CDBG: \$60,000	Homeowner Housing Rehabilitated: 87 Household Housing Unit
8	Rehabilitation - Habitat for Humanity	2014	2015	Affordable Housing	Godfrey-Lee Neighborhood Area	Affordable Housing	CDBG: \$15,000	Homeowner Housing Rehabilitated: 8 Household Housing Unit
9	Rehabilitation - Administration	2014	2015	Affordable Housing	City-Wide Low/Mod Income Families	Affordable Housing	CDBG: \$63,502	Homeowner Housing Rehabilitated: 10 Household Housing Unit
10	Code Enforcement	2014	2015	Non-Housing Community Development	All Low/Moderate-Income Areas	Non-Housing Community Development	CDBG: \$55,000	Housing Code Enforcement/Foreclosed Property Care: 9409 Household Housing Unit
11	General Administration	2014	2015	Non-Housing Community Development	City-Wide	Non-Housing Community Development	CDBG: \$94,578	Other: 72125 Other
12	Fair Housing Services	2014	2015	Non-Housing Community Development	City-Wide	Non-Housing Community Development	CDBG: \$15,000	Other: 72125 Other
13	HUD Continuum of Care - Administration	2014	2015	Homeless	City-Wide	Homelessness	CDBG: \$10,000	Homelessness Prevention: 72125 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Public Facility Improvements - Pinery Park
	Goal Description	3,207 persons, using the park facilities and services, would have access to improvements at Veterans Memorial Garden within Pinery Park at 2300 DeHoop Avenue SW in Wyoming, for the purpose of providing a suitable environment. (\$8,000)
2	Goal Name	Clearance/Demolition
	Goal Description	3 home owners, with low/moderate-income families, would have free needed dilapidated structure demolition grants, including, but not limited to, garages, porches and fencing, for the purpose of providing a suitable living environment (\$10,000).
3	Goal Name	Public Services - Community Liaison and Crime Prev
	Goal Description	23,476 persons, in low/moderate income areas, have the benefit of CDBG monies to partially fund community liaison and crime prevention services for the purpose of providing a suitable living environment (\$55,000).
4	Goal Name	Public Services - Taft Neighborhood Rental
	Goal Description	3,130 persons in the Taft Area, which is a HUD qualified low/moderate-income area, have the benefit of CDBG monies to fund rental and utilities for working space for a non-profit group to provide neighborhood services for the purpose of providing a suitable living environment (Census Tract 138.02 Block Groups 1 & 2, bounded on the North by 28th St SW, on the East by Burlingame Ave SW, on the South by Roys Creek and on the West by Byron Center Ave SW) (\$10,000).
5	Goal Name	Public Services - Taft Neighborhood Programs
	Goal Description	3,130 persons in the Taft Area, which is a HUD qualified low/moderate-income area, have the benefit of CDBG monies to provide neighborhood programs by a non-profit group for the purpose of providing a suitable living environment (Census Tract 138.02 Block Groups 1 & 2, bounded on the North by 28th St SW, on the East by Burlingame Ave SW, on the South by Roys Creek and on the West by Byron Center Ave SW) (\$5,500).
6	Goal Name	Rehabilitation - Single Unit Residential
	Goal Description	10 housing units, with low/moderate-income families, have affordable needed housing repair loans and deferred loans for the purpose of providing decent affordable housing (\$157,272).
7	Goal Name	Rehabilitation - Home Repair Services
	Goal Description	87 low/moderate-income households have affordable services such as minor home repairs and accessibility modifications, for the purpose of providing decent affordable housing (\$60,000).

8	Goal Name	Rehabilitation - Habitat for Humanity
	Goal	8 low/moderate-income households in the Godfrey-Lee Area, which is a HUD qualified low/moderate-income area, have affordable needed housing repairs for the purpose of providing decent affordable housing. (\$15,000)
	Description	
9	Goal Name	Rehabilitation - Administration
	Goal	10 housing units, with low/moderate-income families, have affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing (\$63,502).
	Description	
10	Goal Name	Code Enforcement
	Goal	9,409 households, in low and moderate income areas throughout the City, have the benefit of CDBG monies to fund code enforcement activities for the purpose of providing a suitable living environment (\$55,000).
	Description	
11	Goal Name	General Administration
	Goal	All (72,125) Wyoming residents have affordable administration of HUD programs for the purpose of providing a suitable living environment (\$94,578).
	Description	
12	Goal Name	Fair Housing Services
	Goal	All (72,125) Wyoming residents have access to fair housing testing and complaint follow up services for the purpose of providing a suitable living environment (\$15,000).
	Description	
13	Goal Name	HUD Continuum of Care - Administration
	Goal	All (72,125) Wyoming residents have access to affordable administration through the Heart of West Michigan United Way to support the Coalition to End Homelessness goals for the purpose of providing a suitable living environment (\$10,000).
	Description	

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The City has a consortium agreement with the County of Kent allowing them to receive and administer Wyoming's federal entitlement of HOME dollars. Over the next two years it is anticipated that the portion allocated for Wyoming by formula will be approximately \$330,000.00. Kent County will grant awards for projects within the City of Wyoming for that portion, taking into consideration the viability, community impact, and financial feasibility of the project. In the 2012-2013 funding round \$716,000.00 was allocated to LINC Community Revitalization for a project in the City of Wyoming, and in the 2013-2014 funding round \$243,771.00, targeted to impact Wyoming, was awarded to Habitat for Humanity of Kent County. This represents a Kent County community development investment of approximately \$629,771.00 in the renovation and

redevelopment of rental housing in the City of Wyoming since the partnership with Kent County began. During the upcoming fiscal year funds will be awarded to non-profit and CHDO partners to develop quality affordable housing in an expanded targeted format to create a tangible impact zone.

AP-35 Projects – 91.220(d)

Introduction

The City of Wyoming plans to use CDBG funds to accomplish projects in the areas of Public Facility Improvements, Housing Rehabilitation, Code Enforcement, Clearance/Demolition and Public Services.

#	Project Name
1	Public Facility Improvements-Pinery Park
2	Clearance/Demolition
3	Public Services-Community Liaison & Crime Prevention
4	Public Services-Taft Neighborhood Rental
5	Public Services-Taft Neighborhood Programs
6	Rehabilitation-Single Unit Residential
7	Rehabilitation-Home Repair Services
8	Rehabilitation-Habitat for Humanity
9	Rehabilitation-Administration
10	Code Enforcement
11	General Administration
12	Fair Housing Services
13	HUD Continuum of Care-Administration

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Funding priorities have not changed from those outlined in the Strategic Plan, except for the additional priority need of financially supporting the HUD Continuum of Care and addressing the problems with homelessness.

Projects

AP-38 Projects Summary

Project Summary Information

1	Project Name	Public Facility Improvements-Pinery Park
	Target Area	Pinery Park
	Goals Supported	Public Facility Improvements - Pinery Park
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$8,000
	Description	3,207 persons, using the park facilities and services, would have access to improvements at Veterans Memorial Garden within Pinery Park at 2300 DeHoop Ave SW in Wyoming, for the purpose of providing a suitable environment (Census Tract 135, Block Group 2, located in between Burton Street to the North, Clyde Park Avenue to the East, DeHoop Avenue to the West and 28th Street to the South)
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	3,207 persons, using the park facilities and services, would have access to improvements at Veterans Memorial Garden within Pinery Park at 2300 DeHoop Ave SW in Wyoming, for the purpose of providing a suitable environment. Pinery Park is located in a HUD qualified low/moderate-income area.
	Location Description	This activity would take place at Veterans Memorial Garden within Pinery Park at 2300 DeHoop Ave SW in Wyoming. (Census Tract 135, Block Group 2, located in between Burton Street to the North, Clyde Park Avenue to the East, DeHoop Avenue to the West and 28th Street to the South) Pinery Park is located in a HUD qualified low/moderate-income area.
	Planned Activities	3,207 persons, using the park facilities and services, would have access to improvements at Veterans Memorial Garden within Pinery Park at 2300 DeHoop Ave SW in Wyoming, for the purpose of providing a suitable environment (Census Tract 135, Block Group 2, located in between Burton Street to the North, Clyde Park Avenue to the East, DeHoop Avenue to the West and 28th Street to the South).
2	Project Name	Clearance/Demolition

	Target Area	City-Wide Low/Mod Income Families
	Goals Supported	Clearance/Demolition
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$10,000
	Description	3 home owners, with low/moderate-income families, would have free needed dilapidated structure demolition grants, including, but not limited to, garages, porches and fencing, for the purpose of providing a suitable living environment.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	3 home owners, with low/moderate-income families, would have free needed dilapidated structure demolition grants, including, but not limited to, garages, porches and fencing, for the purpose of providing a suitable living environment.
	Location Description	City-wide low/moderate-income families.
	Planned Activities	3 home owners, with low/moderate-income families, would have free needed dilapidated structure demolition grants, including, but not limited to, garages, porches and fencing, for the purpose of providing a suitable living environment.
3	Project Name	Public Services-Community Liaison & Crime Prevention
	Target Area	All Low/Moderate-Income Areas
	Goals Supported	Public Services - Community Liaison and Crime Prev
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$55,000
	Description	23,476 persons, in low/moderate-income areas, have the benefit of CDBG monies to partially fund community liaison and crime prevention services for the purpose of providing a suitable living environment.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	23,476 persons, in low/moderate-income areas, have the benefit of CDBG monies to partially fund community liaison and crime prevention services for the purpose of providing a suitable living environment.

	<p>Location Description</p> <p>All HUD identified Low/Moderate-Income Areas include Census Tracts: 133001, 133002, 135001, 135002, 135003, 136002, 137004, 138011, 138012, 138021, 138022, 138023, 138024, 139004, 142001, 142002, and 145012</p> <p>Planned Activities</p> <p>23,476 persons, in low/moderate-income areas, have the benefit of CDBG monies to partially fund community liaison and crime prevention services for the purpose of providing a suitable living environment.</p>
4	<p>Project Name</p> <p>Public Services-Taft Neighborhood Rental</p> <p>Target Area</p> <p>Taft Neighborhood</p> <p>Goals Supported</p> <p>Public Services - Taft Neighborhood Rental</p> <p>Needs Addressed</p> <p>Non-Housing Community Development</p> <p>Funding</p> <p>CDBG: \$10,000</p> <p>Description</p> <p>3,130 persons in the Taft Area, which is a HUD-qualified low/moderate-income area, have the benefit of CDBG monies to fund rental and utilities for working space for a non-profit group to provide neighborhood services for the purpose of providing a suitable living environment.</p> <p>Target Date</p> <p>6/30/2015</p> <p>Estimate the number and type of families that will benefit from the proposed activities</p> <p>3,130 persons in the Taft Area, which is a HUD-qualified low/moderate-income area, have the benefit of CDBG monies to fund rental and utilities for working space for a non-profit group to provide neighborhood services for the purpose of providing a suitable living environment.</p> <p>Location Description</p> <p>The Taft Area is a HUD-qualified low/moderate-income area, located in Census Tract 138.02 Block Groups 1 & 2, bounded on the North by 28th St SW, on the East by Burlingame Ave SW, on the South by Roys Creek and on the West by Byron Center Ave SW.</p> <p>Planned Activities</p> <p>3,130 persons in the Taft Area, which is a HUD-qualified low/moderate-income area, have the benefit of CDBG monies to fund rental and utilities for working space for a non-profit group to provide neighborhood services for the purpose of providing a suitable living environment.</p>
5	<p>Project Name</p> <p>Public Services-Taft Neighborhood Programs</p> <p>Target Area</p> <p>Taft Neighborhood</p> <p>Goals Supported</p> <p>Public Services - Taft Neighborhood Programs</p> <p>Needs Addressed</p> <p>Non-Housing Community Development</p> <p>Funding</p> <p>CDBG: \$5,500</p>

	<p>Description</p> <p>3,130 persons in the Taft Area, which is a HUD qualified low/moderate-income area, have the benefit of CDBG monies to provide neighborhood programs by a non-profit group for the purpose of providing a suitable living environment.</p>
<p>Target Date</p>	<p>6/30/2015</p>
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>3,130 persons in the Taft Area, which is a HUD qualified low/moderate-income area, have the benefit of CDBG monies to provide neighborhood programs by a non-profit group for the purpose of providing a suitable living environment.</p>
<p>Location Description</p>	<p>The Taft Area is a HUD-qualified low/moderate-income area, located in Census Tract 138.02, Block Groups 1 & 2, bounded on the North by 28th St SW, on the East by Burlingame Ave SW, on the South by Roys Creek and on the West by Byron Center Ave SW.</p>
<p>Planned Activities</p>	<p>3,130 persons in the Taft Area, which is a HUD qualified low/moderate-income area, have the benefit of CDBG monies to provide neighborhood programs by a non-profit group for the purpose of providing a suitable living environment.</p>
<p>Project Name</p>	<p>Rehabilitation-Single Unit Residential</p>
<p>Target Area</p>	<p>City-Wide Low/Mod Income Families</p>
<p>Goals Supported</p>	<p>Rehabilitation - Single Unit Residential</p>
<p>Needs Addressed</p>	<p>Affordable Housing</p>
<p>Funding</p>	<p>CDBG: \$157,272</p>
<p>Description</p>	<p>10 housing units, with low/moderate-income families, have affordable needed housing repair loans and deferred loans for the purpose of providing decent affordable housing.</p>
<p>Target Date</p>	<p>6/30/2015</p>
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>10 housing units, with low/moderate-income families, have affordable needed housing repair loans and deferred loans for the purpose of providing decent affordable housing.</p>
<p>Location Description</p>	<p>City-wide low/moderate-income families.</p>
<p>Planned Activities</p>	<p>10 housing units, with low/moderate-income families, have affordable needed housing repair loans and deferred loans for the purpose of providing decent affordable housing.</p>
<p>Project Name</p>	<p>Rehabilitation-Home Repair Services</p>
<p>Target Area</p>	<p>City-Wide Low/Mod Income Families</p>

	Rehabilitation - Home Repair Services
Goals Supported	Affordable Housing
Needs Addressed	CDBG: \$60,000
Funding	87 low/moderate-income households have affordable services such as minor home repairs and accessibility modifications, for the purpose of providing decent affordable housing.
Description	6/30/2015
Target Date	87 low/moderate-income households have affordable services such as minor home repairs and accessibility modifications, for the purpose of providing decent affordable housing.
Estimate the number and type of families that will benefit from the proposed activities	City-wide low/moderate income families.
Location Description	87 low/moderate-income households have affordable services such as minor home repairs and accessibility modifications, for the purpose of providing decent affordable housing.
Planned Activities	Rehabilitation-Habitat for Humanity
Project Name	Godfrey-Lee Neighborhood Area
Target Area	Rehabilitation - Habitat for Humanity
Goals Supported	Affordable Housing
Needs Addressed	CDBG: \$15,000
Funding	8 low/moderate-income households in the Godfrey-Lee Area, which is a HUD qualified low/moderate-income area, have affordable needed housing repairs for the purpose of providing decent affordable housing.
Description	6/30/2015
Target Date	8 low/moderate-income households in the Godfrey-Lee Area, which is a HUD qualified low/moderate-income area, have affordable needed housing repairs for the purpose of providing decent affordable housing.
Estimate the number and type of families that will benefit from the proposed activities	The Godfrey-Lee Area, which is a HUD qualified low/moderate-income area, is located in Census Tracts 133-1 and 133-2, bounded on the North by the City Limits, on the East by Clyde Park Avenue, on the South by Burton Street and on the West by Burlingame Avenue.
Location Description	

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	<p>8 low/moderate-income households in the Godfrey-Lee Area, which is a HUD qualified low/moderate-income area, have affordable needed housing repairs for the purpose of providing decent affordable housing.</p> <p>Rehabilitation-Administration</p> <p>City-Wide Low/Mod Income Families</p> <p>Rehabilitation - Administration</p> <p>Affordable Housing</p> <p>CDBG: \$63,502</p> <p>10 housing units, with low/moderate-income families, have affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing.</p> <p>6/30/2015</p> <p>10 housing units, with low/moderate-income families, have affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing.</p> <p>City-wide low/moderate-income families.</p> <p>10 housing units, with low/moderate-income families, have affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing.</p>
9	<p>Planned Activities</p> <p>Project Name</p> <p>Target Area</p> <p>Goals Supported</p> <p>Needs Addressed</p> <p>Funding</p> <p>Description</p> <p>Target Date</p> <p>Estimate the number and type of families that will benefit from the proposed activities</p> <p>Location Description</p> <p>Planned Activities</p>
10	<p>Project Name</p> <p>Target Area</p> <p>Goals Supported</p> <p>Needs Addressed</p> <p>Funding</p> <p>Description</p> <p>Target Date</p> <p>Estimate the number and type of families that will benefit from the proposed activities</p>

	Location Description	All HUD identified Low/Moderate-Income Areas include Census Tracts: 133001, 133002, 135001, 135002, 135003, 136002, 137004, 138011, 138012, 138021, 138022, 138023, 138024, 139004, 142001, 142002, and 145012
	Planned Activities	9,409 households, in low and moderate-income areas throughout the City, have the benefit of CDBG monies to fund code enforcement activities for the purpose of providing a suitable living environment.
11	Project Name	General Administration
	Target Area	City-Wide
	Goals Supported	General Administration
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$94,578
	Description	All (72,125) Wyoming residents have access to fair housing testing and complaints follow up services for the purpose of providing a suitable living environment.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	All (72,125) Wyoming residents have access to fair housing testing and complaints follow up services for the purpose of providing a suitable living environment.
	Location Description	City-Wide
	Planned Activities	All (72,125) Wyoming residents have access to fair housing testing and complaints follow up services for the purpose of providing a suitable living environment.
12	Project Name	Fair Housing Services
	Target Area	City-Wide
	Goals Supported	Fair Housing Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$15,000
	Description	All (72,125) Wyoming residents have access to fair housing testing and complaint follow up services for the purpose of providing a suitable living environment.
	Target Date	6/30/2015

	Estimate the number and type of families that will benefit from the proposed activities	All (72,125) Wyoming residents have access to fair housing testing and complaint follow up services for the purpose of providing a suitable living environment.
	Location Description	City-wide
	Planned Activities	All (72,125) Wyoming residents have access to fair housing testing and complaint follow up services for the purpose of providing a suitable living environment.
13	Project Name	HUD Continuum of Care-Administration
	Target Area	City-Wide
	Goals Supported	HUD Continuum of Care - Administration
	Needs Addressed	Homelessness
	Funding	CDBG: \$10,000
	Description	All (72,125) Wyoming residents have access to affordable administration through the Heart of West Michigan United Way to support the Coalition to End Homelessness goals for the purpose of providing a suitable environment.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	All (72,125) Wyoming residents have access to affordable administration through the Heart of West Michigan United Way to support the Coalition to End Homelessness goals for the purpose of providing a suitable environment.
	Location Description	City-wide
	Planned Activities	All (72,125) Wyoming residents have access to affordable administration through the Heart of West Michigan United Way to support the Coalition to End Homelessness goals for the purpose of providing a suitable environment.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Refer to the Geographic Distribution map which locates projects proposed for 2014-2015 in SP-10 Geographic Priorities.

Also refer to the City's Low/Moderate Income Areas map in SP-10 Geographic Priorities which indicates all of the City's low/moderate-income areas. There are no areas of racial/minority concentrations. However, there are two areas that have higher-than-City-average percentages. One such area is bounded on the north by the City limits, on the east by the City limits, on the south by Burton SW and on the west by Burlingame SW. Rehabilitation of housing by Habitat for Humanity will be done in this Godfrey Lee Neighborhood Area. The second area is all the Wyoming properties East of Division Avenue, south of 28th Street. Both these areas contain the oldest housing units, and housing rehabilitation does regularly occur in both areas based on need and demand.

Geographic Distribution

Target Area	Percentage of Funds
Pinery Park	1
Taft Neighborhood	2
All Low/Moderate-Income Areas	18
City-Wide Low/Mod Income Families	58
City-Wide	19
Godfrey-Lee Neighborhood Area	2

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Basis of allocating funds in geographic areas:

- Our CDBG housing activities are available only to eligible low and moderate income households throughout the City.
- Clearance of dilapidated structures, including, but not limited to, garages, porches and fencing, are available only to eligible low/moderate income households throughout the City.
- Code Enforcement Activities - This year's allocation of \$55,000 will be spent in low and moderate income neighborhoods.
- Public Services–Community Liaison and Crime Prevention - This year's allocation of \$55,000 will be spent in low and moderate income neighborhoods.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City has a consortium agreement with the County of Kent allowing them to receive and administer Wyoming's federal entitlement of HOME dollars. Over the next two years it is anticipated that the portion allocated for Wyoming by formula will be approximately \$330,000.00. Kent County will grant awards for projects within the City of Wyoming for that portion, taking into consideration the viability, community impact, and financial feasibility of the project. In the 2012-2013 funding round \$716,000.00 was allocated to LINC Community Revitalization for a project in the City of Wyoming, and in the 2013-2014 funding round \$243,771.00, targeted to impact Wyoming, was awarded to Habitat for Humanity of Kent County. This represents a Kent County community development investment of approximately \$629,771.00 in the renovation and redevelopment of rental housing in the City of Wyoming since the partnership with Kent County began. During the upcoming fiscal year funds will be awarded to non-profit and CHDO partners to develop quality affordable housing in an expanded targeted format to create a tangible impact zone.

The City has broadened its PILOT (Payment in Lieu of Taxes) Ordinance to allow for greater development opportunities for affordable housing for low/moderate income housing development.

The Wyoming Housing Commission assists mostly extremely low income and very low income households in its public housing units and mostly very low and low income families with Section 8 housing choice vouchers. The City will continue to apply for HUD rent certificates and vouchers.

The City will continue to assist low and moderate-income families through the CDBG Program to repair their homes, which allows them to remain in their homes instead of having to move.

Regarding Table 9 below, homeless and special needs data will be reported by The Heart of West Michigan United Way to the HUD Continuum of Care. In Table 10 below, Kent County, as the lead HOME consortium, will report the production of new units and acquisition of existing units. Rental assistance data is reported to HUD by the Wyoming Public Housing Commission. This data reported by the aforementioned agencies is not included in this Annual Plan in order to avoid duplicate reporting of data to HUD.

See the Specific Housing Objectives in the Discussion narrative below.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	105
Acquisition of Existing Units	0
Total	105

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Specific Affordable Housing Objectives:

Clearance/Demolition - 3 low/moderate income households have free needed dilapidated structure demolition grants, including, but not limited to, garages, porches and fencing, for the purpose of providing a suitable living environment.

Rehabilitation-Single Unit Residential - 10 low/moderate income households have affordable needed housing repair loans and deferred loans for the purpose of providing decent affordable housing.

Rehabilitation-Home Repair Services – 87 low/moderate income families have affordable services such as minor home repairs and accessibility modifications for the purpose of providing decent affordable housing.

Rehabilitation-Habitat for Humanity - 8 low/moderate income families have affordable needed housing repairs for the purpose of providing decent affordable housing.

Rehabilitation-Administration - 10 housing units, with low/moderate income families, have affordable administration of housing rehabilitation funding, for the purpose of providing decent affordable housing.

AP-60 Public Housing – 91.220(h)

Introduction

The Wyoming Public Housing Commission (WHC) works separately to operate their housing programs. The WHC assists mostly extremely low income and very low income households in its public housing units and mostly very low and low income families with Section 8 housing choice vouchers.

Actions planned during the next year to address the needs to public housing

The Wyoming Housing Commission will continue to take actions to improve public housing and resident initiatives by working toward assisting families with homeownership and encouraging Housing Choice Voucher families to participate in the Family Self-sufficiency (FSS) program. The WHC will continue to be committed to providing safe, decent and affordable housing for participants.

According to the 2013 Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment, referencing Subsidized Housing, it states that Wyoming is able to offer 538 assisted housing units, ranging from mid high-rises, low-rise apartments, townhomes and detached houses for the elderly, families and the disabled concentrated in the eastern portion of the City. The study recommends that the City explore options for further development of subsidized housing in the western portion of the City and along transit lines, such as the Silver Line currently under construction along Division Avenue.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Residents' Advisory Board (RAB) reviewed the agency's annual plan which was approved. The WHC considers the input of the RAB to be extremely valuable in assessing the needs of families the WHC serves. Their concerns are given the utmost consideration in making program decisions, and are aligned with the WHC Comprehensive Needs Assessment and the WHC Annual Plan, hence the WHC pursuing projects. Along with the RAB approval of the WHC annual plan, the WHC Board and Housing and Urban Development (HUD) field office approved the WHC annual plan.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Wyoming Public Housing Commission is not identified as troubled by HUD.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

As noted throughout the Five Year Consolidated Strategic Plan, the City considers the homeless population needs to be a metropolitan-wide issue. Homelessness and special needs populations are assisted by countywide agencies and non-profit organizations. Other agencies and organizations operating in Wyoming provide shelter to at-risk-homeless populations.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Through CDBG funds, the City will fund HUD Continuum of Care administration through The Heart of West Michigan United Way to support the Coalition to End Homelessness goals. Our Director of Community Services serves on the steering committee for the Grand Rapids Area Coalition to End Homelessness. Although the City does not have the resources to devote to specific funding of any programs for these persons, it will continue to consider the needs of these populations and cooperate in metropolitan initiatives on these issues.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City does not receive Emergency Shelter Grants (ESG). The City will fund HUD Continuum of Care administration through The Heart of West Michigan United Way to support the Coalition to End Homelessness goals.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City does not receive Emergency Shelter Grants (ESG). The City will fund HUD Continuum of Care administration through The Heart of West Michigan United Way to support the Coalition to End Homelessness goals.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly

funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The Wyoming Public Housing Commission houses seniors and low income families and continually applies for funding of new public housing units as well as new HUD vouchers for Section 8 units within the rental community.

In its zoning policies, the City has worked to promote more facilities for special needs populations, particularly with Planned Unit Developments. Four of the five PUDs in the city have completed or are planned for some special needs housing. The Bayberry Farms PUD, southwest of 56th St SW and Byron Center Ave SW, has completed 64 units of senior, 40% assisted housing. The Rivertown Park PUD, northwest of 52nd St SW and Ivanrest Ave SW, is planned to provide 185 assisted living units. Also, Aurora Ponds Apartments, northeast of 56th St and Byron Center Ave SW, contains 130 units of non-assisted senior housing units. An elementary school at 2700 Taft Avenue was converted to a 59 unit assisted living facility, Vista Springs, and is now open. Most recently, a 107 unit senior living facility, located in the Metro Health Village Planned Unit Development at 2252 Health Drive SW, received site plan approval.

See Section SP-10 Geographic Priorities, which includes the Housing for the Disabled Map, identifying housing specifically serving the disabled population in Wyoming.

Currently, the City has 29 foster care homes, which house about 225 persons. There are two nursing homes which provide supportive care in an institutional setting, one on 36th Street and one on 56th Street. Several area organizations maintain transitional residential facilities with structural support programs for recovering drug or alcohol dependent persons as well as persons with AIDS and related diseases.

The housing rehabilitation program assists low and moderate income families to maintain their current homes. The Home Repair Services agency, which we fund, has initiated a 'Foreclosure Mediation Assistance Program', which is available to our low-income Wyoming residents.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

In order to continue its efforts in supporting affordable housing and community development, the City continues to review its housing and development policies to help reduce any negative effects. In 2013 the City updated its Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. The recommendations outlined in the AI will be considered for incorporation in the 2015-2019 Five Year Consolidated Plan, which will be developed in 2014-15.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The 2013 updated Analysis of Impediments to Fair Housing and House Needs Assessment indicated the following impediments/opportunities and recommended actions to be taken for improvement:

- **Transportation-Housing-Employer Linkage:** Encourage mixed use/mixed income development and ensure that they are adequately served by regular transit service and pedestrian/bicycle transportation routes.
- **Education:** Build relationships with non-profits and philanthropic organizations to provide opportunities for scholarships and other tuition assistance to make higher education more affordable. Also work with school districts, Grand Rapids Community College and the Kent Intermediate School District to provide students the opportunity to earn college credit during high school. In addition, support Head Start and other Preschool programs with City resources, especially the use of City-owned recreational and activity space.
- **Banking, Finance and Insurance:** Work with social service agencies and lending institutions to encourage their work with families who seek to better their housing situation by offering free or reduced-cost financial literacy tools and estate planning. Also work with these agencies to ensure that housing seekers are given information on all housing programs available and are matched with the best option for their needs.
- **Private Housing and Development Incentives:** Develop local incentive programs for infill and mixed-income housing. Conduct a study of vacant property to market redevelopment sites. Create a program to assist with the demolition of obsolete buildings in exchange for the redevelopment of the site. Incentivize multi-family redevelopment sites which are within walking distance of existing commercial and employment centers.
- **Public Bodies and Boards:** Work to ensure that selection of Board/Commission members is more balanced by gender, race, ethnicity and geography so that different aspects of the community are represented.
- **Subsidized Housing and Cost of Living Assistance:** Assist and support non-profit and community groups in their efforts to assist low-income families in finding quality, affordable housing and

also in their efforts to provide cost of living assistance. Continue to support home renovation assistance programs for homeowners.

- **Housing Discrimination and Laws:** Consider amending the City's Fair Housing Ordinance to prohibit housing discrimination on the basis of sexual orientation and gender identity. Continue with fair housing training for landlords of residential rental properties.
- **Land Use and Zoning:** Provide information and resources to help developers make use of existing State and Federal incentives for infill development to set aside a certain percentage of housing units for low-to-moderate income households. Consider the status of congregate living facilities for parolees and allow such facilities to be permitted in other zoning districts.
- **Water/Sewer Infrastructure Improvements:** Prioritize the upgrading of sewer, water and storm water infrastructures that are planned to receive infill development and density increases.

Discussion

Specific actions to be undertaken to reduce barriers to affordable housing, based on the City's Consolidated Plan and updated Analysis of Impediments, include:

- Perform regular review of City policies and codes - Zoning, Subdivision, Building, Housing - to determine the impact on affordable housing. The City continues to undergo Zoning and Master Plan revisions to remove specific barriers to affordable housing. The City has broadened its PILOT (Payment in Lieu of Taxes) Ordinance to allow for greater development opportunities for affordable housing for low/moderate income housing development.
- Communicate and collaborate with area stakeholders to establish city and county-wide approaches to developing affordable housing and addressing special needs in the community.
- Support the Fair Housing Center of West Michigan to promote and ensure fair housing is available throughout the city through complaint assistance/investigation, housing testing, and outreach/education. The City, in partnership with the Fair Housing Center of West Michigan, hosts an annual fair housing workshop to educate the Wyoming housing industry, including both the real estate and rental industry, on best fair housing practices and compliance with fair housing laws.
- Support The Heart of West Michigan United Way in providing HUD Continuum of Care administration to support the Coalition to End Homelessness goals.
- The Wyoming Housing Commission continues to apply for HUD rent certificates and vouchers.
- The City provides assistance to low and moderate-income families, through the CDBG Program, to repair their homes, which allows them to remain in their homes instead of having to move.
- The City Planner, who is on the Rehabilitation Committee, also is a board member on the West Michigan Regional Planning Commission, the Grand Valley Metro Council Technical Committee, the Interurban Transit Partnership and attends meetings of the Division Avenue Business Association.
- The City has a consortium agreement with the County of Kent allowing them to receive and administer Wyoming's federal entitlement of HOME dollars. Over the next two years it is

anticipated that the portion allocated for Wyoming by formula will be approximately \$330,000.00. Kent County will grant awards for projects within the City of Wyoming for that portion, taking into consideration the viability, community impact, and financial feasibility of the project. In the 2012-2013 funding round \$716,000.00 was allocated to LINC Community Revitalization for a project in the City of Wyoming, and in the 2013-2014 funding round \$243,771.00, targeted to impact Wyoming, was awarded to Habitat for Humanity of Kent County. This represents a Kent County community development investment of approximately \$629,771.00 in the renovation and redevelopment of rental housing in the City of Wyoming since the partnership with Kent County began. During the upcoming fiscal year funds will be awarded to non-profit and CHDO partners to develop quality affordable housing in an expanded targeted format to create a tangible impact zone.

- The City's Chief Building Official is a member of the Grand Rapids Home Builders Association, and related Inspections Department staff are members of the Grand Rapids Rental Property Owners Association.
- The Director of Community Services serves as the City's representative to the Kent County Land Bank and its Property Acquisition Committee, and the HUD Continuum of Care, Kent County's Essential Needs Task Force.

AP-85 Other Actions – 91.220(k)

Introduction

See other actions and processes to be carried out below.

Actions planned to address obstacles to meeting underserved needs

See the anti-poverty strategy narrative below.

Actions planned to foster and maintain affordable housing

In 2013 the City updated its Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. The recommendations outlined in the AI will be incorporated into the 2015-2019 Five Year Consolidated Plan, which will be developed in 2014-2015.

Actions planned to reduce lead-based paint hazards

The City integrates lead hazard evaluation and reduction activities into all CDBG housing rehabilitation programs. The City's Building Rehabilitation Specialist is a State of Michigan licensed lead inspector and lead risk assessor. For each housing rehabilitation project, the Rehabilitation Specialist identifies the potential lead hazard, develops a plan for remediation and executes the plan for remediation, in compliance with federal standards. The City will provide CDBG housing rehabilitation applicants with applicable information of the hazards of lead-based poisoning.

Actions planned to reduce the number of poverty-level families

The City's strategy to reduce poverty relies on promoting current and future programs, which assist low-income families and senior citizens. The following programs, administered by the City, assist households in poverty by reducing their expenses for such services and/or obligations:

- Community Development Block Grant -Loans at 3% annual interest are offered to households with incomes between 50% and 80% of the area median. Deferred Loans, at zero interest, repaid at a reduced amount, at the time of sale of the property, are offered to households with incomes below 50% of the area median.
- Senior Center - Free tax preparation services, free low cost recreation and leisure education programs, free legal consultation services and free medical and blood pressure screenings.
- Poverty Exemptions of Property Taxes -The City allows for an exemption of all or a part of real and personal property taxes to those persons, as determined by the Board of Review, to be in poverty. Wyoming averages about 50 exemptions each year.
- The City's Public Housing and rent certificates programs also provide assistance to poor families.
- The City in 2013 broadened its PILOT (Payment in Lieu of Taxes) Ordinance to allow for greater

development opportunities for affordable housing for low/moderate income housing development.

Actions planned to develop institutional structure

The City continues to review ways in which to improve upon efficiency and stewardship of resources. In 2013 the County of Kent received an EVIP grant to hire a consultant to conduct a study to examine community development efficiencies, service sharing and possible consolidation of efforts between three local communities - Kent County, the City of Wyoming and the City of Grand Rapids. The results of the study are currently under review.

Actions planned to enhance coordination between public and private housing and social service agencies

This year a new subrecipient has been added, Habitat for Humanity of Kent County, who will provide low/moderate-income households with affordable needed housing repairs in the Godfrey Lee Neighborhood Area.

Discussion

Monitoring:

Community Development Committee – A primary monitoring system is established for Wyoming’s Community Development Block Grant Program. Each year, the Community Development Committee, made up of City residents, reviews and evaluates prior year’s projects and spending and approves an Annual Plan, based on the City’s Five Year Consolidated Strategic Plan.

Rehabilitation – For rehabilitation projects, the City has developed the “Rehabilitation Manual” which describes the available rehabilitation programs, including their purpose, eligibility, funding and other requirements. The Manual also includes guidelines for administration of the overall program, and of specific activities. The Manual, updated in 2013 and fully adopted by the City Council, will continue to be used as the primary guide for administration of available CDBG program activities.

Subrecipients - The City of Wyoming contracts with Kent County and the City of Grand Rapids to perform its Subrecipient monitoring. As a part of these services, the County and the City of Grand Rapids perform on-site monitoring of each Subrecipient at least once per year consistent with HUD’s monitoring requirements.

Overall Daily Monitoring - The Director of Community Services, CDBG Staff and Finance Department Staff will regularly monitor all spending and project coordination aspects of the CDBG Program to ensure long-term compliance with program requirements and comprehensive planning, based on HUD rules and the goals and objectives in the established Annual Plan and the Five Year Plan. An internal City

budgeting and accounting system will be used to ensure monies spent are tracked and maintained within budgeted amounts. An annual single audit will be performed by an independent auditor. Timeliness of expenditures will be regularly monitored by the City's Finance Department. At the end of the fiscal year, the results of the year's expenditures will be reported in the Consolidated Annual Performance and Evaluation Report (CAPER).

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

The City of Wyoming expects to have \$558,852 available for the Community Development Program during the period beginning July 1, 2014 through June 30, 2015. This amount consists of \$479,632 in an annual entitlement grant from the U.S. Department of Housing and Urban Development, and \$79,220 from anticipated program income. Any increase or decrease in funding to match actual allocation amounts will be applied to the Single Family Residential Rehabilitation program. This is the fifth Action Plan Year of our Five Year Consolidated Plan 2010-2014. This 2014 budget plans for 100% of the funds to benefit low and moderate income persons.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	79,220
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	79,220

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

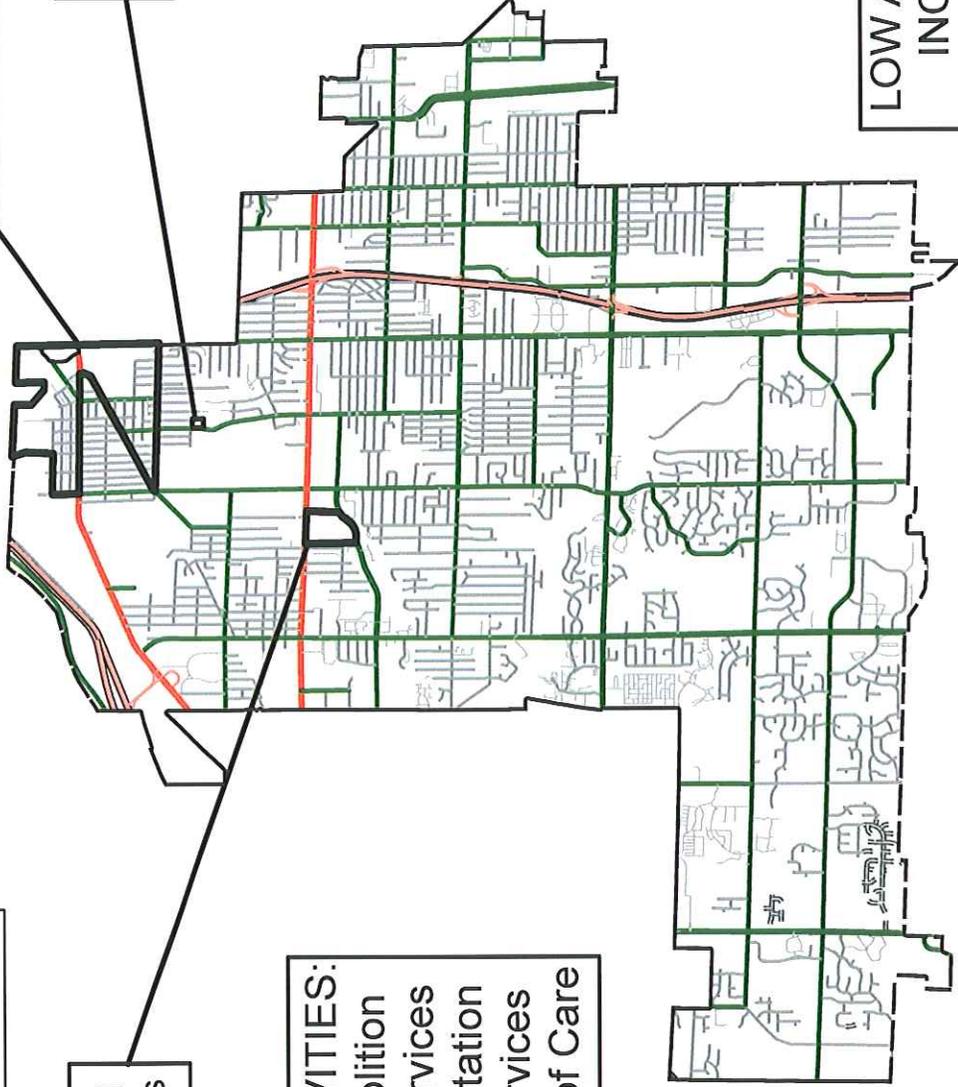
Annual Action Plan
2014 45

CDBG ACTIVITIES 2014 - 2015 CITY OF WYOMING

Taft Neighborhood
Rental & Programs

Habitat for
Humanity
Hsg. Rehab.

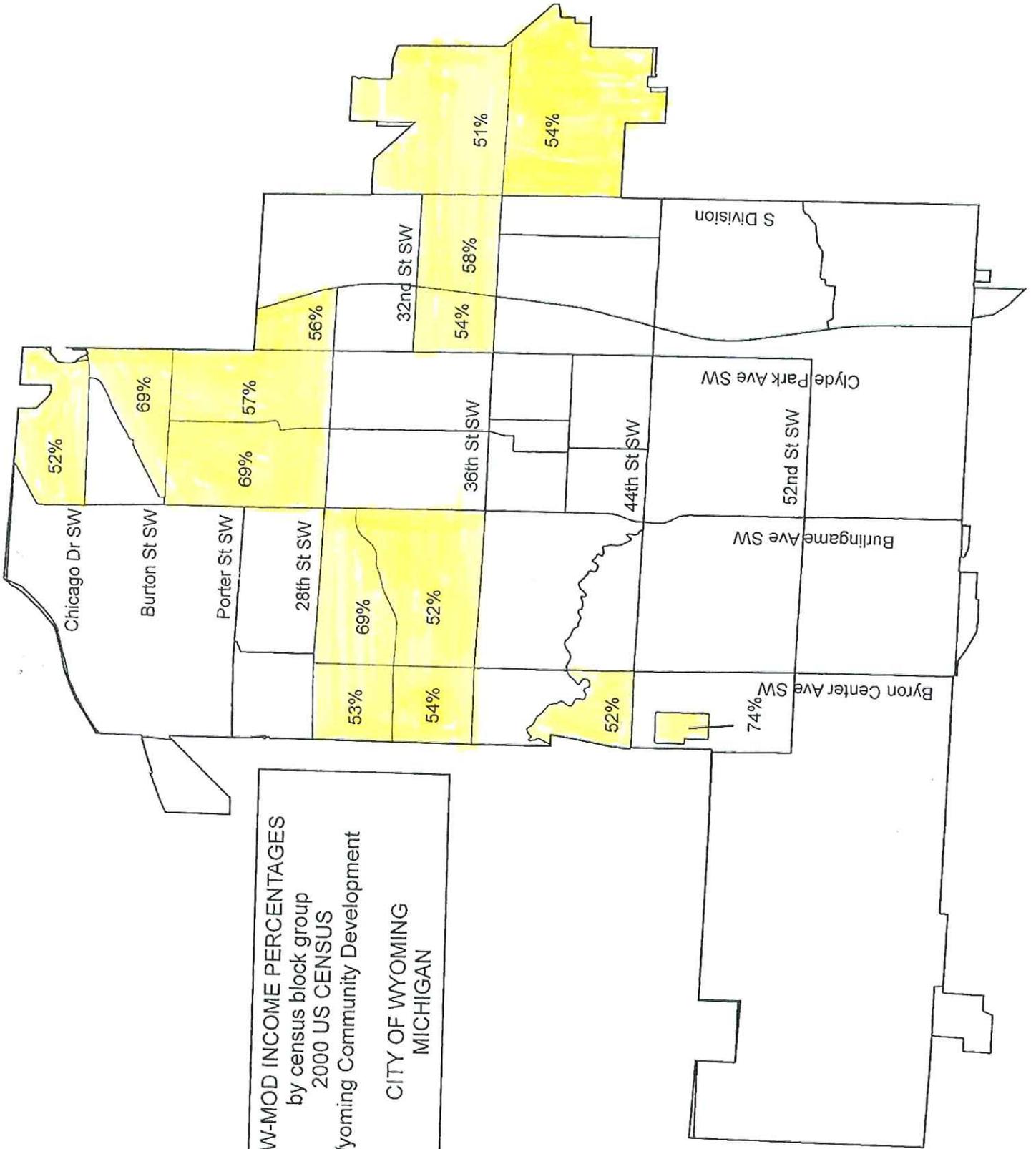
Pinery Park
Improvements



CITY WIDE ACTIVITIES:
Clearance/Demolition
Home Repair Services
Housing Rehabilitation
Fair Housing Services
HUD Continuum of Care

**LOW AND MODERATE
INCOME AREAS:**
Code Enforcement
Community Liaison/
Crime Prevention

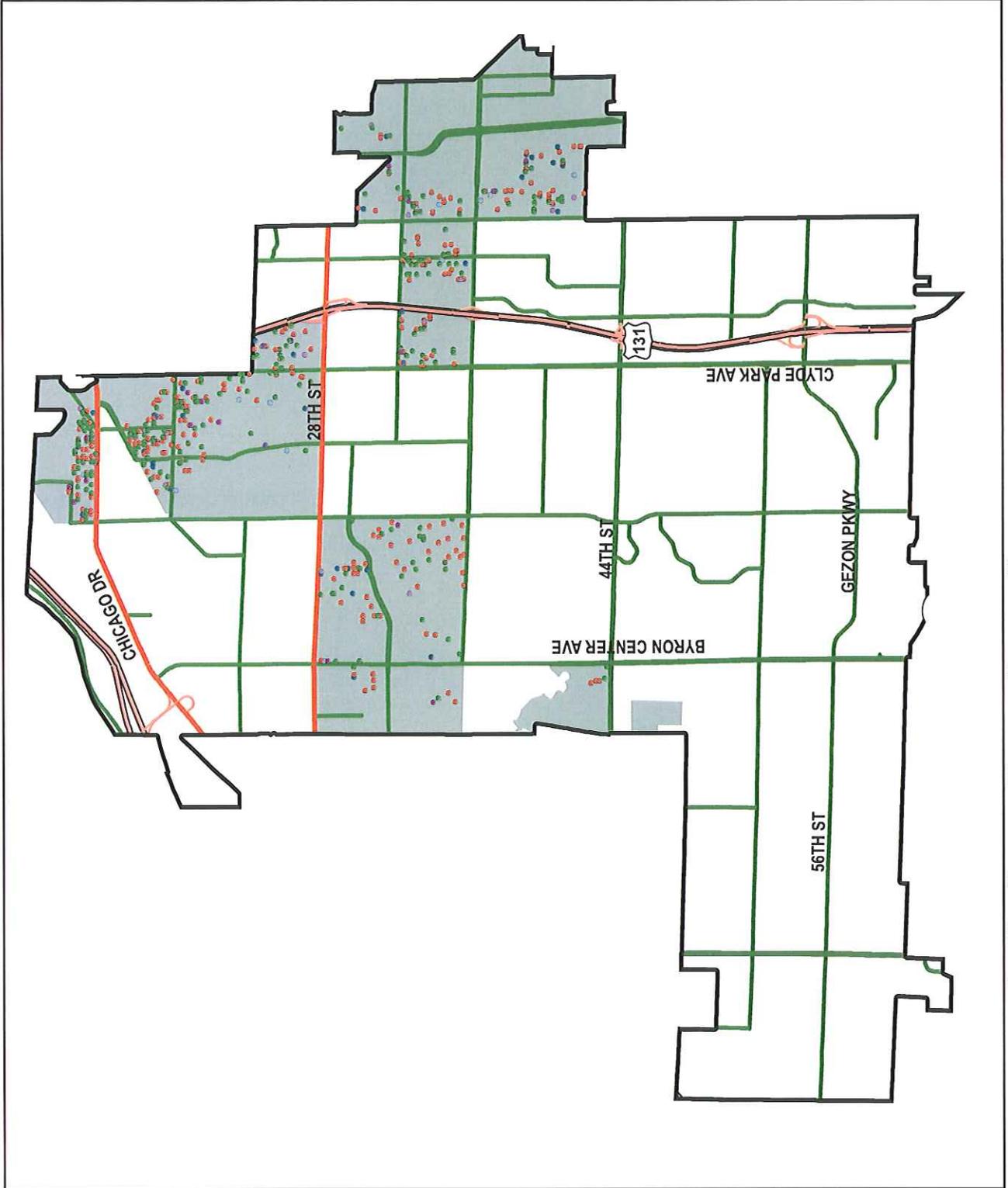
LOW-MOD INCOME PERCENTAGES
 by census block group
 2000 US CENSUS
 Wyoming Community Development
 CITY OF WYOMING
 MICHIGAN



City of Wyoming, Michigan CDBG Code Enforcement Activity, FY 2012-13



- Category**
- ABANDONED STRUCTURE - 44
 - HOUSING - 50
 - MULTIPLE- 7
 - NUISANCE - 358
 - OTHER - 16
 - POSTED NO OCCUPANCY-5
 - VACANT BUILDING-1
 - WEEDS -261
 - ZONING- 18
 - CDBG Target Areas



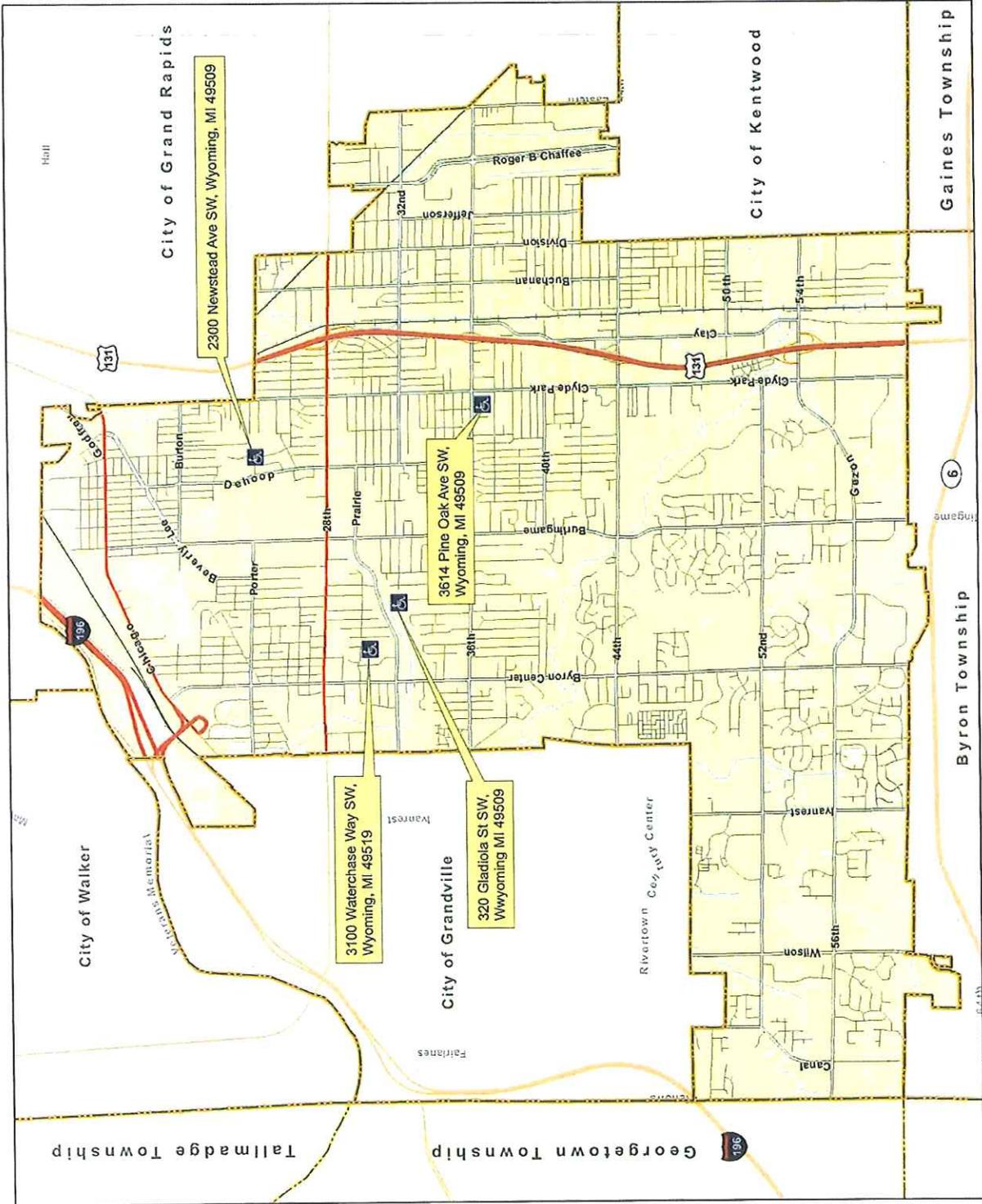
Map 7 Housing for the Disabled

City of Wyoming, Michigan

July 11, 2013

LEGEND

-  Surrounding Municipalities
-  State Highways
-  Local Roads



MCKenna
ASSOCIATES

Base Map Source: Michigan Geographic Information System, Michigan Center for Geographic Information, Lansing, MI
GIS Software: ArcGIS, 2013

RESOLUTION NO. _____

A RESOLUTION TO ACCEPT A GRANT FROM THE
STATE OF MICHIGAN BUREAU OF ELECTIONS TO REPLACE
QUALIFIED VOTER FILE COMPUTER HARDWARE AND TO
AUTHORIZE THE MAYOR AND CITY CLERK TO SIGN THE GRANT AGREEMENT

WHEREAS:

1. The State Bureau of Elections has developed a program to replace existing computer hardware, including a PC, keyboard and mouse, used by local jurisdictions to operate the Qualified Voter File voter registration software, in order to accommodate required software upgrades.
2. The funds for the equipment will come from Federal grant funds appropriated under the Help America Vote Act, which requires individual grant agreements from municipalities receiving the equipment.
3. Acceptance of the grant will enable the City to receive new Qualified Voter File computer hardware with full funding from federal grant dollars.

NOW, THEREFORE, BE IT RESOLVED:

1. The Grant Agreement for the Qualified Voter File Oracle/Equipment Upgrade Project is accepted, and the Mayor and City Clerk are authorized to sign the Grant Agreement.

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 April 7, 2014.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:
Grant Agreement

Staff Report

Date: March 31, 2014

Subject: Help America Vote Act Grant for Qualified Voter File Computer Equipment Replacement

From: Heidi A. Isakson, City Clerk

cc: Curtis Holt, City Manager
Barbara VanDuren, Deputy City Manager

Meeting Date: April 7, 2014

Recommendation:

The recommendation is for the City Council to accept the grant agreement, at no cost to the City, and authorize the Mayor and City Clerk to sign the agreement.

Sustainability Criteria:

Environmental Quality – No impact.

Social Equity – Accurate and timely voter registration information is key to enfranchisement of voters and the conduct of fair and accurate elections.

Economic Strength – The Grant provides one computer and accessories for the City's access to the State Bureau of Elections Qualified Voter file, at no charge to the City.

Discussion: The personal computer hardware provided by the State Bureau of Elections for the City's access to the State Qualified Voter File has been replaced due to failure and imminent software upgrades. Because this computer is provided with federal Help America Vote Act funds, the attached grant agreement is required.

Budget Impact: None. The computer is provided free of charge upon acceptance of the grant agreement.

**STATE OF MICHIGAN
MICHIGAN DEPARTMENT OF STATE AND THE
CITY OF WYOMING
GRANT AGREEMENT**

**QUALIFIED VOTER FILE (QVF) ORACLE/EQUIPMENT UPGRADE
PROJECT**

FUNDED BY HELP AMERICA VOTE ACT (HAVA), TITLE II, SECTION 251

This Grant Agreement is between the Michigan Department of State ("Department") and **City of Wyoming** ("Grantee"). This document shall constitute the Grantee's agreement for the receipt of federal financial assistance provided to the Department under the provisions of Title II, Section 251, of the Help America Vote Act (HAVA), CFDA 90.401. The Department refers to this program as the QVF Oracle/ Equipment Upgrade Project.

The purpose of this grant is to upgrade the Qualified Voter File infrastructure to meet the objectives of Michigan's HAVA State Plan. In order to meet this objective, the Department must replace remote workstations for certain QVF local sites throughout the state and upgrade these sites to a more current version of the Microsoft Windows Operating System as well as the Oracle database management system. Both the current systems are facing end of life and are no longer supported.

1. Grant Period:

Original Grant Agreements must be signed and returned by April 4, 2014. **No photocopies, faxed copies, or altered Grant Agreements will be accepted.**

Grant Agreements should be returned to:

Zada Schriener
Michigan Department of State
Financial Services Division
430 West Allegan, 4th Floor
Lansing, MI 48918

2. Program:

This program provides a QVF system upgrade in 2014. A system upgrade consists of one QVF server using the Windows 7 operating system, and Oracle database software. For a list of technical specifications, please refer to the attachment A.

The equipment covered by this Grant Agreement will replace only current QVF system (s); any non-QVF software that has been locally installed on the current equipment will not be replaced. Although other uses are acceptable, the primary use of the equipment covered by this Grant Agreement must be QVF related. If this equipment is no longer used for QVF activities, the Grantee must request disposal instructions from the Department.

3. Equipment:

This program is a one-time purchase of computer equipment used by certain jurisdictions to access the QVF. This program includes only the equipment described in attachment A. The purchase and maintenance of additional workstations, laser printers and other peripheral equipment not included in this Grant Agreement remain the sole responsibility of each QVF site. Maintenance of the equipment included in this program is the sole responsibility of each QVF site once any applicable warranties expire.

4. Performance:

The Department will review and, once approved, provide the Applicant with a copy of a fully executed Grant Agreement signed by a signatory from the **City of Wyoming** and the Department of State. The Department and or a designated representative will process all system orders. The Department will also coordinate the installation of these systems. Upon installation the Grantee must confirm the completion of the installation on a form provided by the Department.

5. Ownership:

Any equipment and software purchased pursuant to this Grant Agreement is the property of the Grantee. The jurisdiction is responsible for removing all QVF related software as well as all sensitive data prior to disposal.

6. Records Maintenance and Retention:

The Grantee will maintain a copy of all records pertaining to this program for a period of not less than six years from the date of the Department's final expenditure report to the federal government, or until any litigation or audit findings have been resolved. The Grantee must perform a physical inventory of the property and reconcile it with property records every two years.

7. Mandatory Conditions:

Laws

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

Validity

This Grant Agreement is valid upon approval by the State Administrative Board and approval and execution by the Department.

Funding

This Grant Agreement is subject to and contingent upon the availability and appropriation of federal funds and any necessary State appropriation.

Costs

The State will not assume any responsibility or liability for costs incurred in relation to this Grant Agreement.

Cancellation

The Department may cancel this Grant Agreement upon failure to comply with the terms of the grant.

Entire Agreement

This Grant Agreement shall represent the entire agreement between the Department and Grantee regarding HAVA funding for QVF infrastructure upgrades, and supersedes any prior oral or written agreements, and all other representations between the parties relating to this subject.

Adherence to Terms

The failure of a party to insist upon strict adherence to any term (s) of this Grant Agreement shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term of the Grant Agreement.

8. Administration of Agreement:

Questions regarding the completion and submission of this Grant Agreement or the upcoming purchase process should be directed to David Tarrant at (517) 373-2543 between 8 AM and 5 PM weekdays or by email at tarrantd2@Michigan.gov.

The Grant Administrator on behalf of the Department for this grant application and the final Grant Agreement will be:

ATTACHMENT A

QUALIFIED VOTER FILE INFRASTRUCTURE UPGRADE

TECHNICAL SPECIFICATIONS

Base PC:	OptiPlex 7010 Desktop, Core i5-3470
Memory:	4GB non-ECC DDR3 (1 Dimm)
Keyboard:	USB Mouse/Keyboard
Hard Drive:	250GB HD
Operating System:	Windows 7 Enterprise 64-bit
CD/DVD-ROM:	DVDRW
Software:	Oracle Database Version 11g, QVF
Antivirus:	Symantec Endpoint Protection

RESOLUTION NO. _____

A RESOLUTION TO APPOINT A COMMITTEE OF
COUNCIL TO CONDUCT A BUSINESS LICENSE
REVOCATION HEARING FOR TIME OUT GR LLC

WHEREAS:

1. On March 31, 2014 the Director of Public Safety, Chief James Carmody, requested that the City Clerk suspend the business license, and initiate proceedings to revoke the business license, issued to Time Out GR LLC, 1820 44th Street SW, for violations of Section 14-52 and 14-180 of the Code of the City of Wyoming.
2. The City Clerk, on April 1, 2014, pursuant to Section 14-52 of the Code, suspended the licenses described and notified Time Out GR LLC and John P. Norkus, owner, of the suspension and the revocation hearing process by certified mail.
3. Ordinance Section 14-53 states that a license shall not be revoked until a hearing has been held, and Ordinance Section 15-54 provides that City Council may appoint a committee of City Council to conduct such a hearing, take testimony under oath, and make a factual determination and recommendation to City Council.

NOW, THEREFORE, BE IT RESOLVED:

1. Councilmembers Sam Bolt and William Ver Hulst, and Mayor Jack Poll be appointed to a committee for that purpose, with Mayor Poll named as chairman of the committee, and that they conduct a hearing to consider revocation of the above-described license, and provide a recommendation to the City Council for a final determination.

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: April 7, 2014.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Police Department Memo

Notice to Licensee

Ordinance Citations



City Clerk's Office

Telephone 616/530-7295

1155 - 28th Street, S.W., Box 905 Wyoming, Michigan 49509-0905

Web: www.wyomingmi.gov



MAYOR
Jack A. Poll

AT-LARGE COUNCIL MEMBER
Sam Boll

AT-LARGE COUNCIL MEMBER
Dan Burill

AT-LARGE COUNCIL MEMBER
Keri Vanderwood

1ST WARD COUNCIL MEMBER
William A. VerHulst

2ND WARD COUNCIL MEMBER
Richard K. Pastoor

3RD WARD COUNCIL MEMBER
Joanne M. Voorhees

CITY MANAGER
Curtis L. Holt

April 1, 2014

CERTIFIED MAIL, RET RCPT

John P. Norkus
Time Out GR LLC
1820 44th Street SW
Wyoming, MI 49519

Dear Mr. Norkus:

Pursuant to Sections 14-52 through 14-54 of the Code of the City of Wyoming, the City of Wyoming expired business license for Time Out GR LLC, 1820 44th Street SW, is suspended effective immediately.

Sec. 14-52(2) of the Code of the City of Wyoming states that a business license may be suspended for a violation of any section of this Chapter [Chapter 14] as it relates to the operation or business.

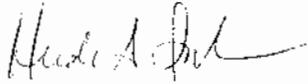
The violations of Chapter 14 include:

1. Sec. 14-33 License required. The business license for your business expired on March 1, 2014 and has not been renewed.
2. Sec 14-52(4) and (5) violations, including failure to comply with an authorized requirement of any city official as relates to the operation or business, and failure to perform any act or the performance of any act, either of which is contrary to or would endanger the public health, safety and welfare, are detailed in the attached memorandum from the Wyoming Department of Public Safety.
3. Sec. 14-179(3) Annual Sales Report. Two notices have been sent and no annual report has been filed.
4. Sec. 14-180 states, in part, that the owner, as well as the agents and servants of the owner, actually engaged in the operation of a place of business, licensed to sell alcoholic beverages on the premises, shall at all times be responsible for the conduct of occupants and patrons.

Continued operation of the business while the license is suspended would be a violation of Section 14-51 of the Code, and punishable as a municipal civil infraction. Fines for a first offense are \$75.00; second offense, \$225.00; third offense, \$500.00

Revocation of the license will be sought from the City Council of the City of Wyoming, under the provisions of Sec. 14-53 and 14-54 of the Code. A committee of Council will be appointed to consider the revocation and to conduct a hearing. The committee will make a recommendation to the City Council as to whether the license should be revoked. You will be notified of the time and place for that hearing. Copies of the cited sections of the ordinance are enclosed.

Sincerely,



Heidi A. Isakson
City Clerk

cc: Time Out GR LLC, 27 Library Street NE, Grand Rapids, MI 49503
Curtis L. Holt, City Manager
Jack R. Sluiter, City Attorney
James E. Carmody, Director of Public Safety

Interdepartmental Correspondence

TO: Heidi Isakson – City Clerk
FROM: Chief James E. Carmody
DATE: March 31, 2014
SUBJECT: Business License Revocation



Public Safety
Administration

Heidi,

On Friday, March 22, 2014, while WYDPS officers were patrolling the parking lot of the Monterey Grill (formally known as “Time-Out Grand Rapids”), located at 1820 44th Street SW, several gunshots were fired from someone in the crowd of patrons leaving the bar. No one was injured, but the whereabouts of the bullets fired was never located. This incident marks the sixth time in less than one year that a patron our patrons, coming from the bar or visiting the parking lot, has fired random gunshots – twice while WYDPS officers were in the vicinity. As a result of the ongoing criminal activities occurring both inside and outside this location, I asked Lieutenant Beckman to compile this chronology of the events that have occurred over the past year that have posed a significant danger to the general public and to my officers.

Since April of 2013, members of the WYDPS, including myself, have met with one of the owners, and a number of managers, on numerous occasions to discuss our concerns regarding a myriad of public safety threats and liquor law violations that are coming from this establishment. The most serious of these threats include at least six occasions, in the past year, where gunshots have been fired in the parking lot. Promises have been made to address our concerns but the events of last few weeks would indicate that little or nothing has been done, nor will be done.

Although the owners and managers want to give the appearance that this location is a family friendly restaurant, it is our belief that they desire to promote it as a night club and the dining portion is more subterfuge than reality.

Time-Out Grand Rapids/Monterey Grill 2014 Historical Information

From March of 2013 through to March of 2014, the Community Services Unit became aware of an increased amount of calls to the Monterey Grill (formerly the Time-Out Grand Rapids), located at 1820 44th Street SW. The calls were for disorderly conduct, narcotics, fighting, and open alcohol.

- 03/29/14 MIP Arrest MLCC Violation Report Submitted (#14-9169)
- 03/29/14 OAMV 3 Arrested in Parking Lot (#14-9166)
- 03/29/14 Sgt Pols and Ofc Caster met with staff regarding party flyer concerns for 4/19 (Departmental)
- 03/23/14 Parking lot patrol initiated contact resulted in 3 arrests. The charges were as follows: Poss Cocaine, MIP, Disorderly Conduct, Warrant

HONOR - COURAGE - DUTY - TRUST

Page 2. Monterey Grill

- 03/23/14 Lot Patrol, arrest 3, Poss. Cocaine/MIP, MIP, Disorderly 10-99
- 03/22/14 Large crowd, **shots fired**, fights in the lot. (1 sergeant, 5 Patrol Officers, 1 K-9 Car)
- 03/22/14 Supv. left a voicemail for Bruce advising him of my process for recommending a business license suspension/revocation for the business.
- 03/22/14 Crowd Control Fight in Progress **Shots Fired**
- 03/15/14 Crowd control needed with fights in progress. (3 Patrol Officers, 1 K-9 Car)
- 03/15/14 Fight in Progress Crowd Control
- 02/25/14 Larceny of Cell Phone from 02/22/14
- 02/22/14 Large Fight **Shots Fired**
- 01/18/14 PD Hit-n-Run OWI
- 01/01/14 Large Fight **Shots Fired**

Time-Out Grand Rapids/Monterey Grill 2013 Historical Information

- 12/01/13 Noise Complaint
- 11/21/13 Embezzlement – former employee
- 10/27/13 EMS Suspicious Fall 34 y/o male
- 10/19/13 Large Party Talk of Guns and a Shooting
- 10/12/13 **Shots Fired**
- 09/21/13 **Shots Fired**
- 09/15/13 Intoxicated Person Causing Trouble in the Lot
- 09/13/13 Loud Music Poss car stereo in lot
- 08/25/13 Assault at the Bar (patrons)
- 08/24/13 Crowd Control
- 08/18/13 Fight in Parking Lot
- 08/17/13 Multiple Fights People kicked out of the bar
- 08/10/13 Disorderly Group kicked out of the bar and in the lot
- 07/20/13 Hit-and-Run vehicle fleeing the Lot
- 07/20/13 Large Group of People in the Lot looking ready to fight.
- 06/15/13 LCC Violation – Manager was intoxicated while on duty. Paid fine.
- 05/11/13 Loud music emitting form outside speakers.
- 05/04/13 Loud music emitting form outside speakers. Manager cited.
- 04/28/13 Fight in the parking lot. Two females – large crowd.
- 04/10/13 The Chief authored a letter of notice to one of the licensed owners, Mr. John Paul Norkus advising him of our concerns.
- 04/06/13 Arrested female for open alcohol and urinating in public in the bar parking lot.
- 04/06/13 Arrested two males for open alcohol. Sitting in the bar parking lot drinking. One male also had five (5) warrants outstanding for his arrest.
- 03/31/13 Arrested the bar manager for disorderly conduct. Numerous ongoing noise complaints. Charged the manager of the establishment.
- 03/30/13 Arrested three males for drinking in the parking lot. One was in

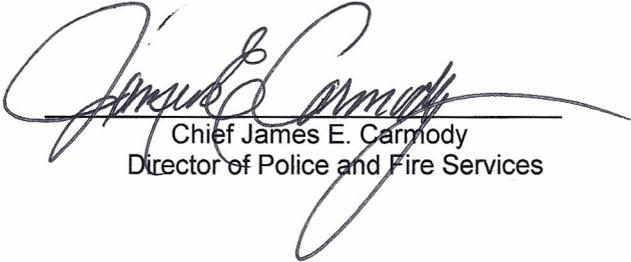
HONOR - COURAGE - DUTY - TRUST

possession of cocaine. Another male had outstanding warrants.

Page 3. Monterey Grill

- 03/23/13 Chief Carmody and Sergeant Mawby meet with the managers at Time-Out bar to discuss concerns and place the establishment on notice that conduct will cease or the business will close.
- 03/23/13 A full beer bottle is thrown at a WYPD K-9 patrol unit, shattering against the passenger rear window screen that protects the K-9 while the window is partially down. The K-9 and police officer were showered with beer and broken glass.

Given the number of incidents at this location over the past few months, and the obvious disregard of the owners and managers to address these issues, we are requesting the **immediate suspension** of the business license for this location, based on numerous violations as outlined in City Ord. 14-52.



Chief James E. Carmody
Director of Police and Fire Services

cc: Curtis Holt
Capt. Snyder
Capt. Koster
Dep Chief Verburg
Lt. Beckman

File – Time-Out/ Monterey Grill

HONOR - COURAGE - DUTY - TRUST

RESOLUTION NO. _____

RESOLUTION TO EXTEND THE BID FOR
WORK UNIFORMS & CARHARTT CLOTHING ITEMS

WHEREAS:

1. As summarized in the attached Staff Report it is recommended the bid for work uniforms and Carhartt clothing items be extended through May 1, 2015.
2. Work uniforms & Carhartt clothing items are purchased as required throughout the year and funds are budgeted in the various departmental accounts.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize extending the bid for work uniforms & Carhartt clothing items from Cintas through May 1, 2015.
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 April 7, 2014.

ATTACHMENTS:

Staff Report
Tabulation Sheet
Letter
Bid Proposal

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: March 25, 2014

Subject: Work Uniforms & Carhartt Clothing Items

From: Kim Oostindie, Director of Human Resources

Meeting Date: April 7, 2014

Recommendation:

It is recommended the Wyoming City Council accept Cintas offer to extend the current bid prices for work uniform clothing items and Carhartt clothing items.

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 through May 1, 2015.

Discussion:

A minimum of four work uniforms are to be provided by the City to each General Union Employee required to wear a work uniform, in accordance with employment contract between the Wyoming City Employees and the City of Wyoming.

Carhartt clothing items are provided to City employees who are required to wear work uniforms and work outside in the winter months of the year. The Carhartt clothing items are purchased on an as needed basis for new employees and as replacements for existing worn out items.

On April 16, 2013, four bids were received in answer to our invitation to bid on work uniforms and Carhartt clothing items. Fifty-five invitations to bid were sent to prospective bidders. The bid specifications requested a percentage discount from Red Kap Industries (owned by VF Imagewear, Inc.) and Carhartt Workwear standard published price lists. The bids received are as shown on the attached tabulation sheet.

On May 6, 2013 the bid was awarded to the low bidder Arrow Uniform. On December 2, 2013 via Resolution #24666, it was recommended to be in the best interest of the City to terminate the bid with Arrow Uniform (due to concerns with order accuracy, timely product delivery and quality control) and award the bid to Cintas Location #301. Cintas has offered to extend their current bid prices through May 1, 2015.

Work uniforms & Carhartt clothing items are purchased as required throughout the year and funds are budgeted in the various departmental accounts. The estimated expenditure for work uniforms and Carhartt clothing items during the coming year is expected to total approximately \$20,000.00.

CITY OF WYOMING, MICHIGAN

TABULATION OF BIDS

Work Uniforms & Carhartt Clothing Items

Opened By City Clerk On April 16, 2013 At 11:00 a.m. o'clock

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

Company	Name of Catalog	Work Uniforms		Carhartts		Minimum Orders	Service Charge for orders less than the minimum per order requirement	Number of Days Required for Deliveries			Offer Online Ordering & Online Account Monitoring
		% Discount Offered	Embroidery	% Discount Offered	Embroidery			Number of Clothing Items			
								1-20	20-100	100 or More	
Arrow Uniform	Red Kap Industries (owned by VF Imagewear, Inc.)	32%	\$5.50	25%	\$5.50	\$20.00	\$2.00	15	15	20	Yes
Cintas Location 301	Red Kap Industries (owned by VF Imagewear, Inc.)	15%	\$5.95	15%	\$7.40	\$0.00	\$0.00	16-18	16-18	20-22	Yes
	Cintas Source Book	30%	\$5.95								
	Cintas Apparel Bags & Caps	15%	\$5.95								
Executive Threads	Red Kap Industries (owned by VF Imagewear, Inc.)	20%	\$18.00	20%	\$18.00	\$250.00	\$50.00	21	21	21	Yes - company store available for \$75.00/monthly maintenance Fee
Tele-Rad	5.11	20%	\$14.00	No Bid		\$200.00	\$10.00	35	45	45	No



March 21, 2014

Laura Jackson
City of Wyoming
1155 28th St SW
Wyoming, MI 49509

To Whom It May Concern,

Cintas Corporation will be granting the same discounts for the City of Wyoming up to May 1st, 2015. Thank you for the opportunity!

Sincerely,

A handwritten signature in blue ink that reads "Crystal Michell".

Crystal Michell
Catalog Manager
Cintas
616-791-6300
michellc@cintas.com

BID PROPOSAL FORM



WORK UNIFORM CLOTHING ITEMS

All bidders are to submit a percentage discount from the list prices as they appear in the work uniform clothing manufacturer's current standard published catalog or the manufacturer's current standard published catalog price list in the event the list prices are not shown in the catalog or have been updated, which they will afford the City on purchases of all work uniform clothing items. **All Bidders Shall Submit Three Copies of Each Current Manufacturer's Catalogs & Price Lists with No Exceptions.**

State Percentage Discount Offered for work uniform clothing items from the following catalogs:

Name of Catalog	Web Site	Discount Percentage
Red Kap Industries (owned by VF Imagewear, Inc.)	www.redkap.com www.vfimagewear.com	15%
Other (list):		
Cintas Source Book	www.enpcintas.com	30%
Cintas Apparel Bags & Caps	www.companycasuals.com	15%

Embroidery:

All uniform shirts are required to have the City Logo embroidered. First name and department are optional and departments will place orders according to their needs.

State bid price per shirt to **embroider in color (no patches)** City's Logo on shirts as such. Locations of logo as specified by the department. Logo to be similar to example below with no background color (words only), font may also be different from example:



\$ 3.50 per shirt
Logo to be embroidered utilizing one color

State bid price per shirt to **embroider in script (no patches) person's first name** (Location of name to be determined by ordering department):

\$ 1.95 per shirt

State bid price per shirt to **embroider in block (no patches) name of department** (example: Building Maintenance):
(Location of department to be determined by ordering department):

\$.50 per shirt

Set Up Charges For Embroidery:

Cost to set up City Logo:

One time charge to digitize \$ 0 _____

Set up charges per order \$ 0 _____

Cost to set up City department names:

One time charge to digitize \$ 0 _____

Set up charges per order \$ 0 _____

Cost to set up employee names:

One time charge to digitize \$ 0 _____

Set up charges per order \$ 0 _____

State warranties/guarantees applicable to the work uniforms bid: Cintas has a 100% satisfaction guarantee. If for any reason you are not satisfied with your product we will do whatever necessary to make you 100% satisfied.

CARHARTT CLOTHING ITEMS

All bidders are to submit a percentage discount from the list prices as they appear in Carhartt's current standard published catalog or current standard published catalog price list in the event the list prices are not shown in the catalog or have been updated, which they will afford the City on purchases of all work Carhartt clothing items. **All Bidders Shall Submit Three Copies of Each Current Manufacturer's Catalogs & Price Lists**

State Percentage Discount Offered for all Carhartt Clothing items: 15 %.

Embroidery:

All uniform shirts are required to have the City logo embroidered. First name and department are optional and departments will place orders according to their needs.

State bid price per shirt to **embroider in color (no patches)** City's Logo on shirts as such. Locations of logo as specified by the department. Logo to be similar to example below with no background color (words only), font may also be different from example:



\$ 4.95 per shirt
Logo to be embroidered utilizing one color

State bid price per shirt to **embroider in script (no patches)** person's first

\$ 1.95 per shirt
name *(Location of name to be determined by order)*

State bid price per shirt to **embroider in block (no patches)** name of department
(example: Building Maintenance) *(Location of department to be determined by ordering department):*

\$.50 per shirt

Set Up Charges For Embroidery:

Cost to set up City Logo:	One time charge to digitize	\$ <u>0</u>
	Set up charges per order	\$ <u>0</u>
Cost to set up City department names:	One time charge to digitize	\$ <u>0</u>
	Set up charges per order	\$ <u>0</u>
Cost to set up employee names:	One time charge to digitize	\$ <u>0</u>
	Set up charges per order	\$ <u>0</u>

State warranties/guarantees applicable to the Carhartts bid: Cintas offers a 100% satisfaction guarantee. If for any reason you are not satisfied with your product we will do whatever necessary to make you 100% satisfied.

Minimum Orders

As previously stated, the City will place its orders in quantity whenever possible; however, the City will from time to time find it necessary to process small orders to replace damaged uniforms, to acquire uniforms for new employees, etc. Please state below your minimum per order requirement in dollars and the per order service charge for orders smaller than the minimum order requirement:

State minimum per order requirement in dollars: \$ 0

State per order service charge for orders less than the minimum per order requirement stated above: \$ 0

Number of Days Required for Deliveries

State number of days required for delivery from receipt of purchase order for orders:

1-20 uniform clothing items, including embroidering: 16-18 days

20 to 100 uniform clothing items, including embroidering: 16-18 days

100 or more uniform clothing items, including embroidering: 20-22 days

Online Ordering

Does your company offer online ordering & online account monitoring? Yes No

Include description of online ordering capabilities with bid proposal.

Location of Nearest Facility

State name, address and telephone number of your outlet facility closest to:

Wyoming, Michigan

Cintas Location 301
Name
3149 Wilson NW
Street Address
Grand Rapids
City
MI 49544
State Zip Code
616-791-6300
Telephone Number
Crystal michell
Account Representative

Holland, Michigan

Cintas Location 301
Name
3149 Wilson NW
Street Address
Grand Rapids
City
MI 49544
State Zip Code
616-791-6300
Telephone Number
Crystal michell
Account Representative

Is bidder willing to honor the bid pricing for other Kent and Ottawa County municipalities and the Wyoming Public Schools for orders placed within one year from bid award?

Kent County Yes No

Ottawa County Yes No

Wyoming Public Schools Yes No

TERMS: Net 10

COMPANY: Cintas Location 301

ADDRESS: 3149 Wilson NW

CITY: Grand Rapids STATE: MI ZIP CODE: 49544

AUTHORIZED BY (Please Print) KATE LESLIE DATE: 4/4/13

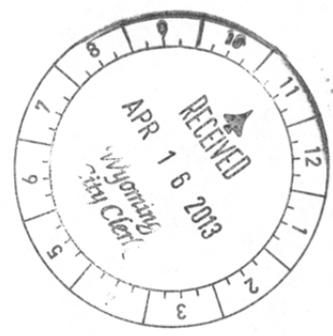
AUTHORIZED SIGNATURE (Required) Kate Leslie

PHONE: 266 791 6300 CELL: _____

WEB SITE: www.shopcintas.com E-MAIL: LeslieK@Cintas.com

All proposals are to be in sealed envelopes and plainly marked "BID FOR WORK UNIFORMS & CARHARTT CLOTHING ITEMS." 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 a manner deemed to be in the best interest of the City.

BID DUE: 11:00 A.M.; Tuesday, April 16, 2013
Wyoming City Clerk's Office
1155 28th Street SW
P.O. Box 905
Wyoming, Michigan 49509-0905



RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF
ALUMINUM SIGN BLANKS

WHEREAS:

1. In March of 2013, the Kent County Road Commission awarded their bid for aluminum sign blanks to 3M Company, Allmac Signs, Custom Products Corp., Doornbos Sign Inc., MD Solutions, Ratchco Safety Supply Inc., and Vulcan Signs.
2. Kent County Road Commission extended the bid for one year with all of the above companies, honoring last year's bid prices.
3. It is in the best interest of the City to enter into the cooperative bid with the Kent County Road Commission for the purchase of aluminum sign blanks.
4. The cost of aluminum sign blanks is estimated to be \$25,000. Sufficient funds are available in the Major and Local Street Traffic Supplies Accounts 202-441-47400-775.000 and 203-441-47400-775.000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council hereby authorizes the purchase of aluminum sign blanks from 3M Company, Allmac Signs, Custom Products Corp., Doornbos Sign Inc., MD Solutions, Ratchco Safety Supply Inc., and Vulcan Signs per the unit bid prices as received and awarded by the Kent County Road Commission, in the total amount of approximately \$25,000.

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 April 7, 2014.

Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Staff Report

STAFF REPORT

DATE: March 17, 2014

SUBJECT: Bid Award – Aluminum Sign Blanks

FROM: William D. Dooley, Director of Public Works

Date of Meeting: April 7, 2014

RECOMMENDATION

It is recommended that the City Council authorize the purchase of aluminum sign blanks through the cooperative bid with the Kent County Road Commission for approximately \$25,000.

SUSTAINABILITY CRITERIA

Environmental Quality

The City of Wyoming is ardently involved in the protection of Michigan's natural resources and the public's health and welfare. The City can continue to protect the environment by purchasing aluminum sign blanks that are able to be recycled when damaged beyond repair.

Social Equity

It is necessary to ensure that all of the traffic regulation and guide signs within the City of Wyoming are maintained properly to guide all motorists and pedestrians safely and efficiently throughout the City. The replacement of traffic signs will allow the City of Wyoming to continue to provide high quality roads to all residents without regard to income or socio-economic status.

Economic Strength

By participating in the cooperative bid with the Kent County Road Commission, it ensures the ability to get better pricing on materials and services, therefore, reducing the overall cost of aluminum sign blanks for the City.

DISCUSSION

In March of 2013, the Kent County Road Commission awarded their contract for aluminum sign blanks to 3M Company, Allmac Signs, Custom Products Corp., Doornbos Sign Inc., MD Solutions, Ratchco Safety Supply Inc., and Vulcan Signs. Kent County Road Commission has extended the bid for one year with all of the companies for the same pricing as last year. It is in the best interest of the City to enter into the cooperative bid with the Kent County Road Commission for the purchase of aluminum sign blanks.

BUDGET IMPACT

There is no increase in the cost of aluminum sign blanks from the previous bid, as the bid was extended for one year, using last year's bid pricing.

The cost of aluminum sign blanks is estimated to be \$25,000. Sufficient funds are available in the Major and Local Street Traffic Maintenance Supplies Accounts 202-441-47400-775.000 and 203-441-47400-775.000.

ATTACHMENTS:

Kent County Road Commission Bid Tabulations

KENT COUNTY ROAD COMMISSION BID TABULATION

Tabulation of Bids for: **Purchase of 2013 Requirements of Traffic Signs and Sign Elements, as needed, with two one year renewal options**

Date: **February 7, 2013 8:30 AM**

Bidder	3M Co.	Allmac Signs	Custom Products	Dornbos Sign	MD Solutions	Rathco Safety	US Standard Signs	Vulcan Signs
Aluminum Street Sign Blanks - White Type IV Sheeting one side, drilled								
18" x 6"		2.93	3.56	3.75		3.15		3.24
24" x 6"		3.90	4.57	4.55		4.20		4.30
30" x 6"		4.88	5.71	5.69		5.25		5.65
36" x 6"		5.85	6.48	6.83		6.30		6.35
42" x 6"		6.83	7.56	7.96		7.35		7.55
24" x 9"		5.86	6.48	6.83		6.30		6.35
30" x 9"		7.32	8.10	8.55		7.88		7.90
36" x 9"		8.78	9.51	10.24		9.45		9.41
42" x 9"		10.25	11.10	11.97		11.03		11.10
48" x 9"		11.71	12.29	13.65		12.60		12.70
Aluminum Sign Blanks								
12" x 6" Rectangle		1.45	1.43	1.38		1.58	1.38	1.36
12" x 18" Rectangle		3.15	3.75	4.13		3.42	3.39	3.28
36" x 12" Rectangle		6.30	7.19	8.25		6.84	6.50	6.65
12" x 48" Rectangle		8.40	9.56	11.00		9.13	8.67	8.82
24" x 18" Rectangle		6.30	7.19	8.25		6.84	6.50	6.57
30" x 24" Rectangle		6.30	11.88	13.75		11.41	10.84	10.85
30" Diamond		10.51	14.85	17.19		14.26	13.40	13.44
36" Diamond		18.91	21.38	24.75		20.53	19.52	19.52
48" x 24" Vertical		16.82	19.01	22.00		18.25	17.34	17.40
48" x 48" Square		33.62	37.69	44.00		36.50	34.69	34.71
18" x 18"		4.73	5.52	6.19		5.13	4.87	4.99
24" x 24"		8.40	9.56	11.00		9.13	8.67	8.63
36" x 24"		12.61	14.25	16.50		13.69	13.00	13.08
30" x 12"		5.25	6.19	6.88		5.70	5.41	5.55
9" x 12"		1.58	2.14	2.06		1.71	1.97	1.89
12" x 12"		2.10	2.74	2.75		2.28	2.40	2.32
36" x 9" Center Drilled		4.73	5.63	6.19		5.13	4.87	5.06

Bidder	3M Co.	Allmac Signs	Custom Products	Dornbos Sign	MD Solutions	Rathco Safety	US Standard Signs	Vulcan Signs
Aluminum Blank with Type II Sheeting on one side								
24" x 18" White		9.15	10.64	11.07		10.32		11.15
Finished Signs on Aluminum with Type IV Sheeting								
30" Stop (R1-1)		23.40	23.67	23.30		24.63		22.86
36" Stop (R1-1)		36.14	38.38	33.55		35.46		33.17
36" Yield (R1-2)		18.63	18.06	32.54		16.28		17.14
36" RR Advance (W10-1)		37.32	39.20	17.20		35.91		35.10
30" Stop Ahead Symbol (W3-1A)		28.17	31.46	28.94		29.44		26.60
36" Warning Sign (Blank with Border)		37.32	38.05	37.44		35.91		36.45
30" Warning Sign (Blank with Border)		25.92	26.61	26.00		24.94		25.31
18" x 24" Chevron (W1-8)		12.44	13.52	12.48		11.97		12.47
24" x 30" Speed Limits (R2-1)		20.73	22.44	20.80		19.95		20.25
24"x24" No Rt/Lft Turn Sym (R3-1/R3-2)		16.99	18.45	18.32		15.96		17.02
12" x 12" No Parking Symbol (R8-3A)		4.25	6.24	4.58		5.00		4.80
12" x 18" No Parking Symbol		6.22	7.39	6.87		7.18		7.10
30" x 18" Wrong Way (R5-9)		15.55	16.88	15.60		14.96		15.19
18"x24" No Parking Sym (Blank Bottom)		12.44	14.01	13.74		12.65		12.93
18" x 18" Road Ends Panel (ER-1)		9.33	10.26	9.36		8.98		9.45
36" x 24" Wrong Way (R5-9)		24.88	26.25	24.96		23.94		24.30
30" x 30" Do Not Enter (R5-4)		25.92	27.35	26.00		24.94		25.31
36" x 36" Do Not Enter (R5-4)		37.32	39.20	37.44		35.91		36.45
24" x 30" Keep Right Symbol (R4-7)		20.73	22.44	20.80		19.95		20.25
12" x 36" One Way (R6-1)		12.44	13.52	12.48		11.97		12.62
48" x 9" RR Cross Buck (R15-1)		NB	52.47	45.00		49.60		49.18
30" x 30" Speed Reduction (W3-5)		25.93	32.91	25.17		29.18		26.60
30"x30" Rt/Lft Lane Must Turn Rt/Lt (R3-7)		25.93	27.35	26.00		24.94		25.31
12" x 36" Obstruction Panel (OM-3)		12.44	13.52	12.48		11.97		12.62
48" x 30" Road Closed (R11-2)		41.40	43.56	41.60		39.90		40.50
60"x30" Rd Closed to Thru Traff (R11-4)		51.75	54.32	52.00		49.88		50.62
24"x36" Cntr Lane Lft Turn Only Sym		24.84	26.25	24.96		23.94		24.30
Finished Signs on Aluminum with Type II Sheeting								
24" x 30" Natural Beauty		17.33	20.98	29.62		17.20		30.91

Bidder	3M Co.	Allmac Signs	Custom Products	Dornbos Sign	MD Solutions	Rathco Safety	US Standard Signs	Vulcan Signs
Finished Signs on Aluminum with Type XI Sheeting								
36" School Warn (S1-1) fluor. Yel/grn		67.26	68.87	58.37		57.24		59.90
36" Stop Ahead (W3-1A) fluor. Yellow		67.26	78.98	68.02		67.54		74.44
36" Signal Ahead (W3-3) Fluorescent Yellow.		67.28	78.98	67.95		67.54		65.83
40" x 30" No Passing Zone W14-3 Fluorescent Yellow		62.24	33.66	38.92		37.95		36.71
Finished Signs on HDO Plywood with Type IV Sheeting								
48"x24" Dbl & Sngl Arrow (W1-7, W1-6)		NB	235.01	33.60		36.77		32.40 (on metal)
Steel Sign Posts-Street Sign Posts								
12' 3# U - Painted Green		NB	22.61	20.65	23.32	21.96*		28.80
14' 3# U - Painted Green		NB	26.38	24.08	26.68	25.62*		33.60
14' 3# U - Galvanized		NB	34.34	31.08	32.49	30.52*		39.50
Delineator Posts								
7' 1.12# - Painted Green		NB	6.00	4.82		5.30**		6.98
7' 1.12# - Galvanized		NB	7.60	6.18		6.25**		8.42
Sheeting - Type II/Type IV								
15" x 50yd PS White 3M Scotchlite Punche	138.75/*		512.51/*	205.50/*		397.50/*		407.30/*
15" x 50yd PS Black 3M Scotchlite Punche	148.13/*		283.22/*	225.00/*		286.58/*		281.00/*
24" x 50yd PS Scotchlite	195.00/360.00		231.00/471.30	281.00/504.00		288.00/456.00		228.00/438.00
30" x 50yd PS Scotchlite	243.75/450.00		288.75/589.13	351.00/630.00		360.00/570.00		285.00/547.50
36" x 50yd PS Scotchlite	292.50/540.00		346.50/706.95	421.20/756.00		432.00/684.00		342.00/657.00
8" x 50yd Wht/Ornge R or L Barricade PS	*/120.00		*/169.41	*/204.00		*/188.00		*/173.40
24" x 50yd Blk Nonreflective PS Scotchlite	222.00/*		281.82/*	298.80/*		NB/*		314.53/*
Border - Type II/Type IV								
1/2" x 50yd PS White	4.06/7.50		5.08/NA	6.83/11.90		12.00/12.75		4.75/9.13
3/4" x 50yd PS White	6.09/11.25		7.62/NA	10.23/17.85		15.00/18.50		7.13/13.69
9/16" x 50yd PS Black	5.20/*		10.26/*	NA/*		15.00/*		7.87/*
1" x 50yd PS Black	9.25/*		14.10/*	16.13/*		15.65/*		14.00/*
Type XI Sheeting - Fluorescent Yellow and Yellow/Green								
24" x 50yd	1080.00		1330.20	1084.00		1176.00		1209.00
30" x 50yd	1350.00		1662.75	1330.00		1470.00		1511.25
36" x 50yd	1620.00		1995.30	1576.00		1764.00		1813.50

Bidder	3M Co.	Allmac Signs	Custom Products	Dornbos Sign	MD Solutions	Rathco Safety	US Standard Signs	Vulcan Signs
Type XI Fluorescent Orange Work Zone Sheeting								
36" x 50yd	1620.00		1995.30	1180.00		1764.00		1813.50
48" x 50yd	2160.00		2660.39	1828.00		2352.00		2418.00
Firm Price Period	One Year		One Year	One Year	One Year	One Year	One Year	2/12/13-1/12/14
Payment Terms	Net 30	Net 30	Net 30	Net 30	Net 30	Net 30	Net 30	Net 30
Delivery - 30 days max.	20 days ARO	21-30 days	30 days	30 days	30-45 days	-	21 days	Stk item 3-5 days
								All or None Non Stk 30 days
\$2000 min order.								

Rathco:

* bundles of 50 ea, truckload (40,000 min) quantities any mix, prices good for orders prior to 4/1/13

** bundles of 100 ea, truckload (40,000 min) quantities any mix, prices good for orders prior to 4/1/13

RESOLUTION NO. _____

RESOLUTION TO AUTHORIZE THE PURCHASE OF
LIQUID SODIUM HYPOCHLORITE

WHEREAS:

1. As detailed in the attached staff report from the Drinking Water Plant Superintendent the City of Holland accepted formal bids for liquid sodium hypochlorite.
2. The City of Holland included an option for the cities of Wyoming, Muskegon, Grand Haven, and Muskegon Heights to purchase the liquid sodium hypochlorite as a cooperative purchase.
3. It is recommended the City of Wyoming purchase the liquid sodium hypochlorite from the low bidder Alexander Chemical Corporation at a cost of \$131.60 per ton/\$.659 per gallon.
4. Funds for the purchase of the liquid sodium hypochlorite are budgeted in account numbers 591-591-55300-740000, 590-590-54300-740000 and 590-590-54800-740000.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize the purchase of the liquid sodium hypochlorite from Alexander Chemical Corporation 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 April 7, 2014.

ATTACHMENTS:

Staff Report
Bid Form
Tabulation Sheet

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

STAFF REPORT

Date: March 24, 2014
Subject: Purchase of Liquid Sodium Hypochlorite
From: Gerald H. Caron, Superintendent
Meeting Date: April 7, 2014

Recommendation:

I recommend that the City accept the bid price from the City of Holland cooperative purchase for Liquid Sodium Hypochlorite from Alexander Chemical Corporation at a cost of \$131.60/ton.

Sustainability Criteria:

Environmental Quality – The use of Liquid Sodium Hypochlorite is necessary to insure the production of safe drinking water and properly treated wastewater.

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 social economic status. All residents enjoy access to services provided by our water and wastewater utilities.

Economic Strength – By utilizing the cooperative bid with other communities, the Utilities Department is insuring that we get the best value for this necessary service. This results in the lowest rates possible for our residents and customers.

Discussion:

The City of Holland accepted bids on March 19, 2014, for Liquid Sodium Hypochlorite (NaOCL). As part of the bid, the City of Holland requested an option for the Cities of Wyoming, Muskegon, Grand Haven, and Muskegon Heights to also purchase Liquid Sodium Hypochlorite as a cooperative purchase. The intent of this cooperative purchase is to maintain cooperation between the cities and to realize a benefit of reduced cost for all of the included municipalities.

After evaluation of the bids, it is my recommendation that we continue to participate in the cooperative purchase for Liquid Sodium Hypochlorite. The low bid for Liquid Sodium Hypochlorite is from Alexander Chemical Corporation at a cost of \$131.60 per ton/\$.659 per gallon. This price represents a decrease of \$4.12 per ton from last year. Liquid Sodium Hypochlorite is used at both the Drinking Water Plant and Clean Water Plant.

Budget Impact:

Adequate funds were budgeted in accounts 591-591-55300-740000 and 590-590-54300-740000 and 590-590-54800.740000.

Liquid Sodium Hypochlorite - March 19, 2014

**Rowell
Chemical**

**KA Steel
Chemical**

**Alexander
Chemical**

**Haviland
Chemical**

Cities of Holland, Wyoming, Muskegon,
Muskegon Heights and Grand Haven
1 Year: ending April 15, 2015

Cost Per Ton:	\$152.00	\$156.20	\$131.60	NO BID
Cost Per Gallon:	0.764	0.78	0.659	
Lead-time ARO	1 - 2 days	1 day	1 day	

RESOLUTION NO. _____

RESOLUTION FOR AWARD OF BIDS

WHEREAS:

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

NOW, THEREFORE, BE IT RESOLVED:

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

Item	Recommended Bidders	Cost
Four Lift Station Pumps	JGM Valve Corporation	\$49,900.00 total for four
Carbon Media for Odor Control Scrubber	SNR Technologies	Bid prices as shown on the attached Staff Report/Tabulation Sheet
Two Analytical Balances	VWR International	\$9,214.04 total for two
Gas Chromatography System for Volatile Fatty Acid Analysis	Perkin Elmer Health Sciences Inc.	\$29,385.07

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 April 7, 2014.

ATTACHMENTS:
Staff Reports
Tabulation Sheets

Heidi A. Isakson, Wyoming City Clerk

Resolution No. _____

Staff Report

Date: March 19, 2014
Subject: Award of Bid for Four Lift Station Pumps
From: Tom Wilson, Clean Water Plant Maintenance Supervisor
Date of Meeting: April 7, 2014

Recommendation

It is recommended that the City Council award the bid from JGM Valve Corporation for the purchase of four pumps, two pumps for the Pinehurst lift station and two pumps for Robin Street lift station at a cost of \$49,900.00, which includes shipping.

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 optimal working condition. Installation of these pumps will help to prevent the possibility of a sanitary sewer overflow due to clogging caused by the disposal of “flushable” consumer items such as wipes.

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 – Regular and proper upkeep of City equipment contributes to the efficiency of the equipment, and to the prevention of untimely and costly repairs or replacement that could potentially interrupt the day-to-day operations of the Plant. Installation of these pumps in other locations has proven to reduce the amount of time spent by the maintenance staff unclogging our lift station pumps.

Discussion:

On March 18, 2014, four bids were received in response to our request for four new chopper-type pumps to replace the two existing centrifugal pumps in both the Pinehurst and Robin Street lift stations. Thirty-three invitations to bid were sent to prospective bidders. The existing pumps have become inadequate in that they become plugged frequently. The main issue is a group of consumer products which are marketed as being “flushable.” Most items deposited in the sewer will either disintegrate or become pliable enough so the product can be pumped. Flushable wipes, despite being advertised as such, are not flushable and do not disintegrate. As a result, as we attempt to pump from the wetwell the wipes become bound around the impeller and clog the pump. Frequently, the maintenance staff from the Clean Water Plant needs to pull a pump and unplug approximately 15-20 pounds of wipes and then reinstall the pump. In another area of the City we have sent out flyers, knocked on doors, and spoken to residents directly about the hazards of flushable wipes and how to properly dispose of them but to no avail. Cynthia Finley,

Director of Regulatory Affairs for the National Association of Clean Water Agencies (NACWA), says that the same problem is happening all over the country.

The four pumps we have specified have a proven history of being able to chop up rope, clothes and rags without clogging. Last year, we installed the same model of chopper pump at the 30th Street lift station, and as a result we have experienced many fewer instances of clogged pumps at this lift station.

In review of the bids received JGM Valve Corporation met all bid specifications and was the low bidder. The three other bids that were received are as follows:

JGM Valve Corporation	\$49,900.00
Apex Pinnacle	\$54,835.16
D.R.I Products	\$55,452.00
J.D. Wilson Associates, Inc.	\$58,372.00

JGM Valve Corporation will be responsible for supplying the pumps and the maintenance staff from the Clean Water Plant will be responsible for their installation.

Budget Impact:

Based on the information presented, it is recommended that the City Council accept the bid received for the purchase of four chopper-type pumps by JGM Valve Corporation, in the amount of \$49,900.00. Adequate funds are available in the Sewer Fund Public Works Capital Outlay Account #590-441-54400-972.544.

Approved: Myron Erickson, PE, CWP Superintendent

CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS

On Four Pumps

Opened By City Clerk On March 18, 2014 At 11:00 a.m. o'clock

All bid prices reduced to net. All bid prices shown are firm through delivery.

	JGM Valve Corporation		Apex Pinnacle		D.R.I. Products		J.D. Wilson Associates, Inc.	
	Each	Total for Two	Each	Total for Two	Each	Total for Two	Each	Total for Two
Pinehurst Lift Station	\$12,425.00	\$24,850.00	\$13,708.79	\$27,417.58	\$13,806.00	\$27,612.00	\$14,533.00	\$29,066.00
Robin Street Lift Station	\$12,525.00	\$25,050.00	\$13,708.79	\$27,417.58	\$13,920.00	\$27,840.00	\$14,653.00	\$29,306.00
TOTAL FOR 4 PUMPS		\$49,900.00		\$54,835.16		\$55,452.00		\$58,372.00

Staff Report

Date: March 20, 2014
Subject: Award of Bid for Carbon Media for Odor Control Scrubber
From: Tom Wilson, Clean Water Plant Maintenance Supervisor
Date of Meeting: April 7, 2014

Recommendation

It is recommended that the City Council award the bid to provide two types of carbon media, virgin activated and high capacity, to SNR Technologies. This carbon media will be used in the Clean Water Plant's odor control scrubber at the head of the plant (photo at right).



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 optimal 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 – Regular and proper upkeep of City equipment contributes to the efficiency of the equipment, and to the prevention of untimely and costly repairs or replacement that could potentially interrupt the day to day operations of the Plant.

Discussion:

The Clean Water Plant utilizes a carbon scrubber to control airborne odors from the four primary tanks, the sludge holding tanks, the influent wet well, and the truck bay. The carbon scrubber draws foul air through two beds of carbon media. Each bed is three feet deep with two-thirds of the bed made up of virgin activated carbon and the other one-third of the bed made up of high capacity carbon. Each type of carbon is designed to remove particular odor-causing compounds. Virgin activated carbon is used for removing organic compounds and high capacity carbon is used for removing hydrogen sulfide.

Due to some recent instances of odors being detected, carbon samples were sent to a certified lab to analyze the life remaining in the existing carbon. The results from this analysis indicated that the carbon media was fully depleted and therefore in need of replacement.

Two bids were received for carbon media, eighteen invitations to bid were sent to prospective bidders.

The bids received were as follows:

SNR Technologies	\$40,702.60
Pure Air Filtration	\$46,330.00

Upon review of the bid received from SNR Technologies, it was found to be acceptable.

Budget Impact:

Based on the information presented, it is recommended that the City Council accept the bid received for the virgin activated carbon and the high capacity carbon as submitted by SNR Technologies in the amount of \$40,702.60. Adequate funds exist in the Clean Water Plant Operating Supplies Account #590-590-54300-740000.

Approved: Myron Erickson, PE, CWP Superintendent

CITY OF WYOMING, MICHIGAN
TABULATION OF BIDS

On Carbon Media

Opened By City Clerk On March 18, 2014 At 11:00 a.m. o'clock

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

	Estimated Quantity To Be Purchased (ft3)	PureAir Filtration		SNR Technologies	
		Bid Price Per Ft3	Total Bid Price For Estimated Quantity	Bid Price Per Ft3	Total Bid Price For Estimated Quantity
Virgin Activated Carbon Media	452	\$60.00	\$27,120.00	\$44.86	\$20,276.72
High Capacity Carbon Media	226	\$85.00	\$19,210.00	\$90.38	\$20,425.88

Staff Report

Date: March 25, 2014

Subject: Purchase of Analytical Balances for Clean Water Plant Lab

From: Jaime Petrovich, Utilities Laboratories Manager

Meeting Date: April 7, 2014

Recommendation:

It is recommended that the bid for analytical balances be awarded to VWR Scientific.

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. A large part of this work is conducting laboratory analysis to quantifiably document our compliance with permit limitations and treatment success. The use of an analytical balance is an important step in many laboratory methods.

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 – By maintaining our own independent laboratories in the Utilities Department, we are able to keep our costs as low as possible, while generating more analytical data in which we have higher confidence. Replacement of equipment reduces costs associated with failures of aging instrumentation.

Discussion:

An analytical balance is a specialized piece of laboratory equipment capable of accurately and precisely weighing amounts as small as 0.001g. It is used for weighing chemicals used to prepare reagents used in analysis and to measure the proper amount of sample for testing. The most frequent use for an analytical balance in the Clean Water Plant laboratory is for testing samples for the amount of solid material they contain. The lab analyzes hundreds of samples for solids each month. The solids testing results, along with the data from other tests, are the basis of treatment process control, ensuring industrial user compliance, calculating surcharges and rates, and characterizing biosolids samples.

Analytical balances are sensitive instruments and their performance can be affected by things such as air drafts, excessive humidity, extreme temperatures, or spilled materials. If a substance is spilled inside of the analytical balance or onto a traditional style weighing pan (an integrated part of the body of the instrument), the balance must be taken apart, cleaned, reassembled, and calibrated before it can be used again for analysis. The types of samples handled in the Clean

Water Plant lab can be particularly difficult to clean if spilled inside the balance. Advances in weighing technologies provide flexibility of configuration, ease of cleaning, and protection from spills. Features that are important for maintaining performance standards and extending the life of the analytical balances in the Clean Water Plant lab include a suspended grid style weighing pan, removable glass panels that are dishwasher safe, and a modular display panel that can be placed away from the weighing mechanism.

The analytical balances in use in the Clean Water Plant lab are obsolete models and have been in use for more than 15 years. The manufacturer no longer supports these models and replacement parts are not available. If a balance should malfunction, the lab would be unable to perform the daily analyses that are necessary for regulatory compliance and plant process control. Purchase of replacements is recommended at this time.

Budget Impact:

Five bids were received for the analytical balances, twenty-seven invitations to bid were sent to prospective bidders. The models bid by Kanahawa Scales & Systems, Inc., Johnson Scientific, and Fox Scientific Inc., do not meet the specification requirements for removable, dishwasher safe glass shield panels and suspended grid style weighing pan. Bids were received from VWR International and Fisher Scientific, Co. LLC which meet the specifications for a Mettler Toledo Model #XS204 or the equivalent.

Bidder	Make/Model	Bid Price for One (1) Analytical Balance	Total Bid Price for Two (2) Analytical Balances
Kanahawa Scales and	Precisa 321LX Series Model	\$2,600.00	\$4,800.00
Johnson Scientific	Radwag USA Model	\$4,300.00	\$8,600.00
VWR International	Mettler Toledo Model #XS204	\$4,607.02	\$9,214.04
Fox Scientific Inc.	Sartorius – Cubis #MSE224S	\$4511.77	\$8,816.10
Fisher Scientific Co., LLC	Mettler Toledo Model #XS204	\$4,998.97	\$9,933.38

It is recommended that the bid be awarded to VWR International for two (2) Mettler Toledo Model #XS204 analytical balances in the amount of \$9,214.04.

Funds are available in the current year’s budget in capital outlay account 590-590-54400-980.200.



Analytical Balances currently in use at the Clean Water Plant Laboratory



Mettler Toledo Model #XS204 Analytical Balance

Staff Report

Date: March 31, 2014

Subject: Purchase of Gas Chromatography System for Volatile Fatty Acid Analysis

From: Jaime Petrovich, Utilities Laboratories Manager

Meeting Date: April 7, 2014

Recommendation:

It is recommended that the bid for a gas chromatography system for volatile fatty acid analysis be awarded to Perkin Elmer Health Sciences Inc.

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. A large part of this work is conducting laboratory analysis to quantifiably document our compliance with permit limitations and treatment success.

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 – By maintaining our own independent laboratories in the Utilities Department, we are able to keep our costs as low as possible, while generating more analytical data in which we have higher confidence.

Discussion:

Volatile fatty acid (VFA) analysis is a predictor and measurement of the health and efficacy of the biological phosphorus (bio-P) removal process. Trends in concentrations and ratios of VFA compounds can indicate an impending plant upset and can allow time for process changes to be implemented before bio-P fails completely. The data can also be used to determine if such interventions are working to improve process.

Currently, the Clean Water Plant uses a private laboratory located in Minnesota for VFA analysis. Samples are collected from three locations and shipped to the laboratory twice per month (6 samples total per month). The data is not received until one to two weeks later. The lapse in time between collection and having results means that the data can only be used as historical information.

Ideally, samples would be collected at least daily and analyzed several times per week. The data could then be used as an important diagnostic and predictive tool. However, it is cost prohibitive to do so using a contract laboratory. The current rate for VFA analysis is \$70 per sample (not

including shipping). So, the cost for three samples daily would be about \$6300 per month. At this rate, the capital invested into the purchase of an instrument for the Clean Water Plant laboratory would be recovered in five months.

Unlike the testing methods for regulatory compliance parameters, there is not a standardized method for VFA analysis. For this reason, private laboratories that perform VFA testing do not share information about their techniques. A team of Utility Department lab technicians researched potential methodologies and found several gas chromatography techniques, each with their own benefits and disadvantages. Since there is not a prescribed method that must be followed, bidders were allowed to make a recommendation of technique and technologies and asked to demonstrate that their proposed method can provide satisfactory data at a given detection limit.

Budget Impact:

Four bids were received for the gas chromatography system for VFA analysis, six invitations to bid were sent to prospective bidders. The models bid by GenTech and Shimadzu Scientific Instruments, Inc. do not meet the specification requirements to provide method documentation and supporting data demonstrating their proposed system configuration can produce satisfactory data at the 1 mg/L detection level. They also do not meet the requirement for on-site technical support for method development once the instrument is received and installed.

Bids were received from Perkin Elmer Health Sciences Inc. and Thermo Electron North America LLC which meet the specifications. Both vendors conducted preliminary method development and trial runs in their laboratories, upon which they based their suggested system configuration. They also provided supporting documentation and/or data that demonstrate the performance ability of their proposed system. The bids from Perkin Elmer and Thermo Electron also included customized, on-site support for method optimization once the system is installed.

	Bid Price
GenTech	\$21,900.00
Shimadzu Scientific Instruments,	\$23,598.93
Perkin Elmer Health Sciences Inc.	\$29,385.07
Thermo Electron North America	\$54,514.61

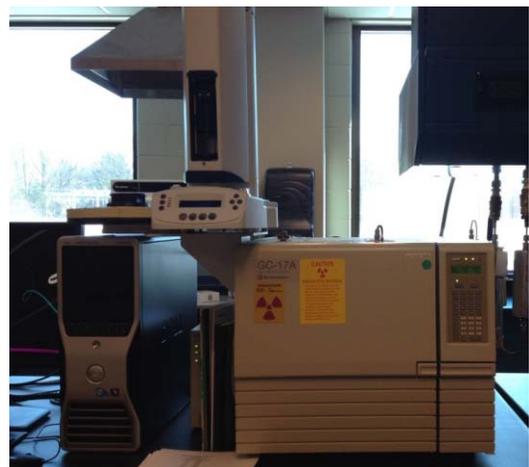
It is recommended that the bid be awarded to Perkin Elmer Health Sciences Inc. for a gas chromatography system for volatile fatty acid analysis in the amount of \$29,385.07.

Funds are available in the current year's budget in capital outlay account 590-590-54400-980.200.

Approved:

 1 Apr 2014

Myron Erickson, PE, CWP Superintendent



Gas Chromatography System with Autosampler