

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

**Monday, April 14, 2014, 7:00 P.M.**

- 1) Call to Order**
- 2) Student Recognition**
- 3) Public Comment on Agenda Items (3 minute limit per person)**
- 4) Purchases for Information Technology**
- 5) Annual Street and Utility Capital Improvement Program**
- 6) Proposed Amendments to On-Premise Liquor License Requirements**
- 7) Proposed Charter Amendments and Ordinance Re: Legal Publishing Requirements**
- 8) Any Other Matters**
- 9) Acknowledgement of Visitors/Public Comment (3 minute limit per person)**

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

RESOLUTION TO AUTHORIZE PAYMENT FOR THE PURCHASE  
OF CISCO EQUIPMENT, PANASONIC TOUGHBOOKS, HAVIS DOCKS, CHARGE GUARD  
AUTO SHUT-OFF TIMERS AND GX440 AIRLINK DEVICES

WHEREAS:

1. As detailed in the attached Staff Report from the City’s Director of Information Technology, it is recommended that the City Council authorize payment for the purchase of Cisco Equipment, Panasonic Toughbooks, Havis Docks, ChargeGuard Auto Shut-Off Timers and GX440 Airlink Devices.
2. Funds for the purchase of the Cisco Equipment, Panasonic Toughbooks, Havis Docks, ChargeGuard Auto Shut-Off Timers and GX440 Airlink Devices are available in the accounts as detailed in that attached Staff Report.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council does hereby authorize payment to Secant Technologies for the purchase of Cisco Equipment in the total amount of \$30,210.00.
2. The City Council does hereby authorize payment to Advanced Wireless Telecom for the purchase of Panasonic Toughbooks in the amount of \$26,960.00.
3. The City Council does hereby authorize payment to Mobiletek Consulting for the purchase of Havis Docks and ChargeGuard Auto Shut-Off Timers in the total amount of \$12,200.00.
4. The City Council does hereby authorize payment to AT&T for the purchase of GX440 Airlink Devices in the amount of \$14,235.00.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried	Yes
	No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

ATTACHMENT:

Staff Report

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

Resolution No. \_\_\_\_\_



## STAFF REPORT

**DATE:** April 2, 2014

**SUBJECT:** City Enterprise / Cisco Equipment - RA2084  
Department of Public Safety/Toughbook's-RA2086, Docks-RA2087 & GX440 Airlink Devices

**FROM:** Gail Sheppard, Director of Information Technology

**MEETING DATE:** April 14, 2014

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### Recommendation:

It is recommended that the City Council authorize payment to Secant Technologies for the purchase of Cisco equipment. This equipment will replace obsolete, ten-plus year old switches and routers, position us for future communications upgrades, provide for needed expansion, and provide spare equipment for coverage in the event of a hardware failure. It is also recommended that the City Council authorize payment to Advanced Wireless Telecom for the purchase of (8) Panasonic Toughbook's; payment to Mobiletek Consulting for the purchase of (18) Havis Docks and (20) ChargeGuard Auto Shut-Off Timers; and payment to AT&T for the purchase of (15) GX440 Airlink Devices. The Toughbook's and docks will replace equipment that has been utilized in Public Safety vehicles for over five years. The AT&T GX440 Airlink devices will provide Public Safety vehicles with a more stable communications environment.

### Sustainability Criteria:

Environmental Quality - Approval of this bid does not significantly impact environmental quality.

Social Equity - Information Technology staff continues efforts toward expanding and upgrading equipment, which is consistent with our goal of maintaining our IT infrastructure to support technology solutions, facilitate interoperability and connectivity, and support technologies/processes that increase service to our employees and/or citizens.

Economic Strength - Today's information networks are exposed to an increasing demand for uptime, speed, and reliability. The core of any computer network consists of routers and switches, which are the 'traffic cops' of the network, managing all the information that travels on the City of Wyoming information network. As with any technology, this equipment will age, become unreliable, and require updating. Information Technology staff are encouraged to implement a strategy of proactive updating of network equipment to minimize and prevent outages of the information networks to City employees and/or citizens looking for services.

### Discussion:

There is no 'industry standard' per se regarding a replacement schedule, but most organizations who have developed a replacement policy have decided on a three-to-four year schedule. The three main reasons for computer equipment replacement are cost, productivity and maintenance. We have been stretching our equipment to a four-to-five year schedule and even longer in some instances. These replacements should ensure that our hardware keeps up with the latest enhancements to various software/technologies being used.

The Cisco equipment includes routers and switches at the Water Treatment Plant for various wholesale customer SCADA sites. It also includes switch replacements at the Clean Water Plant for equipment/technology being used in the SCADA environment that is approximately ten years old. The remainder of equipment includes a few wireless access points to replace older technology, along with switches and routers for City Hall and the Police Department based upon expansion needs and spare equipment.

The Panasonic Toughbook's and Havis Docks with ChargeGuard Auto Shut-Off Timers will replace aging Public Safety vehicle equipment, which will assist Officers in performing required assignments more effectively. The GX440 Airlink Devices work in conjunction with the AT&T cellular service plan currently being utilized in our Public Safety vehicles. AT&T advised they will provide these devices at State contract pricing.

The IT department has been utilizing Kent County's reverse auction at no cost to the City of Wyoming since October of 2010. This innovative way of purchasing works like a real-time auction where the price is bid down by sellers who are competing to sell goods and services for progressively lower prices. The reverse auction increases competition and transparency for commodity purchases and streamlines the procurement process.

Kent County sent our bid out to whoever is registered as a potential bidder and advertised it on the County website. Forty (40) bids were received from five (5) vendors registered to participate on the Cisco Equipment at a maximum price of \$44,426. Secant Technologies provided the low bid at \$30,210 for a 32% savings and is pending the award. Four (4) bids were received from two (2) vendors registered to participate on the Panasonic Toughbook's at a maximum price of \$3,380 each. Advanced Wireless Telecom provided the low bid at \$3,370 each for a .3% savings and is pending the award. Three (3) bids were received from three (3) vendors registered to participate on the Havis Docks & ChargeGuard Auto Shut-Off Timer at a maximum price of \$13,720. Mobiletek Consulting provided the low bid at \$12,200 for an 11% savings and is pending the award.

#### Budget Impact:

Funding (\$30,210) for the purchase of the Cisco Equipment through Secant Technologies is budgeted and available as follows: (\$12,915) in the General Fund/Information Technology/Capital Outlay Computer Equipment account #101-258-25800-984.017; (\$11,468) in the Sewer Fund/Wastewater Utility/Capital Outlay Computer Equipment account #590-590-54400-984.017; and (\$5,827) in the Water Fund/Water Utility/Capital Outlay Computer Equipment account #591-591-57300-984.017.

Funding (\$26,960) for the purchase of the Panasonic Toughbook's is budgeted and available in the General Fund/Information Technology/Capital Outlay Computer Equipment account #101-258-25800-984.017.

Funding (\$12,200) for the purchase of the Havis Docks & ChargeGuard Auto Shut-Off Timers is budgeted and available in the General Fund/Information Technology/Capital Outlay Computer Equipment account #101-258-25800-984.017.

Funding (\$14,235) for the purchase of the GX440 Airlink devices is budgeted and available in the General Fund/Information Technology/Capital Outlay Computer Equipment account #101-258-25800-984.017.

End of Report

## MEMORANDUM

DATE: March 31, 2014  
TO: Curtis L. Holt, City Manager  
FROM: William D. Dooley, Director of Public Works  
SUBJECT: Annual Street and Utility Capital Improvement Program

An updated copy of the Street and Utility Capital Improvement Program is attached for you and the City Council to review. Many of the project schedules and cost estimates have been revised, and the separate MDOT, Major Street and Local Street pages have been combined into one Street activity. In total, the nine-year program amounts to approximately \$168 million, including \$79 million for ongoing debt service.

### Street Improvements

If this updated CIP is adopted, Wyoming will invest approximately \$22 million, or \$2.5 million per year, on street resurfacing. Approximately 30% of this amount is financed with federal funding. For the past two years, Wyoming has used \$0.5 to \$1 million from its motor fuel tax revenue to finance additional street resurfacing. In order to adequately maintain the 250 miles of major and local streets, however, Wyoming will need to increase the total annual amount to approximately \$4.8 million.

Besides resurfacing, there are seven streets scheduled for construction and reconstruction:

- 44<sup>th</sup> Street from Stafford to Division \$3.3 million
- Division Avenue from 54<sup>th</sup> Street to 60<sup>th</sup> Street \$0.5 million (Wyo. share)
- Crescent Street from 28<sup>th</sup> Street to Michael Avenue \$2.5 million
- 56<sup>th</sup> Street from Ivanrest to Byron Center Avenue \$2 million
- 54<sup>th</sup> Street from Clyde Park Avenue to US 131 \$1 million
- Gezon Parkway from Burlingame to the East \$0.8 million
- Ivanrest Avenue from the North City Limit to 56<sup>th</sup> Street \$1.6 million

The two current street bonds will be fully retired in nine years.

### Stormwater Improvements

The proposed CIP includes \$1.5 million for stormwater improvements. A quarter of this amount, or \$400,000, is designated for improvements in the Bayberry Farms area.

### Sanitary System Improvements

Wyoming will need to avoid issuing any new sewer bonds during the next nine years in order to maintain the current level of debt service, as a percentage of revenue. With this in mind, capital improvements in the sewer fund have been limited to \$13.5 million, including the following projects:

- Sanitary Sewer Slip Lining           \$4.4 million
- CWP laboratory Rehabilitation       \$1.6 million
- CWP SCADA System Upgrade         \$0.5 million
- CWP Ultraviolet Disinfection         \$2.6 million
- CWP Additional Centrifuge           \$1.2 million
- CWP Pipe Gallery Rehabilitation     \$1 million

The amount of sewer fund debt service will continue unchanged for ten years. The largest annual bond payment of nearly \$3.4 million will continue for 16 years.

### Water System Improvements

Approximately \$37 million in water system improvements are planned for the next nine years. These will be financed with working capital, Ottawa County contributions, and revenue bonds. The primary projects include:

- Watermain Replacement             \$10.8 million
- WTP Security Fencing                \$0.5 million
- Five MG Gezon Storage Tank         \$2.7 million
- WTP Filter Renovations             \$2 million
- Transmission Pump Station         \$11 million
- Five MG WTP Storage Tank          \$2.7 million
- Two Additional WTP Generators     \$2 million
- Low Service Cable & Transformers   \$1 million

There are currently nine revenue bond payments in the water fund. These begin to retire in 2016 and continue through 2032, when the largest annual payment of approximately \$1.8 million retires.

We would like review this updated CIP with the City Council at their April study session. If the Council concurs, we will prepare a resolution for their approval.

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Revenues and Expenditures (\$'000)

3/31/2014

	Fiscal Year											Total
	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22			
REVENUES AND OTHER SOURCES	Millage Rate											
	Fund	CP 2014	CP 2015	CP 2016	CP 2017	CP 2018	CP 2019	CP 2020	CP 2021	CP 2022		
SSWI Millage		1.57	1.57	1.57	1.57	1.57	1.57	1.57	1.57	1.57		
Interest		2,910	2,940	2,970	3,000	3,030	3,060	3,090	3,120	3,150		27,270
Federal Funding (STP, EDF-C, CMAQ)		15	15	15	15	15	15	15	15	15		135
Federal/State Grants (Bridge, EDF-A)		2,400	0	1,690	2,300	1,000	1,000	1,000	1,000	1,000		11,390
Other Sources (incl. Ottawa County)		0	0	0	0	0	0	0	0	0		0
Special Assessments		330	420	3,670	150	5,010	1,310	1,440	150	150		12,630
Street - Revenue (MTF) Bonds		0	270	0	150	0	0	0	100	0		520
Sewer - Revenue Bonds		0	0	0	0	0	0	0	0	0		0
Sewer - Working Capital		0	0	0	0	0	0	0	0	0		0
Sewer - Debt Service		2,210	1,030	660	730	700	700	3,300	2,100	1,900		13,330
Water - Revenue Bonds		3,822	3,813	3,821	3,817	3,824	3,827	3,838	3,841	3,847		34,450
Water - Working Capital		0	0	0	0	7,000	0	2,000	0	0		9,000
Water - Debt Service		1,920	1,780	4,080	1,400	840	2,940	1,110	1,400	1,400		16,870
Stormwater Development Fees		4,885	4,888	4,892	4,239	4,757	4,747	4,891	4,887	4,879		43,065
Totals		18,542	15,156	21,798	15,801	26,176	17,599	20,684	16,613	16,341		168,710
<b>EXPENDITURES</b>												
Administration Fee to General Fund		100	230	340	410	360	260	270	270	290		2,530
Streets		4,940	3,610	5,130	4,460	3,200	3,000	3,200	3,400	3,400		34,340
Stormwater Systems		100	600	0	0	0	400	200	200	0		1,500
Sanitary Sewer		2,210	1,230	660	730	700	700	3,300	2,100	1,900		13,550
Water Main		2,250	2,200	6,250	1,550	12,850	4,250	4,550	1,550	1,550		37,000
Debt Service (Street Projects)		651	615	609	613	529	421	418	420	425		4,701
Debt Service (Sewer Projects)		3,822	3,813	3,821	3,817	3,824	3,827	3,838	3,841	3,847		34,450
Debt Service (Water Projects)		4,885	4,888	4,892	4,239	4,757	4,747	4,891	4,887	4,879		43,065
Totals		18,958	17,186	21,702	15,819	26,220	17,605	20,667	16,668	16,291		171,116
Excess, -Deficiency		(416)	(2,030)	96	(18)	(44)	(6)	17	(55)	50		(2,406)
Fund Balance		2,600	2,184	154	250	232	188	182	199	144		(2,406)















## Staff Report

Date: April 1, 2014

Subject: Liquor Licensing – Review of Section 14-179 of the Code of Ordinances

From: Heidi A. Isakson, City Clerk  
Tim Cochran, City Planner

cc: Curtis Holt, City Manager  
Rebecca Rynbrandt, Director of Community Services

Meeting Date: April 14, 2014

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### **Recommendation:**

We recommend City Council have a discussion at the April, 2014 work session about possible revisions to Section 14-179 of the Code of Ordinances. This is a follow-up to the Council discussion at the March 10, 2014 work session.

### **Sustainability Criteria:**

Environmental Quality – Promotes the efficient use of property.

Social Equity – Consideration of modifying the size requirements for liquor establishments would have the effect of allowing more business owners to enter the market with a wider variety of business models and restaurant types. The elimination of waivers could provide more information and guidance to business owners about what types of establishments are permitted and desirable in the City of Wyoming, and allow the Council to apply more fixed and specific standards to every applicant.

Economic Strength – Liquor licenses can be a tool to encourage economic development, but past experience tells us that the business, financial and consumer economic climates bear more influence on business owners' decisions about whether, when and where to develop a business, and whether their business model will include alcohol sales, than regulation might. Liquor ordinances as a tool to affect the conduct and operation of businesses, or affect the behavior of their patrons, have not proven to be as effective as other, long-standing ordinances and statutes covering building and fire safety, zoning, business licensing, nuisance and criminal codes and statutes.

**Discussion:** Suggestions and comments offered by the City Council have been incorporated into the draft proposed, amending Sections 14-179 (restaurant requirements) and 14-182 (application process). The changes proposed can be summarized as follows:

- Adds Design Review Team to review/recommendation process, and requires a floor plan by an architect or engineer rather than permitting a sketch.
- Reduces required seating in restaurants from 150 to 50, but still requires 15 square feet per person.
- Hotels: Removes restaurant requirements, requires lounge seating for 25, and 60 guest rooms, up from 50 guest rooms.
- Permits Tavern licensees to have a bar or counter, previously only allowed with Class C.
- Eliminates Council's ability to waive any requirement.
- Keeps annual reporting requirement for restaurants.

**Amendments to Section 14-179 (1,2,3,4,5) and Section 14-182 (a)  
Alcoholic Liquors**

**Sec. 14-179. Requirements for tavern, class C, class A-Hotel and class B-Hotel licenses.**

- (1) The requirements for class C and tavern licenses shall be as follows:
  - (a) All licenses shall be operated in conjunction with a restaurant as a unit, and there shall be no separation of ownership between the license and the restaurant business. The primary business shall be that of the restaurant, which shall mean that more than 50 percent of the gross income shall be derived from the restaurant business, exclusive of alcohol sales. All licensees who as of January 1, 1980, do not have a restaurant business in conjunction with the license are hereby excluded from the provisions of this subsection. Those licensees who have a restaurant in conjunction with their business are hereby included in this subsection. On or before January 30 of each year, all licensees shall submit to the city clerk an annual report showing the total restaurant sales and the total sales from alcoholic beverages and such other information as may be necessary for the city to be able to determine whether or not the licensee is complying with this subsection.
  - (b) The dining area shall have an interior seating capacity to serve a minimum of 50 persons calculated using 15 square feet per person.
  - (c) Counter space or bar space for the dispensing of alcoholic beverages shall not exceed 20 percent of the seating capacity for all dining areas.
  - (d) The combined kitchen and food storage facilities shall have a square footage equal to at least 50 percent of the square footage for all dining areas.
  - (e) An architectural or engineered scaled floor plan verifying the above shall be provided with the request for a liquor license.
- (2) All motels and hotels selling alcoholic liquor for consumption on the premises with either a class A-Hotel or a class B-Hotel license shall contain 60 or more guestrooms and shall provide a lounge serving a minimum of 25 persons calculated at 15 square feet per person.
- (3) Relocated to 1(a) above.
- (4) Deleted.
- (5) Deleted.

**Sec. 14-182 Application procedure.**

(a) Prior to filing an application with the state liquor control commission for a license to sell alcoholic beverages for consumption on the premises, such applicant shall first make a request for approval to the city upon forms provided by the city clerk. Such forms shall be filed with the city clerk. The application fee to be paid at the time of filing shall be determined by the city council by resolution. If the application is for a place of business in a district mentioned in section 14-178, it shall be accompanied by the written consent required by section 14-178 before it shall be transmitted by the city clerk to the city council and before any action shall be taken thereon. Upon receipt of such application, the city clerk shall transmit the application to the development review team. The development review team shall provide a recommendation to the city council for all requests. Consideration shall be given to neighborhood character, use type, type of activities, hours of operation, public safety resources, and the secondary effects resulting from such uses that must be taken into consideration during the alcohol licensing process. The city clerk shall also transmit such application to the city treasurer, who shall endorse thereon a statement as to whether the applicant is in default to the city in connection with the payment of any taxes or other obligations. Following endorsements by the development review team and the city treasurer, the city clerk shall transmit the application to the city council. If the city council determines that additional information is required from the adjoining neighborhood to evaluate the request, a public hearing will be held with notifications provided to all property owners of record, and occupants of buildings, within 300 feet of the property. Such notices shall be sent at least 15 days prior to the public hearing.

PART II - CODE OF ORDINANCES

Chapter 14 - BUSINESSES

ARTICLE IV. - ALCOHOLIC LIQUORS

**Sec. 14-179. - Required seating capacity for tavern, class C and class B licenses.**

All tavern, class C and class B licenses shall have the following accommodations:

- (1) All motels and hotels selling alcoholic liquor for consumption on the premises shall contain 50 or more guestrooms and have a dining table capacity for 100 or more persons, and, if additional counter space is provided for the dispensing and sale of alcoholic liquor, such counter space shall accommodate not more than 20 percent of the seating capacity of the entire dining room.
- (2) The requirements for restaurants with class C and tavern licenses shall be as follows:
  - (a) Buildings shall have a minimum gross floor area of 3,500 square feet. Any areas used for dancing or entertainment shall be in addition to 3,500 square feet.
  - (b) The dining area shall have a seating capacity to serve a minimum of 150 persons at a minimum of 15 square feet per person.
  - (c) Counter space or bar space for the dispensing of alcoholic beverages shall not exceed 20 percent of the seating capacity of all dining areas.
  - (d) The combined kitchen and food storage facilities shall have a square footage equal to at least 50 percent of the square footage of all dining areas.
  - (e) In restaurants with tavern licenses, beer and wine shall be served at tables only, with no bar or counter dispensing allowed.
  - (f) There shall be no live entertainment or dancing permitted in restaurants with tavern licenses.
- (3) All licenses shall be operated in conjunction with a restaurant as a unit, and there shall be no separation of ownership between the license and the restaurant business. The primary business shall be that of the restaurant, which shall mean that more than 50 percent of the gross income shall be derived from the restaurant business, exclusive of all alcohol sales. All licensees who as of January 1, 1980, do not have a restaurant business in conjunction with the license are hereby excluded from the provisions of this subsection. Those licensees who have a restaurant in conjunction with their business are hereby included in this subsection. On or before January 30 of each year, all licensees shall submit to the city clerk an annual report showing the total restaurant sales and the total sales from alcoholic beverages and such other information as may be necessary for the city to be able to determine whether or not the licensee is complying with this subsection.
- (4) The provisions in this section for class C licenses may be waived by the city council where an applicant for such class C license is a nonprofit, religious-oriented fraternal organization chartered by a national organization, and which applicant has been established in the city for a minimum period of five years.
- (5) Any of the conditions of this section may be waived by the city council if it is deemed that such waiver is in the best interest of the city.

(Code 1983, § 80.94; Ord. No. 11-05, § 3, 6-20-05)

PART II - CODE OF ORDINANCES

Chapter 14 - BUSINESSES

ARTICLE IV. - ALCOHOLIC LIQUORS

**Sec. 14-182. - Application procedure.**

- (a) Prior to filing an application with the state liquor control commission for a license to sell alcoholic beverages for consumption on the premises, such applicant shall first make a request for approval to the city upon forms provided by the city clerk. Such forms shall be filed with the city clerk. The application fee to be paid at time of filing shall be determined by the city council by resolution. If the application is for a place of business in a district mentioned in [section 14-178](#), it shall be accompanied by the written consent required by [section 14-178](#) before it shall be transmitted by the city clerk to the city council and before any action shall be taken thereon. Upon receipt of such application, the city clerk shall transmit the application to the chief of police, who shall endorse upon such application his recommendation concerning the applicant. The city clerk shall also transmit such application to the city treasurer, who shall endorse thereon a statement as to whether the applicant is in default to the city in connection with the payment of any taxes or other obligations. Following endorsements by the police chief and the city treasurer, the city clerk shall transmit the application to the city council.
- (b) The city council may deny to approve an application if the applicant has not conformed with the provisions of this article; or if the applicant or his partner shall have twice previously been convicted of a criminal offense relating to the manner in which the premises upon which the business is to be conducted was operated; or if the applicant or his partner has been convicted of a criminal offense involving the sale, possession or use of intoxicating liquor; or if the applicant or his partner has been convicted of any criminal offense involving moral turpitude.

(Code 1983, § 80.97; Ord. No. 16-05, § 1, 11-7-05)

## Staff Report

Date: April 7, 2014

Subject: Proposed Charter and Ordinance Amendments to Allow Internet or Other Posting in Lieu of Newspaper Publication

From: Heidi A. Isakson, City Clerk

Meeting Date: April 14, 2014

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### Recommendation:

It is recommended that the City Council adopt an ordinance allowing bid notices to be posted on the City website, or other electronic media authorized by City Council in the future, in lieu of publishing in a newspaper.

### Sustainability Criteria:

Environmental Quality – Electronic is becoming more and more a replacement for paper media, rather than a supplement, which could have a beneficial effect on the environment by reducing paper production and consumption.

Social Equity – The availability of print media is declining while electronic media is increasing, and access to electronic media is provided at low or no cost at libraries, businesses and other public spaces.

Economic Strength – Legal publishing accounts for more than \$25,000 in expenditures each year. Moving any allowable portion of legal publishing to lower or no cost electronic media while maintaining or increasing access creates a more sustainable way to inform the public of the actions taken by City Council.

### Discussion:

I reported earlier this year that actions taken by The Advance Newspapers in moving their publication date and deadline would require us to shift our legal publishing to the Grand Rapids Press (both are MLive Media publications). The cost for publishing the same legal notices is about 73% higher in the Press than the Advance. I was asked to review all types of legal publishing to see if there were any that were within management or the Council's power to change.

1. Hearings for IFT Applications: State law only requires that the taxing jurisdictions have an opportunity for a hearing before the Council, and have notice mailed to

them. We will continue to set a public hearing and notify the taxing jurisdictions by first class mail, but we will no longer be publishing the hearing notice.

2. Bid Notices: The requirement to publish bid notices in a newspaper is in ordinance. The City Attorney has prepared a proposed ordinance amendment that would require “Notice inviting bids shall be posted on the city website or such other electronic media as may be authorized by resolution of the city council.....”
3. State law does not require the publication of Council minutes, but does require they be available within eight days for public reviews.

Our Charter requires publication of a summary within 10 days. At the March 10 work session, City Council expressed the desire to consider a Charter Amendment that would allow minutes to be posted on the City’s website rather than published.

City Attorney Jack Sluiter has prepared a proposed resolution authorizing a Charter Amendment proposal which would require that minutes “be posted within eight days following each meeting on the city website or such other electronic media as may be authorized by resolution.....”

4. State law requires that ordinances be published in a newspaper just once after enactment, before they are effective. Our Charter requires they be published after both first and second reading.

The City Attorney has drafted a proposed resolution authorizing a Charter Amendment proposal which would eliminate the publication in a newspaper after the *first* reading, and allow that to be on a website.

**Budget Impact:**

1. The change for IFT hearings could save \$1,000 per year, depending on the volume of IFT activity.
2. The change for Bid Notices could save \$4,000 per year, depending on the volume of bid notices.
3. The change for Council Minutes could save \$5,000 per year, depending on the length of minutes.
4. The change for Ordinance first reading publication could save \$3,000 depending on the number and length of ordinances adopted. (50% of the expense for ordinance publication would be eliminated.)

Attached: Ordinance re: Bid Notices  
Resolution for Amending 6.7(d) of Charter  
Resolution for Amending 7.3 of Charter

4/14/14  
JRS/sak

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND SECTION 2-252  
OF THE CODE OF THE CITY OF WYOMING

THE CITY OF WYOMING ORDAINS:

Section 1. That Section 2-252 of the Code of the City of Wyoming is hereby amended to read as follows:

**Sec. 2-252. Posting of notices inviting bids or proposals.**

Whenever notice inviting bids or proposals are required, this section shall govern. Notice inviting bids shall be posted on the city website or such other electronic media as may be authorized by resolution of the city council, at least five days preceding the last day set for the receipt of the proposals. The posting shall include a general description of the articles to be purchased or sold, shall state where bid blanks and specifications may be secured and the time and place for opening bids.

Section 2. This ordinance shall be in full force and effect on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I hereby certify that the above-entitled Ordinance was adopted by the City of Wyoming at a \_\_\_\_\_ session of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

Ordinance No. \_\_\_\_\_

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

RESOLUTION TO AMEND SECTION 6.7(d)  
OF THE CHARTER OF THE CITY OF WYOMING

WHEREAS:

1. Section 6.7(d) of the Charter of the City of Wyoming provides as follows:  
  
(d) The proceedings of the Commission, or a brief summary thereof, shall be published within ten days following each meeting. Any such summary shall be prepared by the Clerk, and shall show the substance of each separate proceeding of the Commission.
2. The current provision of the Charter requiring publication of the proceedings of the commission (city council) is outdated, inefficient and increasingly expensive.
3. Print copies of newspapers are becoming less available to the general population.
4. Other methods including electronic media are available which will insure the public adequate notice of the enactment of the proceedings of the Commission (city council).

NOW, THEREFORE, BE IT RESOLVED:

1. That Section 6.7(d) of the Charter of the City of Wyoming be amended as follows:  
  
(d) The proceedings of the Commission, or a brief summary thereof, shall be posted within eight days following each meeting on the city website or such other electronic media as may be authorized by resolution of the commission.
2. That the form in which the proposed charter amendment shall be printed to appear on the ballot at the primary election of August 5, 2014 shall be as follows:

PROPOSAL NO. \_\_\_\_\_ TO AMEND SECTION 6.7(d)  
OF THE CHARTER OF THE CITY OF WYOMING  
ENTITLED ORGANIZATION AND RULES OF THE  
COMMISSION:

Shall Section 6.7(d) of the Charter of the City of Wyoming be amended to allow the proceedings of the City Commission (Council) to be published on the city website or other approved electronic media instead of publishing in an official newspaper?

3. That the City Clerk shall submit a certified copy of this resolution to the Governor and to the Attorney General of the State of Michigan for approval as required by law.
4. That before submission of the proposed amendment to the electors, the City Clerk shall publish the full text of the proposed amendment to Section 6.7(d) of the Charter and the full text of the existing Charter provision in at least one edition of a newspaper meeting the requirement of Section 17.9 of the City Charter.

Moved by Councilmember:

Seconded by Councilmember:

Motion Carried        Yes

                                  No

I hereby certify that the foregoing Resolution was adopted by the City Council for the City of Wyoming, Michigan at a regular session held on:

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

ATTACHMENTS:

Resolution No. \_\_\_\_\_

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

RESOLUTION TO AMEND SECTION 7.3  
OF THE CHARTER OF THE CITY OF WYOMING

WHEREAS:

1. Section 7.3 of the Charter of the City of Wyoming provides as follows:

Ordinances may be enacted, amended, or repealed by the affirmative vote of not less than a majority of the whole Commission except that when an ordinance is given immediate effect Section 7.4 shall govern. Unless by the affirmative vote of two-thirds of the whole Commission, no office shall be created or abolished, no tax or assessment [shall] be imposed, no street, alley, or public ground [shall] be vacated, no real estate or any interest therein [shall] be sold or disposed of, no private property [shall] be taken for public use, nor [shall] any vote of the Commission be reconsidered or rescinded at a special meeting, nor any money appropriated except as otherwise provided by this charter.

Except in the case of ordinances which are declared to be emergency ordinances, no ordinance shall be finally passed by the Commission until two weeks after the meeting at which it is introduced. No ordinance shall be determined an emergency ordinance except upon vote of two-thirds of the whole Commission. A brief description of the subject and contents of the ordinance as introduced shall be published in a newspaper of general circulation in the city at least one week before final passage, either separately or as part of the published proceeding of the Commission.

No ordinance shall be amended by reference to the title only. All of the requirements for original adoption shall apply to amendments. However, an ordinance may be repealed by reference to its number and title only.

2. The current provision of the Charter requiring publication of the proceedings of the commission (city council) is outdated, inefficient and increasingly expensive.
3. Print copies of newspapers are becoming less available to the general population.
4. Other methods including electronic media are available which will insure the public adequate notice of the enactment of proposed ordinances.

NOW, THEREFORE, BE IT RESOLVED:

1. That Section 7.3 of the Charter of the City of Wyoming be amended as follows:

Ordinances may be enacted, amended, or repealed by the affirmative vote of not less than a majority of the whole Commission except that when an ordinance is given immediate effect Section 7.4 shall govern. Unless by the affirmative vote of two-thirds of the whole Commission, no office shall be created or abolished, no

tax or assessment [shall] be imposed, no street, alley, or public ground [shall] be vacated, no real estate or any interest therein [shall] be sold or disposed of, no private property [shall] be taken for public use, nor [shall] any vote of the Commission be reconsidered or rescinded at a special meeting, nor any money appropriated except as otherwise provided by this charter.

Except in the case of ordinances which are declared to be emergency ordinances, no ordinance shall be finally passed by the Commission until two weeks after the meeting at which it is introduced. No ordinance shall be determined an emergency ordinance except upon vote of two-thirds of the whole Commission. A brief description of the subject and contents of the ordinance as introduced shall be posted on the city website, or such other electronic media as may be authorized by resolution of the Commission, at least one week before final passage, either separately or as part of the published proceedings of the Commission.

No ordinance shall be amended by reference to the title only. All of the requirements for original adoption shall apply to amendments. However, an ordinance may be repealed by reference to its number and title only.

2. That the form in which the proposed charter amendment shall be printed to appear on the ballot at the primary election of August 5, 2014 shall be as follows:

PROPOSAL NO. \_\_\_\_\_ TO AMEND SECTION 7.3 OF  
THE CHARTER OF THE CITY OF WYOMING  
ENTITLED ENACTMENT, AMENDMENT, AND  
REPEAL OF ORDINANCES:

Shall Section 7.3 of the Charter of the City of Wyoming be amended to allow the posting of a proposed ordinance on the city website or other approved electronic media instead of publication in an official newspaper?

3. That the City Clerk shall submit a certified copy of this resolution to the Governor and to the Attorney General of the State of Michigan for approval as required by law.
4. That before submission of the proposed amendment to the electors, the City Clerk shall publish the full text of the proposed amendment to Section 6.7(d) of the Charter and the full text of the existing Charter provision in at least one edition of a newspaper meeting the requirement of Section 17.9 of the City Charter.

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:

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Heidi A. Isakson, Wyoming City Clerk

ATTACHMENTS:

Resolution No. \_\_\_\_\_