

CITY OF WYOMING, MICHIGAN
Minutes of City Council Work Session
Monday, April 11, 2016

PRESENT: Councilmembers Bolt, Burrill, Pastoor, Vanderwood, Ver Hulst, Voorhees and Mayor Poll

ABSENT: None

STAFF: Balfoort, Dooley, Holt, Isakson, Oostindie, Rynbrandt, Sluiter and VandenBerg

1. Call to Order

Mayor Pro Tem Bolt called the meeting to order at 7:00 p.m. in the Council Chambers.

2. Student Recognition

None.

3. Public Comment on Agenda Items

None.

4. Budget Review

Holt explained that Rynbrandt would give a review of the Community Services budget and Balfoort would provide information on a few General Fund items. Based on tonight's discussion, Council can determine whether additional budget meetings will be needed before the budget public hearing on May 2.

a. Community Services

Rynbrandt explained Community Services was established in 2008 and includes Parks and Recreation, the Wyoming Library, Building Inspections, Community Development and Planning Services.

Parks and Recreation Fund – The Parks and Recreation Fund encompasses administrative services, park facilities, the Wyoming Senior Center, recreation services, and T.E.A.M. 21. For the 2017 budget, we anticipate an increase in the dedicated millage funds of roughly 2%, with a 6.9% increase in expenses. Rynbrandt provided an overview of the status of park facilities and programming. Rynbrandt also reviewed historical data on the Parks and Recreation dedicated millage, grants used for various programs, and park fees.

Information was reviewed on various park projects that will be completed, with clarification that there are still outstanding projects identified through the Parks and Recreation Master Plan related to park development totaling over \$26 million.

Library Fund – Rynbrandt explained that the City of Wyoming owns and maintains the library building. Revenues are expected to be just over \$800,000, showing a slight increase over the previous year. Rynbrandt reviewed capital improvements planned for the library and the preliminary costs for those improvements. Total 2017 expenses are estimated at just over \$700,000, which includes over \$300,000 in capital improvements.

Building Inspections – Rynbrandt reviewed areas of responsibilities for Building Inspections and staffing, noting Building Inspections is completely self-funded through fees and grants. Revenues will see a 9% increase and expenses are flat. Two major projects anticipated in the coming year include major renovation and construction by Kelloggsville Public School District and development of “The Haven”.

Community Development – Rynbrandt advised that priorities for HUD include housing and neighborhood stabilization, blight remediation and responding to homelessness. The grant award for the coming year includes a reduction of just over 5%, with total grant funds of just under \$600,000.

Planning Service – This area includes land use planning, site plan review and approval, administrative support of the Planning Commission and Zoning Board of Appeals and flood plan coordination. This fund is General Fund supported and the budget is relatively flat at \$224,000. Rynbrandt also discussed the unique staffing model used by Wyoming’s Planning service area. Major projects coming in the next year include the completion of the Division Avenue form based code, Burton Street form based code, development of “The Reserve” PUD at 56th Street and Wilson Avenue, and beginning in fiscal year 2018, updating Land Use Plan 2020.

b. General Fund

Balfoort reviewed general fund revenues, noting we anticipate an increase of \$789,000 in 2017, compared to the 2016 original adopted budget. Balfoort noted the difference between the adopted budget and the estimated budget, explaining how grant funds, state revenue sharing and tax revenues are reflected in the budget process. There is no projected change in property tax revenues, which are anticipated to see an increase of approximately \$200,000. Balfoort highlighted the calculation of state shared revenue losses, which totals more than \$23M between 2003 and 2015. Balfoort noted how Administrative fees increased in 2017 due to the building authority bond being paid off early, which will subsequently cause a drop in 2018.

Balfoort also provided the following details for the 2016-2017 budget:

- For 2017, there may be a budget amendment for new election equipment.
- Capital outlay expenditures for City Hall, Police and Fire Buildings
- Review of the 5x5 budget projections
- Personnel changes from 2016 to 2017 saw an overall increase of one position.

In reviewing a summary of all funds, Balfoort explained the impact of OPEB obligations on Water, Sewer and Motor Pool budgets and allocation of grants in funds such as T.E.A.M. 21. While we would typically build up the street fund in past years, due to known road funding increases, we will use a greater percentage of the street fund balance than we have in past years. Other areas where fund balance will be used include the yard waste site, where an

expansion will take place, and the water fund based on capital outlay priorities established by the Utilities Department. The Motor Pool fund will also see large expenditures for the purchase of an aerial truck and pumper for the Fire Department.

Balfort reviewed deficits in insurance funds and reviewed expenses related to those funds. Holt reminded council of the City's work with MMRMA and the dividend checks that we receive. Balfort noted the last dividend check was approximately \$600,000 and that dollar amount is not budgeted. It is the intent to have an actuarial review of the City's Insurance Fund Reserves to ensure we have adequate reserves. We are currently monitoring the Health Insurance Fund to determine if there will be sufficient funds to make transfers into the OPEB Fund.

Balfort reviewed the Pension Fund, noting the biggest change is the amount of contributions, which is based on assumption changes. Balfort illustrated this, noting the Pension Fund was funded at 82% in 2015, a decrease from 84% in 2014.

Balfort provided a quick review of the various component budgets, including the Downtown Development Authority and the Brownfield Redevelopment Authority Fund. These will be covered in greater detail at a City Council meeting in May.

Budget Amendment 47 – Balfort explained this item will come forward at next week's meeting to address housekeeping items for both the revenues and expenses. There may be some additional budget amendments this fiscal year for election expenses and a Gypsy Moth Suppression Program.

Holt asked Council if they would like any additional budget sessions. Council did not feel that additional sessions are needed. Questions can be directed to Holt at any time. Holt explained we will hold our budget public hearing on May 2, with additional review of the DDA and Biosolids Authority budgets at the work session on May 9.

5. Consumers Energy Option to Purchase City Owned Property

Dooley provided history on two parcels that are located in the City of Grand Rapids and owned by the City of Wyoming. We only recently learned of the City's ownership of these parcels. Due to the Consumers right-of-way surrounding these parcels and that fact that Wyoming has no need or desire to maintain these properties, it is recommended that we accept an option to purchase from Consumers Energy.

Council supports moving this item to the next regular Council meeting.

6. Wyoming Public Library Meeting Room Renovation

Rynbrandt provided history of the café area at the library and the current desire to renovate this area to create additional library meeting room space. Rynbrandt reviewed the process and noted receipt of 6 bids. Staff recommends acceptance of the low bid from McGraw Construction.

Council supports moving this item forward to the next regular Council meeting.

7. Any Other Matters

None.

8. Acknowledgement of Visitors/Public Comment

None.

The meeting adjourned at 7:48 p.m.

Kelli A. VandenBerg, City Clerk