

**APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD CITY COMMISSION
HELD JANUARY 16, 2024
Commission Chambers**

Mayor Stephen Kepley called the meeting to order at 7:00 P.M.

Commissioner Coughlin led the Pledge of Allegiance to the Flag.

Reverend Jay Jones of Pentecostals of Kentwood Church gave the invocation.

Roll Call: Present: Commissioners: Betsy Artz, Robert Coughlin, Maurice Groce, David Moore II, Clarkston Morgan, Jessica Ann Tyson and Mayor Stephen Kepley.

Staff Present: Executive Assistant Stephenie Fox, Deputy City Administrator Shay Gallagher, Finance Director Keyla Garcia, Public Works Director Chad Griffin, City Clerk Dan Kasunic, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Parks and Recreation Director Val Romeo, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, Maintenance Supervisor Matt Wardell, Court Administrator Michelle White, and Sabo representative Anna Kendall.

Seven (7) citizens attended the meeting.

Motion by Morgan, seconded by Artz, to **approve the agenda**, with the following addenda: add 13(g) fundraising consultant agreement.

Motion Carried.

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 Commission member, that member may request removal of an item from the Consent Agenda.)

Motion by Artz, seconded by Groce, to approve the Consent Agenda as follows:

- A. Receive and file minutes of the Committee of the Whole held on January 8, 2024.
- B. Payables for the City totaling \$286,805.92.

Roll Call Vote: Yeas: All. Nays: None. Absent: None.

Motion Carried.

Motion by Coughlin, seconded by Tyson, to **approve the minutes** of the January 8, 2024 City Commission Meeting as distributed.

Motion Carried.

PRESENTATIONS AND PROCLAMATIONS:

POLICE AND FIRE DEPARTMENT MONTHLY REPORTS.

FIRE DEPARTMENT MONTHLY REPORT FOR DECEMBER 2023.

Fire Chief Looman reviewed the December 2023 Monthly Fire Department Report

POLICE DEPARTMENT MONTHLY REPORT FOR DECEMBER 2023.

Police Chief Litwin reviewed the December 2023 Monthly Police Department Report. Chief Litwin spoke of the food drive contest between the Fire Department and the Police Department and stated the Fire Department beat them by 2900 pounds all for the benefit of the little food pantry. He noted that some officers assisted fire fighters and others to deliver toys to young patients at Helen DeVos Children's Hospital. He informed the commission that Woodland Mall will be reducing their hours and close at 8p.m. during the week and close at 6p.m. on Sundays.

Motion by Artz, seconded by Tyson, to receive and file the Police and Fire Departments Monthly Report for December 2023.

Motion Carried.

COMMUNICATIONS AND PETITIONS:

APPROVE AN AGREEMENT AS DISCUSSED IN THE JANUARY 8TH AND JANUARY 16, 2024 COMMITTEE OF THE WHOLE CLOSED SESSION AND AUTHORIZE ACTION NECESSARY TO EFFECTUATE APPROVAL.

Motion by Groce, seconded by Tyson, to approve an agreement as discussed in the January 8th and January 16, 2024 Committee of the Whole Closed Session and to authorize action necessary to effectuate approval.

Motion Carried.

CONDITIONAL APPROVAL FOR CHANGES IN MASTER PLAN LAND USE DESIGNATION FROM INDUSTRIAL TO COMMERCIAL FOR THE NE QUADRANT OF 52ND STREET AND BROADMOOR AVENUE, CASE 25-23.

Commissioner Tyson stated it was great news for the city and thanked Director Schweitzer for his leadership.

Motion by Tyson, seconded by Artz, for Conditional approval for change in Master Plan Land Use designation from Industrial to Commercial for the NE quadrant of 52nd Street and Broadmoor Avenue, Case 25-23, subject to conditions 1-2 and basis points 1-6 stated in the Planning Commission's Findings of Fact dated January 9, 2023.

Motion Carried.

BIDS:

AUTHORIZE AGREEMENT FOR DISPOSAL OF BRUSH DEBRIS.

DPW Director Griffin provided information regarding cost of checking residency for this program.

Motion by Artz, seconded by Groce, to authorize the Mayor to enter into an agreement with Renewed Earth (low bidder) for up to four years contingent upon Commission approval of funds, for the grinding and disposal of brush debris, at an annual cost of up to \$13,000.00, with funds from the General Fund Public Works Operating budget.

Motion Carried.

AUTHORIZE PURCHASE OF REPLACEMENT WATER METERS.

DPW Director Griffin reviewed his memorandum dated January 16, 2024 regarding the annual purchase of meters. He explained they purchase them as they can install because of the battery in the meters and the time those batteries last.

Motion by Coughlin, seconded by Tyson, to approve the purchase of replacement water meters from Etna Supply (sole Source) at a total annual cost up to \$60,000.00, with funds from the FY 2023-24 Water Fund Operating budget. This item is a sole source item and will be purchased under Special Circumstances allowed under the City of Kentwood Purchasing Policy.

Motion Carried.

AUTHORIZE CONTRACT FOR ENERGY EFFICIENCY IMPROVEMENTS FOR CITY BUILDINGS.

Maintenance Supervisor Wardell explained this upgrade will reduce the city's carbon footprint and will have a return on investment in 3.8 years.

Motion by Artz, seconded by Morgan, to authorize the Mayor to enter into a contract with Excel Electric, Inc. for the implementation of various mechanical and electrical energy efficiency improvements in eight City buildings for an amount not to exceed \$411,385.00 (including a 10% contingency), with budgeted funds from the Property and Building (\$243,364), Parks and Recreation Capital Fund (\$15,025), Police Capital Fund (\$78,881), and Fire Capital Fund (\$69,115).

Motion Carried.

AUTHORIZE PURCHASE OF FIELD GROOMER FOR SPORTS FIELDS.

DPW Director Griffin reviewed his memorandum dated January 16, 2024 noting the old equipment will be sent to auction.

Motion by Artz, seconded by Groce, to authorize the purchase of an ABI Force Z-23 Field Groomer with related accessories for the Department of Public Works from

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Ladd's/US Golf Cars at a cost of \$35,352.00 and an additional \$500 for lights and decals, for a total expenditure of \$38,852.00, using funds from the DPW Equipment Fund.

Motion Carried.

APPROVE PURCHASE OF POLICE CANINE AND HANDLER TRAINING.

Police Chief Litwin reviewed his memorandum dated January 16, 2024 regarding the purchase and training of a Police Canine and handler training. He stated the department is in the process of selecting a handler and the dog will be living with that handler.

Motion by Groce, seconded by Coughlin, to approve the purchase of a new Police Canine and a Canine Handler training program for the Kentwood Police Department from Northern Michigan K9 at a cost of \$13,000.00 with funds from the FY 2023-24 Police Capital Fund budget. This purchase is requested under Special Circumstances as allowed in the City of Kentwood Purchasing Policy.

Motion Carried.

APPROVE CONTRACT FOR TESTING AND MONITORING SERVICES FOR SOBRIETY COURT AND PROBATION.

Court Administrator White informed the commission that the court currently has 300 tests per month, however, because of skyrocketing cost the need to go for bid resulting in a selection of the low bidder, Averhealth.

Motion by Morgan, seconded by Tyson, to enter into a five-year contract for as-needed drug and alcohol testing services for the Sobriety Court and for as-needed remote testing and monitoring services for probation with Avertest, LLC, dba Averhealth at a total estimated cost that may exceed \$10,000.00 annually, with funds from a state grant and program participant fees from Sobriety Court, and the Court's operating budget (for Probation).

Motion Carried.

FUNDRAISING CONSULTANT FOR PARKS AND RECREATION CAPITAL PROJECTS.

Parks and Recreation Director Romeo reviewed the memorandum dated January 16, 2024 regarding the desire to use a professional fundraising consultant.

Motion by Artz, seconded by Moore, to authorize the Mayor to enter into an agreement with Kristin Gootjes Fundraising Consulting to provide professional fundraising consulting services at a total not-to-exceed \$103,000.00, with funds from the Parks & Recreation Capital Fund, subject to review of the proposed contract by the City Attorney, and to authorize up to \$85,000.00 for direct fundraising campaign costs which may include mailing, printing, donor recognition, and meeting expenses to be paid from the Parks and Recreation Capital Fund. This agreement is requested under Special Circumstances as allowed in the City of Kentwood Purchasing Policy.

Motion Carried.

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COMMENTS OF COMMISSIONERS AND MAYOR:

Mayor Kepley wanted to highlight the outstanding job Carla Kane does in the purchasing Department.

Commissioner Coughlin announced that number five grandchild will be coming later this year.

Commissioner Artz-stated the Police and Fire Departments were well represented in helping to provide free food at the Candied Yam. Also thanking DPW for snowplowing during the event and thanked Commissioner Tyson in donating the food that was given away to celebrate Martin Luther King Jr. Day.

The meeting was adjourned at 7:58 P.M.

Dan Kasunic
City Clerk

Stephen C.N. Kepley
Mayor