

**APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD CITY COMMISSION
HELD JANUARY 17, 2023
Commission Chambers**

Mayor Stephen Kepley called the meeting to order at 7:05 P.M.

Commissioner Artz 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, Ron Draayer, Maurice Groce, Clarkston Morgan, Jessica Ann Tyson and Mayor Stephen Kepley.

Staff Present: Deputy City Administrator Shay Gallagher, Economic Development Planner Lisa Golder, Public Works Director Chad Griffin, Deputy Fire Chief Mike Hipp, 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, and Sabo representative Lisa Taylor.

Two (2) citizens attended the meeting.

Motion by Groce, seconded by Artz, to **approve the agenda.**

Motion Carried.

ACKNOWLEDGE VISITORS AND NON-AGENDA ITEMS:

Wyoming/Kentwood Chamber of Commerce President Keith Morgan reminded the commission of their dinner on January 27th and thanked the Kentwood staff for their help with their 2023 planning meeting. He spoke of the need to inform businesses of the EDC revolving loan that is available to businesses.

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 Coughlin, to approve the Consent Agenda as follows:

- A. Receive and file minutes of the Committee of the Whole held on January 3, 2023.
- B. Notification of Building Maintenance van revised vendor and price. (information only) as allowed in the Purchasing Policy.
- C. Payables for the City totaling \$2,289,858.24.

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

Motion Carried.

City Commission Meeting
January 17, 2023

Motion by Groce, seconded by Morgan, to **approve the minutes** of the January 3, 2022 City Commission Meeting as distributed.

Motion Carried.

PRESENTATIONS AND PROCLAMATIONS:

FIRE AND POLICE DEPARTMENTS MONTHLY REPORTS.

FIRE DEPARTMENT MONTHLY REPORT FOR DECEMBER 2022.

Fire Chief Looman reviewed the monthly report for December 2022. He informed the commission the new medic unit is now in service, and several vehicles are in need of repairs.

POLICE DEPARTMENT MONTHLY REPORT FOR DECEMBER 2022.

Police Chief Litwin reviewed the monthly report for December 2022. He informed the commission that five persons have been arrested for catalytic convertor thefts and four police vehicles have been damaged that will require repairs or replacements.

Motion by Coughlin, seconded by Groce, to receive and file the Fire and Police Department reports for December 2022.

Motion Carried.

BIDS:

AUTHORIZE PURCHASE OF UP TO 25 SETS OF PROTECTIVE GEAR.

Fire Chief Looman stated this is to replace the current gear; however, it is intended to keep the old equipment to be used as needed and will have the company check the equipment to insure it can be used.

Motion by Draayer, seconded by Morgan, to authorize the purchase of up to twenty-five sets of ballistic vests, helmets, & accessories from On Duty Gear, at a cost (including shipping and fitting) not to exceed \$35,000.00, with funds the Fire Equipment Fund.

Motion Carried.

AUTHORIZE CONTRACT FOR PRINTING OF PARKS & RECREATION BROCHURES.

Parks and Reaction Director Romeo reviewed her memorandum dated January 17, 2023 regarding the publishing of the brochures.

Motion by Coughlin, seconded by Tyson, to authorize the Mayor to enter into a one-year contract, with up to four additional extensions, with Graphics House at a cost not to exceed \$58,000.00 (including a 10% contingency), with funds from the General Fund (Parks & Recreation) Operating budgets.

Motion Carried.

AUTHORIZE CONTRACT AMENDMENT FOR FIRE STATION DOOR ACCESS SECURITY.

Fire Chief Looman noted there was an incorrect amount approved with this amendment to correct the amount.

Motion by Artz, seconded by Tyson, to authorize the Mayor to enter into a contract for additional door access security at three fire stations with SecurAlarm Systems, Inc. at a corrected cost not to exceed \$37,000.00 (including a 10% contingency), from the Fire Equipment Fund.

Motion Carried.

AUTHORIZE CONTRACT FOR JANITORIAL SERVICES AT SIX CITY BUILDINGS.

DPW Director Griffin reviewed his memorandum dated January 17, 2023 explaining the change of service with the new vendor to begin March 1, 2023.

Motion by Artz, seconded by Groce, to authorize the Mayor to enter into a contract for janitorial services within City buildings for one year with West Michigan Janitorial (WMJ) at a cost of \$314,400.00, with funds from the appropriate FY 2022-23 General Fund Operating budgets. Also authorize an extension of this contract for up to four additional one-year terms, with conditional renewal subject to satisfactory contractor performance and the City Commission's allocation of funds for this purpose in each of the appropriate subsequent fiscal years.

Motion Carried.

APPOINTMENTS AND RESIGNATIONS:

CONFIRM APPOINTMENT OF CARLEA M. SMITH TO THE LOCC.

Motion by Artz, seconded by Tyson, to confirm the appointment of Carlea M. Smith to the Local Officers Compensation Commission with the term ending Jan. 2030.

Motion Carried.

COMMENTS OF COMMISSIONERS AND MAYOR:

Mayor Kepley-Informed the commission of discussions with experts on the deer population and will provide information at a later date. He reminded the commission he will be absent at the February 7, 2023 City Commission Meeting.

Commissioner Tyson-Thanked everyone who helped during MLK Day in serving over 500 free meals from the Candied Yam.

The meeting was adjourned at 7:57

Dan Kasunic
City Clerk

Stephen C.N. Kepley
Mayor