

**APPROVED MINUTES OF THE REGULAR MEETING  
OF THE KENTWOOD CITY COMMISSION  
HELD FEBRUARY 21, 2023  
Commission Chambers**

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

Commissioner Draayer led the Pledge of Allegiance to the Flag.

Commissioner Morgan 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 Finance Director Bhama Cairns, City Attorney Dave Eberle, 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, Assistant Planner Joe Pung, Parks and Recreation Director Val Romeo, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, and Sabo representative Lisa Taylor.

Five (5) citizens and members of the news media attended the meeting.

Motion by Coughlin, seconded by Morgan, to **approve the agenda**.

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

- A. Receive and file minutes of the Committee of the Whole held on February 7, 2023.
- B. Approve application for fireworks display by Pyrotechnico Fireworks, Inc. for July 4, 2023.
- C. Notification of emergency purchase of two Dodge Charger Police patrol vehicles from LaFontaine CDJR-Lansing in the amount of \$72,904.00, plus equipment, accessories, decal, and upfitting services at a cost not-to-exceed \$16,100.00; with funds from the Police Equipment Fund.
- D. Conditional approval of Main Event Entertainment Special Land Use for serving alcoholic beverages for on-site consumption subject to conditions 1-4 and basis points 1-6.
- E. Conditional approval of Main Event Entertainment Site Plan at 3121-28<sup>th</sup> Street subject to conditions 1-4 and basis points 1-5.

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F. Payables for the City totaling \$1,008,075.35.

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

Motion Carried.

Motion by Morgan, seconded by Tyson, to **approve the minutes** of the February 7, 2023 City Commission Meeting as distributed.

Motion Carried.

**PRESENTATIONS AND PROCLAMATIONS:**

**POLICE AND FIRE MONTHLY REPORTS.**

**POLICE DEPARTMENT MONTHLY REPORT FOR JANUARY 2023.**

Police Chief Litwin reviewed the Police Department Monthly Report for January 2023. He spoke on having a booth at the auto show for recruiting.

**FIRE DEPARTMENT MONTHLY REPORT FOR JANUARY 2023.**

Fire Chief Looman reviewed the Fire Department Monthly Report for January 2023.

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

Motion Carried.

**COMMUNICATIONS AND PETITIONS:**

**APPROVE WAIVER OF SECTION 8.03 B.1 SETBACK REQUIREMENTS.**

Economic Development Planner Golder reviewed all of the requests for the Main Event Project.

Motion by Artz, seconded by Coughlin, to approve waiver of Section 8.03 B.1 Setback Requirements.

Motion Carried.

**APPROVE WAIVER OF SECTION 8.03 B.1 LOT COVERAGE REQUIREMENTS.**

Motion by Artz, seconded by Coughlin, to approve waiver of Section 8.03 B.1 Lot Coverage Requirements.

Motion Carried.

**APPROVE WAIVER OF SECTION 8.03 B.2 BUILDING MATERIALS REQUIREMENTS.**

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Motion by Groce, seconded by Artz, to approve waiver of Section 8.03 B.2 Building Materials Requirements.

Motion Carried.

**PUBLIC HEARING:**

Amend Kentwood Zoning Ordinance Sections 2.02, 3.20, 10.03.E, 12.13.A, and 16.03.K.

Mayor Kepley opened the public hearing to amend Kentwood Zoning Text.

Following a brief presentation by Senior Planner Pung:

Motion by Artz, seconded by Groce, to close the public hearing.

Motion Carried.

**ADOPT ORDINANCE 2–23 TO AMEND THE KENTWOOD ZONING ORDINANCE SECTIONS 2.02, 3.20, 10.03.E, 12.13.A, AND 16.03.K.**

Motion by Coughlin, seconded by Morgan, to adopt Ordinance 2–23 to amend the Kentwood Zoning Ordinance Sections 2.02 Child Care Organization, 3.20, Group Child Care Homes, 10.03.E, signs permitted requirements, 12.13.A, Approved Final PUD Site Plan, and 16.03.K, Menu Boards and Companion Display for Drive-through and Vehicle Wash Establishments.

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

Ordinance Adopted.

**BIDS:**

**AUTHORIZE CONTRACT FOR SPONGY MOTH SUPPRESSION PROGRAM.**

Deputy City Administrator Gallagher reviewed his memorandum dated February 21, 2023 regrading the type of insecticide and any known effect of this application.

Motion by Morgan, seconded by Coughlin, to authorize the Mayor to extend its contract with Hamilton Helicopters, Inc. for a sixth year of aerial spraying services to continue a Spongy Moth Suppression Program as recommended by Aquatic Consulting Services at a cost of \$12,865.60, plus the cost of notification mailing, with funds from the FY 2022-23 Special Assessment Revolving Fund.

Motion Carried.

**AUTHORIZE CONTRACT FOR 2023 SIDEWALK REPAIR SERVICES.**

Engineering and Inspections Director Kirkwood reviewed his memorandum dated February 21, 2023 regrading replacement of sidewalks and answered questions of the commission.

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Motion by Artz, seconded by Coughlin, to authorize the Mayor to enter into a contract for sidewalk repair services with Ellis McClain Construction, LLC in the amount of \$145,255.00 (including a 10% contingency) with funding as follows:

- a) Approximately \$79,280.00 for repairs to sidewalks in the public rights-of-way that are the responsibility of the property owner, with all actual costs incurred to be billed to and paid by the property owner; and
- b) Approximately \$52,770.00 for repairs to sidewalk in the public rights-of-way that are the responsibility of the City of Kentwood, with the costs to be funded as follows:
  - Approximately \$2,790.00 from the Major Street Fund.
  - Approximately \$33,480.00 from the Local Street Fund
  - Approximately \$14,640.00 from the Property and Building Fund
  - Approximately \$1,550.00 from the Water Fund.

Motion Carried.

**APPROVE PURCHASE OF REPLACEMENT FIRE HOSE.**

Fire Chief Looman explained the change to a different vendor and how the item is tested.

Motion by Tyson, seconded by Morgan, to approve the purchase of 2,000 feet of replacement fire hose from MacQueen Emergency (low bidder) in the amount of \$12,790.00, with funds from the FY 2023-24 Fire Department Operating budget.

Motion Carried.

**AUTHORIZE PURCHASE AND INSTALLATION OF SHREDDED BARK.**

Grounds and Streets Supervisor Jansma reviewed the memorandum dated February 21, 2023 regarding the purchase of shredded bark noting they have used this vendor for the past two years.

Motion by Artz, seconded by Tyson, to authorize the purchase and installation of shredded bark and playground mulch from Superior Ground Cover, Inc. (low bidder) at a total cost not-to-exceed \$18,450.00, using FY 2022-23 General Fund DPW Supplies budgets.

Motion Carried.

**AUTHORIZE PURCHASE OF REPLACEMENT COMPACT TRACK LOADER AND ACCESSORIES.**

DPW Director Griffin reviewed his memorandum dated February 21, 2023 regarding the replacement purchase of a compact track loader.

Motion by Draayer, seconded by Tyson, to authorize the purchase of a replacement Bobcat Track Loader with related accessories from Carleton Equipment Co. at a purchase price of \$63,400.00 reduced by a \$21,000.00 trade-in credit for a net cost of \$42,400.00,

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plus \$1,500.00 for lights and decals, for a total net expenditure of \$43,900.00, from the DPW Equipment Fund.

Motion Carried.

**AUTHORIZE CONTRACT TO INSTALL THREE HVAC ROOF TOP UNIT REPLACEMENTS FOR JUSTICE CENTER.**

DPW Director Griffin reviewed his memorandum dated February 21, 2023 regarding the installation of roof top units.

Motion by Artz, seconded by Groce, to authorize the Mayor to enter into a contract with Advantage Mechanical Refrigeration (low proposal) to install three HVAC Roof Top Unit replacements for the Justice Center, at a cost not-to-exceed \$57,615.00 (including a 10% contingency), with funds from the Property & Building Fund.

Motion Carried.

**AUTHORIZE CONTRACT FOR TREE REMOVAL FOR JAYCEE PARK PHASE III.**

Parks & Recreation Director Romeo clarified there will have 38 trees removed, 40 planted and 83 trees trimmed in preparation of improvements to Jaycee Park.

Motion by Morgan, seconded by Coughlin, to authorize the Mayor to enter into a tripartite contract with Always There Tree Care, LLC (low bidder) and Kent County for removal of trees in preparation for Jaycee Park Phase III improvements totaling \$65,553.00, with \$49,165.00 from Community Development Block Grant (CDBG) funding and up to \$16,388.00 from the Property and Building Fund.

Motion Carried.

**COMMENTS OF COMMISSIONERS AND MAYOR:**

Commissioner Morgan-informed the commission of Consumers Energy going along the Paul Henry Trail from 44<sup>th</sup> Street to 52<sup>nd</sup> Street trimming the trees leaving the branches and a huge clearing and wonder if anything can be done.

Mayor Kepley-handed out to the commission a list of municipalities and their millages for comparison to where we rank with others. He reminded the commission they wanted to meet more than once a year for strategic planning. He stated there will be two planned meetings on May 5<sup>th</sup> and September 8<sup>th</sup> Friday mornings from 7:30-10:30 at the Library.

Unity Walk to honor Martin Luther King Jr. on February 25<sup>th</sup> Saturday beginning at 11:00 a.m. at Woodland Mall.

Mayor Kepley spoke of his trip to Cambodia, a great life experience and spent time with a non-governmental organization who went into areas of poverty and worked on business plans to add economic value to individuals or organizations and if their type of thought process and type of development could be used here in Michigan or Kentwood.

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The meeting was adjourned at 8:07 P.M.

Dan Kasunic  
City Clerk

Stephen C.N. Kepley  
Mayor