

**APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD CITY COMMISSION
HELD FEBRUARY 7, 2023
Commission Chambers**

Mayor Pro-Tem Robert Coughlin called the meeting to order at 7:00 P.M.

Commissioner Morgan led the Pledge of Allegiance to the Flag.

Mayor Pro-Tem Coughlin gave the invocation.

Roll Call: Present: Commissioners: Betsy Artz, Robert Coughlin, Ron Draayer, Maurice Groce, Clarkston Morgan, and Jessica Ann Tyson.

Motion by Morgan, seconded by Artz, to excuse Mayor Kepley with prior notification.

Motion Carried.

Staff Present: City Engineer Brad Boomstra, Deputy Finance Director Bhama Cairns, Finance Director Tom Chase, 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, City Treasurer Laurie Sheldon, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Slugggett, and Sabo representative Lisa Taylor.

Four (4) citizens attended the meeting.

Motion by Groce, seconded by Tyson, to **approve the agenda** add 7(h) approval of Special Land Use and Site Plan for King Pot, 7(i) adopt Resolution 1-23 King Pot approving a

Class "C" Liquor License, 7(j) approval to an application for the City to submit two CDBG Projects.

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 17, 2023.
- B. Receive and file minutes of the City Commission retreat held on January 28, 2023.

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- C. Receive and file 4th quarter 2022 Revenue and Expenditure report.
- D. Receive and file Cash and Pooled Investments report for December 31, 2022.
- E. Approve final preliminary plat for Bretonfield Preserve Phase 6.
- F. Information only-Notification of purchase of four automatic chest compression devices and accessories from Stryker Medical in the amount of \$51,932.00 with funds from the FY 2023-24 Fire Equipment Fund as allowed under the Purchasing Policy (emergency purchases and Special Circumstances).
- G. Payables for the City totaling \$9,078,831.10.
- H. approval of Special Land Use subject to Conditions 1-4 and Basis Points 1-6 and Site Plan subject to Conditions 1-3 and Basis Points 1-5 for Case 2-22 for King Pot located at 4176-28th Street.
- I. Adopt **Resolution 1-23** to approve a Class “C” Liquor License to King Pot located at 4176-28th Street.
- J. Approve an application for the City to submit two CDBG Project.

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

Motion Carried.
Resolution Adopted.

Motion by Groce, seconded by Artz, to **approve the minutes** of the January 17, 2023 City Commission Meeting as distributed.

Motion Carried.

COMMUNICATIONS AND PETITIONS:

**APPROVE PETITION TO STRIKE THE 2017 AND PRIOR YEARS
DELINQUENT PERSONAL PROPERTY TAXES FROM THE ROLLS.**

City Treasurer Sheldon noted this number will continue to go down because personal property taxes are no longer collected.

Motion Artz, seconded by Morgan, to approve Petition to strike the 2017 and prior years Delinquent Personal Property Taxes from the rolls.

Motion Carried.

**APPROVE LAND DIVISION FOR LOT 17 OF THE PLAT OF WOODLAND
MALL.**

Economic Planner Golder explained the requirement to have a land split for the proposed new landowner.

Motion by Artz, seconded by Groce, to approve land division for Lot 17 (1.429 acre) of the Woodland Mall.

Motion Carried.

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PUBLIC HEARING:

Amend the Kentwood Zoning Ordinance, floodplain.

Mayor Pro-Tem Coughlin opened the public hearing to amend the Kentwood Zoning Ordinance Chapter 4, Floodplain.

Following a brief presentation by Senior Planned Pung and City Engineer Boomstra:

Motion by Tyson, seconded by Morgan, to close the public hearing.

Motion Carried.

ADOPT ORDINANCE 1-23 TO AMEND THE KENTWOOD ZONING ORDINANCE, CHAPTER 4, FLOODPLAIN.

Motion by Artz, seconded by Groce, to adopt Ordinance 1-23 to amend the Kentwood Zoning Ordinance, Chapter 4, Section 4, Floodplain.

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

Ordinance Adopted.

Steelcase PUD Site Plan.

Mayor Pro-Tem Coughlin opened the public hearing for conditional approval of major change to an approved site plan.

Following a brief presentation by Economic Development Planner Golder:

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

Motion Carried.

CONDITIONAL APPROVAL OF MAJOR CHANGE TO AN APPROVED PUD SITE PLAN, CASE 1-23, SUBJECT TO CONDITIONS 1-9 AND BASIS POINTS 1-7.

Motion Artz, seconded by Tyson, for conditional approval of Major Change to an Approved PUD Site Plan, Case 1-23, subject to Conditions 1-9 and Basis Points 1-7 based on the Planning Commission's Findings of Fact dated January 24, 2023.

Motion Carried.

BIDS:

AUTHORIZE PURCHASE OF POTHOLE PATCHER.

DPW Director Griffin informed the Commission this item is a replacement patcher.

Motion by Draayer, seconded by Morgan, to authorize the purchase of a Cimline Durapatcher P2 Trailer-Based Spray Injection Pothole Patcher at a cost of \$98,600.00 (including a 10% contingency), with funds from the DPW Equipment Fund, through a State of Michigan MiDeal contract from Alta Equipment Company.

Motion Carried.

AUTHORIZE PURCHASE OF STORAGE SERVER EQUIPMENT AND VIDEO CAMERA SOFTWARE UPGRADES.

I.T. Director Anderson informed the Commission they will continue to use the existing cameras and will solve problems with the current system.

Motion by Artz, seconded by Tyson, to authorize purchase of storage server equipment, from DHE Computer Systems LLC at a cost of \$62,000.00 (including a 5% contingency), and video camera software upgrade from SecurAlarm Systems, Inc. at a cost of \$37,490.00 (including a 5% contingency), with funds from the Property & Building Fund and Police Equipment Fund, under the City's Purchasing Policy under Special Circumstances.

Motion Carried.

AUTHORIZE CONTRACT WITH ACP ENTERTAINMENT, INC. FOR INDEPENDENCE DAY EVENTS FOR 2023 AND 2024.

Parks & Recreation Director Romeo reviewed her memorandum dated February 7, 2023.

Motion by Groce, seconded by Morgan, to authorize the Mayor to extend the contract with ACP Entertainment, Inc. to provide two additional years of carnival services during the City's 2023 and 2024 Independence Day events at a \$18,000.00 per event, with funds and contract amounts for the fiscal years to be subject to City Commission approved budget for those years and with funds from the General Fund Operating (Parks & Recreation) budgets, under the City's Purchasing Policy under Special Circumstances.

Motion Carried.

AUTHORIZE CONTRACT FOR SANITARY SEWER SYSTEM POINT REPAIR LINING AND RELATED WATER SERVICE REPLACEMENT.

DPW Director Griffin reviewed his memorandum dated February 7, 2023.

Motion by Artz, seconded by Tyson, to authorize the Mayor to:

- 1) Enter into a contract with McDonald Plumbing Co. for water service replacement in two locations on Eastern Avenue at a not to exceed cost of \$15,950.00 (including a 15% contingency) with funds from the Water Fund.
- 2) Enter into a contract for point repair lining in 15 locations of the sanitary sewer system with Plummers Environmental Service, Inc. at a not to exceeds cost of \$50,700.00 (including a 15% contingency) with funds from the Sewer Fund.

Motion Carried.

AUTHORIZE CONTRACT FOR SPONGY MOTH SUPPRESSION PROGRAM.

Deputy City Administrator Gallagher explained the project and discussed concerns of the Commission. He noted he will provide answers to their questions and concerns.

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Motion by Artz, seconded by Morgan to table this item until the February 21, 2023, City Commission Meeting.

Motion Carried.

RESOLUTIONS:

ADOPT RESOLUTION 2–23 TO AUTHORIZE PROPERTY TAX COLLECTION FEE TO RECOVER COSTS INCURRED FOR TAX PAYMENT FOR CHECKS WITH NON-SUFFICIENT FUNDS.

City Treasurer Sheldon explained this action to formalize recovery of fees incurred by the city on checks with non-sufficient funds.

Motion by Artz, seconded by Tyson, to adopt Resolution 2–23 to authorize the Treasurer to impose a property tax collection fee pursuant to MCL 211.44(7) to recover costs incurred for tax payments made by checks with non-sufficient funds.

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

Resolution Adopted.

ADOPT RESOLUTION 3–23 TO AUTHORIZE A CONSUMERS ENERGY LIGHTING CONTRACT FOR BLOOMING BUD LANE STREETLIGHTS.

Engineering and Inspections Director Kirkwood reviewed his memorandum dated February 7, 2023 regrading the type of streetlights on Blooming Bud Lane.

Motion by Morgan, seconded by Groce, to adopt Resolution 3–23 to authorize a Consumers Energy lighting contract for Blooming Bud Lane for six decorative LED streetlights.

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

Resolution Adopted.

ADOPT RESOLUTION 4–23 TO AUTHORIZE A CONSUMERS ENERGY LIGHTING CONTRACT FOR BRETON AVENUE STREETLIGHTS.

Motion by Tyson, seconded by Morgan, to adopt Resolution 4–23 to authorize a Consumers Energy lighting contract for Breton Avenue streetlights of six cobra head LED streetlights.

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

Resolution Adopted.

APPOINTMENTS AND RESIGNATIONS:

CONFIRM APPOINTMENTS OF GALLAGHER, KIRKWOOD AND GOLDR.

Motion by Artz, seconded by Groce, to confirm the appointments of Jim Kirkwood to the Grand Valley Metro Council Technical Committee and Shay Gallagher to the

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Transportation Policy Committee, and Lisa Golder as the alternate to the Transportation Policy Committee with terms to expire January 2024.

Motion Carried.

COMMENTS OF COMMISSIONERS AND MAYOR:

Commissioner Morgan-Thanked the Parks & Recreation Department for supporting the seniors with their Valentine event.

Commissioner Tyson-reminded everyone of the Unity Walk on February 25th at Woodland Mall with Commissioner Artz requesting people wear red.

Commissioner Coughlin- Stated he will be absent for the February 21st City Commission Meeting.

The meeting was adjourned at 8:03 P.M.

Dan Kasunic
City Clerk

Robert Coughlin
Mayor Pro-Tem