

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

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

Commissioner Groce led the Pledge of Allegiance to the Flag.

Rev. Steve Hull, Princeton Christian Reformed Church gave the invocation.

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

Staff Present: Deputy Finance Director Bhama Cairns, Finance Director Tom Chase, Executive Assistant Stephanie Fox, Deputy City Administrator Shay Gallagher, Public Works Director Chad Griffin, Communications Specialist Anna Kendall, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Senior Planner Joe Pung, Deputy City Clerk Becky Schultz, Community Development Director Terry Schweitzer, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeffrey Sluggett, Communications Specialist Lisa Taylor, and 62-B District Court Administrator Michele White.

Five (5) citizens attended the meeting.

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

Motion Carried.

ACKNOWLEDGE VISITORS:

Resident Kyle White introduced himself and noted he is studying Political Science, expects to continue to attend meetings and is interested in community involvement. He complimented the Commission on the great things happening in Kentwood.

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 Artz, to approve the Consent Agenda as follows:

- A. Receive and file minutes of the Committee of the Whole meeting held on February 21, 2023, with correction of adjournment time of 6:52 pm.
- B. Payables for the City totaling \$3,397,443.39.

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

Motion Carried.

Motion by Groce, seconded by Tyson, to **approve the minutes** of the regular City Commission Meeting held on February 21, 2023 as distributed.

Motion Carried.

PRESENTATIONS AND PROCLAMATIONS:

FIRE DEPARTMENT 2022 ANNUAL REPORT.

Fire Chief Looman presented the Fire Department annual report for 2022, highlighting the number and types of incidents, response times, and training completed. City Commissioners thanked Nancy Shane for her work in preparing the presentation. Discussion on staffing, training, and EMS responses. The full presentation will be posted on the City website.

Motion by Coughlin, seconded by Artz to receive and file the Fire Department 2022 Annual Report.

Motion Carried.

COMMUNICATIONS AND PETITIONS:

AUTHORIZE CONSTRUCTION AGREEMENT FOR BRETONFIELD PRESERVE PHASE 6.

Engineering and Inspections Director Kirkwood reviewed the memo dated March 7, 2023.

Motion by Draayer, seconded by Coughlin to authorize the Mayor to enter into a construction agreement with Westview Capital, LLC, owners of the property known as Bretonfield Preserve #6, to authorize the Developer to install utilities and streets in preparation for the City's acceptance of them as public, to set up an escrow arrangement to cover the City's costs relative to construction inspection of those improvements, and to authorize \$157,810.00 in road oversizing costs from the FY23 Major Street Fund budget and \$71,530.00 in water main oversizing costs from the FY23 Water Fund budget (including 10% contingencies).

Motion Carried.

AUTHORIZE MC SMITH ASSOCIATES AS DESIGNATED DNR GRANT CONSULTANT.

Deputy City Administrator Gallagher reviewed his memo dated February 28, 2023.

Motion by Coughlin, seconded by Groce to authorize MC Smith Associates and Architectural Group, Inc. to be the designated consultant for submission of Michigan Department of Natural Resources Trust Fund and Land Acquisition Grants within the City of Kentwood.

Motion Carried.

NOTIFICATION OF GVSU DEER SURVEY PARTNERSHIP.

Deputy City Administrator Gallagher reviewed his Information Only memo dated February 28, 2023 partnering with Grand Valley State University. Discussion on data gathering, arriving at deer population estimate, and related expenses.

PUBLIC HEARING:

SnackCraft Building Addition, 4444 52nd St. SE

Mayor Kepley opened the public hearing to conditionally approve a major change to a Planned Unit Development and the PUD Site Plan.

Following a brief presentation by Senior Planner Joe Pung and Third Coast Development representative Dave Levitt:

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

Motion Carried.

CONDITIONAL APPROVAL OF A MAJOR CHANGE TO A PUD AND THE PUD SITE PLAN FOR SNACKCRAFT, LLC, 4444 52ND ST. AND 5217-5219 BROADMOOR AVE. SE.

Discussion on metal siding waiver, deferred parking, and use of local, diverse contractors.

Motion by Artz, seconded by Groce to conditionally approve the major change to the PUD and approval of the PUD Site Plan dated January 31, 2023, subject to conditions 1-7 and basis points 1-5 as described in Pung's memo dated February 7, 2023.

Motion Carried.

BIDS:

APPROVE PURCHASE OF REPLACEMENT OFFICE CHAIRS.

62-B District Court Administrator White reviewed her memo dated March 7, 2023.

Motion by Morgan, seconded by Draayer to approve the purchase of replacement workstation office chairs for 62B District Court from Interphase Interiors, Inc. in the amount of \$27,800.00 from the FY2022-23 Property and Building Fund.

Motion Carried.

AUTHORIZE CONTRACT FOR ENGINEERING SERVICES FOR JULIVAN AVENUE AND RIDGEWOOD STREET RECONSTRUCTION.

Engineering and Inspections Director Kirkwood reviewed the memo dated March 7, 2023.

Motion by Tyson, seconded by Coughlin to authorize the Mayor to enter a contract for design and construction engineering services with Progressive AE for the reconstruction of Julivan Avenue and Ridgewood Street (44th St. to Division Ave.), in an amount not-to-exceed \$347,237.00 (including a 10% contingency), with funds from the FY 2022-23 Local Street Fund and Water and Sewer Funds.

Motion Carried.

RESOLUTIONS:

RES. 5-23 TO APPROVE A CONTRACT WITH MDOT FOR 52ND STREET RECONSTRUCTION.

Engineering and Inspections Director Kirkwood reviewed his memo dated March 7, 2023. Mention made of repairs needed for the section from Breton Ave. to Broadmoor Ave.

Motion by Artz, seconded by Coughlin to adopt Resolution 5-23 to approve a contract between the City of Kentwood and the Michigan Department of Transportation pertaining to reconstruction work in 52nd Street from Kalamazoo Avenue to Breton Avenue.

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

Resolution Adopted.

RES. 6-23 TO AUTHORIZE APPLICATION FOR A SAFE ROUTES TO SCHOOL GRANT FOR A PEDESTRIAN ISLAND ON FOREST HILL AVENUE.

Community Development Director Schweitzer reviewed his memo dated March 2, 2023, noting increased walkability and safety along with potential future sidewalk development along Argo Avenue leading to connectivity to Cascade and Ada trail systems.

Motion by Draayer, seconded by Morgan to adopt Resolution 6-23 of support to make application for a Forest Hill Avenue Pedestrian Refuge Island Safe Routes to School Project.

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

Resolution Adopted.

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March 7, 2023

APPOINTMENTS AND RESIGNATIONS:

APPROVE APPOINTMENT TO THE BUILDING CODE BOARD OF APPEALS.

Motion by Artz, seconded by Coughlin to confirm the appointment of Michael J. Belisle to the Building Code Board of Appeals for a two-year term ending January 2025.

Motion Carried.

COMMENTS OF COMMISSIONERS AND MAYOR:

Commissioner Morgan noted that Bosgraaf Homes has reported thefts of tools and supplies at the building sites off of Walma Ave.

Commissioner Tyson shared the passing of Reverend Leonard Gant at the age of 97. She also thanked the Treasurer and Assessor offices for their kind and professional handling of residents with property tax and assessment complaints.

Mayor Kepley proposed new dates for the Commission Strategic Planning meetings of Monday, May 1 and September 25, 2023, 7:30 to 10:30 am at the Kentwood Library. Mayor congratulated and thanked Communications Specialist Lisa Taylor who has been promoted at Sabo PR. Taylor has worked with Kentwood for five years, and Anna Kendall will be the communications lead going forward. Finally, the City is receiving two awards: Excellence in Therapeutic Recreation and Outstanding Integrated Marketing Campaign (Parks millage). Congratulations to the staff for award winning work.

Communications Specialist Taylor thanked the City for the opportunity to work together for the last five years.

The meeting was adjourned at 8:31 P.M.

Becky Schultz
Deputy City Clerk

Stephen C.N. Kepley
Mayor