

## **APPROVED MINUTES OF THE COMMITTEE OF THE WHOLE**

March 21, 2023  
Conference Room #119  
5:30 P.M.

Present: Commissioners: Betsy Artz, Ron Draayer, Maurice Groce, Clarkston Morgan, Jessica Ann Tyson, and Mayor Stephen Kepley.

Staff present: Deputy Finance Director Bhama Cairns, Finance Director Tom Chase, Deputy City Administrator Shay Gallagher, DPW Director Chad Griffin, City Clerk Dan Kasunic, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Parks & Recreation Coordinator Spencer McKellar, Fire Department Administrative Assistant Nancy Shane, City Treasurer Laurie Sheldon and Sabo Representative Anna Kendall.

### **FINANCE DEPARTMENT:**

#### **A. INTRODUCTORY OVERVIEW OF THE SCHEDULE OF CAPITAL IMPROVEMENTS-INFORMATION ONLY**

Deputy Finance Director Cairns explained this document is for the next six years and is for items costing \$10,000 or more. She stated the Planning Commission by state law reviews the items in the Structures and Improvement Plan to ensure it complies to the Master Plan. Along with the SIP, the Capital Expenditure Plan is included in this document. She noted there is a methodology explained in the document and how the projects will be funded. The Committee inquired on why some projects were not included along with questions on if the city would have a solar farm. A discussion ensued with Commissioner Draayer inquiring of some residents asking for road improvement to Wing Avenue and the background on what had been done and why. Mayor Kepley along with City Commissioners Artz and Groce provided background on the history of Wing Avenue and the recent reconstruction of Wing Avenue and the new watermain and sanitary sewer infrastructure. DPW Director Griffin explained to the Committee how “schedule C” cost allocation is captured by recording the time, materials and equipment used. Deputy Finance Director Cairns noted the committee will have time to review before the next discussion on April 24<sup>th</sup> and then adopt the document with any revisions on May 16<sup>th</sup>.

### **MAYOR’S OFFICE:**

#### **A. DISCUSSION ON KENTWOOD COMMUNITY CENTER PROJECT SCOPE-INFORMATION ONLY.**

Parks & Recreation Director Romeo and Mayor Kepley explained the document presented is a living document and will be changing up to the end of construction. They spoke of their thinking of what the center is about and all of the decisions that will need to be made moving forward including should it be two stories or three stories. Discussed options to offer childcare or daycare, noting the high

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demand and the need to be approved by the state. Staff wants to design a feasible and functional building that is not a financial drain for the city.. Finance Director Chase added to obtain a good bond rating it is best to have cash on hand when requesting bonding.

**CITY TREASURER SHELDON INFORMATION ON TAX REFUNDS.**

City Treasurer Sheldon informed the Committee of an error in tax collection that affects 16,000 parcels totaling \$204,000 that will be going back to the residents; however there will be a delay in completing the refund because the checks are back ordered.

The meeting was adjourned at 6:45 P.M.

Dan Kasunic  
City Clerk

Stephen C.N. Kepley  
Mayor