

**PROPOSED MINUTES OF THE REGULAR MEETING  
OF THE KENTWOOD CITY COMMISSION  
HELD APRIL 8, 2024  
Commission Chambers**

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

Commissioner Artz led the Pledge of Allegiance to the Flag.

Commissioner Tyson gave the invocation.

Roll Call: Present: Commissioners: Betsy Artz, Robert Coughlin, Maurice Groce, David Moore II, Clarkston Morgan, Jessica Ann Tyson and Mayor Stephen Kepley.

Staff Present: City Engineer Brad Boomstra, City Attorney Blake Conklin, Executive Assistant Stephanie Fox, Deputy City Administrator Shay Gallagher, Finance Director Keyla Garcia, Public Works Director Chad Griffin, Clerk Dan Kasunic, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Parks and Recreation Director Val Romeo, Community Development Director Terry Schweitzer, Fire Department Administrative Assistant Nancy Shane and Sabo Representative Cayla Smith

Six (6) citizens attended the meeting.

Motion by Coughlin, seconded by Groce, 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 Morgan, seconded by Artz, to approve the Consent Agenda as follows:

- A. Receive and file minutes of the Committee of the Whole held on March 19, 2024.
- B. Preliminary FY 2024-2025 General Fund Budget. (information only)
- C. Payables for the City totaling \$2,275,179.74.

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

Motion Carried.

Motion by Artz, seconded by Moore, to **approve the minutes** of the March 19, 2024 City Commission Meeting as distributed.

Motion Carried.

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**PRESENTATIONS AND PROCLAMATIONS:**

**KENTWOOD FIRE DEPARTMENT 2023 ANNUAL REPORT.**

Fire Chief Looman reviewed highlights of the 2023 Fire Department activities.

Motion by Morgan, seconded by Moore to receive and file the Fire Department 2023 Annual Report.

Motion Carried.

**COMMUNICATIONS AND PETITIONS:**

**APPROVE ADDITIONAL EXPENSE FOR EAST PARIS REHABILITATION.**

City Engineer Boomstra explained the reason for the additional cost and the reason for the time lag.

Motion by Groce, seconded by Morgan, to approve an additional \$16,852.06 for the East Paris Rehabilitation Project to be paid from the Major Street Fund.

Motion Carried.

**BIDS:**

**AUTHORIZE CONTRACT FOR ENGINEERING SERVICES FOR TRAIL IMPROVEMENT**

Park & Recreation Director Romeo spoke on the request, noting the section of the trail will be closed for 8-10 weeks during the improvement period.

Motion by Artz, seconded by Coughlin, to authorize the Mayor to enter into a contract for design and construction engineering services with Prein & Newhof for the Paul Henry-Thornapple Trail Improvements, in an amount not-to-exceed \$107,360.00 (including a 10% contingency), with funds from the Parks & Recreation Millage Fund budget.

Motion Carried.

**APPROVE CONTRACT EXTENSION FOR FINANCIAL AUDITING SERVICES.**

Finance Director Garcia reviewed her memorandum dated April 8, 2024 regarding the request for a five-year extension noting the correct years.

Motion by Moore, seconded by Groce, to waive purchasing requirements and approve a five-year contract extension with Vredeveld Haefner LLC for financial auditing services for the fiscal year ending 6/30/2025 through 6/30/2029 (inclusive) at the rates quoted in the proposal of 3/7/2024 with funds from the FY 2024-29 and successive General Fund budgets, under Special Circumstances allowed under City of Kentwood Purchasing rules.

Motion Carried.

**APPROVE CONTRACT FOR RECREATION MANAGEMENT SOFTWARE.**

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Parks & Recreation Director Romeo spoke of the need to have a more robust system for the increasing programs and the need to assess expenditures and revenues for programs. Motion by Moore, seconded by Tyson, to authorize the Mayor to sign a three-year contract with DaySmart Recreation in the amount of \$22,698.00 for remotely hosted Parks & Recreation software, with funds from the FY 2024-25 and subsequent General Fund (Recreation) Operating budgets.

Motion Carried.

**ORDINANCES:**

**STORAGE FIVE PROPOSED CONDITONAL REZONING.**

Community Development Director Schweitzer reviewed the memorandum dated March 25, 2024 with additional comments from the developer and realtor.

**ADOPT ORDINANCE 4-24 TO APPROVE CONDITIONALLY REZONING 5.87 ACRES OF PROPERTY ON 44<sup>TH</sup> STREET FROM C-2 TO I-1.**

Motion by Tyson, seconded by Artz, to adopt Ordinance 4-24 to conditionally rezone 5.87 acres of property on 44<sup>th</sup> Street (1800-1900) from C-2 Commercial to I-1 Light Industrial, Case 1-24, in reliance upon and consistent with the various conditions and restrictions offered by the applicant and set forth in Ms. Golder's memorandum dated March 25, 2024 and subject to basis points 1-8 of the Planning Commission's February 13, 2024 Findings of Fact.

Roll Call Vote: Yeas: Artz, Coughlin, Groce, Morgan, Tyson, Kepley Nays: Moore.  
Absent: None.

Ordinance Adopted.

**COMMENTS OF COMMISSIONERS AND MAYOR:**

Commissioner Groce-Inquired about trash along a new housing development.

Commissioner Tyson-Asked to be excused from the next City Commission Meeting and will be late to the Committee of the Whole meeting on April 18, 2024.

The meeting was adjourned at 8:15 P.M.

Dan Kasunic  
City Clerk

Stephen C.N. Kepley  
Mayor