

**APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD CITY COMMISSION
HELD APRIL 24, 2023
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.

Reverend Jerry DeRuiter, Kentwood Police Chaplain 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: City Engineer Brad Boomstra, Deputy Finance Director Bhama Cairns, Executive Assistant Stephanie Fox, Deputy City Administrator Shay Gallagher, 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, Parks and Recreation Director Val Romeo, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, and Sabo representative Anna Kendall

No citizens attended the meeting.

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

- A. Receive and file minutes of the Committee of the Whole held on April 13, 2023.
- B. Adopt Resolution 11–23 to authorize a special liquor license application for the June 10, 2023 Food Truck Festival.
- C. Adopt Resolution 12–23 to authorize a special liquor license application for the July 4, 2023 Celebration.
- D. Adopt Resolution 13–23 to authorize a special liquor license application for the September 9, 2023 Food Truck Festival.
- E. Notification of emergency repairs to Fire Department Platform 51. (info only)
- F. Payables for the City totaling \$1,155,059.76.

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

Motion Carried.

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Resolutions Adopted.

Motion by Tyson, seconded by Coughlin, to **approve the minutes** of the April 13, 2023 City Commission Meeting as distributed.

Motion Carried.

PRESENTATIONS AND PROCLAMATIONS:

POLICE AND FIRE MONTHLY REPORTS.

POLICE DEPARTMENT MONTHLY REPORT FOR MARCH 2023.

Police Chief Litwin reviewed the Police Department Monthly Report for March 2023. He spoke of community events the Police participated in for March.

FIRE DEPARTMENT MONTHLY REPORT FOR MARCH 2023.

Fire Chief Looman reviewed the Fire Department Monthly Report for March 2023. He spoke of the mutual aid provided to Wyoming City and Mayor Kepley spoke of the upcoming Wyoming City Millage.

Motion by Draayer, seconded by Coughlin, to receive and file the Police and Fire Departments Monthly Reports for March 2023.

Motion Carried.

COMMUNICATIONS AND PETITIONS:

APPROVE CHANGE TO CONTRACTS FOR JAYCEE PARK PHASE II IMPROVEMENTS.

Engineering & Inspection Director Kirkwood reviewed his memorandum dated April 24, 2023 regarding having some of the work be switched with two vendors.

Motion by Artz, seconded by Morgan, to authorize a decrease in the contract with JKB, Inc. of \$12,628.00 and a corresponding increase in the contract with Denny's Excavating, Inc. of \$12,628.00. for the timely completion of the Restroom Building Contract.

Motion Carried.

BIDS:

AUTHORIZE CONTRACTS FOR JAYCEE PARK PHASE III IMPROVEMENTS.

Parks & Recreation Director Romeo stated this is the final phase of the improvements and should be completed in September or October.

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Motion by Artz, seconded by Tyson, to enter into a tripartite contract with Katerberg VerHage, Inc. and Kent County for Jaycee Park-Phase III Improvements totaling \$593,000.00 (including a 10% contingency), using \$342,930.00 in Community Development Block Grant (CDBG) Funds and up to \$250,070.00 from the Parks and Recreation Millage Fund.

Motion Carried.

AUTHORIZE DOCUMENT MANAGEMENT SOFTWARE ENHANCEMENTS FOR 62-B DISTRICT COURT.

Judge Sterkenberg reviewed her memorandum dated April 24, 2023 regarding spending the unspent funds from a grant that had extended the deadline for spending the funds.

Motion by Draayer, seconded by Tyson, to authorize the 62-B District Court to further its document management software implementation with additional enhancements, using remaining funds from the 2022 Coronavirus Emergency Supplemental Funding (CESF) grant, up to the full grant award of \$231,350.53.

Motion Carried.

AUTHORIZE CONTRACT FOR CEMENTITIOUS MANHOLE COATING.

DPW Director Griffin reviewed his memorandum dated April 24, 2023 regarding the need for repairs to manholes.

Motion by Morgan, seconded by Groce, to authorize the Mayor to enter into a contract for cementitious manhole coating at 8 locations within the sanitary sewer system with Visu-Sewer, Inc. at a not to exceed cost of \$57,000.00 (including a 15% contingency) with funds from the Sewer Fund.

Motion Carried.

APPROVE 2023 STREET RESURFACING AND MAINTENANCE PROGRAM.

City Engineer Boomstra explained the work to be done and explained Fog-Seal application and the time it lasts.

Motion by Artz, seconded by Morgan, to approve a 2023 Street Resurfacing and Routine maintenance Program at a total not-to-exceed \$1,167,546.00 (including a 10% contingency), with \$1,153,546.00 from the FY 2022-23 and FY 2023-24 Major and Local Street Fund Budgets, and \$14,000.00 from the Police Capital Equipment Fund Budget for maintenance of the Justice Center parking lot.

Motion Carried.

COMMENTS OF COMMISSIONERS AND MAYOR:

Mayor Kepley-Spoke of attending the MML Conference and the topic he had with other city officials pertaining to the need for residential housing, mass transportation. He spoke

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of the interest in developing the area near 60th and Division and the Patterson farm is available for development.

The meeting was adjourned at 7:45 P.M.

Dan Kasunic
City Clerk

Stephen C.N. Kepley
Mayor