

**APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD CITY COMMISSION
HELD MAY 16, 2023
Commission Chambers**

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

Commissioner Draayer led the Pledge of Allegiance to the Flag.

Reverend Bob Winter of Kentwood Baptist Church gave the invocation.

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

Motion by Morgan, seconded by Coughlin, to excuse Commissioner Groce with prior notification.

Motion Carried.

Staff Present: Finance Director Tom Chase, Deputy City Administrator Shay Gallagher, Public Works Director Chad Griffin, City Clerk Dan Kasunic, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, and Sabo representative Anna Kendall.

Thirty (30) citizens attended the meeting.

Motion by Artz, seconded by Tyson, to **approve the agenda** remove items 14(a) exempt PA 152 and 15(a) ordinance regarding vicious animals.

Motion Carried.

ACKNOWLEDGE VISITORS AND NON-AGENDA ITEMS:

The Green Apple Pantry's Executive Director Nancy Cromley spoke informing every one of the pantry, what hours they are open, how often participants can obtain food and what is required of participants. She noted they received the food from the recent United States Postal Service food drive.

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 Morgan, to approve the Consent Agenda as follows:

- A. Receive and file minutes of the Committee of the Whole held on May 8, 2023.
- B. Approve agreement for partial release of easement for 2336 Yorktown Dr.
- C. Notification of emergency purchase of replacement radiator assembly.
(Information only)

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D. Payables for the City totaling \$308,440.33.

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

Motion Carried.

Motion by Artz, seconded by Draayer, to **approve the minutes** of the May 8, 2022 City Commission Meeting as distributed.

Motion Carried.

PRESENTATIONS AND PROCLAMATIONS:

ADMINISTER OATH OF OFFICE TO POLICE OFFICERS.

Police Chief Litwin introduced Police Officers Brendan Caswell, Benjamin Joseff, and Cheyenne Steffen. City Clerk Kasunic Administered the Oath of Office. They in turn introduced their family who were present.

KENT DISTRICT LIBRARY COMMUNITY REPORT PRESENTATION.

KDL Executive Director Lance Werner and Regional Manager Kiosha Jeltema provided information on last year's statistics and some of the highlights of the programs that are at the libraries.

PROCLAMATION OF NATIONLA PUBLIC WORKS WEEK.

DPW Director Griffin informed the Commission that May 21 through 27 is National Public Works Week and they will be hosting an open house on May 18th from 4-7 p.m. All are welcome.

POLICE DEPARTMENT 2022 ANNUAL REPORT.

Police Chief Litwin reviewed the Annual Report for 2022 that covered hiring, data and statistic highlights, programs and awards and retirements.

POLICE AND FIRE DEPARTMENTS MONTHLY REPORTS.

POLICE DEPARTEMENT MONTHLY REPORT.

Police Chief Litwin reviewed the Police Department Monthly Report for April 2023. He noted they had raised \$1,300 for the food pantry from an event at Pizza Ranch.

FIRE DEPARTMENT MONTHLY REPORT.

Fire chief Looman reviewed the Monthly Report for April 2023. He informed the Commission of hosting a fire academy (south) and will have a graduation next week and they will host regional instructional training.

Motion by Coughlin, seconded by Tyson, to receive and file the April 2023 Monthly Reports from Police and Fire Departments.

Motion Carried.

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COMMUNICATIONS AND PETITIONS:

AUTHORIZE CONSTRUCTION AGREEMENT FOR WINDY NORTH UTILITIES INSTALLATION.

Engineering and Inspections Director Kirkwood reviewed the memorandum dated May 16, 2023 regarding Windy North Construction agreement.

Motion by Draayer, seconded by Morgan, to authorize the Mayor to enter into a construction agreement with Bosco Construction, to authorize the Developer to install utilities in preparation for the City of Grand Rapids acceptance of them as public, to set up an escrow arrangement to cover the City's costs relative to construction inspection of those improvements.

Motion Carried.

BIDS:

AUTHORIZE CONTRACT FOR ENGINEERING SERVICES FOR IMPLEMENTATION OF ENERGY MANAGEMENT RECOMMENDATIONS.

DPW Griffin reviewed his memorandum dated May 16, 2023 regarding the energy management recommendations.

Motion by Artz, seconded by Tyson, to authorize the Mayor to enter into a contract with E3M Solutions, LLC for the provision of design engineering and project management services to implement energy management recommendations (EMRs) in seven City buildings for an amount not to exceed \$99,400.00 (including a 5% contingency), with funds from the Property and Building, Police, and Fire Capital Fund budgets.

Motion Carried.

RESOLUTIONS:

ADOPT RESOLUTION 14–22 TO ADOPT THE FY 2023-24 GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGETS AND CITY OPERATING MILLAGES.

Motion by Coughlin, seconded by Tyson, to adopt Resolution 14–22 the Fiscal Year 2023-2024 General Fund and Special Revenue Funds Budgets, and to make appropriations therefore, and City Operating Millages.

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

Resolution Adopted.

ADOPT RESOLUTION 15–22 TO ADOPT THE SCHEDULE OF CAPITAL IMPROVEMENTS FOR JULY 2023- JUNE 2029.

Motion by Morgan, seconded by Tyson, to adopt Resolution 15–22 to adopt the Schedule of Capital Improvements July 1, 2023 through June 30, 2029.

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

Resolution Adopted.

COMMENTS OF COMMISSIONERS AND MAYOR:

Commissioner Morgan-Clarified his praise to the DPW for their work on clean-up day.

The meeting was adjourned at 8:07 P.M.

Dan Kasunic
City Clerk

Stephen C.N. Kepley
Mayor