

**APPROVED MINUTES OF THE REGULAR MEETING  
OF THE KENTWOOD CITY COMMISSION  
HELD JUNE 6, 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.

Commissioner Morgan 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, Finance Director Tom Chase, Deputy City Administrator Shay Gallagher, City Assessor Andy Johnson, 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, Deputy DPW Director Jim Wolford, and Sabo representative Anna Kendall.

Four (4) citizens attended the meeting.

Motion by Artz, seconded by Tyson, to **approve the agenda.**

Motion Carried.

**ACKNOWLEDGE VISITORS AND NON-AGENDA ITEMS:**

Amanda (Albi) Brunzell provided some life history and spoke of the Kentwood community, and then spoke of an upsetting incident at Veteran's Park.

Mayor Kepley stated he was aware of the incident and had watched the video that had been sent to him. He spoke of the Parks & Recreation Director's summation of three different incidents where the Police were called, noting there had been poor choices made by adults and minors for the safety of others that resulted in the Police being called and having the student leave the shelter but could remain in the park. The students were refusing to leave the shelter which had been reserved for a family party.

Jeff Van Dorp spoke in favor of the Police Department.

**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 May 16, 2023.
- B. Adopt Resolution 16-23 to approve the Southkent Cable TV/WKTV 2023-2024 budget.

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- C. Adopt Resolution 17–23 to adopt the Debt Service and Capital Projects Funds budgets for Fiscal Year 2023-2024.
- D. Adopt Resolution 18–23 to approve the Water and Sewer Funds budgets and set water and sewer rates for Fiscal Year 2023-2024.
- E. Approve distribution of proposed Master Plan amendment for 2180-2186 44<sup>th</sup> Street, SE for a public hearing.
- F. Payables for the City totaling \$1,824,935.45.

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

Motion Carried.  
Resolutions Adopted.

Motion by Artz, seconded by Groce, to **approve the minutes** of the May 16, 2023 City Commission Meeting as distributed.

Motion Carried.

**COMMUNICATIONS AND PETITIONS:**

**AUTHORIZE CONSTRUCTION AGREEMENT FOR UTILITIES AND STREETS FOR HEYBOER ACRES PHASE 1.**

City Engineer Boomstra reviewed his memorandum date June 6, 2023 regarding this new development.

Motion by Artz, seconded by Groce, to authorize the Mayor to enter into a construction agreement with Heyboer Acres, LLC, to authorize the Developer to install utilities and streets in preparation for the City’s acceptance of them as public and 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 DRAIN REPAIR SERVICES AT CREEKSIDE ESTATES.**

Engineering and Inspections Director Kirkwood reviewed the need for repairs and noted because of the large number of drains within the city, they repair as they are notified by residents of problems.

Motion by Morgan, seconded by Tyson, to authorize the Mayor to execute a contract for drain repair services with Busscher Developer Inc. (low bidder), in an amount not-to-exceed \$26,950.00 (including a 10% contingency), with funds from the FY 2023-24 Drain Fund budget.

Motion Carried.

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**AUTHORIZE CONTRACT FOR ENGINEERING SERVICES FOR 40<sup>TH</sup> STREET REHABILITATION.**

Engineering and Inspections Director Kirkwood reviewed his memorandum dated June 6, 2023 regarding the rehabilitation of 40<sup>th</sup> Street noting the work would begin next summer.

Motion by Morgan, seconded by Tyson, to authorize the Mayor to enter a contract for design and construction engineering services with LRE for the rehabilitation of 40<sup>th</sup> Street between Soundtech Court and Patterson Ave., in an amount not-to-exceed \$93,430.00 (including a 10% contingency) with funds from the Local Street Fund.

Motion Carried.

**AUTHORIZE PURCHASE OF FIRE SUPPRESSION NOZZLES.**

Fire Chief Looman reviewed his memorandum dated June 6, 2023 regarding the replacement of fire suppression nozzles.

Motion by Artz, seconded by Morgan, to authorize the purchase of replacement fire suppression nozzles for the Kentwood Fire Department from CSI Emergency Apparatus, LLC (low bidder) for \$29,912.50 plus a 5% contingency, for a total cost of \$31,408.00, with funds from the FY 2023-24 Fire Equipment Fund budget.

Motion Carried.

**AUTHORIZE PURCHASE OF SCBA AND FACE MASKS.**

Fire Chief Looman reviewed his memorandum dated June 6, 2023 regarding the need for replacement of SCBA and face masks.

Motion by Artz, seconded by Morgan, to authorize the purchase of sixty replacement SCBA and face masks, and one hundred twenty bottles from West Shore Fire, Inc., in an amount of \$593,754.00, with funds from the FY 2023-24 Fire Equipment Fund budget, under Special Circumstances as allowed in the City of Kentwood Purchasing Policy.

Motion Carried.

**RESOLUTIONS:**

**ADOPT RESOLUTION 19–23 RECOGNIZING WEDGWOOD CHRISTIAN SERVICES AS A NON-PROFIT FOR A CHARITABLE GAMING LICENSE.**

Motion by Draayer, seconded by Artz, to adopt Resolution 19–23 recognizing Wedgwood Christian Services as a non-profit for a Charitable Gaming License.

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

Resolution Adopted.

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**ADOPT RESOLUTION 20–23 TO APPROVE GRAND VALLEY METROPOLITAN COUNCIL ARTICLE 41 TO REMOVE THE CITY OF HASTINGS.**

Mayor Kepley explained why the City of Hastings wants to leave the GVMC and why the City of Kentwood needs to approve, through Article 41, their leaving.

Motion by Artz, seconded by Tyson, to adopt Resolution 20–23 to approve amendment number 41 in the Articles of Incorporation of the Grand Valley Metropolitan Council to remove the City of Hastings.

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

Resolution Adopted.

**ADOPT RESOLUTION 21–23 TO OPT OUT THE CITY OF KENTWOOD FROM THE REQUIREMENTS OF PUBLIC ACT 152.**

Human Resources Director Dewey explained that since 2017 the city had opt-out of the requirements of Public Act 152 because the city is self-insured.

Motion by Morgan, seconded by Groce, to adopt Resolution 21–23 to opt-out the City from the requirements of P.A. 152 OF 2011, the Publicly Funded Health Insurance Contribution Act.

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

Resolution Adopted.

**ORDINANCES:**

**ADOPT ORDINANCE 6–23 TO AMEND CHAPTER 38, ARTICLE 4, DIVISION 3 OF THE KENTWOOD CODE OF ORDINANCES FOR VICIOUS ANIMALS.**

City Deputy Administrator Gallagher and City Attorney Sluggett explained this amendment gives authority to Kent County, but still allows the city to regulate other matters.

Motion by Artz, seconded by Groce, to adopt Ordinance 6–23 to amend Chapter 38, Article 4, Division 3, of the City of Kentwood Code of Ordinances for Vicious Animals.

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

Ordinance Adopted.

**APPOINTMENTS AND RESIGNATIONS:**

**CONFIRM THE APPOINTMENT OF KEYLA GARCIA AS FINANCE DIRECTOR.**

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Motion by Artz, seconded by Draayer, to confirm the appointment of Keyla Garcia as Finance Director as of June 19, 2023.

Motion Carried.

**COMMENTS OF COMMISSIONERS AND MAYOR:**

Commissioner Morgan-Thanked the Parks & Recreation personnel for what they do.

Commissioner Artz-Wanted everyone to know about the Food Truck Festival this Saturday at City Hall, Art & Culture Festival on Division Ave. this Saturday from 11-7, and the Asian-Pacific Festival in downtown GR.

Commissioner Tyson-Thanked Lisa Golder for the work she did with the Chamber of Commerce's business expo.

Finance Director Chase-Stated this is the last commission meeting as Finance Director but will here from June 19 through September 8 and then continue on as a part-time Pension Administer.

Mayor Kepley-informed the Commission will miss the June 20<sup>th</sup> City Commission Meeting.

**CLOSED SESSION:**

Motion by Artz, seconded by Groce, to enter into Closed Session as permitted by Section 8(1)(h) of the Open Meetings Act to discuss a written opinion which is exempt from discussion or disclosure by state statute.

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

Motion Carried.

The meeting was adjourned at 7:51 P.M.

The meeting was reconvened at 8:42 P.M.

The meeting was adjourned at 8:42 P.M.

Dan Kasunic  
City Clerk

Stephen C.N. Kepley  
Mayor