

**APPROVED MINUTES OF THE REGULAR MEETING  
OF THE KENTWOOD CITY COMMISSION  
HELD JUNE 18, 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.

Father David Khorey of St. Nicholas Orthodox Church gave the invocation.

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

Motion by Artz, seconded by Moore, to excuse Commissioner Tyson with prior notification.

Motion Carried.

Staff Present: I.T. Director Matt Anderson, City Engineer Brad Boomstra, Deputy City Administrator Shay Gallagher, Finance Director Keyla Garcia, Economic Development Planner Lisa Golder, Public Works Director Chad Griffin, City Clerk Dan Kasunic, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Assistant Planner Joe Pung, Parks and Recreation Director Val Romeo, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, and Sabo representatives

Thirty (30) citizens attended the meeting.

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

Motion Carried.

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

David Niewiek spoke of a fine he paid for a code violation and requested a refund and a possible change in the process.

**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 Moore, to approve the Consent Agenda as follows:

- A. Receive and file minutes of the Committee of the Whole held on June 4, 2024.
- B. Adopt Ordinance 6-24 to amend Section 1-7 “General Penalty” and Section 74-77 “Penalties”.
- C. Payables for the City totaling \$1,097,373.14.

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

Motion Carried.  
Ordinance Adopted.

Motion by Artz, seconded by Morgan, to **approve the minutes** of the June 4, 2024 City Commission Meeting as distributed.

Motion Carried.

**PRESENTATIONS AND PROCLAMATIONS:**

**POLICE AND FIRE DEPARTMENT MONTHLY REPORTS.**

**FIRE DEPARTMENT MONTHLY REPORT FOR MAY 2024.**

Fire Chief Looman reviewed the Monthly Fire Department Report for May 2024. He informed the Commission that they are currently in the process of appointing a Fire Inspector.

**POLICE DEPARTMENT MONTHLY REPORT FOR MAY 2024.**

Police Chief Litwin reviewed the Police Department Monthly Report for May 2024. Chief Litwin spoke of several events the department participated in and of a drug arrest.

Motion by Morgan, seconded by Groce, to receive and file the Police and Fire Departments Reports for May 2024.

Motion Carried.

**COMMUNICATIONS AND PETITIONS:**

**AUTHORIZE COST SHARING AGREEMENT FOR EAST PARIS IMPROVEMENTS.**

City Engineer Boomstra reviewed his memorandum dated June 18, 2024 regarding the East Paris road reconstruction project.

Motion by Artz, seconded by Coughlin, to authorize the Mayor to sign the cost sharing agreement with the City of Grand Rapids for improvements to East Paris between 28<sup>th</sup> Street and Burton Street. The total projected cost is \$618,255.00, to be funded in part by Federal Funds, in the amount of \$498,920.77. the remaining costs will be split between the City of Kentwood and the City of Grand Rapids Kentwood' portion of the cost for design, construction and inspection is \$160,487.12 which includes a 10% contingency.

Motion Carried.

**PUBLIC HEARING:**

Lakewood West Wing PUD

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Mayor Kepley opened the public hearing for conditional approval of Preliminary Site Plan for Lakewood West Wing Planned Unit Development, Case 1-24, subject to conditions 1-7 and basis points 1-7.

Following a brief presentation by Economic Development Planner Golder, Lakewood Homes owner Jack Workman:

Motion by Coughlin, seconded by Morgan, to close the public hearing.

Motion Carried.

**CONDITIONAL APPROVAL OF PRELIMINARY SITE PLAN FOR LAKEWOOD WEST WING PLANNED UNIT DEVELOPMENT, CASE 11-24**

Motion by Moore, seconded by Groce, for Conditional approval of the Preliminary Site Plan dated March 29, 2024 for the Lakewood West Wing PUD Project as described in Case 11-24, subject to conditions 1-7 as amended and basis points 1-7 based on the Planning Commission's Findings of Fact dated June 11, 2024.

Motion Carried.

**Hope Haven.**

Mayor Kepley re-opened the public hearing to adopt a resolution to rezone 5578, 5600, 5606, and 5632 Wing Avenue and to approve the site plan.

Motion by Artz, seconded by Groce, to table the public hearing until July 2, 2024 City Commission Meeting.

Motion Carried.

**BIDS:**

**AUTHORIZE CONTRACT AMENDMENT FOR 36<sup>TH</sup> STREET AND SHAFFER AVENUE ROUNDABOUT.**

Engineering & Inspections Director Kirkwood stated every two years there is a bridge study and because of this the city will incorporate the work on the bridge with the roundabout project.

Motion by Artz, seconded by Moore, to Authorize contract amendment to the City's contract with Prien & Newhof for the engineering services at the intersection for 36<sup>th</sup> Street and Shaffer Avenue Roundabout by an increase of \$16,775.00 (including a 10% contingency) for a total not-to-exceed \$336,775.00, with funding from the Major Streets Fund budget.

Motion Carried.

**AUTHORIZE CONTRACT FOR ENGINEERING SERVICES FOR BRIDGE REPAIRS.**

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Engineering & Inspections Director Kirkwood spoke of this contract to cover miscellaneous bridges.

Motion by Artz, seconded by Coughlin, to authorize the Mayor to enter into a contract for design and construction engineering services with Scott Civil Engineering Company for various bridge maintenance repairs, in an amount not to exceed \$78,595.00 (including a 10% contingency), with funds from the Major Streets and/or Minor Streets Fund budgets.

Motion Carried.

**APPROVE CONTRACT FOR PURCHASE OF LICENSE PLATE READERS.**

Police Chief Litwin explained the department is requesting an additional ten readers that would have some paid for by a grant that the staff will be submitting to the State of Michigan.

Motion by Artz, seconded by Moore, to approve a two-year contract with Flock Safety to provide ten (10) license plate readers at an annual cost of \$30,500.00 plus an installation set-up cost in year one not-to-exceed \$7,000.00 with funds from the FY 2024-25 and FY 2025-26 Police Capital Equipment Fund.

Motion Carried.

**AUTHORIZE PURCHASE OF WIRELESS NETWORK HARDWARE REPLACEMENTS.**

I.T. Director Anderson explained the hardware is over ten years old and is no longer capable of receiving updates or expansions and unable to be serviced.

Motion by Groce, seconded by Moore, to authorize the purchase of wireless network hardware replacements for the City's data center from Sentinel Technologies, Inc. at a not-to-exceed total of \$26,750.00, including a 10% contingency, with funds from the FY 2024-25 Property and Building, Police Equipment, and Fire Equipment Funds.

Motion Carried.

**AUTHORIZE CONTRACT FOR SANITARY SEWER MAIN LINING.**

DPW Director Griffin reviewed his memorandum dated June 18, 2024 regarding lining of the sewer mains.

Motion by Morgan, seconded by Moore, to authorize the Mayor to enter into a contract for the cleaning and lining of ten (10) sanitary sewer mains with Waste Recovery Systems (low bidder) at a not-to-exceed cost of \$46,200.00 (including a 15% contingency), with funds from the FY 2024-25 Sewer Fund.

Motion Carried.

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**RESOLUTIONS:**

**ADOPT RESOLUTION 20–24 TO ADJUST THE FY 2023-2024 BUDGET.**

Finance Director Garcia explained the budget adjustments.

Motion by Artz, seconded by Moore, to adopt Resolution 20–24 to adjust the Fiscal Year 2023-2024 Budget.

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

Resolution Adopted.

**REQUESTED ACTION TO ESTABLISH AN INDUSTRIAL DEVELOPMENT DISTRICT FOR WEISS TECHNIK NORTH AMERICA.**

Economic Development Planner Golder explained the request for an Industrial Development District and Industrial Development Exemption Certificate. COO Jeff Agar and Wolverine representative Mike Housman provided background information. Several residents of 36<sup>th</sup> Street and several employees of Weiss spoke both against and in favor of this project. The Commission discussed at length the concerns with the proposed rezoning and the request for an abatement.

Motion by Artz, seconded by Groce, to table action on the proposed resolutions until the July 2, 2024 City Commission Meeting.

Motion Carried (4-2)  
Kepley, Morgan Dissenting.

**COMMENTS OF COMMISSIONERS AND MAYOR:**

Mayor Kepley thanked the volunteers, Fire and Police Departments for helping to find a missing resident who had been found alive.

The meeting was adjourned at 9:33 P.M.

Dan Kasunic  
City Clerk

Stephen C.N. Kepley  
Mayor