

**APPROVED MINUTES OF THE  
COMMITTEE OF THE WHOLE**

June 18, 2024  
Conference Room #119  
6:00 P.M.

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

Staff present: Project Manager Susan Arnold, City Engineer Brad Boomstra, Deputy City Administrator Shay Gallagher, Finance Director Keyla Garcia, DPW Director Chad Griffin, City Clerk Dan Kasunic, Police Chief Bryan Litwin, Fire Chief Brent Looman, Parks & Recreation Director Val Romeo, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, and Sabo Representatives.

**MAYOR'S OFFICE:**

**A. SHORT-TERM RENTAL ORDINANCE UPDATE.**

Deputy City administrator Gallagher explained the two changes from the prior discussion. Noting one is the section for the Planning Commission to approve and noting if approved at tonight's City Commission meeting, it would be published next Tuesday and become effective the following Tuesday for any citation issued from July 1<sup>st</sup>. No action is needed.

**ENGINEERING DEPARTMENT:**

**A. RECOMMEND APPROVAL OF RESOLUTION TO AMEND ESCROW ACCOUNT DEPOSIT REQUIREMENTS FOR PROFESSIONAL SERVICES.**

Engineering & Inspections Director Kirkwood informed the committee this proposed resolution would amend Resolution 37-07 with the requirement of escrow from 3% to 8% which matches Grand Rapids City requirement and would work better for both the contractors and the city.

Motion by Artz, seconded by Groce, to recommend to the City Commission to approve the proposed resolution to amend Resolution 37-07, addressing the escrow account deposit requirements for professional services.

Motion Carried.

**PARKS & RECREATION DEPARTMENT:**

**A. COMMUNITY CENTER PROJECT UPDATE.**

Committee of the Whole  
June 18, 2024.

Project Manager Arnold and Parks & Recreation Director Romeo provided an update of the size, and general layout of the proposed Community Center project with a power point presentation, with the committee asking questions and offering suggestions. No action needed.

The meeting was adjourned at 6:40 P.M.

Dan Kasunic  
City Clerk

Robert Coughlin  
Mayor Pro-Tem