

**APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD CITY COMMISSION
HELD JUNE 20, 2023
Commission Chambers**

Mayor Stephen Kepley called the meeting to order at 7:05 P.M.

Commissioner Morgan led the Pledge of Allegiance to the Flag.

Reverend Larry Fox of Kentwood Baptist Church gave the invocation.

Roll Call: Present: Commissioners: Betsy Artz, Robert Coughlin, Ron Draayer, Maurice Groce, and Clarkston Morgan.

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

Motion Carried.

Staff Present: Finance Director Emeritus Tom Chase, Executive Assistant Stephanie Fox, Deputy City Administrator Shay Gallagher, Finance Director Keyla Garcia, Public Works Director Chad Griffin, City Clerk Dan Kasunic, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Deputy Police Chief Stephanie Morningstar, Parks and Recreation Director Val Romeo, Community Development Director Terry Schweitzer, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, and Sabo representative Anna Kendall.

Seven (7) citizens attended the meeting.

Motion by Draayer, seconded by Coughlin, to **approve the agenda** with the following addenda: move 7(c) to 10(b) pension plan, remove 10(a) bargaining agreement, add 14 (b) retainer.

Motion Carried.

ACKNOWLEDGE VISITORS AND NON-AGENDA ITEMS:

Several residents on Lyle Street spoke on the condition of the lawns along with the type of curbs and lack of communication of the city. Mayor Kepley stated that he reviewed their letter and both he and staff reviewed the conditions and agreed that steps will be taken this fall when new grass has a better chance to grow.

A letter will be sent to residents regarding their concerns.

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:

City Commission Meeting
June 20, 2023.

- A. Receive and file minutes of the Committee of the Whole held on June 6, 2023.
- B. Receive and file 1st quarter 2023 Revenue and Expenditure report.
- C. Approve annual contribution to the Kentwood Employee Pension Plan.
- D. Payables for the City totaling \$1,419,422.31.

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

Motion Carried.

Motion by Groce, seconded by Artz, to **approve the minutes** of the June 6, 2023 City Commission Meeting as distributed.

Motion Carried.

PRESENTATIONS AND PROCLAMATIONS:

POLICE AND FIRE DEPARTMENT MONTHLY REPORTS.

FIRE DEPARTMENT MONTHLY REPORT FOR MAY 2023.

Fire Chief Looman reviewed the Monthly Report for May 2023. He spoke of the record number of smoke and CO2 detectors they have installed this year. Chief Looman spoke of injuries incurred of two fire fighters. They participated in the Airport large scale exercise. He noted a fire fighter who had resigned and began testing for engine operator and for training Captain.

POLICE DEPARTMENT MONTHLY REPORT FOR MAY 2023.

Police Deputy Chief Morningstar reviewed the Monthly Report for May 2023. Spoke of the homicide of a two-year-old. Celebrated the Police volunteers.

Motion by Artz, seconded by Morgan, to receive and file the Police and Fire Departments Monthly Report for May 2023.

Motion Carried.

COMMUNICATIONS AND PETITIONS:

APPROVE ANNUAL CONTRIBUTION TO THE KENTWOOD EMPLOYEE PENSION PLAN.

Finance Director Emeritus Chase explained the process for determining the amount of the contribution by the actuary and the percent of pay by employees is based on the contract.

Motion by Coughlin, seconded by Artz, to approve the annual contribution to the Kentwood Pension Plan.

Motion Carried.

PUBLIC HEARING:

Form Based Code and Animal Control amendment.

Mayor Kelpy opened the public hearing to amend the Kentwood Zoning Ordinance Form Based Code and Animal Control.

Following a brief presentation by Community Development Director Schweitzer:

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

Motion Carried.

ADOPT ORDINANCE 7-23 TO AMEND THE CITY OF KENTWOOD ZONING ORDINANCE-FORM BASED CODE AND ANIMAL CONTROL BEING APPENDIX A OF THE CITY OF KENTWOOD CODE OF ORDINANCES, AS AMENDED.

Motion by Groce seconded by Morgan, to adopt Ordinance 7-23 to amend the City of Kentwood Zoning Ordinance-Form Based Code and Animal Control being Appendix A of the City of Kentwood Code of Ordinances, as amended.

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

Ordinance Adopted.

BIDS:

AUTHORIZE PURCHASE OF ROAD PROJECT CONSTRUCTION MATERIALS.

Engineering & Inspections Director Kirkwood explained they are ordering the material one year ahead of the construction to ensure the materials are delivered prior to the start of the project.

Motion by Morgan, seconded by Draayer, to authorize the purchase of construction materials for the Ridgewood Street and Julivan Avenue Road project from Core and Main LP at a cost of \$269,298.00; from Michigan Pipe & Valve at a cost of \$35,202.00, (with a 5% contingency), for a total amount of \$319,725.00, with funds from the Water and Sewer Funds.

Motion Carried.

AUTHORIZE PURCHASE OF A FRONT LOADER FOR DPW.

DPW Director Griffin reviewed his memorandum dated June 20, 2023 regarding the replacement of a front loader, noting anticipated delivery will be in November.

City Commission Meeting
June 20, 2023.

Motion by Artz, seconded by Morgan, to authorize the purchase of a replacement Caterpillar Front Loader for the Department of Public Works from Michigan Cat at a cost of \$242,766.00 with ancillary equipment and decals in the amount of \$1,500.00, and a trade-in value of \$62,000.00 for a net expenditure of \$182,266.00, with funds from the DPW Capital Equipment Fund.

Motion Carried.

AUTHORIZE PURCHASE OF TRANSIT BUS FOR PARKS & RECREATION.

Parks & recreation Director Romeo reviewed her memorandum dated June 20, 2023 regarding the replacement of the transit bus.

Motion by Coughlin, seconded by Draayer, to authorize the purchase of a replacement transit bus for Parks & Recreation Department from Hoekstra Transportation in an amount up to \$130,000.00 and with an allowance of up to \$10,000.00 for vehicle accessories and graphics, for a grand total not-to-exceed \$140,000.00, with funds from the FY 2023-24 Parks & Recreation Millage Fund.

Motion Carried.

AUTHORIZE PURCHASE OF RESCUE BOX FOR FIRE MEDICAL UNIT.

Fire Chief Looman explained the proposed purchase for next year's delivery.

Motion by Morgan, seconded by Draayer, to authorize the purchase of a poly body rescue box from CSI Emergency Apparatus, LLC for a medical truck unit at a cost of \$98,760.00 (including a 5% contingency), with funds from the FY 2023-24 Fire Equipment Fund, under "Special Circumstances" as allowed the City of Kentwood's Purchasing Policy.

Motion Carried.

RESOLUTIONS:

ADOPT RESOLUTION 22-23 TO APPROVE FY 2022-2023 BUDGET

ADJUSTMENTS.

Finance Director Emeritus Chase explained the adjustments needed for the fiscal year's budget.

Motion by Draayer, seconded by Groce, to adopt Resolution 22-23 to approve Fiscal Year 2022-2023 Budget Adjustments.

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

Resolution Adopted.

ADOPT RESOLUTION 23-23 TO APPROVE AND AUTHORIZE A POLICE EMPLOYMENT RETAINER PROGRAM.

City Commission Meeting
June 20, 2023.

Motion by Artz, seconded by Coughlin, to adopt Resolution 23-23 to approve and authorize a Police Employment Retainer Program.

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

Resolution Adopted.

CLOSED SESSION:

Motion by Morgan, seconded by Artz, to enter into a closed session for negotiation session connected with the negotiation of a collective bargaining agreement as permitted under Section 8 (1) (c) of PA 267, Michigan Open Meetings Act of 1976.

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

Motion Carried.

The meeting was adjourned at 8:10 P.M.

The meeting was reconvened at 9:32 P.M.

The meeting was adjourned at 9:32 P.M.

Dan Kasunic
City Clerk

Stephen C.N. Kepley
Mayor