

**APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD CITY COMMISSION
HELD AUGUST 2, 2023
Commission Chambers**

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

Commissioner Coughlin led the Pledge of Allegiance to the Flag.

Reverend Hull of Princeton Christian Reformed Church gave the invocation.

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

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

Motion Carried.

Staff Present: Finance Director Emeritus 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, Deputy Parks Director Spencer McKellar Deputy Police Chief Stephanie Morningstar, Assistant Planner Joe Pung, Parks and Recreation Director Val Romeo, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, and Sabo representative Maryann Sabo.

Six (6) citizens attended the meeting.

Motion by Coughlin, seconded by Groce, to **approve the agenda** with the following addendum: add Closed Executive Session after comments of Commission.

Motion Carried.

ACKNOWLEDGE VISITORS AND NON-AGENDA ITEMS:

Engineering & Inspections Director Kirkwood introduced Susan Arnold the new Project Manager who provided a brief work history.

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 July 8, 2023.
- B. Adopt Resolution 25–23 to set a public hearing for SnackCraft, LLC tax abatement.
- C. Payables for the City totaling \$997,719.34.

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

Motion Carried.
Resolution Adopted.

Motion by Coughlin, seconded by Tyson, to **approve the minutes** of the July 18, 2023 City Commission Meeting as distributed.

Motion Carried.

PUBLIC HEARING:

Zoning Ordinance text amendments.

Mayor Kepley opened the public hearing to amend the Kentwood Zoning Ordinance.

Following a brief presentation by Senior Planner Pung:

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

Motion Carried.

**ADOPT ORDINANCE 8-23 TO AMEND THE KENTWOOD ZONING
ORDINANCE RELATING TO OPEN AIR CONSTRUCTION AND INDUSTRIAL
EQUIPMENT SALES AND RENTALS.**

Motion by Tyson, seconded by Morgan, to adopt Ordinance 8-23 to amend the Kentwood Zoning Ordinance relating to Open Air Construction and Industrial Equipment Sales and Rentals.

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

Ordinance Adopted.

BIDS:

**AUTHORIZE PURCHASE OF ROAD SALT FOR THE 2023-24 WINTER
SEASON.**

DPW Director Griffin reviewed his memorandum dated August 3, 2023 regarding the purchase of road salt.

Motion by Draayer, seconded by Coughlin, to authorize the purchase of up to 4,550 tons of bulk road salt for the 2023-2024 winter season from Compass Minerals America, Inc., at a cost of up to \$311,220.00, with funds from the FY 2023-24 Major and Local Streets Funds budgets Piggybacking on the Kent County Road Commission contract.

Motion Carried.

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**AUTHORIZE CONTRACT FOR SIDEWALK CONSTRUCTION AT
PINWOOD PARK.**

Deputy Director of Parks McKellar reviewed the memorandum dated August 2, 2023 regarding the sidewalk addition and he spoke of feedback from many to having a sidewalk. The homeowner who lives by the park stated he had spoken with the Mayor and is in favor of the sidewalk because the city will install a fence to stop visitors from encroaching on to his property.

Motion by Coughlin, seconded by Groce, to authorize the Mayor to sign a contract with Cascade Cement to construct a new sidewalk for safe pedestrian access to Pinewood Park off Wilmont Drive at a cost not to exceed \$26,500.00 (including a 10% contingency), using funds from the Parks & Recreation Millage.

Motion Carried.

**AUTHORIZE CONTRACT FOR COMMUNITY CENTER DESIGN AND
CONSTRUCTION ADMINISTRATIVE SERVICES.**

Parks & Recreation Director Romeo and Project Manager Arnold explained the process in selecting a company and noted the next steps after this process.

Motion by Coughlin, seconded by Groce, to authorize the Mayor to enter into a contract with Sparks 43 Architects **and identified sub-consultants** for design and contract administration services for the construction of a Kentwood Community Center in an amount not to exceed \$1,417,500.00 (including a 10% contingency), with funds from the Parks Millage.

Motion Carried.

COMMENTS OF COMMISSIONERS AND MAYOR:

Commissioner Draayer-Spoke of the discussion in the Committee of the Whole pertaining to speeding in the neighborhoods and encouraged residents to look into ways the city can reduce speeds.

Commissioner Morgan-Thanked first responders for their participation on National Night Out.

Mayor Kepley-Thanked the volunteers on National Night Out and was great to see many people.

CLOSED SESSION.

Motion by Groce, seconded by Morgan, to enter into Closed Session as permitted under Section 8(1)(h) of Michigan's Open Meeting Act, to consider material exempt from discussion or disclosure by state or federal statute, specially to discuss a written opinion received from counsel.

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

Motion Carried.

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The meeting was adjourned at 7:47 P.M.
The meeting was reconvened at 8:28 P.M.
The meeting was adjourned at 8:28 P.M.

Dan Kasunic
City Clerk

Stephen C.N. Kepley
Mayor