

**APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD CITY COMMISSION
HELD AUGUST 15, 2023
Commission Chambers**

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

Commissioner Draayer led the Pledge of Allegiance to the Flag.

Minister Alex Porter, Pentecostals of Kentwood Church 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: Executive Assistant Stephanie Fox, Deputy City Administrator Shay Gallagher, Finance Director Keyla Garcia, Deputy Fire Chief Mike Hipp, City Clerk Dan Kasunic, Fleet Supervisor Jamie King, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Deputy Police Chief Stephanie Morningstar, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, Deputy DPW Director Jim Wolford, and Sabo representative Anna Kendall.

Thirty-five (35) citizens attended the meeting.

Motion by Groce, seconded by Morgan, to **approve the agenda.**

Motion Carried.

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 Tyson, to approve the Consent Agenda as follows:

- A. Receive and file minutes of the Committee of the Whole held on August 2, 2023.
- B. Payables for the City totaling \$4,288,900.93.

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

Motion Carried.

Motion by Morgan, seconded by Coughlin, to **approve the minutes** of the August 2, 2023 City Commission Meeting as distributed.

Motion Carried.

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PRESENTATIONS AND PROCLAMATIONS:

ADMINISTER OATH OF OFFICE TO THREE POLICE OFFICERS.

Police Chief Litwin introduced Anthony Cradlebaugh, Daisy Stewart, and Zachary VanCompernelle. City Clerk Kasunic administered the Oath of Office. The officers introduced family who were present.

ADMINISTERED THE OATH OF OFFICE TO TWO FIREFIGHTERS.

Fire Chief Looman introduced Firefighters. City Clerk Kasunic administered the Oath of Office to Firefighters Charlee Weatherwax and Chad Wynsma. They introduced family who were present.

POLICE AND FIRE DEPARTMENT MONTHLY REPORTS.

POLICE DEPARTMENT MONTHLY REPORT FOR JULY 2023.

Police Chief Litwin reviewed the Police Department Monthly Report for July 2023. He spoke of having a community meeting at the station and of the July 4th Celebration.

FIRE DEPARTMENT MONTHLY REPORT FOR JULY 2023.

Fire Chief Looman reviewed the Fire Department Monthly Report for July 2023. He informed the Commission of the promotion of Lt. DeGroot to Training Captain. He noted the new hires will begin training and will be assigned a shift in six weeks.

Motion by Groce, seconded by Morgan, to receive and file the Police and Fire Department Monthly Report for July 2023.

Motion Carried.

BIDS:

AUTHORIZE PURCHASE OF THREE ELECTION BALLOT TABULATORS.

City Clerk Kasunic reviewed some of the new election requirements that will take effect for the February 2024 Election.

Motion by Morgan, seconded by Artz, to authorize the purchase of three tabulators from Election Source piggybacking on the State of Michigan MiDeal contract at a cost of \$31,194.00, with funds from the FY 2023-24 Property and Building Fund.

Motion Carried.

AUTHORIZE CONTRACT EXTENSION WITH OLAMETER, INC. FOR WATER METER READING SERVICES.

Deputy DPW Director Wolford reviewed the memorandum dated August 15, 2023 requesting an extension on Water Meter Reading Services and explained the increased cost.

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Motion by Artz, seconded by Morgan, to authorize the Mayor to extend the City's contract with Olameter, Inc., for one year for water meter reading services at a unit price of \$0.717 per meter read, with funds from the Water and Sewer Funds, under Special Circumstances allowed under the City's of Kentwood Purchasing Policy.

Motion Carried.

AUTHORIZE PURCHASE OF IMPACT CRASH ATTENUATOR SAFETY DEVICE.

Fire Chief Looman explained this item will be attached to a DPW truck that would no longer be used and deployed as an increased safety measure.

Motion by Draayer, seconded by Tyson, to authorize the purchase of an Impact Crash Attenuator Safety Device from Give 'Em A Break Safety (low bidder) in an amount not to exceed \$41,700.00, including a \$4,500.00 contingency for auxiliary equipment, with funds from the FY 2023-24 Fire Capital Equipment Fund.

Motion Carried.

APPROVE TWO YEAR CONTRACT WITH FLOCK SAFETY FOR TEN LICENSE PLATE CAMERA READERS.

Police Chief Litwin summarized his memorandum dated August 15, 2023 and answered questions regarding the policy of use of these readers.

Motion by Artz, seconded by Coughlin, to approve a two-year contract with Flock Safety to provide ten stationary license plate camera readers at an annual cost of \$30,000.00 plus an installation set-up cost of \$7,000.00 for total not to exceed \$67,000.00 with funds from the Police Capital Equipment Fund under Special Circumstances as allowed under the City of Kentwood's Purchasing Policy.

Motion Carried.

RESOLUTIONS:

ADOPT RESOLUTION 26-23 FOR ADOPTION OF THE 2022 KENT COUNTY, OTTAWA COUNTY, AND CITY OF GRAND RAPIDS REGIONAL HAZARD MITIGATION PLAN.

Emergency Management Coordinator Matt Grosser provided a brief overview of the plan. Fire Chief Looman explained this must be approved by FEMA every five years.

Motion by Coughlin, seconded by Tyson, to adopt Resolution 26-23 for adoption of the 2022 Kent County, Ottawa County, and City of Grand Rapids Regional Hazard Mitigation Plan.

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

Resolution Adopted.

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APPOINTMENTS AND RESIGNATIONS:

CONFIRM APPOINTMENT OF HEATHER VISCO AS HUMAN RESOURCES DIRECTOR.

Mayor Kepley introduced Heather Visco, who provided a brief work history and noted glad to be here.

Motion by Groce, seconded by Tyson, to confirm the appointment of Heather Visco as Human Resources Director pursuant to Section 6.6 of the City Charter.

Motion Carried.

COMMENTS OF COMMISSIONERS AND MAYOR:

Commissioner Groce- Informed the Commission he will be in North Carolina to celebrate his uncle who he is named after on being one of the first blacks to become a Marine.

Commissioner Coughlin- Stated he will be absent at the September 5th City Commission Meeting.

Mayor Kepley- Reminded the Commission of the upcoming Strategic Planning Meeting on September 26th.

The meeting was adjourned at 7:57 P.M.

Dan Kasunic
City Clerk

Stephen C.N. Kepley
Mayor