

**APPROVED MINUTES OF THE REGULAR MEETING  
OF THE KENTWOOD CITY COMMISSION  
HELD SEPTEMBER 5, 2023  
Commission Chambers**

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

Commissioner Groce led the Pledge of Allegiance to the Flag.

Reverend Jerry DeRuiter Police Chaplain gave the invocation.

Roll Call: Present: Commissioners: Betsy Artz, Ron Draayer, Maurice Groce, Jessica Ann Tyson and Mayor Stephen Kepley.

Motion by Tyson, seconded by Artz, to excuse Commissioners Coughlin and Morgan with prior notification.

Motion Carried.

Staff Present: I.T. Director Matt Anderson, Project Manager Susan Arnold, Finance Director Emeritus Tom Chase, Deputy City Administrator Shay Gallagher, Economic Development Planner Lisa Golder, Public Works Director Chad Griffin, City Clerk Dan Kasunic, Police Chief Bryan Litwin, Fire Chief Brent Looman, Deputy Police Chief Stephanie Morningstar, Parks and Recreation Director Val Romeo, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, and Sabo representative Anna Kendall.

Five (5) citizens and members of the news media attended the meeting.

Motion by Groce, seconded by Tyson, to **approve the agenda** with the following addenda: add 10(a) Master Plan amendment.

Motion Carried.

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

Kyle White spoke of the incident at East Kentwood High School noting it is a very tough time for the students and commended Commissioner Artz and Tyson and Police Officers for helping the students.

Johnny Lu, a teacher of multi-languages also spoke of the incident and noted there was no student leadership present and thought a program for healing is needed.

Mayor Kepley spoke of mentorship and having positive role models.

**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.)

City Commission Meeting  
September 5, 2023.

Motion by Artz, seconded by Groce, to approve the Consent Agenda as follows:

- A. Receive and file Revenue and Expenditure Report for quarter ending June 30, 2023.
- B. Receive and file Cash and Pooled Investments report as of June 30, 2023.
- C. Approve amended minutes of the regular City Commission Meeting held on August 2, 2023 to include highlighted text under the Community Center Design motion.
- D. Payables for the City totaling \$10,995,044.06.

Roll Call Vote: Yeas: All. Nays: None. Absent: Coughlin and Morgan.

Motion Carried.

Motion by Tyson, seconded by Groce, to **approve the minutes** of the August 15, 2023 City Commission Meeting as distributed.

Motion Carried.

**COMMUNICATIONS AND PETITIONS:**

**MASTER PLAN AMENDMENT FOR 2802-44<sup>TH</sup> STREET.**

Economic Development Planner Golder provided a brief history on the property and of the current request to rezone the property to high density residential. The Commission discussed and had questions of the process.

Motion by Artz, seconded by Groce, to 1) approve the distribution of the proposed Master Plan amendment for 2802-44<sup>th</sup> Street, SE for a public hearing and 2) the City Commission will assert its right to approve or reject the Master Plan amendment.

Motion Carried.

**BIDS:**

**AUTHORIZE PURCHASE OF GPS LOCATING EQUIPMENT FOR DEPARTMENT OF PUBLIC WORKS.**

DPW Director Griffin stated this purchase is to protect the infrastructure of the city and answered questions of the commission.

Motion by Artz, seconded by Tyson, to authorize the purchase of Global Position System (GPS) locating equipment from Seiler Geospatial Instrument Manufacturing Company at a cost of \$14,880.00 and two tablets with ongoing monthly services from Verizon Wireless at an equipment allowance of up to \$2,500.00, with funds from the FY 2023-24 Water Fund budget. Piggybacking on the State of Michigan MiDEAL contracts with Seiler and Verizon.

Motion Carried.

City Commission Meeting  
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**APPROVE PURCHASE OF 1,600 FEET OF REPLACEMENT FIRE HOSE.**

Fire Chief Looman noted this as an annual purchase to replace fire hose.

Motion by Draayer, seconded by Groce, to approve the purchase of 1,600 feet of replacement 1-3/4" diameter fire hose and 1,000 feet of replacement 2-1/2" diameter fire hose from Darley Emergency (low bidder) in the amount of \$17,059.00, with funds from the FY 2023-24 Fire Department Operating Budget.

Motion Carried.

**AUTHORIZE PURCHASE OF FIRE FIGHTER PROTECTIVE TURNOUT GEAR.**

Fire Chief Looman explained the proposed purchase for turnout gear for future needs.

Motion by Artz, seconded by Groce, to authorize the purchase of MSA Safety Globe brand fire fighter protective turnout gear from MacQueen Emergency at an amount not-to-exceed \$56,000.00, with funds from the FY 2024-25 Fire Department Operating Fund budget.

Motion Carried.

**AUTHORIZE PURCHASE OF THREE MULTI-FUNCTION COPY MACHINES.**

IT Director Anderson reviewed his memorandum dated September 5, 2023 regarding the purchase of the three copy machines.

Motion by Artz, seconded by Draayer, to authorize purchase of three Ricoh multi-function copy machines from Applied Imaging at a total amount of \$36,500.00, with funds from the FY 2023-24 Property and Building and Police Capital Equipment Funds. Piggybacking on the City of Farmington Hills/Michigan Intergovernmental Trade Network (MITN) bid process.

Motion Carried.

**AUTHORIZE PROFESSIONAL LEGISLATIVE SUPPORT AGREEMENT EXTENSION.**

Deputy City Administrator Gallagher related the work that is currently being done at the state level pertaining to tax exemptions for medical facilities and the need to extend the support.

Motion by Artz, seconded by Groce, to authorize the Mayor to extend an agreement with McAlvey Merchant Associates to provide professional legislative analysis and support services at a rate of \$5,000.00 per month and total not-to-exceed cost of \$60,000.00, with funds from the FY 2023-24 General Fund Contractual Services budget.

Motion Carried.

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**AUTHORIZE CONTRACT FOR KENTWOOD COMMUNITY CENTER  
BUSINESS PLANNING SERVICES.**

Parks & Recreation Director Romeo stated the need in having a plan for generating a revenue stream for the Community Center.

Motion by Artz, seconded by Groce, to authorize the Mayor to sign a contract for Kentwood Community Center business planning services with Pros Consulting LLC in the amount of \$34,890.00, with funds from the FY 2023-24 Parks Millage, under Special Circumstances as allowed by the City of Kentwood's Purchasing Policy.

Motion Carried.

**AUTHORIZE PURCHASE OF WORKSTATION FURNISHINGS FOR OFFICE  
REMODEL.**

Project Manager Arnold explained there are currently three offices with the need for three additional office spaces and reviewed the proposed layout.

Motion by Draayer, seconded by Tyson, to authorize purchase of workstation surfaces, wall panels, and labor from Interphase Interiors for a partial Finance Department remodel at a cost of up to \$16,791.00, including a \$2,000.00 allowance for project materials and a 10% contingency, with funds from the FY 2023-24 Property & Building Funds budget.

Motion Carried.

**RESOLUTIONS:**

**ADOPT RESOLUTION 27-23 TO RECOGNIZE EQUINE ASSISTED  
DEVELOPMENT AS A NON-PROFIT ORGANIZATION IN KENTWOOD**

Mayor Kepley explained the request.

Motion by Artz, seconded by Tyson, to adopt Resolution 27-23 to recognize Equine Assisted Development as a Non-Profit Organization in Kentwood.

Roll Call Vote: Yeas: All. Nays: None. Absent: Coughlin and Morgan

Resolution Adopted.

**ADOPT RESOLUTION 28-23 TO AMEND THE SCHEDULE OF FEES TO ADD  
AN APPLICATION FEE FOR TAX EXEMPTION APPLICATIONS FOR  
CERTAIN HOUSING PROJECTS.**

Deputy City Administrator Gallagher reminded the commission of establishing the ordinance to set a fee for applications for tax exemptions for certain housing projects and this resolution is to set that fee amount.

Motion by Artz, seconded by Groce, to adopt Resolution 28-23 to amend the Schedule of Fees to add an application fee for Tax Exemption Application for certain housing projects.

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Roll Call Vote: Yeas: All. Nays: None. Absent: Coughlin and Morgan.

Resolution Adopted.

**COMMENTS OF COMMISSIONERS AND MAYOR:**

Commissioner Groce-Spoke of accepting the Congressional Medal of Honor on behalf of his uncle who he was named after.

Commissioner Tyson-Thanked Commissioner Artz and the Police Officers who were present at the incident at the high school for their compassion in helping with the students.

Commissioner Artz-Reminded everyone of the Food Truck Festival on September 9<sup>th</sup> and of the upcoming Government Affairs Luncheon and thanked the two residents who spoke about the high school incident.

Mayor Kepley-Reminded the Commission of the September 26<sup>th</sup> Strategic Meeting to discuss a possible Police and Fire Millage and the Parks & Recreation Projects.

Commissioner Draayer-Inquired about doing a study on the deer population.

Deputy City Administrator Gallagher explained the current study being done.

The meeting was adjourned at 8:00 P.M.

Dan Kasunic  
City Clerk

Stephen C.N. Kepley  
Mayor