

**APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD CITY COMMISSION
HELD OCTOBER 4, 2022
Commission Chambers**

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

Commissioner Tyson led the Pledge of Allegiance to the Flag.

City Commissioner Morgan 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: City Engineer Brad Boomstra, Deputy Finance Director Bhama Cairns, Finance Director Tom Chase, Public Works Director Chad Griffin, Deputy Fire Chief Mike Hipp, City Clerk Dan Kasunic, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Assistant Planner Joe Pung, Deputy Administrator Mark Rambo, Fire Department Administrative Assistant Nancy Shane, and Sabo representative Lisa Taylor.

Three (3) citizens attended the meeting.

Motion by Artz, seconded by Coughlin, to **approve the agenda.**

Motion Carried.

ACKNOWLEDGE VISITORS AND NON-AGENDA ITEMS:

Scot Urbanowski spoke of his concerns that the city reduce spending because in his view the property taxes will be reduced because property values will decline. He spoke of vacancies on Commissions, boards and committees and the period of time it is taking to fill those seats and suggested politics may be the reason.

Mayor Kepley responded that his “politics” claim is unfounded and took umbrage with his remark, noting the appointments of several individuals who currently serve at the county commission. The Mayor stated that he seeks people with experience and does not care with which political party they identify.

Chris VanderHoff (a local builder) stated a letter to the Planning and City Commissions, will be forthcoming regarding his thoughts on the proposed changes to the ordinance building facades and the additional cost that come with the changes.

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:

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A. Receive and file minutes of the Committee of the Whole held on September 20, 2022.

B. Payables for the City totaling \$207,921.50.

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

Motion Carried.

Motion by Artz, seconded by Groce, to **approve the minutes** of the September 20, 2022 City Commission Meeting as distributed.

Motion Carried.

COMMUNICATIONS AND PETITIONS:

AUTHORIZE UTILITY AGREEMENT FOR PFEIFFER PINES PHASE 3.

City Engineer Boomstra stated this is a standard agreement.

Motion by Artz, seconded by Draayer, to authorize the Mayor and City Clerk to enter into a utility agreement with West Michigan Property Developers, LLC to authorize the developer to install public water main and sanitary sewer and to set up an escrow arrangement to cover the City's related costs for the Pfeiffer Pines Phase Three Development located near Shaffer Ave. and Pfeiffer Woods Drive.

Motion carried.

PUBLIC HEARING:

Jefferson East Plat.

Mayor Kepley opened the public hearing to conditional tentative approval of the preliminary plat and final site plan for Jefferson East Case 22-22.

Following a brief presentation by Senior Planer Pung and Developer Chris VanderHoff:

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

Motion Carried.

CONDITIONAL TENTATIVE APPROVAL OF THE PRELIMINARY PLAT AND FINAL SITE PLAN FOR JEFFERSON EAST, CASE 22-22.

Motion by Coughlin, seconded by Morgan, for Conditional tentative approval of the preliminary plat and final site plan for Jefferson East, Case 22-22, subject to conditions 1-5 and basis points 1-6 based on the Planning Commission's Findings of Fact dated October 11, 2022.

Motion Carried.

BIDS:

AUTHORIZE THE PURCHASE OF A PORTABLE EXTRICATION TOOL.

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Fire Chief Looman explained this will be for the new Fire Engine, and no replacement parts are available for the old tool.

Motion by Draayer, seconded by Groce, to authorize the purchase of a portable extrication tool and accessories from West Shore Fire, Inc. at a total cost of \$40,750.00, with funds from the Fire Equipment Fund under the City of Kentwood Purchasing rules for Special Circumstances.

Motion Carried.

AUTHORIZE CONTRACT FOR MASTER PLANNING AND DESIGN SERVICES FOR CITY BUILDINGS.

DPW Director Griffin reviewed his memorandum dated October 4, 2022 and reviewed the different items this contract will cover, noting all purchases and agreements will be brought before the commission for approval.

Motion by Coughlin, seconded by Morgan, to authorize the Mayor to enter into a contract with Ghafari Associates, LLC for comprehensive master planning, building design, and engineering services for various construction and renovation improvements to the Kentwood Department of Public Works and Fire Station buildings and sites at a cost not-to-exceed \$391,852.00 (including a 10% contingency), with funds from the Property and Building Fund and Fire Millage.

Motion Carried.

APPOINTMENTS AND RESIGNATIONS:

CONFIRM APPOINTMENTS OF AARON JOHNSON TO ZBA AS FULL MEMBER AND MAURICE GROCE TO THE ARTS COMMITTEE.

Motion by Artz, seconded by Tyson, to confirm the appointments of Aaron Johnson from Alternate ZBA member to full member to complete an unexpired term until 1/24 and Maurice Groce to replace City Commissioner Artz to complete the unexpired term until 1/24.

Motion Carried.

COMMENTS OF COMMISSIONERS AND MAYOR:

Commissioner Coughlin-Informed the Commission he will be absent for the October 18th City Commission Meeting.

Mayor Kepley-Informed the Commission of the up coming MML Conference and of reimbursement to those who attend.

The meeting was adjourned at 7:44 P.M.

Dan Kasunic
City Clerk

Stephen C.N. Kepley
Mayor

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(Copies of the full text of the proceedings are available for review and distribution in the office of the City Clerk and on the City's web site at: www.ci.kentwood.mi.us)