



## OFFICE OF THE CITY CLERK

### AGENDA: DECEMBER 21, 2021 CITY OF KENTWOOD COMMISSION MEETING

1. Call meeting to order at 7:00 P.M.
2. Pledge of Allegiance to the Flag (Groce).
3. Invocation by Rev. Samuel Moffett, House of God Family Life Ministries.
4. Roll Call: Artz, Coughlin, Draayer, Groce, Morgan, Tyson, and Mayor Kepley.
5. Approve agenda.
6. Acknowledge visitors and those wishing to speak to non-agenda items.
7. Consent agenda. (roll call vote)
  - a. Receive and file minutes of the [Committee of the Whole](#) meeting held on December 7, 2021.
  - b. Res. – 21 Setting [2022 Board of Review](#) meeting dates.
  - c. Res. – 21 to [Accept Newly Constructed Streets](#) as Public City Streets.
  - d. Submission of [2021 Corrective Action Plan](#). (Information only)
  - e. [City Payables](#).
8. Approve minutes of the regular [City Commission Meeting](#) held on December 7, 2021 as distributed. (voice vote)
9. Presentations and Proclamations.
  - a. Administer Oath of Office to Police Officers Grayson DeJong and Alec Owen.
  - b. Administer Oath of Office to Police Chief Bryan Litwin.
  - c. [Police and Fire Department](#) monthly reports.
10. Communications and Petitions.
  - a. Authorize construction agreement for [utilities and streets for Bretonfield Preserve #5](#).
11. Public Hearings.
  - a. Adopt [TCO 2021-502 restricting parking](#) on 48<sup>th</sup> St, Lyles St, and Heyboer Ave. (voice vote)
12. Reports of Ad Hoc Committees.

13. Bids.
  - a. Authorize employee [benefits consulting services agreement](#) with National Insurance Services. (voice vote)
  - b. Authorize purchase of [watermain valve turner](#). (voice vote)
14. Resolutions.
  - a. Res. – 21 Approving an [Indigent Defense Collaboration Contract](#). (roll call vote)
  - b. Res. – 21 to Establish an [Application and Escrow Fee](#) for Tax Exemption Applications for certain Housing Projects. (roll call vote)
15. Ordinances.
16. Appointments and Resignations.
  - a. Confirm [appointments and reappointments](#) to various boards, commissions, and committees. (voice vote)
17. Quarterly, Semi-Annual or Annual Scheduled Reviews.
18. Old Business/Future Agenda Review.
19. Comments of Commissioners and Mayor.
20. Closed Session.
  - a. Motion to enter closed session to consult with attorney regarding pending litigation as permitted under Section 8(e) of PA 267 Michigan Open Meetings Act of 1976. (roll call vote)
  - b. Reconvene from closed session.
21. Adjournment.

Becky L. Schultz  
Deputy City Clerk

**PROPOSED MINUTES OF THE  
COMMITTEE OF THE WHOLE**

December 7, 2021

Conference Room #119

5:30 P.M.

Present: Commissioners: Mayor Pro-Tem Robert Coughlin, Betsy Artz, Ron Draayer, Maurice Groce, Clarkston Morgan, Jessica Ann Tyson, and Mayor Stephen Kepley. Staff present: Deputy Finance Director Bhama Cairns, Finance Director Tom Chase, Director of Public Works Chad Griffin, Economic Planner Lisa Golder, Deputy Fire Chief Mike Hipp, City Clerk Dan Kasunic, Engineering & Inspections Director Jim Kirkwood, Fire Chief Brent Looman, Deputy Administrator Mark Rambo, Police Chief Richard Roberts, Parks and Recreation Director Val Romeo, Community Development Director Terry Schweitzer, Fire Department Administrative Assistant Nancy Shane, City Treasurer Laurie Sheldon, City Attorney Jeffrey Sluggett, Sabo Representative Lisa Taylor and Deputy Police Chief Bryan Litwin.

**COVENANT PARK ADVISORY COMMITTEE:**

**A. RECOMMENDATION FOR KENTWOOD PARKS, TRAILS, AND RECREATION DEVELOPMENT AND MAINTENANCE FUNDING.**

City deputy Administrator Rambo began with a review of the process, community surveys, prioritizing community engagements, advisory committee meetings to include Covenant Park. He explained the spreadsheet with all of the proposed revenue and cost estimates. He provided a proposed timeline for implementation for improvements. Advisory Committee Chairs Ed Kape and Dustin Moseley spoke of community input and Mayor Kepley spoke of the need to provide for on-going maintenance of all of the trails and parks. The city commissioners engaged in a discussion on questions that covered many different points of the proposal of improvements including the millage proposal that would go onto the August 2022 ballot.

Motion by Artz, seconded by Groce, to receive and file the recommendation for the Kentwood Parks, Trails and Recreation development and maintenance funding.

Motion Carried.

**BROWNFIELD REDEVELOPMENT AUTHORITY:**

**A. BROWNFIELD PLAN AMENDMENT FOR TENDER LAWN CARE PROJECT.**

Economic Development Planner Golder provided a brief overview of the project followed by the owner of Tender Care Landscaping, his attorney who explained the situation of the condition of the contaminated soil and a representative from the State, who explained how the Brownfield process works. Staff explained how

the collection of taxes works in a Brownfield Development and what will not be reimbursable. Staff reviewed the conditions of the development agreement. It was noted action will be taken at tonight's City Commission Meeting, with this Committee of the Whole agenda item for information only.

**ENGINEERING & INSPECTIONS DEPARTMENT:**

**A. GRAND RAPIDS WATER & SEWER RATES FOR 2022. INFORMATION ONLY.**

Engineering and Inspections Director Kirkwood noted the Grand Rapids Water District will be raised by a combined total of 6.84% with the increased cost because of the runaway cost of building a biodigester. There was a discussion on having the City of Grand Rapids providing additional information on costs and oversight. This item was for information only.

**PUBLIC COMMENT:**

Community Development Director Schweitzer informed the committee of the land use changes at the corner of Forest Hill and Burton and at 44<sup>th</sup> Street and Walma Avenue so they would be better informed in case any Kentwood residents have questions.

The meeting was adjourned at 6:48 P.M.

Dan Kasunic  
City Clerk

Robert Coughlin  
Mayor Pro-Tem

**RESOLUTION NO. – 21**

**CITY OF KENTWOOD,  
KENT COUNTY, MICHIGAN**

**A RESOLUTION SETTING 2022 MEETING DATES  
FOR THE BOARD OF REVIEW**

**WHEREAS**, pursuant to Section 8.7 of the Kentwood City Charter, the Board of Review shall meet for the purpose of reviewing and correcting the assessment roll, and shall continue in session from day to day for that purpose for two days in March, and as much longer as may be necessary; and

**WHEREAS**, Michigan General Property Tax Law section 211.53b also provides for the Board to meet in July and again in December for the purpose of correcting any mutual mistake of fact, clerical error, or qualified error, as well as to handle certain appeals of Principal Residence Exemptions and Qualified Agricultural Property Exemptions; and

**WHEREAS**, the City Commission shall designate the times and place for the meetings of the Board of Review in compliance with the above;

**BE IT RESOLVED** that the City Commission does hereby set the 2022 meeting dates for the Board of Review as follows:

Tuesday, **March 8, 2022** commencing at 10:00 am at Kentwood City Hall, 4900 Breton Avenue SE, for organization and review of the assessment roll.

Monday, **March 14, 2022** beginning at 1:00 pm at Kentwood City Hall and continuing in session for a minimum of six (6) hours; Tuesday, **March 15, 2022** beginning at 9:00 am at Kentwood City Hall and continuing in session for a minimum of six (6) hours; and Wednesday, **March 16, 2022** beginning at 9:00 am for additional appointments as needed; hearing appeals where property owners have appeared and requested said consideration.

Tuesday, **July 19, 2022** and Tuesday, **December 13, 2022** commencing at 10:00 am each day at Kentwood City Hall for the purpose of correcting clerical errors, qualified errors, mutual mistakes of fact, incorrect rate of taxation, mathematical computations relating to the computation of tax bills, or appeals of Principle Residence Exemptions in accordance with MCLA 211.7cc(20) and other relevant sections of Michigan law.

**BE IT FURTHER RESOLVED** that all resolutions or parts of resolutions inconsistent herewith are hereby rescinded.

The foregoing resolution was proposed by Commissioner Coughlin supported by Commissioner Artz.

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

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Dan Kasunic  
Kentwood City Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Kentwood, Kent County, Michigan at a regular meeting held on December 21, 2021, and that the public notices of said meeting were given pursuant to Act No. 267 of the Michigan Public Acts of 1976 including, in the case of a special or rescheduled meeting, notice of publication or posting at least eighteen (18) hours prior to the time set for the meeting.

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Dan Kasunic  
Kentwood City Clerk

CITY OF KENTWOOD  
RESOLUTION NO. – 21

A RESOLUTION TO ACCEPT NEWLY CONSTRUCTED STREETS  
IN 2021 AS PUBLIC CITY STREETS

Minutes of the regular meeting of the City Commission of the City of Kentwood, Kent County, Michigan, held in the Kentwood City Commission Chambers, 4900 Breton Ave. S.E., in said City on December 21, 2021 at 7:00 PM.

PRESENT: Commissioners

ABSENT:

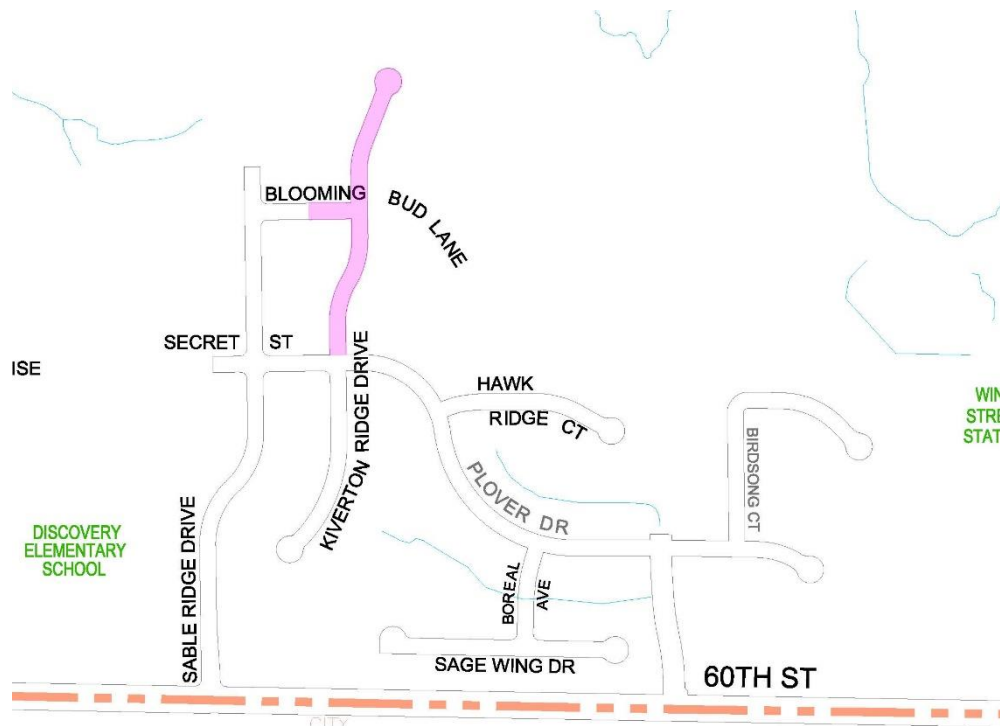
The following preamble and resolution were offered by Commissioner     and supported by Commissioner     .

WHEREAS, the following streets, within public rights-of-way under municipal control, were open to traffic as public streets and were accepted by the City of Kentwood on December 21, 2021.

**Bretonfield Preserve No. 4**

**Kiverton Ridge Drive** from Secret Street to terminus north

**Blooming Bud Lane** from 169ft east of Sable Ridge Drive to Kiverton Ridge Drive



AND WHEREAS, the City Engineer has approved said streets as to specifications,

BE IT THEREFORE RESOLVED, that said streets are hereby accepted by the City of Kentwood and are hereby made part of the City Street System.

YEAS: Commissioners

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

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Dan Kasunic  
Kentwood City Clerk

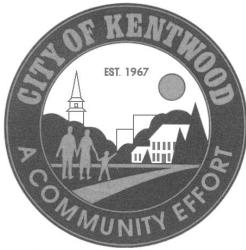
CERTIFICATION

I hereby certify the foregoing resolution to be a true copy of a resolution adopted at a regular meeting of the Kentwood City Commission held December 21, 2021.

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Dan Kasunic  
Kentwood City Clerk





**FINANCE DEPARTMENT**  
**INFORMATION ONLY**

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**MEMORANDUM**

TO: Honorable Mayor and City Commissioners  
FROM: Thomas H. Chase, Finance Director  
DATE: December 14, 2021

RE: 2021 Corrective Action Plan submitted to MI Department of Treasury

**ACTION REQUESTED:** This is information only. No action is requested.

**BACKGROUND:** Annually, at the time the City's financial statements are provided to the MI Department of Treasury (MI Treasury), the City's auditors also file an Auditing Procedures Report (APR) that provides the State with certain information (see attached).

Depending on the answers entered on the APR, MI Treasury may issue a letter titled "Request for Improvement of Deficiencies – Corrective Action Plan" (see attached). Within 30 days, the City must provide a Corrective Action Plan (CAP) to MI Treasury.

The 2021 CAP was sent to MI Treasury on 12/14/2021 (see attached).

If you have any questions, please contact me at (616) 554-0766.

Enclosure  
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Auditing Procedures Report

Issued under Public Act 2 of 1968, as amended.

Local Unit Basic Information					
County:	KENT	Type:	City	Local Unit Name:	City of Kentwood
Municode:	41-2-050	FY Ending:	2021	Year End Month:	6
Form ID: 97514			Instructions		FAQs
Attachment File			Description		
Kentwood audit 2021.pdf			Please attach Audit Report		
Reporting					
Enter Opinion Date:				11/24/2021	
Select type of audit opinion for the following:					
Governmental activities:	UNMOD		Business-type activities:	UNMOD	
Aggregate discretely presented component units:			Major fund(s):	UNMOD	
Aggregate remaining fund information:			Aggregate discretely presented component units and remaining fund information:	UNMOD	
Has the local unit complied with generally accepted accounting principles (GAAP)?				Y	
Are all required component units/funds/significant others of the local unit included in the financial statements and disclosed in the reporting entity notes to the financial statements when applicable?				Y	
Please check all of the following that are missing:					
	Component Units		Funds		Significant Others
Please list component units missing:					
Please list funds missing:					
Please list others missing:					
Is this unit in compliance with the Uniform Chart of Accounts issued by the Department of Treasury?				Y	
Nothing came to my attention that caused me to believe that the local unit failed to comply with guidance issued by the Local Government Financial Services Division (ie., Uniform Reporting Format, Accounting Manual, Audit Manual, Budget Manual, Numbered Letters, MCGAA Statements). If nothing came to your attention, mark yes.				Y	

Statutory	
Nothing came to my attention that caused me to believe that the local unit failed to comply with charters or ordinances. If nothing came to your attention, mark yes.	Y
Indicate section of charter or ordinance with which the local unit is not in compliance:	
Does the local unit have a court ordered judgment tax levy or judgment bond?	N
Is this a one year levy?	
Has the local unit distributed tax revenues that were collected for another taxing unit timely as required by the general property tax act?	Y
Has the current year pension actuarially determined contribution been paid by the unit required by the State Constitution Article 9, Section 24?	Y
Is the local unit free of illegal or unauthorized expenditures that came to your attention as defined in the manual for Audits of Local Units of Government in Michigan, as revised (see Appendix H of manual)?	Y
Has a description of the illegal or unauthorized expenditures been included in the audit?	
Please provide page number :	
Describe:	
Is the unit free of any indications of fraud or illegal acts that came to your attention during the course of the audit that have not been previously communicated to the Local Government Financial Services Division?	Y
Has a written report (forensic audit) been produced?	
Has law enforcement been notified?	
Does the audit report identify violations of other statutes not described in above?	N
Describe:	

Borrowing/Debt/Deficit					
Does the local unit have a negative fund balance in any of its unrestricted (unassigned, assigned and committed) fund balances/unrestricted fund net position (not government-wide statements)?			N		
You must complete the “Deficit Worksheet” section below.					
Is the local unit in compliance with Public Act 34 of 2001, Revised Municipal Finance Act (ie., authorized borrowing, annual filing of a qualifying statement, filing of a security report within 15 days of any issuance)?			Y		
Is the local unit in compliance with orders issued under Public Act 243 of 1980, Emergency Municipal Loan Act?			NA		
Did the local unit adopt a budget for all required funds (MCL 141.436)?			Y		
Was a public hearing on the budget held in accordance with State statute?			Y		
Were the local unit's actual expenditures within the amounts authorized in the budget?			N		
Are there any individual expenditures or other financing uses that exceed 10% of total expenditures?			Y		
Are any of those over budget by 10% or more?			Y		
Internal Controls					
Has the board or council approved all disbursements prior to payment as required by charter or statute?				Y	
Do all deposits/investments comply with statutory requirements including the adoption of an investment policy?				Y	
To your knowledge, were the bank reconciliations performed timely?				Y	
Are there any reported deficiencies other than segregation of duties and/or the preparation of financial statements?				N	
How many are:					
Material weaknesses?		Significant deficiencies?		Statutory non-compliance?	
Are any reported deficiencies repeated from the prior year?					
Were there any reported deficiencies including those that would be related to internal controls, statutory compliance, or other areas of concern?					N

Financial Statements			
Please enter the following:			
General Fund Revenue:	\$19,400,098.00	Governmental net position:	\$117,115,347.00
General Fund Expenditure (Must be positive):	\$27,484,927.00	Business type net position:	\$26,101,773.00
General Fund Other financing net sources/(uses) (Can be positive or negative):	\$8,216,409.00	Component units total net position:	\$832,689.00
General Fund Beginning Balance:	\$6,102,192.00	Governmental Activities Long- Term Debt:	\$6,764,996.00
General Fund Ending Balance:	\$6,233,772.00	Major Fund Deficit Amount:	\$0.00
Calculated General Fund Ending Balance:	\$6,233,772.00	Governmental Fund Revenues	\$43,174,868.00
Please explain the difference between calculated and entered General Fund Ending Balance:			

Deficit Worksheet										
Fund Type	Fund Name	All Funds				Enterprise, Internal Service, Trust or Agency, & Component Unit Funds				Deficit To Be Eliminated
		Unrestricted Fund Balance/Net Position (Deficit)	Deferred Inflows of Resources	Taxes and Special Assessment s Receivable	Deferred Inflows- Taxes and Special Assessment s	Total Net Position (Deficit)/Surplus	Current Assets	Current Liabilities	CA-CL Deficit	

Pension Plans					
Our records indicate the following pension plan(s) exist. Put a check mark next to any that are no longer active.					
	Kentwood employee plan				
Assets	\$44,836,082.00				
Liabilities	\$43,710,024.00				
ADC	\$368,000.00				

Health Care (OPEB) Plans					
Our records indicate the following opeb plan(s) exist. Put a check mark next to any that are no longer active.					
	Kentwood OPEB plan				
Assets	\$1,714,946.00				
Liabilities	\$20,099.00				
ADC/ARC	\$0.00				

Certified Public Accountant Information			
CHECKED	We affirm that we are certified public accountants licensed to practice in Michigan.		
CHECKED	We affirm that all answers are correct to the best of our knowledge.		
CHECKED	We further affirm that all material weaknesses, significant deficiencies, and statutory noncompliance violations as well as all budget violations that were reported to the auditee are reported to the Michigan Department of Treasury.		
CPA Name:	Doug Vredeveld	Ten Digit License Number:	1101026483
Please provide a primary email address for the local unit contact:		chaset@kentwood.us	



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

December 03, 2021

**Request for Improvement  
of Deficiencies -  
Corrective Action Plan**

Fiscal Year: 2021

Municipality Code: 412050

Report ID Number: 125267

**Sent Via Email**

City of Kentwood

chaset@kentwood.us

Dear Governing Body:

The Community Engagement and Finance Division has received the audit report for the fiscal year referenced above. It is the responsibility of this division to administer certain State statutes. Consequently, your audit has been reviewed to determine compliance with budgeting, accounting, auditing, and statutory compliance related activities. This review has identified issues that we believe need your attention.

Please note the following issues corresponding to response(s) on the auditing procedures report:

- Actual expenditures exceeded the amounts authorized in the budget. Please describe actions being taken to prevent budget variances.
- Expenditures have exceeded revenues for the last three years. Please provide an explanation for this trend.

The matter(s) described above are either violations of state statute or are deficiencies of the local unit that may impede the local unit's ability to comply with state statute.

Additional deficiencies in your report are usually found in the form of comments and recommendations located toward the end of the report or may be filed separately. The plan should identify each Auditing Procedure Report question listed above, each additional deficiency, the corrective action to be taken, the supporting documentation requested, if any, and the date in which the action is to be implemented.

Therefore, within **30 days** from the date of this letter, please submit to us a detailed Corrective Action Plan to resolve the above-mentioned matter(s), including other deficiencies noted in your audit report. To submit your Corrective Action Plan, visit the department's online filing site at [Michigan.gov/localfinancialreporting](https://Michigan.gov/localfinancialreporting) and select the File Online Reports tab. You must request local unit user access if one does not already exist. We do not accept hard-copy or emailed responses. Please combine multiple documents as only one document can be uploaded.

Failure to respond within 30 days or an inability to demonstrate that corrective action

has been implemented may result in one or more of the following:

- Denial of subsequent year qualified status under Public Act 34 of 2001, the Revised Municipal Finance Act (possibly preventing your municipality the ability to borrow money);
- Subject the local unit to an audit and/or review performed by Department of Treasury auditors at the expense of the local unit.

Please contact the audit review staff at [LAFD\\_Audits@michigan.gov](mailto:LAFD_Audits@michigan.gov) if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'CJ Vaughn', written over a light gray rectangular background.

Cary Jay Vaughn, CPA, CGFM  
Community Engagement and Finance Division



**City of Kentwood – Municode: 412050**  
**Corrective Action Plan**  
**For the Year Ended June 30, 2021**

This Corrective Action Plan (CAP) is submitted in response to issues identified by the Community Engagement and Finance Division corresponding to questions on the City of Kentwood Auditing Procedures Report (APR) for the year ended June 30, 2021.

**Actual expenditures exceeded the amounts authorized in the budget.**

In Financial Statements Note 2 – Excess of Expenditures over Appropriations in Budgetary Funds, four instances were identified where the City incurred expenditures in excess of amounts appropriated, as follows:

General Fund – General Government - Administrative: On June 15, 2021, the Kentwood City Commission approved a \$100,000 increase of the FY 2021 budget for this activity, which was based on the year-end estimates at that time. Upon completion of the FY 2021 audit, the actual results still exceeded the amended budget. For the past two years, due in part to some significant property tax valuation cases, expenditures for legal fees have exceeded historical norms. In addition, contractual services expenditures exceeded budgeted amounts in part due to COVID pandemic-related expenditures. Next year, discussions with applicable department staff will occur, prior to the final budget amendment for the year, to identify and make any budget adjustments that are needed.

General Fund – Public Works – Engineering: The interpretation of financial reporting standards used in the Kentwood Financial Statements nets certain expenditure reimbursements from other funds against Public Works – Engineering expenditures. Absent this approach, those expenditures did not exceed related budgeted City Commission-adopted appropriations in this activity.

General Fund – Other Financing Sources (Uses) – Transfers out: For many years, this has occurred annually when a transfer is made to the City's Property & Building Fund, in the amount of the General Fund unexpended appropriations for the year, for advance funding of future capital purchases. This amount is not determined until late in the audit; well beyond the end of the fiscal year, after which no budget amendments can be made. Starting in FY 2015, as part of the annual General Fund budget adoption resolution, the Kentwood City Commission has authorized the Finance Director, with approval of the Mayor, to make this transfer at the conclusion of the audit.

Federal Grant Special Revenue Fund – Total Expenditures: The first distribution of under the American Rescue Plan Act (ARPA) of 2021 was received in June 2021. Beyond the end of the fiscal year, after which no budget amendments can be made, approximately \$1,420,800 was included in initial grant reporting as FY 2021 expenditures. Next year, earlier discussions will occur to determine the amount of ARPA funding to be expended during the fiscal year, to identify and make any budget adjustments that are needed.

**Expenditures have exceeded revenues for the last three years.**

Property tax revenues dedicated for police and fire services are recorded in the Police & Fire Millage Special Revenue Fund. Operating expenditures of the Police and Fire Departments are recorded in the General Fund.

In the fiscal years ended 6/30/2019, 2020 and 2021, the City recorded transfers from the Police & Fire Millage Special Revenue Fund to the General Fund, to partially fund expenditures in the Police and Fire Departments, of approximately \$11,736,000, \$11,845,800 and \$12,515,600, respectively.

Use of the Police & Fire Millage Special Revenue Fund allows the City to clearly demonstrate that dedicated revenues, collected annually and accumulated from year-to-year, are used solely for the intended purpose. If these transfers in were instead reported as General Fund revenues, expenditures would not have exceeded revenues in any of the last three years

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If you have any questions, please contact City of Kentwood Finance Director Thomas H. Chase at (616) 554-0766 or [chaset@kentwood.us](mailto:chaset@kentwood.us).

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Total for fund 101 GENERAL FUND	274,944.52
Total for fund 202 MAJOR STREET	332,003.17
Total for fund 203 LOCAL STREET	13,197.61
Total for fund 205 POLICE & FIRE PROTECTION	207.83
Total for fund 219 STREET LIGHTING	35,363.18
Total for fund 243 BROWNFIELD REDEVELOPMENT	280,966.09
Total for fund 271 LIBRARY FUND	11.61
Total for fund 285 ECONOMIC DEVELOPMENT	70.75
Total for fund 401 PROPERTY BUILDING FUND	16,781.55
Total for fund 580 WATER FUND	8,521.06
Total for fund 590 SEWER FUND	241,019.59
Total for fund 630 SELF INSURANCE FUND	21,495.10
Total for fund 640 DPW EQUIPMENT FUND	12,812.00
Total for fund 641 FIRE CAPITAL ESCROW	49,657.00
Total for fund 703 TAX COLLECTION FUND	60,512.03
TOTAL - ALL FUNDS	1,347,563.09

12/16/2021 11:10 AM  
User: smithpy  
DB: Kentwood

CHECK DISBURSEMENT REPORT FOR CITY OF KENTWOOD  
CHECK DATE FROM 12/03/2021 - 12/16/2021

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/03/2021	AP-MB	255802	BOND, DENISE OR DARRYL	WATER RTS	580-000-040.000	11.65
		255802		SEWER-VOID CK#255332 - REISSUE	590-000-040.000	203.07
		255802		SEWER RTS	590-000-040.000	10.07
						<hr/> 224.79
12/03/2021	AP-MB	255803	INYANG, AMY	MAILBOX & POST DAMAGE	203-203-778.003	50.00
12/03/2021	AP-MB	255804	NICHOLAS & ELIZABETH LUELLE	JUST COMPENSATION - GRADING PERMIT	202-202-978.001	100.00
12/09/2021	AP-MB	255805	52ND STREET AUTOWASH	ASSESSOR - NOV 2021	101-209-740.000	6.00
		255805		INSPECTIONS - NOV 2021	101-371-740.000	12.00
						<hr/> 18.00
12/09/2021	AP-MB	255806	A-1 MECHANICAL	06a. Piping & Duct Install under	101-000-202.001	60.00
		255806		07c. Res. Air Conditioning (New	101-000-202.001	30.00
		255806		07a. Res. Final Inspection	101-000-202.001	40.00
		255806		07d. Res. Bath & Kitchen Exhaust	101-000-202.001	10.00
		255806		07h. Res Heating System (new home)	101-000-202.001	50.00
						<hr/> 190.00
12/09/2021	AP-MB	255807	ACTION INDUSTRIAL SUPPLY	UNIFORM EXPENSE - T. WARDEN	101-441-743.000	54.39
		255807		UNIFORM EXPENSE - A. RICH	101-441-743.000	242.38
						<hr/> 296.77
12/09/2021	AP-MB	255808	ADN ADMINISTRATORS, INC.	CLAIMS - DENTAL - NOV 2021	630-630-964.720	17,059.52
		255808		CLAIMS-VISION - NOV 2021	630-635-964.722	4,435.58
						<hr/> 21,495.10
12/09/2021	AP-MB	255809	AT&T	616 534 7117 767 3 - 11/22-12/21	101-336-850.000	360.15
		255809		616 532 7915 212 8 - 9/28-12/27/21	101-441-850.000	50.30
						<hr/> 410.45
12/09/2021	AP-MB	255810	JOSHUA BEKE	CDL TEST & LIC REIMB - JOSHUA BEKE	101-441-956.000	140.58
12/09/2021	AP-MB	255811	BERGER CHEVROLET	2021 CHEVROLET TAHOE 4WD 4DR	641-641-975.000	39,079.00
12/09/2021	AP-MB	255812	BRADLEY'S ACE HARDWARE	CASH DISCOUNTS	101-000-687.000	(1.76)
		255812		SUPPLIES	101-441-740.000	87.88
						<hr/> 86.12
12/09/2021	AP-MB	255813	CALEDONIA COMMUNITY SCHOOLS	TAX - S TAX 21	703-000-225.050	0.65
12/09/2021	AP-MB	255814	CARLETON EQUIPMENT CO	INVENTORY MTR POOL PARTS	101-000-114.000	770.75

12/16/2021 11:10 AM  
User: smithpy  
DB: Kentwood

CHECK DISBURSEMENT REPORT FOR CITY OF KENTWOOD  
CHECK DATE FROM 12/03/2021 - 12/16/2021

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/09/2021	AP-MB	255815	CASCADE CEMENT CONTRACTING INC	CONCRETE REPAIRS @5521 BATTLEBORO	580-580-784.001	1,996.00
12/09/2021	AP-MB	255816	TOM CHASE	MAINT AGREEMENTS - NOV 2021	101-101-941.000	(14.25)
		255816		SUPPLIES - NOV 2021	101-201-740.000	(2.50)
		255816		TELEPHONE - NOV 2021	101-201-850.000	45.00
						<hr/> 28.25
12/09/2021	AP-MB	255817	CIG JAN PRODUCTS LTD	SUPPLIES	101-101-740.000	220.00
12/09/2021	AP-MB	255818	CITY OF KENTWOOD TREASURER	DUE TO CUSTOMER	703-000-202.001	3.72
12/09/2021	AP-MB	255819	COMCAST	8529112770344651-TV-12/2/21-1/1/22	101-101-740.000	249.69
		255819		8529112661406114 - 12/12/21-1/11/22	101-441-740.000	133.06
		255819		8529112770289716 -12/10/21-1/9/22	101-691-740.000	130.27
						<hr/> 513.02
12/09/2021	AP-MB	255820	COMPRENEW	RECYCLING/DESTRUCTION FEES	101-258-801.000	569.79
12/09/2021	AP-MB	255821	CONNECTWISE, INC	SAAS STANDARD USER (X4) - NOV 2021	101-258-801.000	260.00
		255821		SAAS STANDARD USER (X4) - DEC 2021	101-258-801.000	260.00
						<hr/> 520.00
12/09/2021	AP-MB	255822	CONSUMERS ENERGY	100000216380	101-336-920.000	1,094.48
		255822		100000153831	101-441-920.000	78.29
		255822		100061215818	101-441-920.000	41.53
		255822		100058968965	101-441-920.000	83.12
		255822		100040603324	101-441-920.000	29.52
		255822		100023381302	101-441-920.000	29.24
		255822		100022834343	101-441-920.000	80.44
		255822		100020363220	101-441-920.000	32.78
		255822		100054799323	101-441-920.000	31.32
		255822		100024532283	101-441-920.000	76.45
		255822		100039587868	202-202-778.001	29.52
		255822		100047372600	202-202-778.001	31.32
		255822		100066851047	202-202-778.001	29.52
		255822		100000348225	202-202-778.002	1,700.96
		255822		100000348597	202-202-778.002	128.37
		255822		100000378503	219-219-920.000	300.25
		255822		100000348019	219-219-920.000	28,756.74
		255822		100022812729	219-219-920.000	37.98
		255822		100022033565	219-219-920.000	36.34

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		255822		100021767056	219-219-920.000	35.91
		255822		103009432222	219-219-920.000	6,099.64
		255822		100023227828	580-580-920.001	282.33
		255822		100024971614	590-590-920.000	111.97
		255822		100023665316	590-590-920.000	61.94
						<hr/> 39,219.96
12/09/2021	AP-MB	255823	CONTROL LOGIC OF MICHIGAN	UPGRADE OF COURTYARD LIGHT	101-738-934.000	1,500.00
12/09/2021	AP-MB	255824	COURTESY DODGE	INVENTORY MTR POOL PARTS	101-000-114.000	407.94
12/09/2021	AP-MB	255825	CSX TRANSPORTATION	RR X 32ND ST - 1/14/22-1/13/23	202-202-778.002	1,271.00
12/09/2021	AP-MB	255826	D&K ENGINEERED CONSTRUCTION	62-B DISTRICT COURT ADDITION	401-000-040.000	5,470.30
12/09/2021	AP-MB	255827	DEJONG JAMIN & AMY TRUST	BPL200014 - PB20040908	101-000-202.001	200.00
12/09/2021	AP-MB	255828	DHE PLUMBING AND MECHANICAL	REPAIR	590-590-934.000	550.00
12/09/2021	AP-MB	255829	DLD PROPERTIES, LLC	JUST COMPENSATION - GRADING PERMIT	202-202-978.001	125.00
12/09/2021	AP-MB	255830	DTE ENERGY	910021332135	101-101-921.000	1,067.49
		255830		910021269030	101-136-921.000	827.95
		255830		910021269030	101-301-921.000	1,931.89
		255830		910021319710	101-336-921.000	667.22
		255830		910020347175	101-336-921.000	395.64
		255830		920019163954 - COVENANT PARK	101-441-921.000	140.51
		255830		910021332317	101-441-921.000	1,579.09
		255830		910022508998	101-441-921.000	100.73
		255830		910020324950	101-691-921.000	534.26
		255830		910021269162	101-738-921.000	967.78
		255830		910021319520	580-580-921.000	85.88
		255830		920014979081	580-580-921.000	34.22
		255830		910021319942	580-580-921.001	90.84
						<hr/> 8,423.50
12/09/2021	AP-MB	255831	ELEVATOR SERVICE LLC	LIBRARY ELEVATOR REPAIR	101-738-934.000	4,200.00
12/09/2021	AP-MB	255832	ETNA SUPPLY	SUPPLIES	580-580-740.000	26.00
12/09/2021	AP-MB	255833	FIFTH THIRD BANK	KENTWOOD PENSION PE 12/3/21	101-000-245.000	5,917.34
12/09/2021	AP-MB	255834	FOREST HILLS PUBLIC SCHOOLS	TAX - S TAX 21	703-000-225.110	875.56

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12/09/2021	AP-MB	255835	FUEL MANAGEMENT SYSTEM	GASOLINE EXP 7079	101-301-862.000	5,725.05
		255835		S	101-336-862.000	1,708.07
		255835		GASOLINE EXP 7078	101-371-862.000	144.03
		255835		GASOLINE EXP 7077	101-441-862.000	3,880.50
		255835		GASOLINE EXP 9639	101-449-862.000	162.33
						<hr/> 11,619.98
12/09/2021	AP-MB	255836	GOVERNMENT FINANCE OFFICERS	2022 DUES - #300067427 - T. CHASE	101-201-807.000	152.50
		255836		2022 DUES - #300167676 - B. CAIRNS	101-201-807.000	152.50
						<hr/> 305.00
12/09/2021	AP-MB	255837	GRAINGER INC	SUPPLIES	101-441-740.000	565.64
12/09/2021	AP-MB	255838	GRAND RAPIDS CITY TREASURER	4695 44TH ST SE - CU ANSWERS	101-371-801.000	120.00
		255838		2353 OAK FOREST LN SE	101-371-801.000	120.00
		255838		2889 28TH ST SE	101-371-801.000	120.00
		255838		5425 EAST PARIS AVE SE	101-371-801.000	120.00
		255838		3195 28TH ST SE	101-371-801.000	120.00
		255838		3195 28TH ST SE R132	101-371-801.000	120.00
						<hr/> 720.00
12/09/2021	AP-MB	255839	GRAND RAPIDS COMMUNITY COLLEGE TAX - S TAX 21		703-000-224.001	3,734.84
12/09/2021	AP-MB	255840	GRAND RAPIDS GRAPHIX	UNIFORM EXPENSE - T. WARDEN	101-441-743.000	10.00
		255840		UNIFORM EXPENSE - J. BEKE	101-441-743.000	10.00
		255840		UNIFORM EXPENSE - R. SENN	101-441-743.000	10.00
						<hr/> 30.00
12/09/2021	AP-MB	255841	GRAND RAPIDS WILBERT BURIAL	SUPPLIES	101-441-740.000	155.00
12/09/2021	AP-MB	255842	GRANDVILLE TRAILER	INVENTORY MTR POOL PARTS	101-000-114.000	47.80
12/09/2021	AP-MB	255843	HAMMERSMITH EQUIPMENT CO, INC	SUPPLIES - FOOD TRUCK	101-693-740.000	200.00
12/09/2021	AP-MB	255844	HARDER & WARNER INC	MEMORIAL TREE	101-101-963.000	449.00
		255844		STREET TREES NOT TO EXCEED TOTAL	101-441-963.000	5,380.00
						<hr/> 5,829.00
12/09/2021	AP-MB	255845	HOLLAND SUPPLY INC	SUPPLIES	101-441-740.000	346.99
12/09/2021	AP-MB	255846	HUNTINGTON BANK	POLICE UNION DUES WHD PE 12/3/21	101-000-238.000	1,176.00
		255846		POLC & TBL DUES WHD PE 12/3/21	101-000-238.000	215.00
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						1,391.00
12/09/2021	AP-MB	255847	INTEGRITY TREE SERVICE	REMOVE RED OAK TREE - KEYHILL	101-000-040.000	2,542.50
		255847		REMOVE RED OAK TREE - KEYHILL	203-203-778.001	2,542.50
						5,085.00
12/09/2021	AP-MB	255848	INTERURBAN TRANSIT PARTNERSHIP TAX - S TAX 21		703-000-223.001	3,087.59
12/09/2021	AP-MB	255849	JACK DOHENY COMPANIES, INC.	INVENTORY MTR POOL PARTS	101-000-114.000	126.69
		255849		SEWER CAMERA REPAIR	101-441-861.934	5,866.00
						5,992.69
12/09/2021	AP-MB	255850	KELLOGGSVILLE PUBLIC SCHOOLS	TAX - S TAX 21	703-000-225.140	3,979.72
12/09/2021	AP-MB	255851	KENDALL ELECTRIC INC	INVENTORY MTR POOL PARTS	101-000-114.000	217.55
12/09/2021	AP-MB	255852	KENNEDY INDUSTRIES INC	REPAIR	590-590-934.000	4,042.80
12/09/2021	AP-MB	255853	KENOWA MUN FED CREDIT UNION	UNION -SGTS 47629-001 PE 12/3/21	101-000-238.000	330.00
12/09/2021	AP-MB	255854	KENT COMMUNICATIONS INC	POSTAGE - NOV 2021	101-101-728.000	222.54
		255854		CONTRACTUAL SERV - NOV 2021	101-101-801.000	72.00
						294.54
12/09/2021	AP-MB	255855	KENT COUNTY TREASURER	DUE TO CUSTOMER	101-000-202.001	109.85
		255855		DUE TO CUSTOMER	205-000-202.001	207.83
		255855		DUE TO CUSTOMER	271-000-202.001	11.61
		255855		DUE TO CUSTOMER	703-000-202.001	727.48
						1,056.77
12/09/2021	AP-MB	255856	KENT COUNTY TREASURER	TAX - S TAX 21	703-000-222.000	9,031.18
12/09/2021	AP-MB	255857	KENT COUNTY TREASURER	SET - S TAX 21	703-000-228.000	13,100.98
12/09/2021	AP-MB	255858	KENT INTERMEDIATE SCHOOL DIST	TAX - S TAX 21	703-000-224.000	11,898.30
12/09/2021	AP-MB	255859	KENTWOOD PUBLIC SCHOOLS	TAX - S TAX 21	703-000-225.160	14,072.01
12/09/2021	AP-MB	255860	LERMA, INC	EDUCATION & TRAINING	101-301-956.000	40.00
12/09/2021	AP-MB	255861	RON LEVERENCE	VEHICLE MILEAGE - 4/2-11/27/21	580-580-864.000	151.20
		255861		VEHICLE MILEAGE - 4/2-11/27/21	590-590-864.000	151.20
						302.40



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12/09/2021	AP-MB	255862	LOWES HOME IMPROVEMENT	INVENTORY MTR POOL PARTS	101-000-114.000	38.52
		255862		SUPPLIES	101-136-740.000	6.14
		255862		SUPPLIES	101-301-740.000	53.75
		255862		EDUCATION & TRAINING	101-336-956.000	77.71
		255862		SUPPLIES	101-441-740.000	122.72
		255862		MAINTENANCE ROAD & STREET	203-203-778.001	12.32
		255862		SUPPLIES	580-580-740.000	42.70
						<hr/> 353.86
12/09/2021	AP-MB	255863	LRE ENGINEERS & SURVEYORS	WETLAND IDENTIFICATION SERVICES NTE	101-449-801.000	2,216.25
		255863		PARCEL BOUNDARY SURVEY SERVICES NTE	101-449-801.000	2,837.37
		255863		DESIGN JEFFERSON AVE RECON	202-202-810.000	9,513.75
						<hr/> 14,567.37
12/09/2021	AP-MB	255864	MAURER'S TEXTILE RENTAL	UNIFORM EXPENSE	101-441-743.000	593.97
12/09/2021	AP-MB	255865	CODY MCCARTHY	VEHICLE MILEAGE - NOV 2021	101-441-864.000	168.00
12/09/2021	AP-MB	255866	MENARDS-WYOMING	PARK MAINT SUPPLIES	101-441-740.208	13.38
12/09/2021	AP-MB	255867	MIDWEST AIR FILTER, INC.	SUPPLIES	101-101-740.000	134.12
12/09/2021	AP-MB	255868	MISDU	WITHLD FOC PE 12/3/21	101-000-231.000	1,706.43
12/09/2021	AP-MB	255869	MLIVE MEDIA GROUP	PRINTING & PUBLISHING - NOV 2021	101-101-900.000	2,629.72
12/09/2021	AP-MB	255870	MUJKANOVIC EMIRE	BSW20020 - PB18039264	101-000-202.001	5,000.00
12/09/2021	AP-MB	255871	NAPA AUTO PARTS	INVENTORY MTR POOL PARTS	101-000-114.000	2,292.69
12/09/2021	AP-MB	255872	PR WOODLAND ANCHOR S LLC AND	BROWNFIELD SUMMER 2021 TAX CAPTURE	243-243-963.000	279,517.59
12/09/2021	AP-MB	255873	PREIN & NEWHOF PC	MEADOWLANE DRIVE RECON	203-203-810.000	5,019.77
		255873		ENGINEERING SERV - STUDY UPDATE	580-580-801.000	9,379.20
		255873		MEADOWLANE DRIVE RECON	580-580-810.000	2,151.33
		255873		MEADOWLANE DRIVE RECON	590-590-810.000	1,792.77
						<hr/> 18,343.07
12/09/2021	AP-MB	255874	RATHCO	MAINTENANCE ROAD & STREET	202-202-778.001	621.00
12/09/2021	AP-MB	255875	REPCOLITE PAINTS, INC	PARK MAINT SUPPLIES	101-441-740.208	163.45
12/09/2021	AP-MB	255876	ANDREW RICH	CDL LICENSE REIMB - A. RICH	101-441-956.000	40.58
		255876		CDL TEST REIMB - A. RICH	101-441-956.000	100.00

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						140.58
12/09/2021	AP-MB	255877	CHAD SATHER	VEHICLE MILEAGE - NOV 2021	580-580-864.000	47.60
		255877		VEHICLE MILEAGE - NOV 2021	590-590-864.000	47.60
						95.20
12/09/2021	AP-MB	255878	RICK SENN	CDL TEST REIMB - R. SENN	101-441-956.000	100.00
12/09/2021	AP-MB	255879	SHERWIN-WILLIAMS	SUPPLIES	101-441-740.000	74.02
12/09/2021	AP-MB	255880	SMART BUSINESS SOURCE LLC	EXPENSE-CITY COMMISSION	101-101-729.000	21.50
		255880		SUPPLIES	101-191-740.000	(81.78)
		255880		SUPPLIES	101-400-740.000	22.04
		255880		SUPPLIES	101-441-740.000	47.24
						9.00
12/09/2021	AP-MB	255881	SNAP-ON TOOLS	SUPPLIES	101-441-740.000	487.25
12/09/2021	AP-MB	255882	SPALDING DEDECKER ASSOCIATES	BGR21-002 - PESC210002	101-000-202.001	19,704.00
12/09/2021	AP-MB	255883	SHMG OCCUPATIONAL HEALTH	CONTRACTUAL SERVICES	101-441-801.000	192.00
12/09/2021	AP-MB	255884	STATE OF MICHIGAN	RE-CERTIFICATION - R. LEVERENCE	580-580-956.000	95.00
12/09/2021	AP-MB	255885	STATE OF MICHIGAN -- MDOT	CONSTRUCTION- 32ND ST WIDEN & RECON	202-202-978.000	237,146.38
12/09/2021	AP-MB	255886	STATE OF MICHIGAN	ASSESSOR RE-CERTIFICATION	101-209-807.000	875.00
12/09/2021	AP-MB	255887	SUPERIOR ASPHALT INC	MAINTENANCE ROAD & STREET	203-203-778.001	67.32
12/09/2021	AP-MB	255888	UNITED COMMERCIAL SERVICES	CONTRACTUAL SERVICES - NOV 2021	101-136-801.000	2,120.85
		255888		CONTRACTUAL SERVICES - NOV 2021	101-301-801.000	4,948.65
		255888		CONTRACTUAL SERVICES - NOV 2021	101-441-801.000	4,947.30
		255888		CONTRACTUAL SERVICES - NOV 2021	101-691-801.000	1,413.90
		255888		CONTRACTUAL SERVICES - NOV 2021	101-738-801.000	6,921.80
						20,352.50
12/09/2021	AP-MB	255889	US POSTAL SERVICE	2022 P.O. BOX RENEWAL - #8848	101-101-728.000	596.00
12/09/2021	AP-MB	255890	USA BLUEBOOK	MAINT & REPAIR OTHER	580-580-784.000	346.56
12/09/2021	AP-MB	255891	VERIZON WIRELESS	TELEPHONE - 12/2/21-1/1/22	101-101-850.000	6.63
		255891		TELEPHONE - 12/2/21-1/1/22	101-301-850.000	2,612.48
		255891		TELEPHONE - 12/2/21-1/1/22	101-302-850.000	81.08

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		255891		TELEPHONE - 12/2-21-1/1/22	101-336-850.000	960.88
						<u>3,661.07</u>
12/09/2021	AP-MB	255892	VORTEX AQUATIC STRUCTURES	PARK MAINT SUPPLIES	101-441-740.208	53.68
12/09/2021	AP-MB	255893	VREDEVELD HAEFNER LLC	AUDIT FEES - THRU 11/30/21	101-101-803.001	8,450.00
12/09/2021	AP-MB	255894	WASTE TRENDS	3015 28TH ST SE	101-000-695.400	385.00
12/09/2021	AP-MB	255895	WEST MI MECH INSPECTORS ASSOC	2022 DUES - T. SPARKS	101-371-807.000	50.00
12/09/2021	AP-MB	255896	GREGORY WILLSHIRE	EDUCATION & TRAINING - 11/12/21	101-301-956.000	19.00
12/09/2021	AP-MB	255897	CITY OF WYOMING	ELECTRICAL INSPECTIONS	101-371-801.000	65.00
12/13/2021	AP-MB	255898	62-B DISTRICT COURT - PETTY	WITNESS FEES & JURY FEES	101-136-806.000	439.40
12/13/2021	AP-MB	255899	62-B DISTRICT COURT - PETTY	WITNESS FEES & JURY FEES	101-136-806.000	500.40
12/16/2021	AP-MB	255900	52ND STREET AUTOWASH	POLICE - NOV 2021	101-301-861.000	198.00
12/16/2021	AP-MB	255901	AD-AMERICA MARKETING GROUP	SUPPLIES	101-691-740.000	409.77
12/16/2021	AP-MB	255902	AIS CONSTRUCTION EQUIPMENT	INVENTORY MTR POOL PARTS	101-000-114.000	46.10
12/16/2021	AP-MB	255903	APOLLO FIRE EQUIPMENT	UNIFORM EXPENSE	101-336-743.000	610.69
12/16/2021	AP-MB	255904	ARBOR SOLUTIONS INC.	CONTRACTUAL SERVICES - 11/17/21	101-258-801.000	75.00
		255904		CONTRACTUAL SERVICES - 11/2/21	101-258-801.000	150.00
						<u>225.00</u>
12/16/2021	AP-MB	255905	ASCAP	LIC FEE ADJ: CPI (DR) 1/1/21-	101-693-740.000	3.50
		255905		LICENSE FEE - 11/15/21-12/31/21	101-693-740.000	45.88
		255905		LICENSE FEE - 1/1/22-11/14/22	101-693-740.000	321.13
						<u>370.51</u>
12/16/2021	AP-MB	255906	AT&T	616 R01 5636 123 6 - DEC 2021	590-590-850.000	857.60
12/16/2021	AP-MB	255907	AVERTEST, LLC	DRUG COURT - NOV 2021	101-137-801.000	71.90
		255907		SOBRIETY COURT - NOV 2021	101-137-801.000	996.60
						<u>1,068.50</u>
12/16/2021	AP-MB	255908	BERGER CHEVROLET	INVENTORY MTR POOL PARTS	101-000-114.000	589.18

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12/16/2021	AP-MB	255909	ALLISON BESTER	SUPPLIES REIMB	101-253-740.000	5.93
12/16/2021	AP-MB	255910	BLOOM SLUGGETT, PC	LEGAL FEES - NOV 2021	101-101-804.000	30,797.69
		255910		LEGAL FEES - NOV 2021	101-301-804.000	18,042.03
		255910		LEGAL FEES - NOV 2021	243-243-804.000	1,448.50
						<hr/> 50,288.22
12/16/2021	AP-MB	255911	BOUND TREE MEDICAL	SUPPLIES	101-301-740.000	34.90
12/16/2021	AP-MB	255912	BRADLEY'S ACE HARDWARE	CASH DISCOUNTS	101-000-687.000	(1.85)
		255912		SUPPLIES	101-336-740.000	13.99
		255912		SUPPLIES - TREE LIGHTING	101-693-740.000	78.09
						<hr/> 90.23
12/16/2021	AP-MB	255913	CALEDONIA RENT-ALL INC	INVENTORY MTR POOL PARTS	101-000-114.000	31.61
12/16/2021	AP-MB	255914	CARLETON EQUIPMENT CO	BOBCAT NARROW TRACK	101-000-114.000	2,298.30
		255914		BOBCAT WIDE TRACK	101-000-114.000	2,717.38
						<hr/> 5,015.68
12/16/2021	AP-MB	255915	KRISTINA COLBY	SUPPLIES REIMB	101-691-740.000	70.01
		255915		VEHICLE MILEAGE - NOV 2021	101-691-864.000	41.44
						<hr/> 111.45
12/16/2021	AP-MB	255916	MONIQUE COLLIER	VEHICLE MILEAGE - 7/9-12/20/21	101-400-864.000	177.52
12/16/2021	AP-MB	255917	MICHAEL P COMER, PH.D.	CONTRACTUAL SERVICES - 11/2/21	101-301-801.000	120.00
12/16/2021	AP-MB	255918	COMPLETE AUTO GLASS	VEHICLE REPAIR & MAINTENANCE	101-336-861.934	395.85
12/16/2021	AP-MB	255919	CONSUMERS ENERGY	100025691757	101-441-920.000	107.67
		255919		100040306902	101-441-920.000	32.78
		255919		103009432222	219-219-920.000	96.32
						<hr/> 236.77
12/16/2021	AP-MB	255920	CORE TECHNOLOGY CORP	ANNUAL CORE TECHNOLOGY MAINT	101-136-941.000	2,820.66
12/16/2021	AP-MB	255921	COURTESY DODGE	INVENTORY MTR POOL PARTS	101-000-114.000	136.85
12/16/2021	AP-MB	255922	CSI EMERGENCY APPARATUS LLC	INVENTORY MTR POOL PARTS	101-000-114.000	688.21
		255922		AUTO SUPPLIES	101-336-861.000	1,294.51
						<hr/> 1,982.72
12/16/2021	AP-MB	255923	CTT - MTU	EDUCATION & TRAINING - B. BALE	101-371-956.000	55.00

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12/16/2021	AP-MB	255924	BETH DEAR	EDUCATION & TRAINING REIMB	101-209-956.000	250.00
12/16/2021	AP-MB	255925	DINGES FIRE COMPANY	UNIFORM EXPENSE	101-336-743.000	231.57
12/16/2021	AP-MB	255926	THE EMPLOYERS ASSOCIATION	INTERVIEW CANDIDATE TESTING	101-441-740.000	200.00
12/16/2021	AP-MB	255927	FIRE FIGHTER SALES & SERVICE	AUTO SUPPLIES	101-336-861.000	30.00
		255927		REPAIR	101-336-934.000	37.00
		255927		REPAIR	101-691-934.000	566.85
						<hr/> 633.85
12/16/2021	AP-MB	255928	FLAGS UNLIMITED LTD	SUPPLIES	101-301-740.000	474.66
12/16/2021	AP-MB	255929	GILSON GRAPHICS	SUPPLIES	101-136-740.000	371.80
12/16/2021	AP-MB	255930	LISA GOLDER	SUPPLIES REIMB - 7/1-12/31/21	101-400-740.000	2.99
		255930		VEHICLE MILEAGE - 7/1-12/31/21	101-400-864.000	25.76
		255930		SUPPLIES REIMB - 7/1-12/31/21	285-285-740.000	63.49
		255930		VEHICLE MILEAGE - 7/1-12/31/21	285-285-864.000	2.80
						<hr/> 95.04
12/16/2021	AP-MB	255931	GORDON FOOD SERVICE	SUPPLIES	101-301-740.000	28.02
		255931		SUPPLIES	101-691-740.000	31.97
						<hr/> 59.99
12/16/2021	AP-MB	255932	GRAINGER INC	SUPPLIES	101-136-740.000	24.10
		255932		SUPPLIES	101-301-740.000	56.24
						<hr/> 80.34
12/16/2021	AP-MB	255933	GRAND RAPIDS CITY TREASURER	4315 52ND ST SE	101-371-801.000	240.00
		255933		INTERGOVERNMENTAL BUILDING	101-371-801.000	520.00
						<hr/> 760.00
12/16/2021	AP-MB	255934	GRAND RAPIDS GRAPHIX	WINTER COATS WITH EMBROIDERY	101-691-740.000	1,350.00
		255934		SETUP	101-691-740.000	36.00
						<hr/> 1,386.00
12/16/2021	AP-MB	255935	GREAT LAKES DISC	SUPPLIES	101-693-740.000	430.00
12/16/2021	AP-MB	255936	LORI GRESNICK	VEHICLE MILEAGE - NOV 2021	101-691-864.000	30.24
		255936		VEHICLE MILEAGE - NOV 2021	101-693-864.000	59.92
						<hr/> 90.16

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12/16/2021	AP-MB	255937	ANDREW HALL	OFFICIATING PAY P.E. - 12/10/21	101-691-801.000	100.00
12/16/2021	AP-MB	255938	HALL, JACK	Water RTS	580-000-040.000	36.59
		255938		Sewer RTS	590-000-040.000	31.60
						<hr/> 68.19
12/16/2021	AP-MB	255939	SHELBY HENSHAW	SUPPLIES REIMB - TREE LIGHTING	101-693-740.000	15.00
12/16/2021	AP-MB	255940	VIKTORYIA HIGHLAND	SUPPLIES REIMB-VIPS HOLIDAY POTLUCK	101-301-740.000	170.00
12/16/2021	AP-MB	255941	HOMETOWN DECORATION & DISPLAY	LAMP POST DECORATIONS - GARLAND &	101-101-801.000	2,150.00
		255941		STAND UP LIGHTED CHARACTERS	101-101-801.000	1,500.00
		255941		LABOR & MATERIAL TO INSTALL &	101-101-801.000	450.00
						<hr/> 4,100.00
12/16/2021	AP-MB	255942	KENI HUDENKO	VEHICLE MILEAGE - NOV 2021	101-691-864.000	36.96
12/16/2021	AP-MB	255943	IIMC INT INST MUN CLERKS	2022 IIMC DUES - B. SCHULTZ	101-215-807.000	115.00
12/16/2021	AP-MB	255944	INTERNATIONAL CODE COUNCIL	SUPPLIES	101-336-740.000	123.00
		255944		SUPPLIES	101-371-740.000	188.00
						<hr/> 311.00
12/16/2021	AP-MB	255945	J & C TIRES	SUPPLIES	101-441-740.000	127.50
12/16/2021	AP-MB	255946	KCCA	KCCA 2022 DUES - KASUNIC & SCHULTZ	101-215-807.000	35.00
12/16/2021	AP-MB	255947	KATELIN JO KELLOGG	OFFICIATING PAY P.E. - 12/10/21	101-691-801.000	120.00
12/16/2021	AP-MB	255948	KENDALL ELECTRIC INC	INVENTORY MTR POOL PARTS	101-000-114.000	48.85
12/16/2021	AP-MB	255949	KENT COMMUNICATIONS INC	EST POSTAGE - PP STATEMENTS	101-209-801.000	457.05
12/16/2021	AP-MB	255950	KENT COMMUNICATIONS INC	SPOTLIGHT NEWSLETTER	101-101-801.000	1,355.64
		255950		WINTER 2021 TAX BILLS	101-253-900.000	2,781.32
						<hr/> 4,136.96
12/16/2021	AP-MB	255951	KENT COUNTY FIRE CHIEFS ASSOC	VEHICLE REPAIR & MAINTENANCE	101-336-861.934	255.00
12/16/2021	AP-MB	255952	KENT COUNTY ROAD COMMISSION	MAINT ROAD & STREET - NOV 2021	202-202-778.001	170.50
12/16/2021	AP-MB	255953	KENT COUNTY TREASURER	ARREST PROCESSING - OCT 2021	101-301-808.000	1,260.06
12/16/2021	AP-MB	255954	KENT COUNTY TREASURER	HOUSING - OCT 2021	101-301-808.000	5,559.53

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12/16/2021	AP-MB	255955	KENT COUNTY TREASURER	MOBILE HOME PRK FEES-DEC 2021	101-000-222.000	527.00
		255955		MOBILE HOME PRK FEES-SET-DEC 2021	101-000-225.000	2,108.00
						<hr/> 2,635.00
12/16/2021	AP-MB	255956	CITY OF KENTWOOD - UTILITY	WATER & SEWER EXP - 312-0164-68-00	101-441-922.000	18.46
		255956		WATER & SEWER EXP - 630-0068-07-00	101-441-922.000	38.28
		255956		WATER & SEWER EXP - 313-0000-01-00	580-580-922.000	21.11
						<hr/> 77.85
12/16/2021	AP-MB	255957	STEPHEN KEPLEY	SUPPLIES - 10/19-12/9/21	101-171-740.000	(4.50)
		255957		TELEPHONE - 10/8-12/7/21	101-171-850.000	90.00
		255957		VEHICLE MILEAGE- 10/19-12/9/21	101-171-864.000	213.36
						<hr/> 298.86
12/16/2021	AP-MB	255958	JAMES KIRKWOOD	VEHICLE MILEAGE - 11/3-12/1/21	101-371-864.000	19.04
		255958		TELEPHONE - NOV 2021	101-449-850.000	45.00
		255958		VEHICLE MILEAGE - 11/3-12/1/21	101-449-864.000	82.88
						<hr/> 146.92
12/16/2021	AP-MB	255959	KNOX COMPANY	KNOX KEY SECURE BOXES	641-641-975.000	9,852.00
		255959		KNOX AC ADAPTER, WALL MOUNT	641-641-975.000	66.00
		255959		KNOXCONNECT CLOUD LICENSE	641-641-975.000	524.00
		255959		S&H - KEY SECURE BOXES	641-641-975.000	136.00
						<hr/> 10,578.00
12/16/2021	AP-MB	255960	LANGUAGE LINE SERVICES	9020508015 - OCT 2021	101-136-801.000	943.80
		255960		9020908148 - NOV 2021	101-301-801.000	75.90
						<hr/> 1,019.70
12/16/2021	AP-MB	255961	LEXIS NEXIS - MATTHEW BENDER	SUPPLIES	101-136-740.000	248.10
12/16/2021	AP-MB	255962	LEXIS NEXIS	SUPPLIES - NOV 2021	101-136-740.000	221.00
12/16/2021	AP-MB	255963	LEXIS NEXIS RISK SOLUTIONS	DORS ANNUAL LIC - 11/1/21-10/31/22	101-301-941.000	8,552.36
12/16/2021	AP-MB	255964	LOGICALIS, INC	IMAGICLE LICENSING RENEWAL	101-258-941.000	4,312.00
12/16/2021	AP-MB	255965	MAMC	2022 MAMC DUES - B. SCHULTZ	101-215-807.000	60.00
12/16/2021	AP-MB	255966	MAPERS	2022 MAPERS DUES	101-101-874.000	200.00
12/16/2021	AP-MB	255967	MATTRACKS INC	TRACK SYSTEM	640-640-975.000	10,774.00

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		255967		BRACKETS	640-640-975.000	364.00
		255967		ADAPTERS	640-640-975.000	728.00
		255967		EZ STEER	640-640-975.000	302.00
		255967		TOOLCAT BUCKET EXTENSION	640-640-975.000	302.00
		255967		FREIGHT: S&H - TRACKING SYSTEM	640-640-975.000	342.00
						<hr/> 12,812.00
12/16/2021	AP-MB	255968	MAURER'S TEXTILE RENTAL	UNIFORM EXPENSE	101-441-743.000	293.67
12/16/2021	AP-MB	255969	MC SMITH ASSOCIATES	PRINCIPAL LANDSCAPE ARCHITECT	401-401-975.000	7,145.00
		255969		STAFF LANDSCAPE ARCHITECT SERVICES	401-401-975.000	3,976.25
						<hr/> 11,121.25
12/16/2021	AP-MB	255970	MCALVEY MERCHANT & ASSOCIATES	CONSULTING & GOVERNMENTAL	101-101-801.000	4,500.00
12/16/2021	AP-MB	255971	MED-1 BRETON	SUPPLIES	101-136-740.000	23.00
		255971		SUPPLIES	101-301-740.000	67.00
						<hr/> 90.00
12/16/2021	AP-MB	255972	MED-1 LEONARD LLC	SUPPLIES	101-691-740.000	66.00
12/16/2021	AP-MB	255973	MENARDS-WYOMING	SUPPLIES	101-441-740.000	14.80
		255973		PARK MAINT SUPPLIES	101-441-740.208	69.94
						<hr/> 84.74
12/16/2021	AP-MB	255974	MICHIGAN ASSESSORS ASSOCIATION	2022 MAA DUES - E. JOHNSON	101-209-807.000	95.00
		255974		2022 MAA DUES - E. DEAR	101-209-807.000	95.00
		255974		2022 MAA DUES - B. STAGG	101-209-807.000	95.00
		255974		2022 MAA DUES - L. FREEMAN	101-209-807.000	95.00
		255974		2022 MAA DUES - E. WILKERSON	101-209-807.000	95.00
						<hr/> 475.00
12/16/2021	AP-MB	255975	MID MI ASSOC OF ASSESS OFFICER	2022 MMAAO DUES-JOHNSON & WILKERSON	101-209-807.000	40.00
12/16/2021	AP-MB	255976	MIDWEST AIR FILTER, INC.	SUPPLIES	101-101-740.000	284.53
12/16/2021	AP-MB	255977	MILES, SANDRA	DEPOSIT REFUND	101-000-669.691	175.00
12/16/2021	AP-MB	255978	MISS DIG SYSTEM	CONTRACTUAL SERVICES - 2022	202-202-801.000	1,203.35
		255978		CONTRACTUAL SERVICES - 2022	580-580-801.000	1,203.34
		255978		CONTRACTUAL SERVICES - 2022	590-590-801.000	1,203.34
						<hr/> 3,610.03



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12/16/2021	AP-MB	255979	MOORE & BRUGGINK	ENGINEERING SERV-32ND ST INSPECTION	202-202-810.000	13,182.82
		255979		ENGINEERING SERV - BURTON ST RECON	202-202-810.000	37,074.23
		255979		ENGINEERING SERV - EAST PARIS RECON	202-202-810.000	29,675.45
						<hr/> 79,932.50
12/16/2021	AP-MB	255980	NAPA AUTO PARTS	INVENTORY MTR POOL PARTS	101-000-114.000	1,072.24
		255980		AUTO SUPPLIES	101-336-861.000	74.94
						<hr/> 1,147.18
12/16/2021	AP-MB	255981	NETWORK SERVICES COMPANY	SUPPLIES	101-136-740.000	29.52
		255981		SUPPLIES	101-301-740.000	68.88
						<hr/> 98.40
12/16/2021	AP-MB	255982	NICKELS, ANDREA	RECREATION FEES REFUND	101-000-612.000	30.00
12/16/2021	AP-MB	255983	NYE UNIFORM	UNIFORM EXPENSE	101-301-743.000	1,543.50
12/16/2021	AP-MB	255984	ON DUTY GEAR, LLC	ARMOR EXPRESS RAZOR II GEN 2	101-301-743.000	2,940.00
12/16/2021	AP-MB	255985	PAAM	PACC WARRANT MANUAL 2022	101-301-807.000	100.00
12/16/2021	AP-MB	255986	PLUMMERS DISPOSAL SERVICES	PART OF PO 10522 - FALL FLING	101-693-740.000	142.00
12/16/2021	AP-MB	255987	PREIN & NEWHOF PC	ENG SERV - MEADOWLANE DR RECON	203-203-810.000	5,505.70
		255987		ENG SERV - MEADOWLANE DR RECON	580-580-810.000	2,359.58
		255987		ENG SERV - MEADOWLANE DR RECON	590-590-810.000	1,966.32
						<hr/> 9,831.60
12/16/2021	AP-MB	255988	PROS CONSULTING INC	TASK 4: BUSINESS & OPERATIONS	101-101-801.000	6,090.00
		255988		TASK 5: MASTER PLAN OPERATIONS	101-101-801.000	7,410.00
						<hr/> 13,500.00
12/16/2021	AP-MB	255989	ANN PRZYBYSZ	VEHICLE MILEAGE - NOV 2021	101-691-864.000	28.56
12/16/2021	AP-MB	255990	JOSEPH PUNG	VEHICLE MILEAGE - 7/6-12/3/21	101-400-864.000	112.56
12/16/2021	AP-MB	255991	PURITY CYLINDER GASES	SUPPLIES	101-336-740.000	143.47
12/16/2021	AP-MB	255992	JILL RAU	VEHICLE MILEAGE - OCT-NOV 2021	101-691-864.000	63.28
12/16/2021	AP-MB	255993	REALITY COUNSELING SERVICES	CONTRACTUAL SERVICES - NOVEMBER	101-137-801.000	140.00
12/16/2021	AP-MB	255994	REDWOOD TOXICOLOGY LABORATORY, SUPPLIES		101-136-740.000	515.60

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12/16/2021	AP-MB	255995	RICHFIELD TRAILER SUPPLY-GR	INVENTORY MTR POOL PARTS	101-000-114.000	8.92
12/16/2021	AP-MB	255996	RL DEPPMANN CO	SUPPLIES	101-101-740.000	51.65
12/16/2021	AP-MB	255997	ANDREW ROSLONIEC	CDL DRIVING TEST REIMB - ROSLONIEC	101-441-956.000	100.00
12/16/2021	AP-MB	255998	ROTARY CLUB OF KENTWOOD	QTRLY DUES (2) - JULY-DECEMBER 2021	101-171-807.000	300.00
12/16/2021	AP-MB	255999	SABO PR LLC	CONTRACTUAL SERVICES	101-101-801.000	7,449.40
		255999		CONTRACTUAL SERVICES - COVID	101-101-801.000	180.70
						<hr/> 7,630.10
12/16/2021	AP-MB	256000	TERRY SCHWEITZER	MAINT AGREEMENTS - 11/23-12/13/21	101-101-941.000	(0.18)
		256000		VEHICLE MILEAGE - 11/23-12/13/21	101-400-864.000	37.52
						<hr/> 37.34
12/16/2021	AP-MB	256001	SECURITY INC.	CONTRACTUAL SERVICES - NOV 2021	101-136-801.000	280.80
12/16/2021	AP-MB	256002	SHELDON CLEANERS	UNIFORM EXPENSE - POLICE - NOV 2021	101-301-743.000	984.37
12/16/2021	AP-MB	256003	SIGNWORKS OF MICHIGAN INC	COURT KIOSK SIGNS - COVID	401-401-975.000	190.00
12/16/2021	AP-MB	256004	SMART BUSINESS SOURCE LLC	SUPPLIES	101-101-740.000	42.89
		256004		OFFICE SUPPLIES	101-301-727.000	350.59
		256004		SUPPLIES	101-691-740.000	153.80
						<hr/> 547.28
12/16/2021	AP-MB	256005	SPARTAN STORES LLC	SUPPLIES	101-301-740.000	18.33
12/16/2021	AP-MB	256006	SHMG OCCUPATIONAL HEALTH	CONTRACTUAL SERVICES	101-441-801.000	128.00
12/16/2021	AP-MB	256007	SPOK, INC.	TELEPHONE - DECEMBER 2021	101-301-850.000	26.42
12/16/2021	AP-MB	256008	SPORTING U	UNIFORM EXPENSE - SPARKS	101-371-743.000	12.00
12/16/2021	AP-MB	256009	STATE OF MICHIGAN	POLICE - LIVESCAN FEES - NOV 2021	101-000-630.006	1,686.75
12/16/2021	AP-MB	256010	STATE OF MICHIGAN	S.O.R. REG - P.E. 11/30/21	101-000-630.000	60.00
12/16/2021	AP-MB	256011	STEELCASE RETIREES CLUB	JOHNNY ROGERS HOLIDAY SHOW	101-691-740.000	104.00
12/16/2021	AP-MB	256012	CINDY STEVENS	SUPPLIES REIMB - RETIREMENT CAKE	101-301-740.000	39.98
12/16/2021	AP-MB	256013	SUBBA, SANTA	DEPOSIT REFUND	101-000-669.691	100.00

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12/16/2021	AP-MB	256014	T. REX & THE RABBIT FOODS, LLC	CONTRACTUAL SERVICES	101-691-801.000	187.50
12/16/2021	AP-MB	256015	TCS HOLDINGS CO, LLC	CONTRACTUAL SERVICES - NOV 2021	101-137-801.000	330.00
12/16/2021	AP-MB	256016	TRANS UNION RISK AND	SUPPLIES - NOV 2021	101-302-740.000	75.00
12/16/2021	AP-MB	256017	VESCO OIL CORPORATION	SUPPLIES	101-441-740.000	93.25
12/16/2021	AP-MB	256018	VITAL RECORDS HOLDINGS, LLC	OTHER EXPENSES - DEC 2021	101-101-963.000	48.00
		256018		SUPPLIES-RECORD RETENTION-DEC 2021	101-209-740.000	6.16
		256018		SUPPLIES-RECORD RETENTION-DEC 2021	101-301-740.000	269.48
		256018		SUPPLIES-RECORD RETENTION-DEC 2021	101-371-740.000	57.73
		256018		SUPPLIES-RECORD RETENTION-DEC 2021	101-400-740.000	20.54
		256018		SUPPLIES-RECORD RETENTION-DEC 2021	101-449-740.000	54.61
		256018		SUPPLIES-RECORD RETENTION-DEC 2021	285-285-740.000	4.46
						<hr/> 460.98
12/16/2021	AP-MB	256019	ELIZABETH WILKERSON	VEHICLE MILEAGE - 11/8-12/9/21	101-209-864.000	90.72
12/16/2021	AP-MB	256020	CITY OF WYOMING	PAYABLES YEAR END	580-000-206.000	(106,023.15)
		256020		WATER PURCHASES - NOV 2021	580-580-960.000	73,282.93
		256020		WATER PURCHASES-HP - NOV 2021	580-580-960.001	22,900.15
		256020		PAYABLES YEAR END	590-000-206.000	(3,878.07)
		256020		SEWER SERVICES PURCH-NOV 2021	590-590-961.000	233,867.38
						<hr/> 220,149.24
12/16/2021	AP-MB	256021	WYOMING-KENTWOOD AREA CHAMBER	SK COMMUNITY EXPO - 10/26/21	101-693-740.000	1,285.67
			TOTAL - ALL FUNDS	TOTAL OF 220 CHECKS		1,347,563.09

--- GL TOTALS ---

101-000-040.000	ACCOUNTS RECEIVABLE	2,542.50
101-000-114.000	INVENTORY MTR POOL PARTS	11,539.58
101-000-202.001	DUE TO CUSTOMER	25,203.85
101-000-222.000	DUE TO COUNTY	527.00
101-000-225.000	DUE TO SCHOOLS	2,108.00
101-000-231.000	WITHHOLDING FOC/GARNISH	1,706.43
101-000-238.000	UNION DUES WHD -POLICE	1,721.00
101-000-245.000	PENSION WITHHOLDING	5,917.34
101-000-612.000	RECREATION FEES	30.00
101-000-630.000	POLICE SERVICES	60.00
101-000-630.006	POLICE - FINGER PRINTS	1,686.75
101-000-669.691	RENTAL INCOME - REC DEPT	275.00
101-000-687.000	CASH DISCOUNTS	(3.61)
101-000-695.400	OTHER REVENUE - PLANNING	385.00
101-101-728.000	POSTAGE	818.54

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-101-729.000			EXPENSE-CITY COMMISSION		21.50	
101-101-740.000			SUPPLIES		982.88	
101-101-801.000			CONTRACTUAL SERVICES		31,157.74	
101-101-803.001			AUDIT FEES		8,450.00	
101-101-804.000			LEGAL FEES		30,797.69	
101-101-850.000			TELEPHONE		6.63	
101-101-874.000			PENSION PLAN ADMIN		200.00	
101-101-900.000			PRINTING & PUBLISHING		2,629.72	
101-101-921.000			HEAT		1,067.49	
101-101-941.000			MAINTENANCE AGREEMENTS		(14.43)	
101-101-963.000			OTHER EXPENSES		497.00	
101-136-740.000			SUPPLIES		1,439.26	
101-136-801.000			CONTRACTUAL SERVICES		3,345.45	
101-136-806.000			WITNESS FEES & JURY FEES		939.80	
101-136-921.000			HEAT		827.95	
101-136-941.000			MAINTENANCE AGREEMENTS		2,820.66	
101-137-801.000			CONTRACTUAL SERVICES		1,538.50	
101-171-740.000			SUPPLIES		(4.50)	
101-171-807.000			DUES & SUBSCRIPTIONS		300.00	
101-171-850.000			TELEPHONE		90.00	
101-171-864.000			VEHICLE MILEAGE		213.36	
101-191-740.000			SUPPLIES		(81.78)	
101-201-740.000			SUPPLIES		(2.50)	
101-201-807.000			DUES & SUBSCRIPTIONS		305.00	
101-201-850.000			TELEPHONE		45.00	
101-209-740.000			SUPPLIES		12.16	
101-209-801.000			CONTRACTUAL SERVICES		457.05	
101-209-807.000			DUES & SUBSCRIPTIONS		1,390.00	
101-209-864.000			VEHICLE MILEAGE		90.72	
101-209-956.000			EDUCATION & TRAINING		250.00	
101-215-807.000			DUES & SUBSCRIPTIONS		210.00	
101-253-740.000			SUPPLIES		5.93	
101-253-900.000			PRINTING & PUBLISHING		2,781.32	
101-258-801.000			CONTRACTUAL SERVICES		1,314.79	
101-258-941.000			MAINTENANCE AGREEMENTS		4,312.00	
101-301-727.000			OFFICE SUPPLIES		350.59	
101-301-740.000			SUPPLIES		1,281.24	
101-301-743.000			UNIFORM EXPENSE		5,467.87	
101-301-801.000			CONTRACTUAL SERVICES		5,144.55	
101-301-804.000			LEGAL FEES		18,042.03	
101-301-807.000			DUES & SUBSCRIPTIONS		100.00	
101-301-808.000			JAIL PER DIEM/ARREST PROCESSING FEES		6,819.59	
101-301-850.000			TELEPHONE		2,638.90	
101-301-861.000			AUTO SUPPLIES		198.00	
101-301-862.000			GASOLINE EXPENSE		5,725.05	
101-301-921.000			HEAT		1,931.89	
101-301-941.000			MAINTENANCE AGREEMENTS		8,552.36	
101-301-956.000			EDUCATION & TRAINING		59.00	
101-302-740.000			SUPPLIES		75.00	
101-302-850.000			TELEPHONE		81.08	
101-336-740.000			SUPPLIES		280.46	
101-336-743.000			UNIFORM EXPENSE		842.26	

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-336-850.000			TELEPHONE			1,321.03
101-336-861.000			AUTO SUPPLIES			1,399.45
101-336-861.934			VEHICLE REPAIR & MAINTENANCE			650.85
101-336-862.000			GASOLINE EXPENSE			1,708.07
101-336-920.000			ELECTRIC			1,094.48
101-336-921.000			HEAT			1,062.86
101-336-934.000			REPAIR			37.00
101-336-956.000			EDUCATION & TRAINING			77.71
101-371-740.000			SUPPLIES			257.73
101-371-743.000			UNIFORM EXPENSE			12.00
101-371-801.000			CONTRACTUAL SERVICES			1,545.00
101-371-807.000			DUES & SUBSCRIPTIONS			50.00
101-371-862.000			GASOLINE EXPENSE			144.03
101-371-864.000			VEHICLE MILEAGE			19.04
101-371-956.000			EDUCATION & TRAINING			55.00
101-400-740.000			SUPPLIES			45.57
101-400-864.000			VEHICLE MILEAGE			353.36
101-441-740.000			SUPPLIES			2,455.35
101-441-740.208			PARK MAINT SUPPLIES			300.45
101-441-743.000			UNIFORM EXPENSE			1,214.41
101-441-801.000			CONTRACTUAL SERVICES			5,267.30
101-441-850.000			TELEPHONE			50.30
101-441-861.934			VEHICLE REPAIR & MAINTENANCE			5,866.00
101-441-862.000			GASOLINE EXPENSE			3,880.50
101-441-864.000			VEHICLE MILEAGE			168.00
101-441-920.000			ELECTRIC			623.14
101-441-921.000			HEAT			1,820.33
101-441-922.000			WATER & SEWER EXPENSE			56.74
101-441-956.000			EDUCATION & TRAINING			481.16
101-441-963.000			OTHER EXPENSES			5,380.00
101-449-740.000			SUPPLIES			54.61
101-449-801.000			CONTRACTUAL SERVICES			5,053.62
101-449-850.000			TELEPHONE			45.00
101-449-862.000			GASOLINE EXPENSE			162.33
101-449-864.000			VEHICLE MILEAGE			82.88
101-691-740.000			SUPPLIES			2,351.82
101-691-801.000			CONTRACTUAL SERVICES			1,821.40
101-691-864.000			VEHICLE MILEAGE			200.48
101-691-921.000			HEAT			534.26
101-691-934.000			REPAIR			566.85
101-693-740.000			SUPPLIES			2,521.27
101-693-864.000			VEHICLE MILEAGE			59.92
101-738-801.000			CONTRACTUAL SERVICES			6,921.80
101-738-921.000			HEAT			967.78
101-738-934.000			REPAIR			5,700.00
202-202-778.001			MAINTENANCE ROAD & STREET			881.86
202-202-778.002			MAINTENANCE TRAFFIC			3,100.33
202-202-801.000			CONTRACTUAL SERVICES			1,203.35
202-202-810.000			ENGINEERING SERVICES			89,446.25
202-202-978.000			CONSTRUCTION			237,146.38
202-202-978.001			ROW COSTS			225.00
203-203-778.001			MAINTENANCE ROAD & STREET			2,622.14

Check Date	Bank	Check #	Payee	Description	GL #	Amount
203-203-778.003				MAINTENANCE WINTER		50.00
203-203-810.000				ENGINEERING SERVICES		10,525.47
205-000-202.001				DUE TO CUSTOMER		207.83
219-219-920.000				ELECTRIC		35,363.18
243-243-804.000				LEGAL FEES		1,448.50
243-243-963.000				OTHER EXPENSES		279,517.59
271-000-202.001				DUE TO CUSTOMER		11.61
285-285-740.000				SUPPLIES		67.95
285-285-864.000				VEHICLE MILEAGE		2.80
401-000-040.000				ACCOUNTS RECEIVABLE		5,470.30
401-401-975.000				CAPITAL OUTLAY		11,311.25
580-000-040.000				ACCOUNTS RECEIVABLE		48.24
580-000-206.000				PAYABLES YEAR END		(106,023.15)
580-580-740.000				SUPPLIES		68.70
580-580-784.000				MAINT & REPAIR OTHER		346.56
580-580-784.001				MAINT & REPAIR OTHER HP		1,996.00
580-580-801.000				CONTRACTUAL SERVICES		10,582.54
580-580-810.000				ENGINEERING SERVICES		4,510.91
580-580-864.000				VEHICLE MILEAGE		198.80
580-580-920.001				ELECTRIC-HP		282.33
580-580-921.000				HEAT		120.10
580-580-921.001				HEAT-HP		90.84
580-580-922.000				WATER & SEWER EXPENSE		21.11
580-580-956.000				EDUCATION & TRAINING		95.00
580-580-960.000				WATER PURCHASES		73,282.93
580-580-960.001				WATER PURCHASES-HP		22,900.15
590-000-040.000				ACCOUNTS RECEIVABLE		244.74
590-000-206.000				PAYABLES YEAR END		(3,878.07)
590-590-801.000				CONTRACTUAL SERVICES		1,203.34
590-590-810.000				ENGINEERING SERVICES		3,759.09
590-590-850.000				TELEPHONE		857.60
590-590-864.000				VEHICLE MILEAGE		198.80
590-590-920.000				ELECTRIC		173.91
590-590-934.000				REPAIR		4,592.80
590-590-961.000				SEWER SERVICES PURCHASED		233,867.38
630-630-964.720				CLAIMS - DENTAL		17,059.52
630-635-964.722				CLAIMS-VISION		4,435.58
640-640-975.000				CAPITAL OUTLAY		12,812.00
641-641-975.000				CAPITAL OUTLAY		49,657.00
703-000-202.001				DUE TO CUSTOMER		731.20
703-000-222.000				DUE TO COUNTY		9,031.18
703-000-223.001				DUE TO INTERURBAN TRANSIT PARTNERSHIP		3,087.59
703-000-224.000				DUE TO INTERMEDIATE SCHOOL DISTRICT		11,898.30
703-000-224.001				DUE TO COMMUNITY COLLEGE		3,734.84
703-000-225.050				DUE TO CALEDONIA PUBLIC SHCOOLS		0.65
703-000-225.110				DUE TO FOREST HILLS PUBLIC SCHOOLS		875.56
703-000-225.140				DUE TO KELLOGGSVILLE PUBLIC SCHOOLS		3,979.72
703-000-225.160				DUE TO KENTWOOD PUBLIC SCHOOLS		14,072.01
703-000-228.000				DUE TO SET		13,100.98
				TOTAL		1,347,563.09

**PROPOSED MINUTES OF THE REGULAR MEETING  
OF THE KENTWOOD CITY COMMISSION  
HELD DECEMBER 7, 2021  
Commission Chambers**

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

Commissioner Artz led the Pledge of Allegiance to the Flag.

Father Michael Nasser of St. Nicholas Antiochian Orthodox 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: City Engineer Brad Boomstra, Deputy Finance Director Bhama Cairns, Finance Director Tom Chase, Economic Development Planner Lisa Golder, Public Works Director Chad Griffin, Deputy Fire Chief Mike Hipp, City Clerk Dan Kasunic, Fleet Supervisor Jamie King, Engineering & Inspections Director Jim Kirkwood, Deputy Police Chief Bryan Litwin, Fire Chief Brent Looman, Deputy Administrator Mark Rambo, Police Chief Richard Roberts, Parks and Recreation Director Val Romeo, City Treasurer Laurie Sheldon, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, Sabo representative Lisa Taylor and Building Maintenance Supervisor Matt Wardell.

Twenty (20) citizens attended the meeting.

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

Motion Carried.

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

The owner of the Viewpond Banquet Hall announced he has opened a new business in the old Sam's Joint on Viewpond Drive. Mayor Kepley thanked him for taking the risk to open in a building that has been closed for a long time.

**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:

- A. Approve minutes of the regular City Commission Meeting held on November 16, 2021.
- B. Approve donation of Activities Center lobby furniture to a non-profit organization.
- C. Adopt Resolution 44-21 to establish 2022 City Commission meeting dates.

City Commission Meeting  
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- D. Conditional approval of Site Plan for service of alcoholic beverages for on-premise consumption for case CC 2-21 Fujiya Buffet.
- E. Conditional approval of Special Land Use for service of alcoholic beverages for on-premise consumption for case CC 2-21 Fujiya Buffet.
- F. Adopt Resolution 45–21 to recommend approval of a Class C liquor license for Fujiya Buffet.
- G. Payables for the City totaling \$1,738,033.42.

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

Motion Carried.  
Resolutions Adopted.

Motion by Morgan, seconded by Coughlin, to **approve the minutes** of the November 16, 2021 City Commission Meeting, as distributed.

Motion Carried.

**PRESENTATIONS AND PROCLAMATIONS:**

**ADMINISTER OATH OF OFFICE TO FIRE LIEUTENANT/INSPECTOR PHIL AUTSEMA.**

Fire Chief Looman introduced Fire Lieutenant/Inspectors Phil Autsema  
City Clerk Kasunic administered the Oath of Office the Fire Lieutenant who introduced family who were present and thanked his fellow firefighters.

**COMMUNICATIONS AND PETITIONS:**

**RECEIVE AND FILE THE JUNE 30, 2021 AUDITED FINANCIAL STATEMENTS AND AUDIT COMMITTEE LETTER.**

Peter Haefner representing Vredevelde Haefner LLC, CPAs and Consultants reviewed the highlights of the audit, noting it was a clean audit.

Motion by Draayer, seconded by Artz, to receive and file the June 30, 2021 audited Financial Statements.

Motion Carried.

**MICHIGAN CITY, VILLAGE, AND TOWNSHIP REVENUE SHARING PRESENTATION. INFORMATION ONLY.**

Finance Director Chase discussed the State of Michigan's City Village Township Revenue Sharing (CVTRS) Program. Under this program, the City is required to submit certain documents to MI Department of Treasury and post them on the City's website. The City must also notify citizens where this information is available. See the City of Kentwood website (<http://www.kentwood.us>) on the Finance Department page under Financial Information & Transparency.



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**AUTHORIZE CONSTRUCTION AGREEMENT FOR UTILITIES  
INSTALLATION FOR WOODHAVEN DEVELOPMENT.**

City Engineer Boomstra reviewed his memorandum dated December 7, 2021, regarding the construction agreement.

Motion by Artz, seconded by Coughlin, to authorize the Mayor to enter into a construction agreement with Westview Capital, LLC, owners of the property known as Woodhaven, to authorize the Developer to install utilities in preparation for the City of Grand Rapids acceptance of them as public, to set up an escrow arrangement to cover the City of Grand Rapids costs relative to construction inspection of those improvements.

Motion Carried.

**AUTHORIZE CONSTRUCTION AGREEMENTS FOR STREETS AND  
UTILITIES FOR WINDY WEST PLAT.**

City Engineer Boomstra stated this is basically the same as Woodhaven, except the streets would become public.

Motion by Coughlin, seconded by Groce, to authorize the Mayor to enter into two construction agreements with Bosco Construction, owners of the property known as Windy West, to authorize the Developer to install utilities and streets in preparation for the City's acceptance of them as public, to set up an escrow arrangement to cover the City's cost relative to construction inspection of those improvements.

Motion Carried.

**PUBLIC HEARING:**

**Brownfield Plan Amendment for Tender Lawn Care Project.**

Mayor Kepley opened the public hearing to adopt a resolution approving a Brownfield Plan Amendment for Tender Lawn Care Project.

Following a brief presentation by Economic Development Planner Golder:

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

Motion Carried.

**ADOPT RESOLUTION 46-21 TO APPROVE A BROWNFIELD PLAN  
AMENDMENT FOR TENDER LAWN CARE PROJECT.**

Motion by Artz, seconded by Coughlin, to adopt Resolution 46-21 to approve a Brownfield Plan Amendment as presented for Tender Lawn Care located at 3838 East Paris Ave., SE. subject to conditions 1 through 8 set out in Lisa Golder's Memorandum dated December 7, 2021.

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

Resolution Adopted.

**BIDS:**

**AUTHORIZE CONTRACT FOR ENGINEERING SERVICES FOR  
BRETONFIELD PRESERVE #5.**

City Engineer Boomstra stated this is the second part of the process and this would be the third-party contractor who would do the work in part for the city and also the low bidder.

Motion by Morgan, seconded by Tyson, to authorize the Mayor to enter into a contract for construction engineering, inspection and testing services with Fleis & VandenBrink Engineering, Inc., in an amount not to exceed \$61,644.00 (including a 10% contingency), to represent the City's interests during construction of the Bretonfield Preserve #5 public plat.

Motion Carried.

**AUTHORIZE CONTRACT FOR ENGINEERING SERVICES FOR WINDY  
WEST.**

City Engineer Boomstra noted this goes along with the earlier agreement the commission approved.

Motion by Artz, seconded by Tyson, to authorize the Mayor to enter in to a contract for construction engineering, inspection, and testing services with Land & Resource Engineering (LRE), in an amount not to exceed \$45,500.00 (including a 10% contingency), to represent the City's interests during construction of the Windy West public plat.

Motion Carried.

**AUTHORIZE THE PURCHASE OF TWO BOBCAT UTILITY VEHICLES AND  
ACCESSORIES.**

DPW Director Griffin and Fleet Supervisor King reviewed the information with the commission, with Parks & Recreation Director Romeo explaining how the equipment will be used on the trails and parks.

Motion by Artz, seconded by Groce, to authorize the purchase of two Bobcat Toolcat utility vehicles from Bobcat Company at a cost of \$127,051.00, a track system from Mattracks, Inc. at a cost of \$25,624.00, a trail groomer from Snowgroomers, LLC at a cost of \$5,100.0 and an additional \$3,440.00 allowance for rust prevention applications, lights and decals on both vehicles for a total expenditure of \$161,215.00, using funds from the DPW Equipment Fund, some may be reimbursed by American Rescue Plan Act (ARPA) grant funding. This purchase will be though a MiDeal contract for the purchase of the two Bobcats, with the track system purchase requested under Special Circumstances.

Motion Carried.

**AUTHORIZE CONTRACT FOR PEST MANAGEMENT SERVICES WITH ORKIN.**

Building Maintenance Supervisor Wardell provided information regarding this service.

Motion by Artz, seconded by Morgan, to authorize the Mayor to enter into a purchase agreement for integrated pest management services within City buildings for one year with Orkin Commercial Services at a cost of \$9,230.00, with funds from the appropriate FY 2021-22 General Fund Operating budgets, also authorizing an extension of services for up to four additional one-year terms, with conditional renewal subject to satisfactory contractor performance and the City Commission's allocation of funds for this purpose in each of the appropriate subsequent fiscal years. This agreement will piggyback on a Sourcewell cooperative purchasing contract.

Motion Carried.

**APPROVE PURCHASE OF REPLACEMENT FURNITURE FOR DEPARTMENT OF PUBLIC WORKS.**

DPW Director Griffin reviewed his memorandum dated December 7, 2021, regarding the replacement of the furniture at the DPW facility.

Motion by Coughlin, seconded by Morgan, to approve the purchase of replacement training/break room furniture for the Department of Public Works, from Interphase Interiors, in an amount up to \$14,000.00, with funds from the Property and Building Fund. This purchase will piggyback on the State of Michigan MiDeal cooperative purchasing contract.

Motion Carried.

**AUTHORIZE PURCHASE OF REPLACEMENT TIRES FOR FIRE AND PUBLIC WORKS VEHICLES.**

Fleet Supervisor King reviewed his memorandum dated December 7, 2021 regarding replacement tires.

Motion by Coughlin, seconded by Morgan, to authorize the purchase of Bridgestone tires for various fire and public works vehicles from Best One Fleet Service of West Michigan, LLC at a total cost of \$12,605.00, with funds from the FY 2021-22 Fire Department Operating budget and FY 2021-22 Department of Public Works Equipment Fund budget. This purchase will piggyback on the State of Michigan MiDeal contract.

Motion Carried.

**AUTHORIZE PURCHASE OF THREE THERMAL IMAGING CAMERAS.**

Fire Chief Looman provided information regarding the state of the cameras and noted it will take 6-8 weeks for arrival.

Motion by Artz, seconded by Morgan, to authorize the purchase of three MSA Safety thermal imaging cameras from Apollo Fire Equipment at a cost of \$22,950.00 plus

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shipping, with funds from the Fire Department Equipment Fund. It is requested to be purchased under Special Circumstances under Purchasing Policies and Procedures.

Motion Carried.

**RESOLUTIONS:**

**ADOPT RESOLUTION 47-21 TO APPROVE AND SUBMIT THE QUESTION TO AMEND SECTION 8.1 OF THE CITY OF KENTWOOD CHARTER FOR PARKS, TRAILS, AND RECREATION MILLAGE QUESTION.**

Motion by Groce, seconded by Coughlin, to adopt Resolution 47-21 to approve and submit the question to amend Section 8.1 of the City of Kentwood Charter for Parks, trails and Recreation millage question.

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

Resolution Adopted.

**BIDS:**

**APPROVE CONTRACT AMENDMENT FOR PUBLIC ENGAGEMENT SERVICES WITH SABO PR.**

City Deputy Administrator Rambo stated by amending the contract this will allow for Sabo to provide information to the residents regarding the millage question.

Motion by Groce, seconded by Coughlin, to approve contract amendment for public engagement services with Sabo PR for the amount not to exceed \$30,000.00 with funds from the FY 2021-22 and subsequent year General Fund Operating budgets, subject to City Commission adoption.

Motion Carried.

**APPOINTMENTS AND RESIGNATIONS:**

**CONFIRM APPOINTMENT OF BRYAN LITWIN AS POLICE CHIEF.**

All of the commission spoke in favor of the appointment of Deputy Police Chief Litwin to Police Chief.

Motion by Groce, seconded by Artz, to confirm the appointment of Bryan Litwin as Police Chief pending the retirement of Richard Roberts on December 10, 2021.

Motion Carried.

**COMMENTS OF COMMISSIONERS AND MAYOR:**

Commissioner Artz- asked that the minimum expectations of homes be on the agenda for the retreat. Asked of why there is discoloration by the dryer vents on their houses and concerns on drainage issues and requested the DPW staff have training on tree trimming.

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Commissioner Morgan-Praised the DPW and Parks and Recreation Departments of their quick action to remove graffiti in the parks.

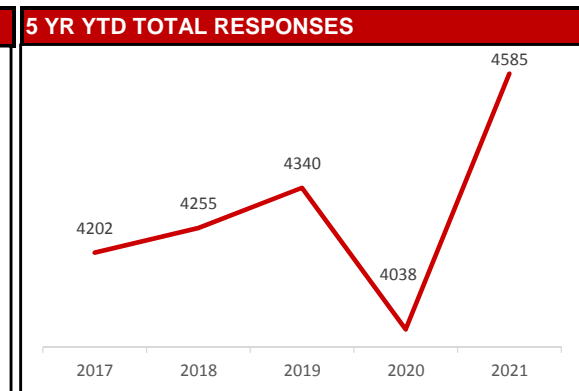
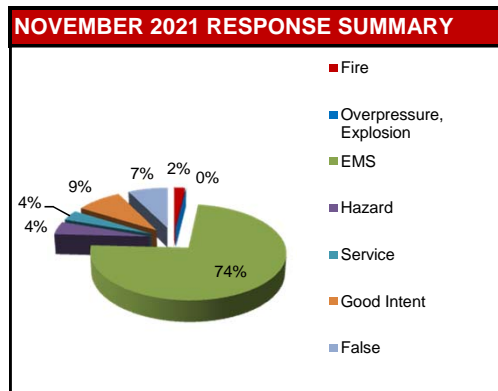
Mayor Kepley- Stated the Kentwood-Wyoming Chamber of Commerce parade is on Saturday and to let him know if any commissioners wanted to walk in the parade.

The meeting was adjourned at 8:27 P.M.

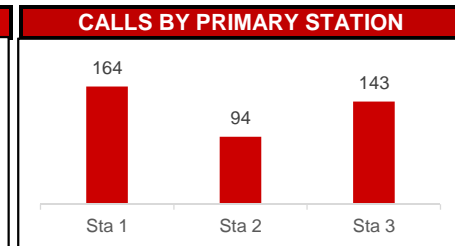
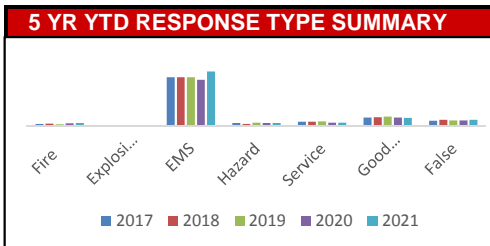
Dan Kasunic  
City Clerk

Stephen C.N. Kepley  
Mayor

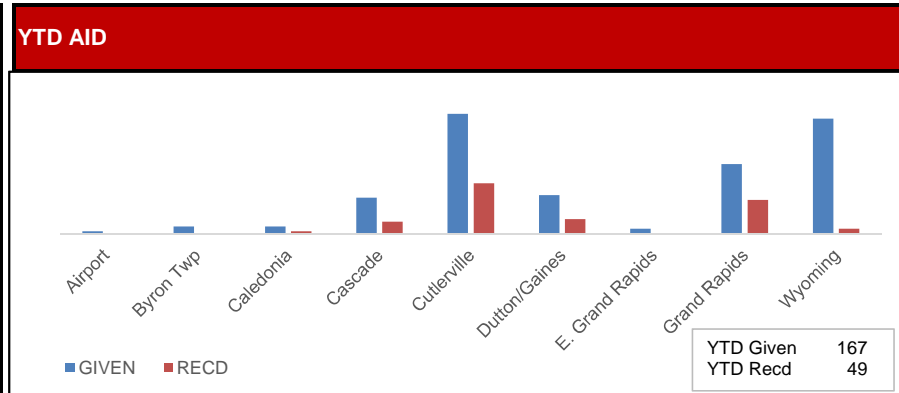
SUMMARY				
NFIRS INCIDENT TYPE SERIES	NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
Fire	8	152	133	14.29%
Explosion, Excessive Heat	0	3	2	
EMS	296	3257	2765	17.79%
Hazardous Condition, Standby	18	169	159	6.29%
Service	14	182	179	1.68%
Good Intent	35	472	487	-3.08%
False	30	347	311	11.58%
Other	0	3	2	
<b>TOTAL</b>	<b>404</b>	<b>4585</b>	<b>4038</b>	<b>13.55%</b>



NOVEMBER FIRES	
Building	Division (2), Independence, Bransford, 41st
Cooking	
Vehicle	Broadmoor, 68th
Rubbish, Trash, Grass	
Dumpster	54th



NOVEMBER AID BY DEPARTMENT (Multiple departments may respond to single incident)				
DEPARTMENT	Given	Reason	Received	Reason
Airport				
E. Grand Rapids	1	Assist (fill air bottles)		
Caledonia	1	Vehicle fire		
Cascade	2	Smoke, MVA		
Cutlerville	5	2 Bldg fires, 2 EMS, Cancelled		
Dutton/Gaines	1	Chemical spill		
Grand Rapids	2	2 MVA		
Wyoming	4	2 Bldg fires, dumpster, gas leak		



NOVEMBER REASON FOR EMS CALL (excluding Unknown, NA)							
Abdominal Pain	7	Chest Pain	19	Headache	2	Psych Prob/Suicide Attempt	13
Allergies	3	Choking	1	Heart Problems	2	Sick	9
Animal Bite		CO/Hazmat		Heat/Cold Exposure		Stab/Gunshot	
Assault	4	Seizures	15	Hemorrhage/Laceration	4	Stroke/CVA	5
Back Pain	5	Diabetic Problem	5	Industrial Accident	1	Traffic Accident	29
Breathing Problem	70	Electrocution		Medical Alarm	3	Traumatic Injury	2
Burns		Eye Problem		Overdose/Ingestion	6	Unconscious/Fainting	18
Cardiac Arrest/Death	5	Falls	36	Pregnancy/Childbirth	6	Well Person Check	1

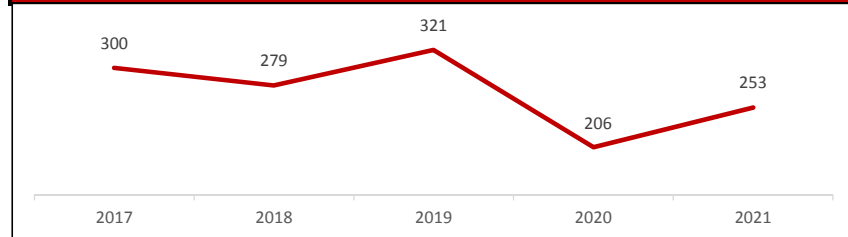
NARCAN USE	NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
Times Administered	4	31	17	82.35%

CASUALTIES	NOV 2021	2021 YTD	2020 YTD
Fire Service Injuries	0	4	1
Civilian Injuries	0	5	3
Fire Service Deaths	0	0	0
Civilian Deaths	0	0	1

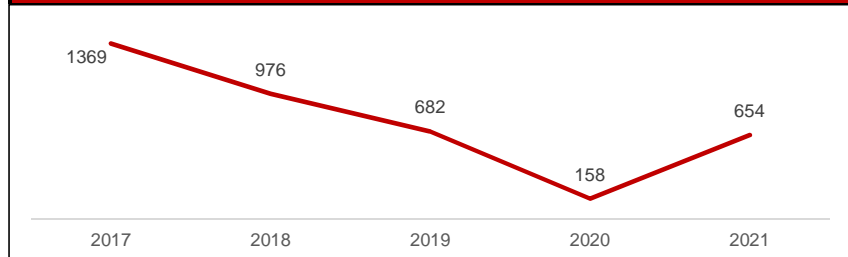
FIRE PREVENTION BUREAU				
ACTIVITIES	NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
Construction Plan Review	18	253	206	22.82%
New Construction	0	19	9	
Remodel	8	99	51	
Sprinkler	3	52	44	
Site Plan	2	35	49	
Fire Alarm	5	41	38	
Demolition	0	1	7	
Addition	0	6	8	
Annual Business Inspections	92	654	158	313.92%
Annual Initial	50	430	112	
Reinspections	42	224	46	
Enforcement	0	0	0	
Self Inspections Returned	0	9	106	
Pre-Occupancy Inspections	6	6	6	
Certificate of Occupancy Insp.	0	47	44	
Not Ready	2	0	0	
Walk Through	0	16	14	
Tent Inspections	11	0	0	
Protection/Detection Systems	0	88	98	
Complaint Investigation	0	3	9	
Vacant/Closed Businesses	4	40	13	
Investigations	2	29	19	52.63%
Smoke Detector Installations	40	269	364	-26.10%
CO Alarm Installations	9	51	32	59.38%

CHEMICAL INVENTORY SURVEYS	NOV 2021	2021 YTD	2020 YTD	YTD CHANGE
Surveys returned	4	1237	1295	-4.48%

#### 5 YR YTD TOTAL CONSTRUCTION PLAN REVIEWS



#### 5 YR YTD TOTAL INSPECTIONS



#### PICTURE(S) OF THE MONTH

Fire Inspector found a non-compliant exhaust system in a local restaurant. Employees created a hood vent from a floor fan. Corrections were required.

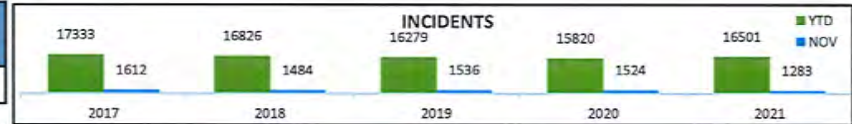




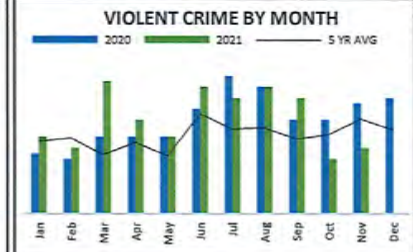
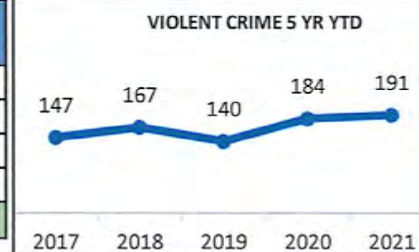
# Kentwood Police Department Monthly Statistics

## November 2021

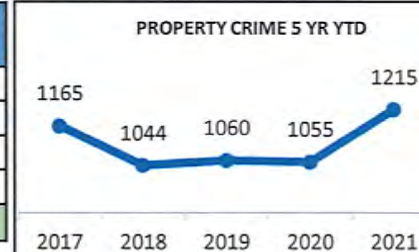
Incidents	NOV '19	NOV '20	NOV '21	2020 YTD	2021 YTD	5 YR AVG
	1,536	1,524	1,283	15,820	16,501	16,665.8



Violent Crime	NOV '19	NOV '20	NOV '21	2020 YTD	2021 YTD	5 YR AVG
Homicide	0	1	1	5	2	1.2
Criminal Sexual Conduct	0	1	4	22	37	21.4
Robbery	1	2	3	24	22	26.2
Aggr. Assault	16	16	4	133	130	107
<b>TOTAL VIOLENT</b>	<b>17</b>	<b>20</b>	<b>12</b>	<b>184</b>	<b>191</b>	<b>155.8</b>



Property Crimes	NOV '19	NOV '20	NOV '21	2020 YTD	2021 YTD	5 YR AVG
Arson	1	0	1	4	9	3.8
Burglary	21	11	10	152	140	173
Larceny	74	78	77	754	876	899.6
Motor Vehicle Theft	11	15	7	145	190	85.8
<b>TOTAL PROPERTY</b>	<b>107</b>	<b>104</b>	<b>95</b>	<b>1055</b>	<b>1215</b>	<b>1162.2</b>

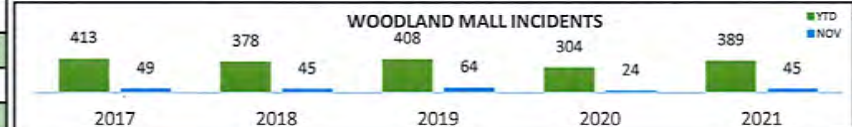


Non-Index	NOV '19	NOV '20	NOV '21	2020 YTD	2021 YTD	5 YR AVG
Non-Aggravated Assault	42	78	63	627	754	515.2
Counterfeit & Forgery	1	2	1	19	13	29.8
Embezzlement	1	1	1	9	15	24
Fraud	25	19	22	249	244	250.2
Stolen Property	2	1	11	12	80	13.4
Weapons	6	12	5	90	99	54.2
Prostitution & Vice	1	0	0	1	1	2.2
Sex Offenses	0	0	1	9	17	12
VCSA	10	5	4	53	81	194.4
Family & Children	7	6	0	68	88	72.2
Operating While Intox.	12	21	7	107	132	103.8
Disorderly Conduct	9	6	12	96	140	120.4
Other Non-Index Crimes	46	33	32	365	399	342.4
<b>TOTAL NON-INDEX</b>	<b>162</b>	<b>184</b>	<b>159</b>	<b>1705</b>	<b>2063</b>	<b>1734.2</b>
<b>MINOR CRIMES</b>	<b>167</b>	<b>131</b>	<b>138</b>	<b>1213</b>	<b>1718</b>	<b>1471</b>
<b>TOTAL OFFENSES</b>	<b>453</b>	<b>439</b>	<b>404</b>	<b>4157</b>	<b>5187</b>	<b>4523.2</b>

ARREST	NOV '19	NOV '20	NOV '21	2020 YTD	2021 YTD	5 YR AVG
Adult	111	102	80	863	1185	1483.2
Juvenile	30	26	22	163	169	208
<b>TOTAL ARRESTS</b>	<b>141</b>	<b>128</b>	<b>102</b>	<b>1026</b>	<b>1354</b>	<b>1691.2</b>



WOODLAND MALL	NOV '19	NOV '20	NOV '21	2020 YTD	2021 YTD	5 YR AVG
Incidents	64	24	45	304	389	383.4



\*DATA PRESENTED THROUGHOUT THE YEAR IS SUBJECT TO CHANGE PENDING END OF YEAR DATA COLLECTION.

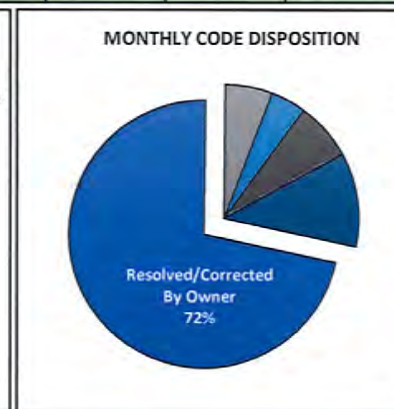
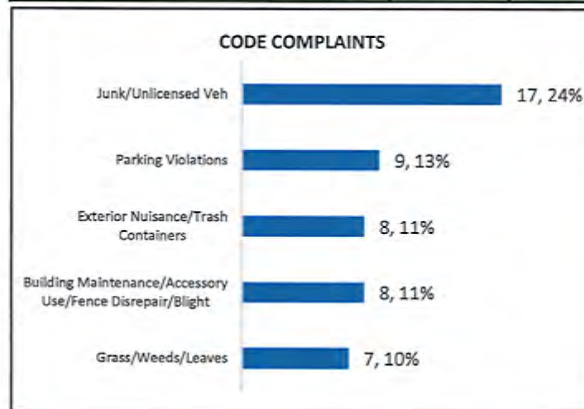
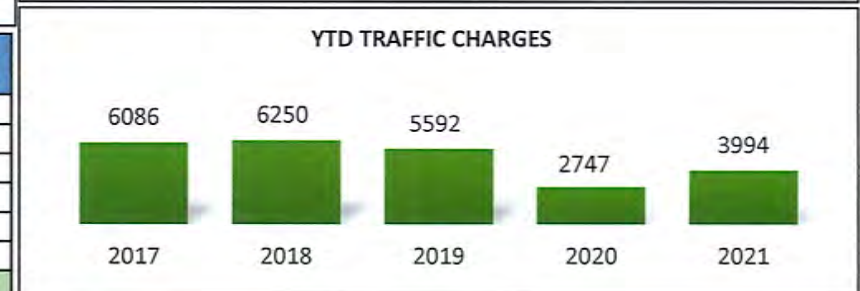
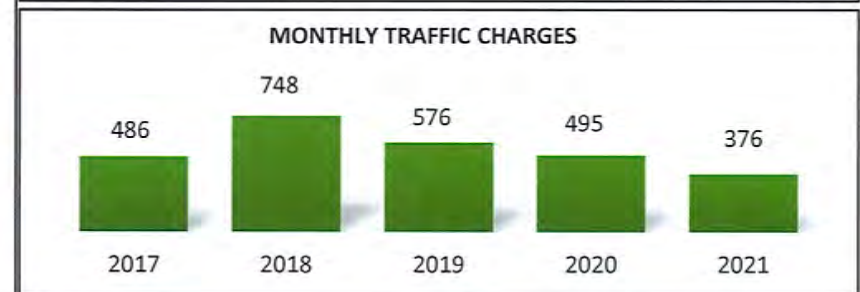
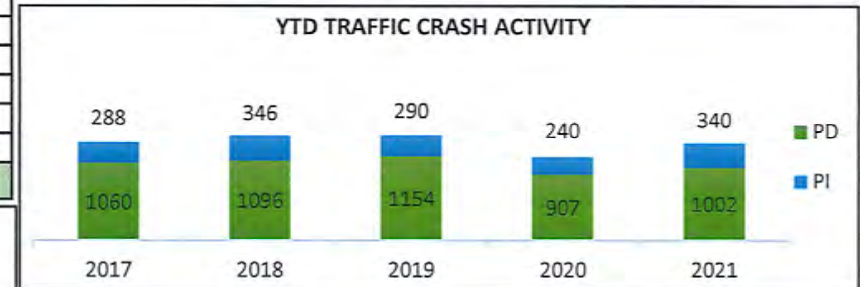
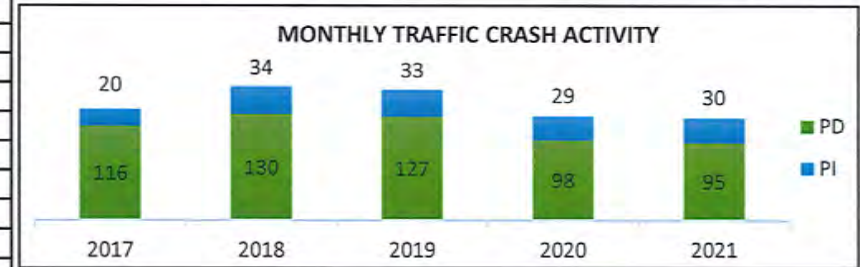


# Kentwood Police Department Monthly Statistics

## November 2021

Complaints	NOV '19	NOV '20	NOV '21	2020 YTD	2021 YTD	5 YR AVG
Animal Nuisance	1	3	2	23	19	22
Auto Repair/Sales	4	7	0	47	35	30
Building Maintenance	6	7	8	87	113	62
Commercial Vehicle	3	2	1	29	23	17
Exterior Nuisance	10	15	8	141	132	107
Garbage/Trash/Junk	47	47	6	414	363	336
Junk/Unlicensed Veh	22	26	17	197	220	236
Parking Lot Hazards	3	0	0	1	2	3
Parking Violations	16	19	9	273	293	340
RV & Equipment Storage	10	15	6	135	115	137
Sidewalk Hazard	0	1	1	177	35	104
Sign Violation	2	3	1	40	49	52
Snow/Ice	2	0	0	180	346	193
Stagnant Water	0	0	1	9	9	8
Vision Obstruction	0	0	0	0	3	3
Grass/Weeds	12	14	7	487	381	570
Yard Waste & Debris	9	11	2	69	53	87
Other Minor Violations	0	1	0	11	11	23
Zoning	0	0	2	1	5	2
<b>TOTAL COMPLAINTS</b>	<b>147</b>	<b>171</b>	<b>71</b>	<b>2321</b>	<b>2207</b>	<b>2331</b>

Traffic	NOV '19	NOV '20	NOV '21	2020 YTD	2021 YTD	5 YR AVG
Property Damage	127	98	95	907	1002	1055.4
Personal Injury	33	29	30	240	340	302.4
<b>Total Accidents</b>	<b>160</b>	<b>127</b>	<b>125</b>	<b>1147</b>	<b>1342</b>	<b>1358</b>
Citation	576	495	376	2747	3994	6382.6



Complaint Disposition	NOV '19	NOV '20	NOV '21	2020 YTD	2021 YTD	5 YR AVG
Resolved/Corr. By Owner	132	137	51	2093	1892	2039.8
Corrected By City	5	4	4	36	70	15.4
Not In Violation	0	4	3	38	33	86
In Process/Pending	0	0	0	0	0	30.8
Referred To Other Dpts.	7	5	5	60	82	73
Citations Issued	3	21	8	94	130	85.8
<b>TOTAL DISPOSITION</b>	<b>147</b>	<b>171</b>	<b>71</b>	<b>2321</b>	<b>2207</b>	<b>2330.8</b>





# Kentwood PD Traffic Enforcement Log 2021



DATE	COMP.	LOCATION	REASON	TIME (S)	COMMENTS	Enforcement		Total	Hours	
						VW	Cites		Reg	OT
1/14/21	TC-1	Nancy St	Speed	0650-0715	Speed from Nancy to Division (0700-0730)	0	1	1	3.25	0
1/19/21	TC-2	Boxwood Ct	Speed	Evening	Cars speeding from 6 houses down from East Grove to Stop Sign. 2nd shift Supervisors advised. Due to time 2nd shift advised. Had no interest in RADAR group. Stat-Trak placed on 1/21/21 to 1/28/21. 85th % 24 MPH. Best time for enforcement is 0800-1000 and 1500-1700 (Mon-Fri). During non-directed enforcement 5446 Boxwood asked why KPD was on Boxwood, advised speed complaint and the resident stated there is no speed issue. Max speed was 26 MPH	0	0	0	12	4
2/23/21	TC-3	Kalamazoo North of 60th	Speed	Daily	Cars speeding as they enter the City NB. Says about 15 MPH over. Officers can use callers driveway for speed enforcement. TSB Officers advised.	4	3	7	3.25	0
3/10/21	SI	E. Grove/W. Grove	Inquiry	0800-1000 & 1700-2100	Stat-Traks placed on E/W Grove to gather speed data. East Grove 85th is 30 MPH and West Grove 85th is 32 MPH. Directed set for 3/24-3/26/21. Best times for enforcement 0800-1000 and 1700-2100	9	2	11	6	0
3/10/21	TC-4	Discovery	Speed	0730-0900 & 1700-2300.	On Discovery from Stauffer to Fawnwood. Discovery has received specific speed enforcement. Will place Stat-Traks on or about 3/24/21. 85th % 34 MPH. Directed 4/6-4/8/21 1400-1730	12	4	16	7.5	4
3/26/21	TC-5	4800 Block Stauffer	Speed	1530-1800	Report Speed issue. Can park in driveway of 4860/62 Stauffer. Speed trailer to be placed on 4/12/21. Stat-Traks place on 4/27/21 and removed on 4/29/21. Stauffer/SunnyCreek 85th% at 35 MPH, Stauffer/Embros 85th% at 34 MPH, Stauffer/Innwood 85th% at 34 MPH, and Stauffer/Bowen 85th% at 37 MPH. 85th% for Stauffer from 44th to 52nd should be considered 35 MPH. Directed set for June 1-3, 2021. 85th came at 37 MPH	6	14	20	7.5	3.5
3/29/21	TC-6	2700 Ridgemoor	Speed	Daily	Report of speed issue. No specific time. Stat-Traks 3/30-4/5/21. 85th % 33 MPH. Speed trailer placed 4/5/21.	8	11	19	7.75	3.75
4/19/21	TC-7	Montebello	Speed	Daily	Report of speeding vehicles daily. Speed monitor placed on 4/19/21. Stat-Trak placed 6/1/21 to 6/7/21. 2575 vehicles, 85th% was 31 MPH. 3 highest speeds were 48(2) and a 59. All between 2050 and 0400 hrs. Other were 23 between 40-45 MPH over a period of 4 days.	N/A	N/A	N/A	N/A	N/A
6/2/21	TC-8	5400 Christie	Speed	Daily	Complaint via Commissioner Bridson requesting the speed monitor. Speed monitor placed 6/21/21. Stat-Trak place 7/26-8/2/21 - 95th% speed is 36 MPH with an average speed of 30.52. This section of Christie had a speed study conducted and the proposed speed limit change is to increase from 25 MPH to 30 MPH as it is a collector street not a residential. 397 out of 13162 vehicles were over 40 MPH with varied times (3%)	N/A	N/A	N/A	N/A	N/A
6/2/21	TC-8	5800 Ridgebrook	Speed	Daily	Complaint via Commissioner Bridson requesting the speed monitor. Stat-Traks placed 6/22/21. 85th% was 32 MPH. Max speed was 53. 27 of 2393 vehicles were at 40 MPH or higher (0.01%). Times varied throughout the day.	N/A	N/A	N/A	N/A	N/A
6/7/21	TC-10	Wingate Hampton Downs area	Speed	1700-1900	Complaint of speed. Speed Trailer placed on Wingate. Stat-Trak placed on 6/7 and removed 6/9. 85th was 27MPH. 3413 vehicles, 2494 25 MPH or less, 895 at 26-34 MPH, 24 at 35-43 MPH - 3 high speed between 40-43 MPH (between 1600-1800 hrs).	N/A	N/A	N/A	N/A	N/A
6/9/21	TC-9	Potter	Speed	1500-1700	Speed between 48th and 44th. Can park in drive of 4639 for enforcement. Stat-Trak placed - 85th% is 40 MPH. Prev TCO to recommend speed to 35. Speeds varied as high as in the 70s. Will plan on enforcement to start then move to directed patrols. The times varied across the day.					
6/15/21	TC-11	60th (Eastern to Division)	Speed	Daily	Speed Complaint via Mayors Office	N/A	N/A	N/A	N/A	N/A
6/14/21		Applewood/Innwood	Speed	Daily	Speed Monitor Placed from 6/14-6/21/21	N/A	N/A	N/A	N/A	N/A
6/28/21		4500 Potter	Speed	Daily	Speed Monitor Placed 6/28-7/2/21	N/A	N/A	N/A	N/A	N/A
7/7/21		2500 Maplevue	Speed	Daily	Speed Monitor Placed 7/7-7/26/21	N/A	N/A	N/A	N/A	N/A
7/26/21		400 48th	Speed	Daily	Speed Monitor Placed 7/26-8/3/21	N/A	N/A	N/A	N/A	N/A
8/31/21	TC-8	5100 Thomcreek	Speed	Daily	Speed Monitor Placed 8/31-9/3/21	N/A	N/A	N/A	N/A	N/A
9/28/21	TC-12	4600 Springmont	Speed	Unk	Speed/ALPR placed 9/28-10/6/21 - No issue found	N/A	N/A	N/A	N/A	N/A
10/13/21	TC-13	Fuller/Fuller Ct	Speed	Daily	Concern of speed during school days, Req. Speed Sign. Speed sign was placed and removed. Due to the design (Curve) of the roadway this is causing the belief that speed is occurring.	N/A	N/A	N/A	N/A	N/A
11/5/21	ANON	44/Kalamazoo	General	Daily	Request additional patrol at 44/Kalamazoo Daily 153-1700 for red light violations and speed. E-mail with information sent to 1st and 2nd shift supervisors advising of the request.	N/A	N/A	N/A	N/A	N/A
11/24/21	Via Engineering	32nd St	Speed	Daily	Stat-Traks were placed from 9/27 to 10/4. 85th was 45 MPH. 64,223 vehicles tracked. 133 were at 60 MPH or over. 99% were less than 60 MPH. Posted limit is going up to 45 MPH from latest study. Previous request have been sent to shifts for enforcement.					
						39	35	74	47.25	15.25

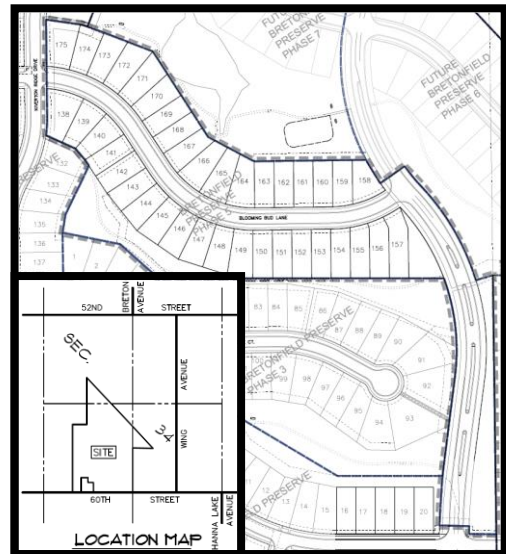


## MEMORANDUM

**TO:** Mayor and City Commissioners  
**FROM:** Brad Boomstra, P.E., City Engineer  
and Bhama Cairns, Deputy Finance Director  
**DATE:** December 21, 2021  
**TOPIC:** Bretonfield Preserve #5 Construction Agreement

**ACTION REQUESTED:** That the City Commission authorize the Mayor to enter into a construction agreement with Westview Capital, LLC, owners of the property known as Bretonfield Preserve #5, to authorize the Developer to install utilities and streets in preparation for the City's acceptance of them as public, to set up an escrow arrangement to cover the City's costs relative to construction inspection of those improvements, and to authorize \$187,968 in road oversizing costs from the FY22 Major Street Fund Budget and \$96,451 in water main oversizing costs from the FY22 Water Fund Budget (including 10% contingencies).

**BACKGROUND:** Allen Edwin Homes, the owner/developer, has contracted with GVL to construct the public plat known as Bretonfield Preserve #5, as approved by the City. Upon completion and acceptance of the project, the streets, and utilities within Bretonfield Preserve #5 will become public. The agreement provides a framework for the construction of the water main, storm sewers, streets, and sidewalks. Bretonfield Preserve #5 is the fifth of seven phases in the Bretonfield Preserve PUD.



The sanitary sewers in this part of Kentwood are owned by the City of Grand Rapids, however they were installed and accepted previously so no agreement with the City of Grand Rapids is necessary. The water main, storm sewers and streets will be owned solely by Kentwood, so this agreement covers those items. The City Attorney has reviewed the agreement.

The Bretonfield Preserve PUD includes the extension of Breton Avenue from 60<sup>th</sup> Street north to the Paul Henry Trail. This phase includes about 980 feet of Breton from Plover Drive north to Blooming Bud Lane. City policy requires the developer to pay for the cost of a standard residential street, with the City paying the "oversizing" costs necessary to upgrade Breton Avenue to its intended cross section. The specific items that the City is responsible for include the third lane, the thicker pavement section to handle the expected (eventual) traffic, and a share in a retaining wall necessary due to a wider right-of-way than is typically required. These costs are depicted in Exhibit 'B' of the Kentwood construction agreement, and the City's share of the road items totals \$170,880 (\$187,968 with a 10% contingency).

In addition, Engineering and Water Department staff, in consultation with the MDEQ, have identified Breton Avenue as the logical place for a 12-inch transmission main that will connect the southeast end of the water system to the tanks near City Hall. The developer will pay for the cost of an 8-inch main, as though it had been installed, and the City will pay the remainder of the costs to upgrade the main to 12-inch. This is shown on Exhibit 'A' of the Kentwood construction agreement, and the City's share of the water main items totals \$87,683 (\$96,451 with a 10% contingency).

Via Resolution 37-07, the City has set a policy requiring developers to pay for third party inspections to ensure compliance with the plans and specifications of the public improvements. The inspection and testing costs for this project are part of another request at tonight's meeting. The Developer has deposited \$56,040 with the City Treasurer in an escrow account to cover those costs. Any funds remaining will be returned to the developer. Any expenses above the escrow amount will be billed to and paid by the developer.

This project is scheduled to start this winter and continue through Spring/Summer 2022. If you have any questions regarding this issue, please contact Brad Boomstra at (616) 554-0740. Thank you for your consideration of this request.



# MEMORANDUM

**TO:** Honorable Mayor and City Commission  
**FROM:** Police Chief Bryan Litwin  
**DATE:** December 21, 2021  
**TOPIC:** Adoption of Traffic Control Order 2021-502

**ACTION REQUESTED:** It is requested that the City Commission adopt the included Traffic Control Order restricting parking on the listed roadways in accordance with the Uniform Traffic Code and Michigan Vehicle Code, as adopted by the City of Kentwood Ordinance Chapter 66.

**BACKGROUND:** As the City is involved in roadway re-construction and design, the police department uses engineering and safety best practices based on roadway and engineering design, traffic volume, traffic speeds, and road usage to determine if any changes are recommended to restrict parking or movement on the street. The police department also routinely evaluates other roadways to determine if any changes or issuance of Traffic Control Orders is required. This includes an inventory of Traffic Control Orders compared to existing signage.

As a result of this review, and recent road reconstruction on Lyles Street and Heyboer Avenue, the included updated Traffic Control Order covering the noted roadways recommending restricting parking on one or both sides of the street. This Traffic Control Order will supersede any previous Traffic Control Orders for the streets listed.

Thank you for your consideration of this request.

Location: \_\_\_\_\_  
Section: 30  
Sign Type: No Parking

# Traffic Control Order

City of Kentwood  
County of Kent  
State of Michigan



**ORDER NO. 2021-502**

**Effective Date:** \_\_\_\_\_

*In accordance with the Uniform Traffic Code and Michigan Vehicle Code, as adopted by the City of Kentwood,*

*I HERBY DIRECT:*

That **No Parking** signs be installed along the following roadways and enforced accordingly:


48<sup>th</sup> Street, both sides of the street. The no parking shall run from Division Avenue (West City Limits) to Eastern Avenue.

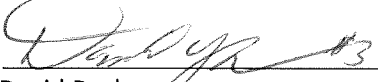
Lyles Street, North side of the road from Heyboer Ave east to Eastern Ave.

Heyboer Ave., west side of the street from 52<sup>nd</sup> St. north to Andover St.

(Note: This No Parking order is established using engineering and safety best practices based on road & engineering design, traffic volume, traffic speeds, and road usage). This is in accordance with the City of Kentwood ordinance Chapter 66 .

10/27/21  
Date

  
Richard Roberts  
Chief of Police

  
David Bachman  
Traffic Engineering Officer

10/27/21  
Date

I, the undersigned, the duly qualified and acting City Clerk of the City of Kentwood, Kent County, Michigan, do hereby certify that the foregoing Traffic Control order was duly adopted by the City Commission of the city of Kentwood, Michigan, on \_\_\_\_\_.

IN WITNESS WHEREOF, I hereunto affix my official signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Dan Kasunic  
City Clerk

Any Traffic Control Orders heretofore made with respect to the foregoing are hereby rescinded and superseded by this order. 270





## MEMORANDUM

**TO:** City Commission  
**FROM:** Gail Dewey, Human Resources Director  
Carla Kane, Purchasing Agent  
**SUBJECT:** Employee Benefits Consulting Professional Services Renewal  
**DATE:** December 21, 2021

**ACTION REQUESTED:** It is requested that the City Commission authorize the Mayor to extend an employee benefits consulting services agreement with National Insurance Services for up to five years at an annual fee of \$45,000 and with annual increases of 2%, with funds from the FY22 and successive General Fund (General) operating budgets.

**BACKGROUND:** In January 2017, the City contracted with National Insurance Services (NIS) after a comprehensive bid process which included consultant interviews.

Over the past five years, NIS has demonstrated an exceptional capacity to perform these essential services and has developed a considerable body of knowledge regarding the City's employee benefits, strategic planning, and initiatives to control employer benefits costs.

A flat, fee-based model (versus a commission-based model) is utilized which aligns the interest of the City and the benefits administrator.

National Insurance Services has also played a crucial role in controlling the City's employee benefit costs by assisting the City with its strategic initiatives. Initiatives included moving from a fully-funded to a self-insured health plan, changes in pharmacy benefits that resulted in substantial savings, implementation of a free telemedicine benefit, and achievement of a ten percent (10%) reduction in long-term disability rates.

For these reasons, staff is requesting that a five-year contract renewal with NIS be approved under Special Circumstances<sup>1</sup>.

If you have any questions or would like to learn more about our cost containment initiatives, please contact Gail Dewey at 554-0732.

Thank you for your consideration of this request.

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<sup>1</sup> "a. Special Circumstances. The City Commission, acting upon the advice of the Mayor, may by a 2/3 vote of the members present at a City Commission meeting, waive the purchasing rules where special circumstances dictate that the interests of the City and the public good are best served by such action. The basis for such special circumstances shall be defined in the record of the action of the City Commission."



# MEMORANDUM

**TO:** Honorable Mayor Kepley and City Commission

**FROM:** Chad Griffin, Public Works Director; with  
Ken McNett, Utilities Services Supervisor  
Carla Kane, Purchasing Agent

**DATE:** December 21, 2021

**TOPIC:** Purchase of Utilities Valve Turner



**ACTION REQUESTED:** It is requested that the City Commission authorize the purchase of a Hurco VAC250 automatic watermain valve turner from Lewis Municipal Sales at a cost of \$76,800, using funds from the DPW Equipment Fund.

**BACKGROUND:** Currently, City Department of Public Works (DPW) staff operate water valves throughout the city manually on a schedule using a six foot “key”. It has been staff’s goal to operate all the valves every 5 years. Depending on size, valves require turning from 20 to 74 times in each direction to be properly “exercised”. Valve exercising is a very time-consuming process. The automatic watermain valve turner will allow the utilities department to operate a valve as much as necessary to effectively return the valve back to its original ability of a complete shut off. Manual valve turning results in the valves only being closed and opened, which doesn’t accomplish the goal of returning a valve to a full shut off condition.

## BUDGET INFORMATION

Budgeted FY22	\$ 80,000
This Request	<u>76,800</u>
Remaining	\$ 3,200

During the State of Michigan “EGLE” 2020 Water System Sanitary Survey it was strongly recommended that Kentwood’s utility department purchase an actuated valve turner to increase efficiency in exercising a higher number of valves. Additionally, EGLE is requiring the utilities department to operate transmission main valves annually.

The requested Hurco automatic valve turner unit, which is towed by the hitch on a pickup truck, would be utilized to exercise valves and hydrants, keeping the connections healthy. The unit has a vacuum which will allow the operator to clean debris from the valve box as well as the ability to hydro-excavate around the valve when the operator is not able to get to the valve because the access tube is broken or offset.

Five quotes were solicited for three different valve turner manufacturers on the market which were demonstrated by City staff (see Bid Tabulation). The recommended unit is from Lewis Municipal Sales, the low bidder.

If you have any questions, please contact Ken McNett at 554-0733.

Thank you for your consideration of this request.

## BID TABULATION

Bidder Name	Model	Total Cost
Lewis Municipal Sales	Hurco VAC250	\$76,800
Ferguson Waterworks	SP-W7700038	\$79,875
E.H. Wachs	77-000-38	\$82,070
Fredrickson Supply	PV250	\$94,256
Jack Doheny Company	PV250	\$115,250





## Memorandum

TO: Honorable Mayor and City Commissioners  
FROM: Thomas H. Chase, Finance Director  
DATE: December 14, 2021  
RE: Indigent Defense Collaboration Contract

**Action Requested:** It is requested that the City Commission adopt the attached RESOLUTION APPROVING, AND AUTHORIZING AND DIRECTING THE MAYOR AND CITY CLERK TO SIGN, AN INDIGENT DEFENSE COLLABORATION CONTRACT.

**Background:** Since enactment of the Michigan Indigent Defense Commission Act (Michigan Public Act 93 of 2013), City and 62B District Court staff have been working to comply with the Act. These efforts have utilized contractual and other frameworks for collaboration by the funding units and courts, Cities of Grandville and Walker (59<sup>th</sup> District Court), Wyoming (62A District Court) and Kentwood (62B District Court), including creation of the Kent County Indigent Defense Authority (KCIDA) in July 2021.

In connection with the recent submission to and rejection by MIDC of the FY 2022 KCIDA Compliance Plan and Cost Analysis, it has become apparent that the KCIDA framework is not acceptable to MIDC. For this reason, it is recommended that the cities and courts return to the contractual framework for collaboration.

Attached, along with the proposed Resolution and Contract, is a memorandum from Wyoming City Attorney Scott Smith about Rethinking Indigent Defense Services.

The governing bodies of Grandville, Walker and Wyoming will also be considering the same action on 12/20 and 12/21/2021. Approval by all will allow for completion of the agreement and timely (before the end of December 2021) submission of the revised FY 2022 MIDC Compliance Plan and Cost Analysis.

If you have any questions, please call me (554-0766) or Mark Rambo (554-0770).

**MEMORANDUM**

**City Attorney** | 1155 28th St SW, Wyoming, MI 49509  
616.530.3194 | Fax 616.261.7103 | [wyomingmi.gov](http://wyomingmi.gov)

To: Grandville City Council, Kentwood City Commission, Walker City Commission, and Wyoming City Council

From: Scott Smith, Wyoming City Attorney

Date: December 13, 2021

Subject: Rethinking Indigent Defense Services

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The Michigan Indigent Defense Commission Act, 2013 PA 93 (**MIDC Act**), was enacted to provide indigent persons charged with crimes representation by competent criminal defense attorneys. The MIDC Act provides that local court funding units, including our cities, contribute only the amounts they spent for indigent defense before MIDC Act enactment (local shares) and additional funding for indigent defense services is provided by Michigan Indigent Defense Commission (**MIDC**) grants.

The MIDC proposed 8 indigent defense standards, 5 of which have been approved by its supervising agency, the Department of Licensing and Regulatory Affairs (**LARA**). Those standards require that selection and oversight of indigent criminal defense counsel be performed by an attorney who is independent from courts and any prosecutor's office. Grant terms also generally prohibit reimbursements to local governments for time expended in grant administration by existing city staff. For MIDC FY 2020-21, to minimize costs and unreimbursed staff time expended in annual grant applications, quarterly reporting, contracting with criminal defense attorneys, addressing indigent defense concerns, etc., our cities collaborated on a single grant for indigent criminal defense services in the 3 courts and with combined contracts with attorneys to provide those services.

For several reasons (addressed in previous communications), earlier this year we formed an authority (a separate public body corporate), intending it to be the MIDC grant recipient and to administer MIDC grants and indigent defense services. Communication with MIDC staff prior to taking that action failed elicit staff concerns that arose when our annual grant application made it clear the authority would be the grant recipient. Subsequently, MIDC commissioners requested an attorney general's opinion (that has not yet been provided) on whether an authority can be a MIDC grant recipient.

To resolve that issue, to relieve Wyoming (and other cities') staff of indigent defense related responsibilities, eliminate possible conflicts of interest caused by my involvement in this matter, improve the grant and indigent defense administration, and address added responsibilities with implementation of the remaining MIDC standards, MIDC staff members suggested hiring an attorney to serve as the full-time indigent defense administrator for our 4 cities and 3 courts. Under this concept, Wyoming would employ the administrator and MIDC grant funds would pay all costs associated with that position and would provide some additional funding for related overhead that would offset costs associated with accounting responsibilities. While not an ideal concept, Wyoming is willing to serve that role.

The accompanying resolution and contract would formalize this arrangement and dissolve the authority. The administrator would be a Wyoming employee for all purposes and in all ways. This ensures the other 3 cities cannot be viewed as co-employers for employment or liability purposes. Yet, the contract provides for essentially the same board as was created for the authority to provide administrator oversight by and accountability to all 4 cities. We have an individual in mind to serve as the administrator and foresee that he would start that work in January 2022 after transitioning his current work.

We expect the MIDC will approve this arrangement on an interim basis at its December 21, 2021 meeting and that it will formally approve it for the remainder of the state's FY 22 (ending September 30, 2022) at its February 2022 meeting.

community • safety • stewardship

CITY COUNCIL

Sheldon DeKryger

John Fitzgerald

Kent Vanderwood

Marissa Postler

Robert Postema

Sam Bolt

**Jack A. Poll, Mayor**

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING, AND AUTHORIZING AND DIRECTING THE MAYOR AND  
CITY CLERK TO SIGN, AN INDIGENT DEFENSE COLLABORATION CONTRACT

WHEREAS:

1. Wyoming as the court funding unit for the 62-A District Court, Walker and Grandville as the court funding units for the 59<sup>th</sup> District Court, and Kentwood as the court funding unit for the 62-B District Court collaboratively worked to address their respective obligations under the Michigan indigent defense commission act, 2013 PA 93, MCL 780.981 *et seq.* ("PA 93"), securing a single grant from the Michigan Indigent Defense Commission ("MIDC") for use, in conjunction with their respective "local shares," to fund indigent defense services and administration; and
2. The cities earlier this year formed an authority to be their MIDC grant recipient; and
3. In later communications with MIDC staff, the cities have decided to take a different approach with Wyoming serving as their single MIDC grant recipient and with Wyoming employing an indigent defense administrator to administer the MIDC grant and indigent defense services in all the courts.

NOW, THEREFORE, BE IT RESOLVED:

1. The Indigent Defense Administration Contract (the Contract") is approved in substantially the form attached as Exhibit A, subject to changes approved by the Mayor and City Attorney, and the Mayor and City Clerk are authorized and directed to sign the Contract for the City.
2. All resolutions and parts of resolutions are, to the extent any conflict with this resolution, rescinded.

Moved by Councilmember/Commissioner:

Seconded by Councilmember/Commissioner:

Motion Carried      Yes  
                                    No

CERTIFICATION

I certify that this resolution was adopted by the City \_\_\_\_\_ for the City of \_\_\_\_\_, Michigan at a regular meeting held on \_\_\_\_\_, 202\_\_.

Date: \_\_\_\_\_, 2021

\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_ City Clerk

Exhibit A  
INDIGENT DEFENSE COLLABORATION CONTRACT

## INDIGENT DEFENSE COLLABORATION CONTRACT

This Indigent Defense Collaboration Contract is made as of December 21, 2021 among the City of Grandville, 3195 Wilson Ave SW, Grandville, MI 49418 (**Grandville**) and the City of Walker, 4243 Remembrance Rd NW, Walker, MI 49534 (**Walker**), as the court funding units for the 59<sup>th</sup> District Court, the City of Wyoming, 1155 28<sup>th</sup> St SW, PO Box 509, Wyoming, MI 49509-0905 (**Wyoming**), as the court funding unit for the 62-A District Court, and the City of Kentwood, 4900 Breton Ave SE, PO Box 8848, Kentwood, MI 49518 (**Kentwood**), as the court funding unit for the 62-B District Court (together the "**Cities**").

### RECITALS

A. Pursuant to the Michigan indigent defense commission act, 2013 PA 93, MCL 780.981 *et seq.* (**MIDC Act**), the Michigan Indigent Defense Commission (**MIDC**), under the aegis of the Michigan Department of Licensing and Regulatory Affairs (**LARA**), promulgated minimum standards for indigent criminal defense (**MIDC Standards**) and provides grants to court funding units for funds exceeding amounts each court funding unit historically provided for indigent criminal defense (commonly known as "**local shares**") that are needed to implement those standards (**MIDC grants**).

B. For the state's 2019-20 and 2020-21 fiscal years each of the Cities received separate MIDC grants to fund the respective indigent criminal defense services in the 59<sup>th</sup>, 62-A and 62-B District Courts (**Courts**) and contracted separately with indigent criminal defense service providers for those services.

C. In 2020, the Cities and Courts signed a Memorandum of Collaboration for Indigent Defense Services providing for a joint FY 2020-21 MIDC grant to fund indigent criminal defense services for defendants in the Courts.

D. The Cities initially formed an authority (*i.e.*, a separate public body corporate) as their joint FY 2021-22 MIDC grant recipient intending it to undertake their duties and obligations and exercise their authority with respect to MIDC grants and providing indigent criminal defense services in the Courts, but the MIDC did not approve the corresponding proposed compliance plan and cost analysis.

E. With information recently provided by MIDC staff members, the Cities decided that more formally continuing their previous arrangement (for the FY 2021-22 MIDC grant) with Wyoming continuing to be the sole MIDC grant recipient and with Wyoming's employing an attorney to serve as full-time indigent defense service administrator will better meet the Cities' and Courts' ongoing needs, especially as more MIDC standards are implemented.

F. The parties are therefore entering into this Contract as a joint venture under the municipal partnership act, 2011 PA 258, MCL 124.111 *et seq.*, to delegate to and authorize and empower Wyoming to exercise and perform on each and all their behalf's rights, duties, and obligations under the MIDC Act and for providing indigent criminal defense services in the Courts.

### TERMS AND CONDITIONS

For the consideration provided within or required by this Contract, the Cities agree:

1. **Wyoming as Agent and Fiduciary.** Wyoming will serve as the single MIDC grant recipient and the agent and fiduciary for all the Cities for MIDC grants.

A. As the agent and fiduciary, Wyoming will use its reasonable best efforts to do all the following:

1. Submit grant applications (including proposed compliance plans and cost analyses),
2. Sign grant contracts,
3. Administer grants,
4. Ensure grant compliance,
5. Select and sign contracts with indigent defense attorneys and firms,
6. Assign defense attorneys,

7. Account for all funds (grant funds, local shares, and any other funds) in accordance with MIDC, legal, Michigan Department of Treasury, and other requirements and with generally accepted governmental accounting practices,
8. Include the funds in Wyoming's annual audit,
9. Employ, consistent with Wyoming's human resources policies and practices, any personnel to be employed under MIDC approved compliance plans and cost analyses,
10. File quarterly reports and other documents as needed with the MIDC,
11. Implement MIDC standards as they take effect,
12. Review and approve requests for, engage, review, and approve bills from, and otherwise provide investigators, experts, social workers and other professionals in accordance with applicable laws, court rules, MIDC requirements and guidelines, etc.,
13. Review and approve bills from criminal defense attorneys,
14. Make payments from funds in accordance with MIDC requirements, applicable law, and Wyoming policies,
15. Review and approve other MIDC approved expenses, such as those submitted by one or more of the Cities for capital improvements, equipment, or other reimbursements,
16. Address indigent criminal defense issues in any of the Courts raised by court personnel, judges, criminal defense attorneys, prosecutors, criminal defendants, or others,
17. Observe the Courts for compliance with MIDC requirements,
18. Make indigency determinations and/or review compliance with the indigency standard and assigned counsel requirements,
19. Ensure retained indigent criminal defense counsel conduct timely initial interviews,
20. Ensure retained criminal defense counsel comply with MIDC standards and requirements (including educational and training requirements) and with Michigan Rules of Professional Conduct (**MRPC**),
21. Update the Cities and, as needed, other parties on legal and other developments affecting indigent criminal defense services in the Courts, and
22. Perform any other tasks, duties, responsibilities or obligations regarding oversight and administration of indigent criminal defense services in the Courts as required by the MIDC.

B. The Cities individually and jointly authorize and empower Wyoming to act for each and for all the Cities for all purposes under the MIDC Act and under MIDC grant contracts including, without limitation, providing and performing all the tasks, duties, responsibilities, and obligations listed in subsection 1.A.

C. The Cities understand and agree that, as provided in section 2 of this Contract, Wyoming's performance of its role as grant recipient and fiduciary and the tasks, duties, responsibilities, and obligations as provided in subsection 1.A is limited to what can be done within the funding provided by MIDC grants and the local shares.

D. The Cities understand and agree that, except for the tasks, duties, and obligations listed in paragraphs 1.A.7, 1.A.8, and 1.A.14 to be performed by Wyoming's Finance Department staff, Wyoming will employ an individual to serve as the full-time indigent defense administrator for the Cities and the Courts in accordance with section 3 of this Contract (**Administrator**) who will be sole individual to perform the tasks, duties, responsibilities, and obligations as provided in subsection 1.A and exercise the authority and powers granted under subsection 1.B of this Contract. This delegation is made to accomplish several objectives, among which are:

1. The Administrator is a position recognized by the MIDC under changes to the FY 2020-21 compliance plan and cost analysis approved on December 21, 2021 and in the proposed FY 2021-22 compliance plan and cost analysis to be submitted to the MIDC on or before December 22, 2021, to be

considered by the MIDC at its February 2022 meeting. Therefore, it is a position fully funded by MIDC grants and local shares. Costs of that position will not be paid from any Wyoming funds other than its local share. It has been a goal of the Cities to ensure indigent defense costs incurred by each of them does not exceed their respective local shares and to eliminate or minimize involvement by other members of the Cities' staffs.

2. Many of the tasks, duties, responsibilities, and obligations listed in subsection 1.A need to be performed by an attorney and it can be difficult to distinguish among those which do and do not require an attorney. Three of the four cities do not employ an attorney but contract individuals and/or law firms to provide needed legal services. While Wyoming employs its city attorney, its city attorney also provides or oversees city prosecution services making continued involvement of its city attorney in indigent defense activities a conflict of interest. Therefore, employment of an Administrator who works separately from other Wyoming legal staff avoids conflicts of interest or the appearance of possible conflicts of interest.

3. The Administrator should be addressing the indigent defense interests of all the Cities and all the Courts. The parties therefore established a board, as provided in section 4 of this Contract, to regularly (at least quarterly) interact with the Administrator for purposes of communication and accountability.

4. Many of the tasks, duties, responsibilities, and obligations listed in subsection 1.A require interconnected, day-to-day observations, communications, decisions, and actions and could not be accomplished in a timely, consistent, or efficient basis, if they required consultation with, even without formal review and approval from, each of the Cities, the Courts, or other Wyoming staff.

2. Funding and Finances. Wyoming's obligations, duties, responsibilities, and actions under this Contract shall be funded solely by the local shares, by MIDC grants, and by other funding as may be made available to Wyoming to fund indigent criminal defense services in the Courts.

A. No later than the latter of (i) 10 days after the start of the state's fiscal year (currently, that would be October 10 of each year) or (ii) 10 days after Wyoming and MIDC have fully signed the MIDC grant agreement providing funds for that state fiscal year, each of the Cities shall transmit to Wyoming their respective local share for that fiscal year. This is the only funding commitment any of the Cities is making under this Contract. However, this does not preclude any of the Cities from providing additional funding should it be authorized by that City's governing body.

B. All funds currently held by Wyoming for indigent criminal defense services in the Courts shall continue to be held by Wyoming and used only for those purposes and in accordance with MIDC grant contracts, applicable law, and generally accepted governmental accounting practices.

3. Indigent Defense Administrator. To the extent provided under an MIDC-approved compliance plan and to the extent funded by MIDC grants and the local shares, Wyoming shall employ an attorney to serve as the Administrator for the Cities and the Courts in accordance with:

A. Wyoming will, in accordance with its human resources policies and practices and in its sole discretion, employ an individual to serve as the Administrator for the Cities and the Courts.

1. Wyoming intends that the Administrator be employed as an at-will employee serving at the pleasure of the Wyoming City Manager under an individual employment agreement with employee benefits like those of other individuals similarly employed by Wyoming.

2. In considering any employment actions related to the Administrator, the Wyoming City Manager may, but is not required to consult with the individuals serving on the indigent defense administration board (**IDAB**) formed under section 4 of this Contract. The City Manager shall consider information provided by the IDAB following its annual review of the Administrator's performance.

3. To be clear, the Administrator will be employed solely by Wyoming and Wyoming is solely responsible for the Administrator's employment terms and conditions. Wyoming is solely responsible for any compensation paid to, supervision of, and all personnel actions regarding the Administrator. Wyoming is solely responsible for payroll taxes and withholding. None of the other Cities shall have any obligation to, supervision of, or control of the Administrator.

B. Among the duties, obligations, and responsibilities of the Administrator are:

1. Preparing and filing quarterly MIDC reports,
  2. Preparing and filing annual MIDC grant applications including compliance plans and cost analyses,
  3. Annual budgeting in accordance with Wyoming's process,
  4. Reviewing and processing payment requests from the indigent defense fund comprised of MIDC grant funds and local shares,
  5. Administering indigent defense counsel contracts, including the current Kent County Office of the Defender (KCOD) contract and conflict counsel contracts, and, with IDAB approval, taking actions to terminate, amend, or renew such contracts as appropriate or enter into contracts with additional indigent defense attorneys,
  6. Verifying indigent defense counsel has had timely initial interviews with clients,
  7. Ensuring indigent defense attorneys meet education and training requirements,
  8. Observing, reviewing, evaluating, and, perhaps occasionally, mentoring indigent defense attorneys,
  9. Implementing the indigency standard and ensuring compliance with it,
  10. Observing courts for compliance with standards and court rules, and interacting with judges and court personnel as needed,
  11. Participating in Wyoming's annual audit of the program funds,
  12. Addressing indigent defense related issues and concerns raised by prosecutors, courts, clients, or others,
  13. Approving expert and investigator requests within the funds budgeted for them,
  14. Assigning cases to indigent defense attorneys (mostly conflict counsel),
  15. Monitoring MIDC developments, including MIDC agendas, staffing changes, etc.
  16. Proactively and as needed, interacting with MIDC staff,
  17. Attending MIDC meetings when appropriate,
  18. Updating the IDAB, indigent defense attorneys, court personnel, and others of changes in statutes, court rules or other law that may affect indigent defense services,
  19. Recommending to the IDAB changes in approaches, operations, etc. as may, in the Administrator's opinion, be needed, prudent, or beneficial,
  20. Preparing and ensuring posting of notices of IDAB meetings,
  21. Working with the IDAB chair to prepare IDAB agendas and supporting documents, and delivering them to IDAB members prior to IDAB meetings,
  22. Updating the IDAB as needed by e-mails, periodic written reports, or other means and
  23. Performing any other tasks or responsibilities needed to ensure indigent defense attorney services comply with applicable law, court rules, MIDC standards, the MIDC grant agreement, MRPC, and other applicable requirements.
- C. The IDAB will annually (no later than January 30 of each year) review the Administrator's performance in a manner the IDAB deems appropriate and provide the Wyoming City Manager a written report of its conclusions and any recommendations.
4. Board. To improve collaboration among the Cities and facilitate communication with and accountability of the Administrator, the IDAB is established.
- A. The IDAB shall be an 8-member board consisting of 2 members from each of the Cities appointed by its mayor and approved by its governing body. Except as provided below, all IDAB members' terms shall be 4-years and shall terminate on June 30.



1. One IDAB member from each of the Cities shall be its finance director or treasurer or that individual's designee. The Grandville and Kentwood appointees (Tammy Hopman and Tom Chase, respectively) under this subsection shall initially serve a 2-year term ending June 30, 2023. The Walker and Wyoming appointees (Daniel DeVries and Kate Balfourt, respectively) under this subsection shall initially serve a 4-year term ending June 30, 2025. In addition, the term of any person appointed under this provision shall terminate when that person is no longer an officer or employee of the appointing city.

2. The other IDAB member from each of the parties may be any other city officer or employee except no board member shall be any of the persons listed in subsections 4.A.2.a through 4.A.2.e. The Walker and Wyoming appointees (Darrel Schmalzel and John McCarter, respectively) under this subsection shall initially serve a 2-year term ending June 30, 2023. The Grandville and Kentwood appointees (Ken Krombeen and Mark Rambo, respectively) under this subsection shall initially serve a 4-year term ending June 30, 2025. In addition, the term of any person appointed under this provision shall terminate when that person is no longer an officer or employee of the appointing city.

- a. A judge or staff of any of the Courts or another Kent County court.
- b. The city attorney or city prosecutor of any party or any staff in those attorneys' offices.
- c. Any Kent County Prosecutor's office personnel.
- d. A police or other law enforcement officer or person employed by a police department or law enforcement agency.
- e. An attorney providing indigent legal defense services in Kent County or any person employed by an attorney, law firm or other entity providing indigent legal defense services in Kent County.

3. The governing body of an appointing city may remove an IDAB member it appointed due to misfeasance, malfeasance, or nonfeasance in office, after providing the IDAB member whose removal will be considered written notice of and an opportunity to address that governing body at a meeting before removal the governing body formally considers removal.

B. A majority of IDAB members shall constitute a quorum of the IDAB. All actions may be taken by a vote of a majority of those IDAB members attending an IDAB meeting at which a quorum of the IDAB is present. If there is a tie vote, the IDAB members may reconsider the question to determine if any IDAB member changes a vote so that a majority votes for or against the issue. Otherwise, in case of a tie vote, the motion fails.

C. The IDAB shall meet not less than 4 times per year and, upon the approval of the IDAB, more frequently. Meetings shall be held so the IDAB can timely review and approve the annual grant application (*i.e.*, compliance plan and cost analysis), grant contract, compliance issues, attorney contracts, and other items. Special meetings shall be held at the request of the IDAB chair or any 2 IDAB members.

D. The IDAB shall comply with the Freedom of Information Act, 1976 PA 442, MCL 15.231 *et seq.*, and the Open Meetings Act, 1976 PA 267, MCL 15.261 *et seq.*

E. At its first meeting after July 1 of each odd-numbered year, the IDAB shall select a chair, vice chair, and secretary who shall serve until their successors are selected the following odd-numbered year.

F. The IDAB meetings will include the Administrator who shall inform the IDAB of the Administrator's activities, the status of compliance with MIDC grant contracts and other requirements applicable to indigent defense services in the court, review quarterly reports, consider inquiries or concerns about indigent defense services in the courts, review proposed annual compliance plans and cost analyses before their submission to the MIDC, and review or consider any other matters applicable to indigent defense attorney services in the Courts, MIDC grants, or compliance with this Contract. The Administrator and IDAB chair shall collaboratively prepare the agendas for IDAB meetings.

## 5. Withdrawal or Termination.

A. Any of the Cities may withdraw from this collaborative joint venture effective at the end of a state fiscal year (currently, September 30) by providing notice not later than March 15 of that year. Upon withdrawal, the remaining Cities will no longer provide indigent defense services for, apply for MIDC grants for, or

undertake other services, duties or obligations under this Contract related to the one of the Courts for which the withdrawing party is the court funding unit. Because Grandville and Walker are both court funding units for the 59<sup>th</sup> District Court, the withdrawal of either of them will serve as the withdrawal of both even if the other wishes to remain a party.

B. This collaboration will terminate if Wyoming or the court funding units for any two of the Courts withdraw.

C. Upon withdrawal or termination, any remaining funds and all property acquired with the funds shall be disposed of or disbursed in a manner acceptable to the MIDC.

6. Dissolution of KCIDA. The Kent County Indigent Defense Authority (**KCIDA**) formed under the Kent County Indigent Defense Authority Contract among the Cities dated as of August 1, 2021 (**KCIDA Contract**), is dissolved and the KCIDA Contract is terminated. While the KCIDA Board met to approve certain actions, except for obtaining a federal tax identification number, none of those approved actions was fully implemented because the MIDC did not approve the compliance plan and cost analysis that presumed the creation of the KCIDA.

7. General Provisions.

A. Each party had input in drafting of this Contract, so it is to be construed as mutually drafted.

B. Only the Cities and Courts are intended to benefit from this Contract. It is not intended to benefit or to give rights to any other party.

C. No lawsuit may be brought pursuant to or to enforce this Contract unless the Cities have first expressed their respective positions in writing and met to resolve any dispute.

D. By signing this contract, the parties authorize Wyoming to take all actions required of it under this Contract.

The Cities have signed this contract as of the date first written above.

**[Signed on succeeding pages.]**

**City of Grandville**

By: \_\_\_\_\_  
Steve Maas, Mayor

By: \_\_\_\_\_  
Marci Poley-Kwiatkowski, City Clerk

Date signed: December \_\_, 2021

City Council approved: December 20, 2021.

**City of Kentwood**

By: \_\_\_\_\_  
Stephen C. N. Kepley, Mayor

By: \_\_\_\_\_  
Dan Kasunic, City Clerk

Date signed: December \_\_, 2021

City Commission approved: December 21, 2021

**City of Walker**

By: \_\_\_\_\_  
Gary Carey, Jr., Mayor

By: \_\_\_\_\_  
Sarah Bydalek, City Clerk

Date signed: December \_\_, 2021

City Commission approved: December 20, 2021

**City of Wyoming**

By: \_\_\_\_\_  
Jack A. Poll, Mayor

By: \_\_\_\_\_  
Kelli A. VandenBerg, City Clerk

Date signed: December \_\_, 2021

City Council approved: December 20, 2021



# Memorandum

To: City Commission

From: Mark Rambo, Deputy City Administrator  
Andy Johnson, City Assessor  
Dave Eberle, City Attorney's Office

Date: December 21, 2021

Re: Resolution establishing an application fee and escrow fee for the administration, processing, and review of PILOTS

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## **Requested Action:**

It is requested the City Commission formally approve the attached Resolution entitled "A Resolution Establishing an Application Fee and Escrow Fee for the Administration, Processing and Review of Tax Exemption Applications for Certain Housing Projects."

## **Background:**

In 2019, the City Commission held several educational and policy discussions regarding the extension of existing payment-in-lieu-of-tax (PILOT) agreements as well as potential new PILOT agreements within the City of Kentwood.

Based on those discussions, City Staff worked with the City Attorney's Office to draft an ordinance amendment that captured the City Commission's expectations when a PILOT agreement is requested of the City and provided guidance for the application process.

These changes were approved by the City Commissions in October 2019 with the adoption of Ordinance No. 5-19 which amended sections of the City Code relative to the approval of tax exemptions for certain housing projects as authorized under state law.

While reviewing a recent PILOT application, it was discovered that a resolution regarding the PILOT application fee and escrow account was not formally approved by the City Commission in 2019 (only the ordinance changes were adopted at the meeting).

It is requested that the City Commission adopt the attached Resolution to formally complete the policy changes discussed in 2019.

Please feel free to contact Mark Rambo at (616) 554-0770 about this request.

**CITY COMMISSION  
CITY OF KENTWOOD  
KENT COUNTY, MICHIGAN  
(Resolution No. \_\_\_\_)**

**A RESOLUTION ESTABLISHING AN APPLICATION FEE  
AND ESCROW FEE FOR THE ADMINISTRATION,  
PROCESSING AND REVIEW OF TAX EXEMPTION  
APPLICATIONS FOR CERTAIN HOUSING PROJECTS**

**RECITALS**

A. The City of Kentwood City Commission (“City Commission”) recently adopted Ordinance No. 5-19 which amended sections of the City Code relative to the approval of tax exemptions for certain housing projects as authorized under state law.

B. As set out in that ordinance, applicants seeking a tax exemption are to submit a written application to the City which is to be accompanied by an application fee as set by the City Commission.

C. The preparation, review and processing of such applications involves utilization of City labor, materials, and services as well as the use of legal and other consultants.

D. The City Commission believes that it is reasonable and appropriate to place the cost of the preparation, review and administration of such applications, which involve unusually large costs to the City, on the applicant rather than on all taxpayers of the City.

E. The City intends that escrow fees associated with such applications should be reasonably related and proportionate to the costs incurred by the City for the particular application involved, and that such fees and reimbursements be used to defray the costs of professional consultants utilized by the City in administering and processing such applications.

**RESOLUTION**

NOW, THEREFORE, BE IT RESOLVED that the City Commission intends to establish an application fee schedule, to include an escrow fee policy as follows, to accomplish the above goals. The fixed application fees will be included on the general fee schedule updated and adopted annually or periodically by the City Commission as part of the budgeting process.

1. The fixed application fees specified in the fee schedule shall hereafter cover costs associated with the following:
  - (a) The City Assessor or designee’s time as well as City materials and services used in reviewing, processing and coordinating the application for a tax exemption as set forth in Chapter 58, Article 2 of the City Code of Ordinances.



- (b) Any postage or legal notice publication requirements.
  - (c) Involvement by the City Commission or other City officers or employees (excluding outside contractors or professionals such as City legal counsel).
- 2. In addition to the fixed application fee set forth above, all other expenses and costs incurred by the City which are directly associated with processing, drafting, reviewing and approving or denying an application for a tax exemption as authorized under Chapter 58, Article 2 of the City Code of Ordinances shall be paid (or reimbursed to the City) from the funds in an Escrow Account established with the City by the applicant as provided herein. The City may draw funds from an applicant's Escrow Account to reimburse the City for out-of-pocket costs and expenses incurred by the City relating to the application process. Such reimbursable costs and expenses include, but are not limited to, expenses related to the following:
  - (a) Mailing, legal notices and officer compensation for special City Commission meetings or subcommittee meetings as requested by the applicant.
  - (b) Services of the City Attorney directly related to the application and related process.
  - (c) Services of an outside financial consultant directly related to the application and related process.
  - (d) Services of other professionals working for the City which are directly related to the application and related process.
- 3. The escrow fee for each application is established at \$500.00 increments commencing with an initial \$2000.00. Escrow fees shall be provided by the applicant to the City Treasurer at the time of application. No application shall be processed, including matters pending with the City as of the effective date of this Resolution, prior to the required escrow fee having been deposited with the City Treasurer. Any excess funds remaining in the Escrow Account after the application has been fully processed, reviewed and the final City decision has been rendered regarding the project will be refunded to the applicant with no interest to be paid on those funds. At no time prior to the City's final decision on an application may the balance in the Escrow Account fall below \$500.00. If the funds in the Escrow Account fall below \$500.00, an additional deposit of \$500.00 by the applicant into the Escrow Account must occur before the application review process will be continued. Additional amounts above \$2000.00 may be required to be placed in the Escrow Account by the applicant at the discretion of the City based upon the scale or scope of the proposed project.
- 4. No building permit or final City approval or permit shall be granted for an application or project until all outstanding out-of-pocket costs and expenses incurred by the City as specified above have been reimbursed to the City from the Escrow Account.

5. The City Treasurer and/or Clerk shall maintain records regarding the Escrow Account and shall authorize the disbursement of escrow funds in writing. Such escrow funds (from one or more applicants) shall be kept in a separate City account.
6. The City shall collect and apply escrow funds in a reasonable fashion.
7. If an applicant or person objects to the reasonableness or amount of escrow funds the applicant must deposit with the City, or how the escrow funds have been applied, the applicant can appeal the City's determination regarding such matters to the City Commission. All such appeals shall be in writing and shall be made not later than thirty (30) days after final City action regarding the application. The decision of the City Commission shall be final.
8. Nothing herein shall be construed or interpreted as limiting the authority of the City to adopt separate fee schedules relative to matters other than applications for tax exemptions as authorized under Chapter 58, Article 2 of the City Code of Ordinances.
9. Nothing herein shall be construed or interpreted as limiting the authority of the City Commission to grant or deny applications for a tax exemption as set forth in Chapter 58, Article 2 of the City Code of Ordinances.
10. This Resolution shall invalidate and supersede any prior resolutions to the extent of any conflict.

The foregoing Resolution was offered for adoption by \_\_\_\_\_ and seconded by \_\_\_\_\_, the vote being as follows:

YEAS: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT/ABSTAIN: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_ DECLARED ADOPTED.

**CERTIFICATION**

I hereby certify that the above is a true copy of a Resolution adopted by the City of Kentwood City Commission at the time, date and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By: \_\_\_\_\_  
Dan Kasunic, City Clerk



## Office of the Mayor

### MEMORANDUM

**TO:** City Commissioners  
**FROM:** Mayor Stephen Kepley  
**DATE:** December 21, 2021  
**RE:** Committee Reappointments and Appointments for 2022

I am requesting confirmation of the following **re-appointments** to various boards and commissions.

NAME	COMMITTEE/BOARD	PROPOSED TERM
James Spaak	Building Code of Appeals	1/22 until 1/27
Mayor Stephen Kepley	Deferred Comp Committee	1/22 until 1/23
Tom Chase	Deferred Comp Committee	1/22 until 1/23
Gail Dewey	Deferred Comp Committee	1/22 until 1/23
Mayor Kepley	City/School Committee	1/22 until 1/24
Comm. Draayer	City/School Committee	1/22 until 1/24
Staff-Mark Rambo	City/School Committee	1/22 until 1/24
Robert Coughlin	Econ. Develop. Comm.	1/22 until 1/28
Brad Boomstra	GVMC Trans Tech Comm.	1/22 until 1/23
Terry Schweitzer	GVMC Transportation Policy Committee	1/22 until 1/23
Lesa Hardiman-Bartz	Housing Commission	1/22 until 1/27
Rob Langerak	Housing Commission	1/22 until 1/27
Stephen Kepley	ITP	1/22 until 1/24
Robert Coughlin	Parks and Recreation Comm.	1/22 until 1/25
David Moore	Parks and Recreation Comm.	1/22 until 1/25
Kevin Small	Parks and Recreation Comm.	1/22 until 1/25
Tom Chase	Pension Board	1/22 until 1/23
Mayor Stephen Kepley	Pension Board	1/22 until 1/23
Comm. Betsy Artz	Pension Board	1/22 until 1/23
Comm. Maurice Groce	Pension Board	1/22 until 1/23
Mike Muller - fire	Pension Board-Fire	1/22 until 1/23
Steve Hoving – fire alt	Pension Board-Fire	1/22 until 1/23
Sean DeGrove	Pension Board-Police	1/22 until 1/23

<b>NAME</b>	<b>COMMITTEE/BOARD</b>	<b>PROPOSED TERM</b>
Jason Roelofs- POLC alternate	Pension Board-Police	1/22 until 1/23
Terry Steenhagen	Pension Board-KGEA	1/22 until 1/23
Cody McCarthy -Alt.	Pension Board-KGEA	1/22 until 1/23
Daniel Holtrop	Planning Commission	1/22 until 1/25
Mike Pemberton	Planning Commission	1/22 until 1/25
Mark Rambo	REGIS	1/22 until 1/23
Mayor Stephen Kepley	WK Chamber of Commerce Board	1/22 until 1/23
Terry Schweitzer	WK Chamber, Community Development	1/22 until 1/23
Lisa Golder	WK Chamber, Economic Development	1/22 until 1/23
Deputy Administrator	WK Chamber, Gov. Affairs	1/22 until 1/23
Stephen Kepley	WTE Advisory Committee	1/22 until 1/23
Mark Rambo	WTE Advisory Comm.	1/22 until 1/23
	WKTV Commission	1/22 until 1/25
Robert Houtman	Zoning Board of Appeals	1/22 until 1/25
Sue West	Zoning Board of Appeals	1/22 until 1/25

The following are **newly appointed** to various boards and commissions.

<b>NAME</b>	<b>COMMITTEE/BOARD</b>	<b>PROPOSED TERM</b>
Evan Robarge	Election Commission	1/22 until 1/25
Tim Bradshaw	Building Code of Appeals	1/22 until 1/26
Jessica Ann Tyson	City/School Committee	1/22 until 1/24