

# OFFICE OF THE CITY CLERK

## AGENDA: FEBRUARY 20, 2024 CITY OF KENTWOOD COMMISSION MEETING

- 1. Call meeting to order at 7:00 P.M.
- 2. Pledge of Allegiance to the Flag (Moore).
- 3. Invocation.
- 4. Roll Call: Artz, Coughlin, Groce, Moore, 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 February 6, 2024.
  - b. Ord. 24 to Amend the Kentwood Fire Prevention Code to regulate energy systems.
  - c. Res. 24 to Approve City Policy for Damaged Mailbox Reimbursement.
  - d. City Payables.
- 8. Approve minutes of the regular City Commission Meeting held on February 6, 2024 as distributed. (voice vote)
- Presentations and Proclamations.
   a. Police and Fire Department monthly reports.
- 10. Communications and Petitions.
  - a. Approve petition to strike the 2018 and prior years Delinquent Personal Property Taxes from the rolls. (voice vote)
  - b. Approve final preliminary plat and final plat for Heyboer Acres Phase 1. (voice vote)

- 11. Public Hearings.
  - a. Andrew Anderson Rezoning, 5080, 5090, 5140 Broadmoor Ave.
    - i. Ord. 24 for Conditional approval to rezone 6 acres of property on Broadmoor Ave. from I-1 to C-2, Case 2-24, requiring a formal Conditional Zoning Agreement and subject to basis points 1-7. (roll call vote)
  - b. Storage 5 Rezoning, 1800-1900 44<sup>th</sup> St.
    - Ord. 24 for Conditional approval to rezone 5.87 acres of property on 44<sup>th</sup> St. from C-2 to I-1, Case 1-24, subject to basis points 1-8. (roll call vote)
- 12. Reports of Ad Hoc Committees.
- 13. Bids.
  - a. Authorize contract extension for median mowing services. (voice vote)
  - b. Approve purchase of transmission service and air conditioning service machines. (voice vote)
- 14. Resolutions.
  - a. Res. 24 to Authorize agreement with Feeding America West Michigan in partnership with the Kentwood Community Foundation.
- 15. Ordinances.
- 16. Appointments and Resignations.
- 17. Quarterly, Semi-Annual or Annual Scheduled Reviews.
- 18. Old Business/Future Agenda Review.
- 19. Comments of Commissioners and Mayor.
- 20. Adjournment.

Becky L. Schultz Deputy City Clerk

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

February 6, 2024 Conference Room #119 6:30 P.M.

Present: Commissioners: Mayor Pro-Tem Robert Coughlin, Betsy Artz, Maurice Groce, David Moore II, Clarkston Morgan and Jessica Ann Tyson and Mayor Stephen Kepley.

Staff present: Deputy City Administrator Shay Gallagher, Finance Director Keyla Garcia, DPW Director Chad Griffin, City Clerk Dan Kasunic, Deputy Park & Recreation Director Spencer McKellar, Parks & Recreation Director Val Romeo, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, and Sabo Representative Anna Kendall.

## FIRE DEPARTMENT:

## A. <u>RECOMMEND ADOPTION OF ORDINANCE TO AMEND THE</u> <u>KENTWOOD FIRE PREVENTION CODE TO REGULATE ENERGY</u> <u>SYSTEMS.</u>

Fire Department Administrative Assistant Shane explained the Fire Department adopts the International Fire Code as the code that is used by the city of Kentwood; however, the last code adopted was the 2015 International Fire Code and that did not address regulating energy systems. She continued noting the 2021 code has not been adopted by the State, so the City will not be able to adopt it until the fall or winter of 2024. To provide regulations for the City she "cut and pasted" the 2021 unadopted International Fire Code and proposing this ordinance be adopted by the City until the City can adopt the 2021 International Fire Code when available.

Motion by Artz, Seconded by Groce, to recommend to the City Commission to adopt an ordinance to amend Chapter 22, Article 4, Section 22-104 of the Code of Ordinances, to add a new section 917; add a new chapter 12, sections 1201 through 1207, inclusive; amend Chapter 22 in its entirety; add a new Chapter 40, sections 4001 through 4006, inclusive; and add new referenced standards to Chapter 80. With this item to be on the Consent Agenda of the next City Commission meeting.

Motion Carried.

The Committee inquired about the work being done by Metronet and of the study on the deer population. City Deputy Administrator Gallagher informed the Committee of the information on the City website pertaining to Metronet and the deer study is on-going and will take a few years to complete because it covers Kentwood and surrounding communities.

The meeting was adjourned at 6:42 P.M.

Dan Kasunic City Clerk Robert Coughlin Mayor Pro-Tem



## MEMORANDUM

To: Mayor Kepley and Commissioners

From: Nancy M. Shane

Re: Amendment to Kentwood Fire Prevention Code for Energy Systems

Date: February 6, 2024

<u>Action Requested:</u> It is requested that the Committee of the Whole recommend to the City Commission adoption of an amendment to the Kentwood Fire Prevention Code to regulate energy systems and add related sections.

<u>Background:</u> Plans that include energy storage systems have been submitted to the Kentwood Fire Department for review. Some include large battery systems and alternatives to traditional energy sources. The current Fire Prevention Code does not sufficiently regulate these systems, making it difficult to enforce safety provisions.

The City of Kentwood adopted the 2015 International Fire Code (IFC), with amendments, as the Kentwood Fire Prevention Code. This is a companion code to the Michigan Building Code. Codes are typically updated every three years, but Michigan failed to adopt a 2018 code and it is unknown when the 2021 Michigan Building Code will be adopted. The 2015 IFC does not provide specific regulatory provisions for energy systems but the 2021 IFC does. Due to the Michigan-building code amendments that directly impact the fire code, we must wait for the state code before we can amend and adopt the 2021 IFC.

To allow Kentwood fire inspectors to enforce these regulations within the City of Kentwood, we are proposing to incorporate the 2021 IFC provisions into the Kentwood Fire Prevention Code. A similar process was followed in 2018 when marihuana processing regulations were added. The City Attorney has reviewed the proposed ordinance amendment. We request approval of the attached amendment to the City of Kentwood Code of Ordinances.

#### CITY COMMISSION CITY OF KENTWOOD KENT COUNTY, MICHIGAN

Commissioner \_\_\_\_\_, supported by Commissioner \_\_\_\_\_, moved the adoption of the following ordinance:

## ORDINANCE NO. -24

#### AN ORDINANCE TO AMEND CHAPTER 22, ARTICLE 4, SECTION 22-104 OF THE CODE OF ORDINANCES, CITY OF KENTWOOD, MICHIGAN, TO ADD A NEW SECTION 917; ADD A NEW CHAPTER 12, SECTIONS 1201 THROUGH 1207, INCLUSIVE; AMEND CHAPTER 22 IN ITS ENTIRETY; ADD A NEW CHAPTER 40, SECTIONS 4001 THROUGH 4006, INCLUSIVE; AND ADD NEW REFERENCED STANDARDS TO CHAPTER 80

THE CITY OF KENTWOOD ORDAINS:

Section 1. Amendment of Section 22-104 to Add a New Section 917. That Chapter 22, Article 4, Section 22-104 of the Code of Ordinances, City of Kentwood, Michigan, is amended to add a new Section 917 to Chapter 9, Fire Protection and Life Safety Systems, to read as follows:

## SECTION 917 GAS DETECTION SYSTEMS

**917.1 Gas detection systems.** Gas detection systems required by this code shall comply with <u>Sections 917.2</u> through <u>917.11</u>.

**917.2 Permits.** A construction permit is required for the installation of or modification to gas detection systems. Maintenance performed in accordance with this code is not considered a modification and shall not require a permit.

**917.2.1 Construction documents.** Documentation of the gas detection system design and equipment to be used that demonstrates compliance with the requirements of this code shall be provided with the application for permit.

**917.3 Equipment.** Gas detection system equipment shall be designed for use with the gases being detected and shall be installed in accordance with manufacturer's instructions.

**917.4 Power connections.** Gas detection systems shall be permanently connected to the building electrical power supply or shall be permitted to be cord connected to an unswitched receptacle using an *approved* restraining means that secures the plug to the receptacle.

**917.5 Emergency and standby power.** Standby or emergency power shall be provided or the gas detection system shall initiate a trouble signal at an *approved* location if the power supply is interrupted.

**917.6 Sensor locations.** Sensors shall be installed in *approved* locations where leaking gases are expected to accumulate.

**917.7 Gas sampling.** Gas sampling shall be performed continuously. Sample analysis shall be processed immediately after sampling, except as follows:

- 1. For HPM gases, sample analysis shall be performed at intervals not exceeding 30 minutes.
- 2. For toxic gases that are not HPM, sample analysis shall be performed at intervals not exceeding 5 minutes, in accordance with <u>Section 6004.2.2.7.</u>
- 3. Where a less frequent or delayed sampling interval is approved.

**917.8 System activation.** A gas detection alarm shall be initiated where any sensor detects a concentration of gas exceeding the following thresholds:

- 1. For flammable gases, a gas concentration exceeding 25 percent of the lower flammability limit (LFL).
- 2. For nonflammable gases, a gas concentration exceeding one-half of the IDLH, unless a different threshold is specified by the section of this code requiring a gas detection system.

Upon activation of a gas detection alarm, alarm signals or other required responses shall be as specified by the section of this code requiring a gas detection system. Audible and visible alarm signals associated with a gas detection alarm shall be distinct from fire alarm and carbon monoxide alarm signals.

**917.9 Signage.** Signs shall be provided adjacent to gas detection system alarm signaling devices that advise occupants of the nature of the signals and actions to take in response to the signal.

**917.10 Fire alarm system connections.** Gas sensors and gas detection systems shall not be connected to fire alarm systems unless *approved* and connected in accordance with the fire alarm equipment manufacturer's instructions.

**917.11 Inspection, testing and sensor calibration.** Inspection and testing of gas detection systems shall be conducted not less than annually. Sensor calibration shall be confirmed at the time of sensor installation and calibration shall be performed at the frequency specified by the sensor manufacturer.

<u>Section 2.</u> Amendment of Section 22-104 to Add a New Chapter 12. That Chapter 22, Article 4, Section 22-104 of the Code of Ordinances, City of Kentwood, Michigan, is amended to add a new Chapter 12, Sections 1201 through 1207, inclusive, to read as follows:

## CHAPTER 12 ENERGY SYSTEMS

### SECTION 1201 GENERAL

**1201.1 Scope.** The provisions of this chapter shall apply to the installation, operation, maintenance, repair, retrofitting, testing, commissioning and decommissioning of energy systems used for generating or storing energy. It shall not apply to equipment associated with the generation, control, transformation, transmission, or distribution of energy installations that is under the exclusive control of an electric utility or lawfully designated agency.

**1201.2 Electrical wiring and equipment.** Electrical wiring and equipment used in connection with energy systems shall be installed and maintained in accordance with this chapter, Section 605 and NFPA 70.

**1201.3 Mixed system installation**. Where *approved*, the aggregate nameplate kWh energy of all energy storage systems in a *fire area* shall not exceed the maximum quantity specified for any of the energy systems in this chapter. Where required by the *fire code official*, a hazard mitigation analysis shall be provided and *approved* in accordance with <u>Section 104.7.2</u> to evaluate any potential adverse interaction between the various energy systems and technologies.

#### SECTION 1202 DEFINITIONS

**Battery system, stationary storage.** A rechargeable energy storage system consisting of electrochemical storage batteries, battery chargers, controls and associated electrical equipment designed to provide electrical power to a building. The system is typically used to provide standby or emergency power, an uninterruptable power supply, load shedding, load sharing or similar capabilities.

**Battery Types.** For the purposes of this code, certain types are defined as follows:

**Flow battery.** A type of storage battery that includes chemical components dissolved in two different liquids. Ion exchange, which provides the flow of electrical current, occurs through the membrane while both liquids circulate in their respective spaces.

**Lead-acid battery.** A storage battery that is comprised of lead electrodes immersed in a solution of water and sulphuric acid electrolyte.

**Lithium metal polymer battery.** A storage battery that is similar to the lithium ion battery except that it has a lithium metal anode in the place of the traditional carbon or graphite anode.

**Lithium-ion battery.** A storage battery with lithium ions serving as the charge carriers of the battery. The electrolyte is a polymer mixture of carbonates with an inorganic salt and can be in a liquid or a gelled polymer form. Lithiated metal oxide is typically a cathode and forms of carbon or graphite typically form the anode.

**Nickel-cadmium (Ni-Cd) battery.** An alkaline storage battery in which the positive active material is nickel oxide, the negative electrode contains cadmium and the electrolyte is a solution of water and potassium hydroxide.

**Nickel-metal hydride (Ni-MH).** An alkaline storage battery in which the positive active material is nickel oxide, the negative electrode is an intermetallic compound and the electrolyte is usually potassium hydroxide.

**Stationary storage battery.** A group of electrochemical cells interconnected to supply a nominal voltage of DC power to a suitably connected electrical load, designed for service in a permanent location.

**Capacitor energy storage system.** A stationary, rechargeable energy storage system consisting of capacitors, chargers, controls and associated electrical equipment designed to provide electrical power to a building or facility. The system is typically used to provide standby or emergency power, an uninterruptable power supply, load shedding, load sharing or similar capabilities.

**Critical circuit.** A circuit that requires continuous operation to ensure safety of the structure and occupants.

**Emergency power system.** A source of automatic electric power of a required capacity and duration to operate required life safety, fire alarm, detection and ventilation systems in the event of a failure of the primary power. Emergency power systems are required for electrical loads where interruption of the primary power could result in loss of human life or serious injuries.

**Energy storage management system.** An electronic system that protects energy storage systems from operating outside their safe operating parameters and disconnects electrical power to the ESS or places it in a safe condition if potentially hazardous temperatures or other conditions are detected.

**Energy storage systems (ESS).** One or more devices, assembled together, capable of storing energy in order to supply electrical energy at a future time.

**Energy storage system, electrochemical.** An energy storage system that stores energy and produces electricity using chemical reactions. It includes, among others, battery ESS and capacitor ESS.

**Energy storage system, mobile.** An energy storage system capable of being moved and utilized for temporary energy storage applications, and not installed as fixed or stationary electrical equipment. The system can include integral wheels for transportation or be loaded on a trailer and unloaded for charging, storage and deployment.

**Energy storage system, stationary.** An energy storage system installed as fixed or stationary electrical equipment in a permanent location.

**Energy storage system, walk-in unit.** A prefabricated building that contains energy storage systems. It includes doors that provide walk-in access for personnel to maintain, test and service the equipment, and is typically used in outdoor and mobile ESS applications.

**Energy storage system cabinet.** A cabinet containing components of the energy storage system that is included in the <u>UL 9540</u> listing for the system. Personnel are not able to enter the enclosure other than reaching in to access components for maintenance purposes.

**Energy storage system commissioning.** A systematic process that provides documented confirmation that an energy storage system functions according to the intended design criteria and complies with applicable code requirements.

**Energy storage systems decommissioning.** A systematic process that provides documentation and procedures that allow an energy storage system to be safely deenergized, disassembled, readied for shipment or storage, and removed from the premises in accordance with applicable code requirements.

**Fuel cell power system, stationary.** A stationary energy generation system that converts the chemical energy of a fuel and oxidant to electric energy (DC or AC electricity) by an electrochemical process.

**Field-fabricated fuel cell power system.** A *stationary fuel cell power system* that is assembled at the job site and is not a pre-engineered or prepackaged factory-assembled fuel cell power system.

**Pre-engineered fuel cell power system.** A stationary fuel cell power system consisting of components and modules that are produced in a factory, and shipped to the job site for assembly.

**Prepackaged fuel cell power system.** A *stationary fuel cell power system* that is factory assembled as a single, complete unit and shipped as a complete unit for installation at the job site.

**Portable generator.** A mobile internal combustion engine-driven device that provides temporary electrical power. This includes hand portable, wheeled, trailer mounted, and motor vehicle-mounted generator sets. It does not include generators in permanent, fixed installations.

**Standby power system.** A source of automatic electric power of a required capacity and duration to operate required building, hazardous materials or ventilation systems in the event of a failure of the primary power. Standby power systems are required for electrical loads where interruption of the primary power could create hazards or hamper rescue or fire-fighting operations.

### SECTION 1203 EMERGENCY AND STANDBY POWER SYSTEMS

**1203.1 General.** Emergency power systems and standby power systems required by this code or the *International Building Code* shall comply with Sections 1203.1.1 through 1203.1.9.

**1203.1.1 Stationary generators.** Stationary emergency and standby power generators required by this code shall be *listed* in accordance with <u>UL 2200</u>.

**1203.1.2 Fuel line piping protection.** Fuel lines supplying a generator set inside a high-rise building shall be separated from areas of the building other than the room the generator is located in by one of the following methods:

- 1. A fire-resistant pipe-protection system that has been tested in accordance with UL 1489. The system shall be installed as tested and in accordance with the manufacturer's installation instructions, and shall have a rating of not less than 2 hours. Where the building is protected throughout with an *automatic sprinkler system* installed in accordance with Section 903.3.1.1, the required rating shall be reduced to 1 hour.
- 2. An assembly that has a *fire-resistance rating* of not less than 2 hours. Where the building is protected throughout with an *automatic sprinkler system* installed in accordance with Section 903.3.1.1, the required *fire-resistance rating* shall be reduced to 1 hour.
- 3. Other approved methods.

**1203.1.3 Installation.** Emergency power systems and standby power systems shall be installed in accordance with the *International Building Code*, NFPA 70, NFPA 110 and NFPA 111.

**1203.1.4 Load transfer.** Emergency power systems shall automatically provide secondary power within 10 seconds after primary power is lost, unless specified otherwise in this code. Standby power systems shall automatically provide secondary

power within 60 seconds after primary power is lost, unless specified otherwise in this code.

**1203.1.5 Load duration.** Emergency power systems and standby power systems shall be designed to provide the required power for a minimum duration of 2 hours without being refueled or recharged, unless specified otherwise in this code.

**1203.1.6 Uninterruptable power source.** An uninterrupted source of power shall be provided for equipment where required by the manufacturer's instructions, the listing, this code or applicable referenced standards.

**1203.1.7 Interchangeability.** Emergency power systems shall be an acceptable alternative for installations that require standby power systems.

**1203.1.8 Group I-2 occupancies.** In Group I-2 occupancies located in flood hazard areas established in Section 1612.3 of the *International Building Code* where new essential electrical systems are installed, and where new essential electrical system generators are installed, the systems and generators shall be located and installed in accordance with ASCE 24. Where connections for hook up of temporary generators are provided, the connections shall be located at or above the elevation required in ASCE 24.

**1203.1.9 Maintenance.** Existing installations shall be maintained in accordance with the original approval and Section 1203.4.

**1203.2 Where required.** Emergency and standby power systems shall be provided where required by Sections 1203.2.1 through 1203.2.19.

**1203.2.1 Ambulatory care facilities.** Essential electrical systems for ambulatory care facilities shall be in accordance with Section 422 of the *International Building Code*.

**1203.2.2 Elevators and platform lifts.** Standby power shall be provided for elevators and platform lifts as required in Sections 604 and 1009.

**1203.2.3 Emergency responder communication coverage systems.** Standby power shall be provided for inbuilding, two-way emergency responder communication coverage systems as required in Section 510. The standby power supply shall be capable of operating the in-building, two-way emergency responder communication coverage system at 100-percent system operation capacity for a duration of not less than 12 hours.

**1203.2.4 Emergency voice/alarm communication systems.** Standby power shall be provided for emergency voice/alarm communication systems in accordance with NFPA 72.

**1203.2.5 Exhaust ventilation.** Standby power shall be provided for mechanical exhaust ventilation systems as required in Section 1207.6.1.2.1. The system shall be capable of powering the required load for a duration of not less than 2 hours.

**1203.2.6 Exit signs.** Emergency power shall be provided for exit signs as required in Section 1013.6.3. The system shall be capable of powering the required load for a duration of not less than 90 minutes.

**1203.2.7 Gas detection systems.** Emergency power shall be provided for gas detection systems where required by <u>Sections 1203.2.10</u> and <u>1203.2.17</u>. Standby power shall be provided for gas detection systems where required by <u>Sections</u> <u>917.5</u> and <u>1207.6.1.2.4</u>.

**1203.2.8 Group I-2 occupancies.** In Group I-2 occupancies, the essential electrical system for electrical components, equipment and systems shall be designed and constructed in accordance with the provisions of Chapter 27 of the International Building Code and NFPA 99.

**1203.2.9 Group I-3 occupancies.** Power-operated sliding doors or power-operated locks for swinging doors in Group I-3 occupancies shall be operable by a manual release mechanism at the door. Emergency power shall be provided for the doors and locks.

## **Exceptions:**

- 1. Emergency power is not required in facilities where provisions for remote locking and unlocking of occupied rooms in Occupancy Condition 4 are not required as set forth in the *International Building Code*.
- 2. Emergency power is not required where remote mechanical operating releases are provided.

**1203.2.10 Hazardous materials.** Emergency and standby power shall be provided in occupancies with hazardous materials as required in the following sections:

- 1. Sections 5004.7 and 5005.1.5 for hazardous materials.
- 2. Sections 6004.2.2.8 and 6004.3.4.2 for highly toxic and toxic gases.
- 3. Section 6204.1.11 for organic peroxides.

**1203.2.11 High-rise buildings.** Standby power and emergency power shall be provided for high-rise buildings as required in Section 403 of the *International Building Code*, and shall be in accordance with Section 1203.

**1203.2.12 Special purpose horizontal sliding doors.** In other than Group H occupancies, special-purpose horizontal sliding door assemblies permitted to be a component of a *means of egress* in accordance with Exception 6 to Section 1010.1.2 shall comply with all of the following criteria:

1. The doors shall be power operated and shall be capable of being operated manually in the event of power failure.

- 2. The doors shall be openable by a simple method without special knowledge or effort from the egress side or sides.
- 3. The force required to operate the door shall not exceed 30 pounds (133 N) to set the door in motion and 15 pounds (67 N) to close the door or open it to the minimum required width.
- 4. The door shall be openable with a force not to exceed 15 pounds (67 N) when a force of 250 pounds (1100 N) is applied perpendicular to the door adjacent to the operating device.
- 5. The door assembly shall comply with the applicable *fire protection rating* and, where rated, shall be self-closing or automatic closing by smoke detection in accordance with Section 716 of the *International Building Code*, shall be installed in accordance with NFPA 80 and shall comply with Section 716 of the *International Building Code*.
- 6. The door assembly shall have an integrated standby power supply.
- 7. The door assembly power supply shall be electrically supervised.
- 8. The door shall open to the minimum required width within 10 seconds after activation of the operating device.
- 9. The standby power supply shall have a capacity to operate not fewer than 50 closing cycles of the door.

**1203.2.13** Hydrogen fuel gas rooms. Standby power shall be provided for hydrogen fuel gas rooms as required by Section 5808.7.

**1203.2.14 Laboratory suites.** Standby or emergency power shall be provided in accordance with Section 5004.7 where *laboratory suites* are located above the sixth story above grade plane or located in a story below grade plane.

**1203.2.15 Means of egress illumination.** Emergency power shall be provided for *means of egress* illumination in accordance with Sections 1008.3 and 1104.5.1.

**1203.2.16 Membrane structures.** Standby power shall be provided for auxiliary inflation systems in permanent membrane structures in accordance with Section 2702 of the *International Building Code*. Auxiliary inflation systems shall be provided in temporary air-supported and air-inflated membrane structures in accordance with Section 3103.10.4.

**1203.2.17 Semiconductor fabrication facilities.** Emergency power shall be provided for semiconductor fabrication facilities as required in Section 2703.15.

**1203.2.18 Smoke control systems.** Standby power shall be provided for smoke control systems as required in Section 909.11.

**1203.2.19 Underground buildings.** Emergency and standby power shall be provided in underground buildings as required in Section 405 of the *International Building Code* and shall be in accordance with Section 1203.

**1203.3 Critical circuits.** Required critical circuits shall be protected using one of the following methods:

- 1. Cables used for survivability of required critical circuits shall be *listed* in accordance with UL 2196 and shall have a *fire-resistance rating* of not less than 1 hour.
- 2. Electrical circuit protective systems shall have a *fire-resistance rating* of not less than 1 hour. Electrical circuit protective systems shall be installed in accordance with their listing requirements.
- 3. Construction having a *fire-resistance rating* of not less than 1 hour.

**1203.4 Maintenance.** Emergency and standby power systems shall be maintained in accordance with NFPA 110 and NFPA 111 such that the system is capable of supplying service within the time specified for the type and duration required.

**1203.4.1 Group I-2 and ambulatory care facilities.** In Group I-2 occupancies and ambulatory care facilities, emergency and standby power systems shall be maintained in accordance with <u>NFPA 99</u>.

**1203.4.2 Schedule.** Inspection, testing and maintenance of emergency and standby power systems shall be in accordance with an *approved* schedule established upon completion and approval of the system installation.

**1203.4.3 Records.** Records of the inspection, testing and maintenance of emergency and standby power systems shall include the date of service, name of the servicing technician, a summary of conditions noted and a detailed description of any conditions requiring correction and what corrective action was taken. Such records shall be maintained.

**1203.4.4 Switch maintenance.** Emergency and standby power system transfer switches shall be included in the inspection, testing and maintenance schedule required by Section 1203.4.2. Transfer switches shall be maintained free from accumulated dust and dirt. Inspection shall include examination of the transfer switch contacts for evidence of deterioration. When evidence of contact deterioration is detected, the contacts shall be replaced in accordance with the transfer switch manufacturer's instructions.

**1203.5 Operational inspection and testing.** Emergency power systems, including all appurtenant components, shall be inspected and tested under load in accordance with NFPA 110 and NFPA 111.

**Exception:** Where the emergency power system is used for standby power or peak load shaving, such use shall be recorded and shall be allowed to be substituted for scheduled testing of the generator set, provided that appropriate records are maintained.

**1203.5.1Group I-2 and ambulatory care facilities.** In Group I-2 occupancies and ambulatory care facilities, emergency and standby power systems shall be inspected and tested under load in accordance with NFPA 99.

**1203.5.2 Transfer switch test.** The test of the transfer switch shall consist of electrically operating the transfer switch from the normal position to the alternate position and then return to the normal position.

**1203.6** Supervision of maintenance and testing. Routine maintenance, inspection and operational testing shall be overseen by a properly instructed individual.

## SECTION 1204 PORTABLE GENERATORS

**1204.1 Portable generators.** The use, operation and maintenance of portable generators shall comply with this section.

**1204.2 Listing.** Portable generators manufactured after January 1, 2021, shall be *listed* and *labeled* in accordance with UL 2201.

**1204.3 Operation and maintenance.** Portable generators shall be operated and maintained in accordance with the manufacturer's instructions.

**1204.4 Grounding.** Portable generators shall be grounded in accordance with NFPA 70.

**1204.5 Operating locations.** Portable generators shall be operated only outdoors a minimum of 5 feet (1524 mm) from any building openings such as windows and doors or air intakes. Portable generators shall not be operated within buildings or enclosed areas. Additional separation shall be provided for tents, membrane structures and outdoor assembly events as specified in Chapter 31.

**1204.6 Cords and wiring.** Extension cords and temporary wiring used to connect portable generators shall be in accordance with Section 605 and shall be provided with GFCI protection.

**1204.7 Connections to premise wiring.** Connections to a premise wiring system shall comply with all of the following:

- 1. Power shall not be provided in a manner that "backfeeds" receptacles or the premise wiring system.
- 2. Connection to a premise served by commercial power shall be made through a *listed* transfer switch installed, used and maintained in accordance with NFPA 70.
- 3. Connection to buildings not served by commercial power shall comply with NFPA 70.

**1204.8 Refueling.** Portable generators shall not be refueled while operating.

**1204.9 Storage and repair.** Storage and repair of fuel-fired portable generators shall comply with Section 313.

**1204.10 Fire extinguisher.** A *listed* portable fire extinguisher complying with Section 906 with a minimum rating of 2-A:20-B:C shall be provided not more than 50 feet (15 240 mm) from the portable generator.

## SECTION 1205 SOLAR PHOTOVOLTAIC POWER SYSTEMS

**1205.1 General.** Solar photovoltaic (PV) systems shall be installed in accordance with the *International Building Code* or *International Residential Code*. The electrical portion of solar PV systems shall be installed in accordance with NFPA 70. Rooftop-mounted solar photovoltaic systems shall be installed in accordance with Sections 1205.2 through 1205.4.3. Ground-mounted solar photovoltaic systems shall comply with Section 1205.5.

**1205.2** Access and pathways. Roof access, pathways and spacing requirements shall be provided in accordance with Sections 1205.2.1 through 1205.3.3. Pathways shall be over areas capable of supporting fire fighters accessing the roof. Pathways shall be located in areas with minimal obstructions, such as vent pipes, conduit or mechanical equipment.

### Exceptions:

- 1. Detached, nonhabitable Group U structures including, but not limited to, detached garages serving Group R-3 buildings, parking shade structures, carports, solar trellises and similar structures.
- 2. Roof access, pathways and spacing requirements need not be provided where the *fire code official* has determined that rooftop operations will not be employed.
- 3. Building-integrated photovoltaic (BIPV) systems where the BIPV systems are *approved*, integrated into the finished roof surface and are *listed* in accordance with a national test standard developed to address Section 690.12(B)(2) of NFPA 70. The removal or cutting away of portions of the BIPV system during fire-fighting operations shall not expose a fire fighter to electrical shock hazards.

### 1205.2.1 Solar photovoltaic (PV) systems for Group R-3 buildings. Solar

photovoltaic (PV) systems for Group R-3 buildings shall comply with Sections 1205.2.1.1 through 1205.2.3.

### Exceptions:

- 1. These requirements shall not apply to structures designed and constructed in accordance with the *International Residential Code*.
- 2. These requirements shall not apply to roofs with slopes of 2 units vertical in 12 units horizontal (16.7-percent slope) or less.

**1205.2.1.1 Pathways to ridge.** Not fewer than two 36-inch-wide (914 mm) pathways on separate roof planes, from lowest roof edge to ridge, shall be provided on all buildings. Not fewer than one pathway shall be provided on the street or driveway side of the roof. For each roof plane with a photovoltaic array, not fewer than one 36-inch-wide (914 mm) pathway from lowest roof edge to ridge shall be provided on the same roof plane as the photovoltaic array, on an adjacent roof plane or straddling the same and adjacent roof planes.

**1205.2.1.2 Setbacks at ridge.** For photovoltaic arrays occupying 33 percent or less of the plan view total roof area, a setback of not less than 18 inches (457 mm) wide is required on both sides of a horizontal ridge. For photovoltaic arrays occupying more than 33 percent of the plan view total roof area, a setback of not less than 36 inches (914 mm) wide is required on both sides of a horizontal ridge.

**1205.2.1.3** Alternative setbacks at ridge. Where an *automatic sprinkler system* is installed within the dwelling in accordance with Section 903.3.1.3, setbacks at the ridge shall conform to one of the following:

- 1. For photovoltaic arrays occupying 66 percent or less of the plan view total roof area, a setback of not less than 18 inches (457 mm) wide is required on both sides of a horizontal ridge.
- 2. For photovoltaic arrays occupying more than 66 percent of the plan view total roof area, a setback of not less than 36 inches (914 mm) wide is required on both sides of a horizontal ridge.

**1205.2.2 Emergency escape and rescue openings.** Panels and modules installed on Group R-3 buildings shall not be placed on the portion of a roof that is below an emergency escape and rescue opening. A pathway of not less than 36 inches (914 mm) wide shall be provided to the emergency escape and rescue opening.

**1205.2.3 Building-integrated photovoltaic (BIPV) systems.** Where buildingintegrated photovoltaic (BIPV) systems are installed in a manner that creates areas with electrical hazards to be hidden from view, markings shall be provided to identify the hazardous areas to avoid. The markings shall be reflective and be visible from grade. **Exception:** BIPV systems *listed* in accordance with Section 690.12(B)(2) of NFPA 70, where the removal or cutting away of portions of the BIPV system during fire-fighting operations have been determined to not expose a fire fighter to electrical shock hazards.

**1205.3 Other than Group R-3 buildings.** Access to systems for buildings, other than those containing Group R-3 occupancies, shall be provided in accordance with Sections 1205.3.1 through 1205.3.3.

**Exception:** Where it is determined by the *fire code official* that the roof configuration is similar to that of a Group R-3 occupancy, the residential access and ventilation requirements in Sections 1205.2.1.1 through 1205.2.1.3 are a suitable alternative.

**1205.3.1 Perimeter pathways.** There shall be a minimum 6-foot-wide (1829 mm) clear perimeter around the edges of the roof.

**Exception:** Where either axis of the building is 250 feet (76 200 mm) or less, the clear perimeter around the edges of the roof shall be permitted to be reduced to a minimum width of 4 feet (1219 mm).

**1205.3.2 Interior pathways.** Interior pathways shall be provided between array sections to meet the following requirements:

- 1. Pathways shall be provided at intervals not greater than 150 feet (45 720 mm) throughout the length and width of the roof.
- 2. A pathway not less than 4 feet (1219 mm) wide in a straight line to roof standpipes or ventilation hatches.
- 3. A pathway not less than 4 feet (1219 mm) wide around roof access hatches, with not fewer than one such pathway to a parapet or roof edge.

**1205.3.3 Smoke ventilation.** The solar installation shall be designed to meet the following requirements:

- 1. Where nongravity-operated smoke and heat vents occur, a pathway not less than 4 feet (1219 mm) wide shall be provided bordering all sides.
- 2. Where gravity-operated dropout smoke and heat vents occur, a pathway not less than 4 feet (1219 mm) wide on not fewer than one side.
- 3. Smoke ventilation options between array sections shall be one of the following:
  - 3.1. A pathway not less than 8 feet (2438 mm) wide.
  - 3.2. A pathway not less than 4 feet (1219 mm) wide bordering 4-foot by 8-foot (1219 mm by 2438 mm) venting cutouts every 20 feet (6096 mm) on alternating sides of the pathway.

**1205.4 Buildings with rapid shutdown.** Buildings with rapid shutdown solar photovoltaic systems shall have permanent labels in accordance with Sections 1205.4.1 through 1205.4.3.

**1205.4.1 Rapid shutdown type.** The type of solar photovoltaic system rapid shutdown shall be labeled with one of the following:

1. For solar photovoltaic systems that shut down the array and the conductors leaving the array, a label shall be provided. The first two lines of the label shall be uppercase characters with a minimum height of <sup>3</sup>/<sub>8</sub> inch (10 mm) in black on a yellow background. The remaining characters shall be uppercase with a minimum height of <sup>3</sup>/<sub>16</sub> inch (5 mm) in black on a white background. The label shall be in accordance with Figure 1205.4.1(1) and state the following:

SOLAR PV SYSTEM EQUIPPED WITH RAPID SHUTDOWN. TURN RAPID SHUTDOWN SWITCH TO THE "OFF" POSITION TO SHUT DOWN PV SYSTEM AND REDUCE SHOCK HAZARD IN ARRAY.

2. For photovoltaic systems that only shut down conductors leaving the array, a label shall be provided. The first two lines of the label shall be uppercase characters with a minimum height of <sup>3</sup>/<sub>8</sub> inch (10 mm) in white on a red background and the remaining characters shall be capitalized with a minimum

height of <sup>3</sup>/<sub>16</sub> inch (5 mm) in black on a white background. The label shall be in accordance with Figure 1205.4.1(2) and state the following: THIS SOLAR PV SYSTEM EQUIPPED

WITH RAPID SHUTDOWN. TURN RAPID SHUTDOWN SWITCH TO THE "OFF" POSITION TO SHUT DOWN CONDUCTORS OUTSIDE THE ARRAY. CONDUCTORS WITHIN ARRAY REMAIN ENERGIZED IN SUNLIGHT.



FIGURE 1205.4.1(1)

LABEL FOR SOLAR PV SYSTEMS THAT REDUCE SHOCK HAZARD WITHIN ARRAY AND SHUT DOWN CONDUCTORS LEAVING ARRAY



FIGURE 1205.4.1(2)

## LABEL FOR SOLAR PV SYSTEMS THAT ONLY SHUT DOWN CONDUCTORS LEAVING THE ARRAY

**1205.4.1.1 Diagram.** The labels in Section 1205.4.1 shall include a simple diagram of a building with a roof. Diagram sections in red signify sections of the solar photovoltaic system that are not shut down when the rapid shutdown switch is turned off.

**1205.4.1.2 Location.** The rapid shutdown label in Section 1205.4.1 shall be located not greater than 3 feet (914 mm) from the service disconnecting means to which the photovoltaic systems are connected, and shall indicate the location of all identified rapid shutdown switches if not at the same location.

**1205.4.2 Buildings with more than one rapid shutdown type.** Solar photovoltaic systems that contain rapid shutdown in accordance with both Items 1 and 2 of Section 1205.4.1 or solar photovoltaic systems where only portions of the systems on the building contain rapid shutdown, shall provide a detailed plan view diagram of the roof showing each different photovoltaic system and a dotted line around areas that remain energized after the rapid shutdown switch is operated.

**1205.4.3 Rapid shutdown switch.** A rapid shutdown switch shall have a label located not greater than 3 feet (914 mm) from the switch that states the following: RAPID SHUTDOWN SWITCH FOR SOLAR PV SYSTEM

**1205.5 Ground-mounted photovoltaic panel systems.** Ground-mounted photovoltaic panel systems shall be installed in accordance with this section. Setback requirements shall not apply to ground-mounted, free-standing photovoltaic arrays.

**1205.5.1 Vegetation control.** A clear, brush-free area of 10 feet (3048 mm) shall be required around the perimeter of the ground-mounted photovoltaic arrays. A maintained vegetative surface or a noncombustible base, *approved* by the *fire code official*, shall be installed and maintained under the photovoltaic arrays and associated electrical equipment installations.

## SECTION 1206 STATIONARY FUEL CELL POWER SYSTEMS

**1206.1 General.** *Stationary fuel cell power systems* in new and existing occupancies shall comply with this section.

**Exception:** The temporary use of a fuel cell-powered electric vehicle to power a Group R-3 or R-4 building while parked shall comply with Section 1206.14.

**1206.2 Permits.** Permits shall be obtained for *stationary fuel cell power systems*.

**1206.3 Equipment.** Stationary fuel cell power systems shall comply with the following:

- 1. Prepackaged fuel cell power systems shall be listed and labeled in accordance with CSA FC 1.
- 2. The modules and components in a *pre-engineered fuel cell power system* shall be *listed* and *labeled* in accordance with CSA FC 1 and interconnected to complete the assembly of the system at the job site in accordance with the manufacturer's instructions and the module and component listings.
- 3. *Field-fabricated fuel cell power systems* shall be approved based on a review of the technical report provided as follows.

3.1 **Technical assistance.** To determine the acceptability of technologies, processes, products, facilities, materials and uses attending the design, operation or use of a building or premises subject to inspection by the *fire code official*, the *fire code official* is authorized to require the *owner* or *owner's* authorized agent to provide, without charge to the jurisdiction, a technical opinion and report. The opinion and report shall be prepared by a qualified engineer, specialist, laboratory or fire safety specialty organization acceptable to the *fire code official* and shall analyze the fire safety properties of the design, operation or use of the building or premises and the facilities and appurtenances situated thereon, to recommend necessary changes. The *fire code official* is authorized to require design submittals to be prepared by, and bear the stamp of, a *registered design professional*.

3.2 The report shall be prepared by and bear the stamp of a *registered design professional* and shall include:

- 3.2.1. A fire risk evaluation.
- 3.2.2. An evaluation demonstrating that modules and components in the fuel cell power system comply with applicable requirements in CSA FC 1.
- 3.2.3. Documentation of the fuel cell power system's compliance with applicable NFPA 2 and NFPA 853 construction requirements.

**1206.4 Installation.** *Stationary fuel cell power systems* shall be installed and maintained in accordance with NFPA 70 and NFPA 853, the manufacturer's installation instructions, and the listing. *Stationary fuel cell power systems* fueled by hydrogen shall be installed and maintained in accordance with NFPA 2 and NFPA 70, the manufacturer's installation instructions and the listing.

**1206.5 Residential use.** *Stationary fuel cell power systems* shall not be installed in Group R-3 and R-4 buildings, or *dwelling units* associated with Group R-2 buildings unless they are specifically *listed* for residential use.

**Exception:** The temporary use of a fuel cell-powered electric vehicle to power a Group R-3 or R-4 building while parked shall comply with Section 1206.14.

**1206.6** Indoor installations. *Stationary fuel cell power systems* installed in indoor locations shall comply with Sections 1206.6 through 1206.6.2. For purposes of this section, an indoor location includes a roof and 50 percent or greater enclosing walls.

**1206.6.1** Listed. *Stationary fuel cell power systems* installed indoors shall be specifically *listed* and *labeled* for indoor use.

**1206.6.2 Separation.** Rooms containing *stationary fuel cell power systems* shall be separated from the following occupancies by *fire barriers* or *horizontal assemblies*, or both, constructed in accordance with the *International Building Code*.

- 1. Group B, F, M, S and U occupancies by 1-hour *fire-resistance-rated* construction.
- 2. Group A, E, I and R occupancies by 2-hour fire-resistance-rated construction.

**Exception:** *Stationary fuel cell power systems* with an aggregate rating less than 50 kW shall not be required to be separated from other occupancies provided that the systems comply with Section 9.3 of NFPA 853.

**1206.7** Vehicle impact protection. Where *stationary fuel cell power systems* are subject to impact by a motor vehicle, vehicle impact protection shall be provided in accordance with Section 312.

**1206.8 Outdoor installation.** *Stationary fuel cell power systems* located outdoors shall be separated by not less than 5 feet (1524 mm) from the following:

- 1. Lot lines.
- 2. Public ways.
- 3. Buildings.
- 4. Stored combustible materials.
- 5. Hazardous materials.
- 6. High-piled stock.
- 7. Any portion of a designated means of egress system.
- 8. Other exposure hazards.

**1206.9 Fuel supply.** The design, location and installation of the fuel supply for *stationary fuel cell power systems* shall comply with Chapter 53, Chapter 58 and the *International Fuel Gas Code*, based on the particular fuel being supplied to the system.

**1206.10 Manual shutoff.** Access to a manual shutoff valve shall be provided for the fuel piping within 6 feet (1829 mm) of any fuel storage tank serving the fuel cell and within 6 feet (1829 mm) of the power system. If the fuel tank and the *stationary fuel cell power system* are less than 12 feet (3658 mm) apart, a single shutoff valve shall be permitted. If the *stationary fuel cell power system* is located indoors, the shutoff valve shall be located outside of the room in which the system is installed, unless otherwise *approved* by the *fire code official*.

**1206.11 Ventilation and exhaust.** Ventilation and exhaust for stationary fuel cell power systems shall be provided in accordance with NFPA 853.

**1206.12 Fire protection.** Fire protection systems for stationary fuel cell power system installations shall be provided in accordance with NFPA 853.

**1206.13 Gas detection systems.** *Stationary fuel cell power systems* shall be provided with a gas detection system. Detection shall be provided in *approved* locations in the fuel cell power system enclosure, the exhaust system or the room that encloses the fuel cell power system. The system shall be designed to activate at a flammable gas concentration of not more than 25 percent of the lower flammable limit (LFL).

**1206.13.1 System activation.** The activation of the gas detection system shall automatically:

- 1. Close valves between the gas supply and the fuel cell power system.
- 2. Shut down the fuel cell power system.
- 3. Initiate local audible and visible alarms in *approved* locations.

**1206.14** Group R-3 and R-4 fuel cell vehicle energy storage system use. The temporary use of the *dwelling unit owner* or occupant's fuel cell-powered electric vehicle to power a Group R-3 or R-4 dwelling while parked in an attached or detached garage or outside shall comply with the vehicle manufacturer's instructions and NFPA 70.

## SECTION 1207 ELECTRICAL ENERGY STORAGE SYSTEMS (ESS)

**1207.1 General.** The provisions in this section are applicable to stationary and mobile electrical energy storage systems (ESS).

Exception: ESS in Group R-3 and R-4 occupancies shall comply with Section 1207.11.

**1207.1.1 Scope.** ESS having capacities exceeding the values shown in Table 1207.1.1 shall comply with this section.

TECHNOLOGY	ENERGY CAPACITYª		
Capacitor ESS	3 kWh		
Flow batteriesb	20 kWh		
Lead-acid batteries, all types	70 kWhc		
Lithium-ion batteries	20 kWh		

# TABLE 1207.1.1 ENERGY STORAGE SYSTEM (ESS) THRESHOLD QUANTITIES

Nickel metal hydride (Ni-MH)	70 kWh
Nickel-cadmium batteries (Ni-Cd)	70 kWh
Other battery technologies	10 kWh
Other electrochemical ESS technologies	3 kWh

For SI:1 kilowatt hour = 3.6 megajoules.

1. a. Energy capacity is the total energy capable of being stored (nameplate rating), not the usable energy rating. For units rated in amp-hours, kWh shall equal rated voltage times amp-hour rating divided by 1,000.

2. b. Shall include vanadium, zinc-bromine, polysulfide-bromide and other flowing electrolyte-type technologies.

3. c. Fifty gallons of lead-acid battery electrolyte shall be considered equivalent to 70 kWh.

#### **1207.1.2 Permits**. Permits shall be obtained for ESS as follows:

- Construction permits shall be obtained for stationary ESS installations and for mobile ESS charging and storage installations covered by Section 1207.10.1. A construction permit is required to install energy storage systems regulated by this section.
- 2. Operational permits shall be obtained for stationary ESS installations and for mobile ESS deployment operations covered by Section 1207.10.3. An operational permit is required for stationary and mobile energy storage systems regulated by this section.

**1207.1.2.1 Communication utilities**. Operational permits shall not be required for lead-acid and nickel cadmium battery systems at facilities under the exclusive control of communications utilities that comply with NFPA 76 and operate at less than 50 voltage alternating current (VAC) and 60 voltage direct current (VDC).

**1207.1.3 Construction documents.** The following information shall be provided with the permit application:

- 1. Location and layout diagram of the room or area in which the ESS is to be installed.
- 2. Details on the hourly *fire-resistance ratings* of assemblies enclosing the ESS.
- 3. The quantities and types of ESS to be installed.
- 4. Manufacturer's specifications, ratings and listings of each ESS.
- 5. Description of energy (battery) management systems and their operation.
- 6. Location and content of required signage.
- 7. Details on fire suppression, smoke or fire detection, thermal management, ventilation, exhaust and *deflagration* venting systems, if provided.
- 8. Support arrangement associated with the installation, including any required seismic restraint.
- 9. A commissioning plan complying with Section 1207.2.1.
- 10. A decommissioning plan complying with Section 1207.2.3.

**1207.1.4 Hazard mitigation analysis.** A failure modes and effects analysis (FMEA) or other *approved* hazard mitigation analysis shall be provided in accordance with Section 104.7.2 under any of the following conditions:

- 1. Where ESS technologies not specifically identified in Table 1207.1 are provided.
- 2. More than one ESS technology is provided in a room or enclosed area where there is a potential for adverse interaction between technologies.
- 3. Where allowed as a basis for increasing maximum allowable quantities. See Section 1207.5.2.

**1207.1.4.1 Fault condition**. The hazard mitigation analysis shall evaluate the consequences of the following failure modes. Only single failure modes shall be considered.

- 1. A thermal runaway condition in a single ESS rack, module or unit.
- 2. Failure of any battery (energy) management system.
- 3. Failure of any required ventilation or exhaust system.
- 4. Voltage surges on the primary electric supply.
- 5. Short circuits on the load side of the ESS.
- 6. Failure of the smoke detection, fire detection, fire suppression or gas detection system.
- 7. Required spill neutralization not being provided or failure of a required secondary containment system.

**1207.1.4.2 Analysis approval**. The *fire code official* is authorized to approve the hazardous mitigation analysis provided that the consequences of the hazard mitigation analysis demonstrate:

- 1. Fires will be contained within unoccupied ESS rooms or areas for the minimum duration of the fire-resistance-rated separations identified in Section 1207.7.4.
- 2. Fires in occupied work centers will be detected in time to allow occupants within the room or area to safely evacuate.
- 3. Toxic and highly toxic gases released during fires will not reach concentrations in excess of the IDLH level in the building or adjacent *means of egress* routes during the time deemed necessary to evacuate occupants from any affected area.
- 4. Flammable gases released from ESS during charging, discharging and normal operation will not exceed 25 percent of their lower flammability limit (LFL).
- 5. Flammable gases released from ESS during fire, overcharging and other abnormal conditions will be controlled through the use of ventilation of the gases, preventing accumulation, or by *deflagration* venting.

**1207.1.4.3 Additional protection measures.** Construction, equipment and systems that are required for the ESS to comply with the hazardous mitigation analysis, including but not limited to those specifically described in Section 1207, shall be installed, maintained and tested in accordance with nationally recognized standards and specified design parameters.

**1207.1.5 Large-scale fire test.** Where required elsewhere in Section 1207, large-scale fire testing shall be conducted on a representative ESS in accordance with UL 9540A. The testing shall be conducted or witnessed and reported by an *approved* testing laboratory and show that a fire involving one ESS will not propagate to an adjacent ESS, and where installed within buildings, enclosed areas and

walk-in units will be contained within the room, enclosed area or walk-in unit for a duration equal to the *fire-resistance rating* of the room separation specified in Section 1207.7.4. The test report shall be provided to the *fire code official* for review and approval in accordance with Section 104.7.2.

**1207.1.6 Fire remediation.** Where a fire or other event has damaged the ESS and ignition or re-ignition of the ESS is possible, the system *owner*, agent or lessee shall take the following actions, at their expense, to mitigate the hazard or remove damaged equipment from the premises to a safe location.

**1207.1.6.1 Fire mitigation personnel.** Where, in the opinion of the *fire code official*, it is essential for public safety that trained personnel be on-site to respond to possible ignition or re-ignition of a damaged ESS, the system owner, agent or lessee shall immediately dispatch one or more fire mitigation personnel to the premise, as required and approved, at their expense. These personnel shall remain on duty continuously after the fire department leaves the premise until the damaged energy storage equipment is removed from the premises, or earlier if the *fire code official* indicates the public safety hazard has been abated.

**1207.1.6.2 Duties.** On-duty fire mitigation personnel shall have the following responsibilities:

- 1. Keep a diligent watch for fires, obstructions to *means of egress* and other hazards.
- 2. Immediately contact the fire department if their assistance is needed to mitigate any hazards or extinguish fires.
- 3. Take prompt measures for remediation of hazards in accordance with the decommissioning plan per Section 1207.2.3.
- 4. Take prompt measures to assist in the evacuation of the public from the structures.

## 1207.2 Commissioning, decommissioning, operation and maintenance.

Commissioning, decommissioning, operation and maintenance shall be conducted in accordance with this section.

**1207.2.1 Commissioning.** Commissioning of newly installed ESS and existing ESS that have been retrofitted, replaced or previously decommissioned and are returning to service shall be conducted prior to the ESS being placed in service in accordance with a commissioning plan that has been *approved* prior to initiating commissioning. The commissioning plan shall include the following:

- 1. A narrative description of the activities that will be accomplished during each phase of commissioning, including the personnel intended to accomplish each of the activities.
- 2. A listing of the specific ESS and associated components, controls and safetyrelated devices to be tested, a description of the tests to be performed and the functions to be tested.

- 3. Conditions under which all testing will be performed, which are representative of the conditions during normal operation of the system.
- 4. Documentation of the owner's project requirements and the basis of design necessary to understand the installation and operation of the ESS.
- 5. Verification that required equipment and systems are installed in accordance with the *approved* plans and specifications.
- 6. Integrated testing for all fire and safety systems.
- 7. Testing for any required thermal management, ventilation or exhaust systems associated with the ESS installation.
- 8. Preparation and delivery of operation and maintenance documentation.
- 9. Training of facility operating and maintenance staff.
- 10. Identification and documentation of the requirements for maintaining system performance to meet the original design intent during the operation phase.
- 11. Identification and documentation of personnel who are qualified to service, maintain and decommission the ESS, and respond to incidents involving the ESS, including documentation that such service has been contracted for.
- 12. A decommissioning plan for removing the ESS from service, and from the facility in which it is located. The plan shall include details on providing a safe, orderly shutdown of energy storage and safety systems with notification to the code officials prior to the actual decommissioning of the system. The decommissioning plan shall include contingencies for removing an intact operational ESS from service, and for removing an ESS from service that has been damaged by a fire or other event.

**Exception:** Commissioning shall not be required for lead-acid and nickel-cadmium battery systems at facilities under the exclusive control of communications utilities that comply with NFPA 76 and operate at less than 50 VAC and 60 VDC. A decommissioning plan shall be provided and maintained where required by the *fire code official*.

**1207.2.1.1 Initial acceptance testing.** During the commissioning process an ESS shall be evaluated for proper operation in accordance with the manufacturer's instructions and the commissioning plan prior to final approval.

**1207.2.1.2 Commissioning report.** A report describing the results of the system commissioning, including the results of the initial acceptance testing required in Section 1207.2.1.1, shall be provided to the *fire code official* prior to final inspection and approval and maintained at an *approved* on-site location.

**1207.2.2 Operation and maintenance.** An operation and maintenance manual shall be provided to both the ESS *owner* or their authorized agent and the ESS operator before the ESS is put into operation and shall include the following:

- 1. Manufacturer's operation manuals and maintenance manuals for the entire ESS, or for each component of the system requiring maintenance, that clearly identify the required routine maintenance actions.
- 2. Name, address and phone number of a service agency that has been contracted to service the ESS and its associated safety systems.

- 3. Maintenance and calibration information, including wiring diagrams, control drawings, schematics, system programming instructions and control sequence descriptions, for all energy storage control systems.
- 4. Desired or field-determined control set points that are permanently recorded on control drawings at control devices or, for digital control systems, in system programming instructions.
- 5. A schedule for inspecting and recalibrating all ESS controls.
- 6. A service record log form that lists the schedule for all required servicing and maintenance actions and space for logging such actions that are completed over time and retained on-site.

The ESS shall be operated and maintained in accordance with the manual and a copy of the manual shall be retained at an approved on-site location.

**1207.2.2.1 Ongoing inspection and testing.** Systems that monitor and protect the ESS installation shall be inspected and tested in accordance with the manufacturer's instructions and the operation and maintenance manual. Inspection and testing records shall be maintained in the operation and maintenance manual.

**1207.2.3 Decommissioning.** The code official shall be notified prior to the decommissioning of an ESS. Decommissioning shall be performed in accordance with the decommissioning plan that includes the following:

- 1. A narrative description of the activities to be accomplished for removing the ESS from service, and from the facility in which it is located.
- 2. A listing of any contingencies for removing an intact operational ESS from service, and for removing an ESS from service that has been damaged by a fire or other event.

**1207.3 Equipment.** ESS equipment shall be in accordance with Sections 1207.3.1 through 1207.3.9.

**1207.3.1 Energy storage system listings.** ESS shall be *listed* in accordance with UL 9540.

**Exception:** Lead-acid and nickel-cadmium battery systems installed in facilities under the exclusive control of communications utilities, and operating at less than 50 VAC and 60 VDC in accordance with NFPA 76, are not required to be *listed*.

**1207.3.2 Equipment listing.** Chargers, inverters and energy storage management systems shall be covered as part of the UL 9540 listing or shall be *listed* separately.

**1207.3.3 Utility interactive systems.** Inverters shall be *listed* and *labeled* in accordance with UL 1741. Only inverters *listed* and *labeled* for utility interactive system use and identified as interactive shall be allowed to operate in parallel with the electric utility power system to supply power to common loads.

**1207.3.4 Energy storage management system.** Where required by the ESS listing, an *approved* energy storage management system that monitors and balances cell voltages, currents and temperatures within the manufacturer's specifications shall be

provided. The system shall disconnect electrical connections to the ESS or otherwise place it in a safe condition if potentially hazardous temperatures or other conditions such as short circuits, over voltage or under voltage are detected.

**1207.3.5 Enclosures.** Enclosures of ESS shall be of noncombustible construction.

**1207.3.6 Repairs.** Repairs of ESS shall only be done by qualified personnel. Repairs with other than identical parts shall be considered retrofitting and comply with Section 1207.3.7. Repairs shall be documented in the service records log.

**1207.3.7 Retrofits.** Retrofitting of an existing ESS shall comply with the following:

- 1. A construction permit shall be obtained in accordance with Section 105.
- 2. New batteries, battery modules, capacitors and similar ESS components shall be *listed*.
- 3. Battery management and other monitoring systems shall be connected and installed in accordance with the manufacturer's instructions.
- 4. The overall installation shall continue to comply with UL 9540 listing requirements, where applicable.
- 5. Systems that have been retrofitted shall be commissioned in accordance with Section 1207.2.1.
- 6. Retrofits shall be documented in the service records log.

**1207.3.7.1 Retrofitting lead acid and nickel cadmium.** Section 1207.3.7 shall not apply to retrofitting of lead-acid and nickel-cadmium batteries with other lead-acid and nickel-cadmium batteries at facilities under the exclusive control of communications utilities that comply with NFPA 76 and operate at less than 50 VAC and 60 VDC.

**1207.3.8 Replacements.** Replacements of ESS shall be considered new ESS installations and shall comply with the provisions of Section 1207 as applicable to new ESS. The ESS being replaced shall be decommissioned in accordance with Section 1207.2.3.

**1207.3.9 Reused and repurposed equipment.** Equipment and materials shall only be reused or reinstalled as permitted in Section 104.7.1. Storage batteries previously used in other applications, such as electric vehicle propulsion, shall not be reused in applications regulated by Chapter 12 unless *approved* by the *fire code official* and unless the equipment is refurbished by a battery refurbishing company *approved* in accordance with UL 1974.

**1207.4 General installations requirements.** Stationary and mobile ESS shall comply with the requirements of Sections 1207.4.1 through 1207.4.12.

**1207.4.1 Electrical disconnects.** Where the ESS disconnecting means is not within sight of the main electrical service disconnecting means, placards or directories shall be

installed at the location of the main electrical service disconnecting means indicating the location of stationary storage battery system disconnecting means in accordance with NFPA 70.

**Exception:** Electrical disconnects for lead-acid and nickel-cadmium battery systems at facilities under the exclusive control of communications utilities and operating at less than 50 VAC and 60 VDC shall be permitted to have electrical disconnects signage in accordance with NFPA 76.

**1207.4.2 Working clearances.** Access and working space shall be provided and maintained about all electrical equipment to permit ready and safe operation and maintenance of such equipment in accordance with NFPA 70 and the manufacturer's instructions.

**1207.4.3 Fire-resistance-rated separations.** Rooms and other indoor areas containing ESS shall be separated from other areas of the building in accordance with Section 1207.7.4. ESS shall be permitted to be in the same room with the equipment they support.

**1207.4.4 Seismic and structural design.** Stationary ESS shall comply with the seismic design requirements in Chapter 16 of the *International Building Code*, and shall not exceed the floor loading limitation of the building.

**1207.4.5 Vehicle impact protection.** Where ESS are subject to impact by a motor vehicle, including fork lifts, vehicle impact protection shall be provided in accordance with Section 312.

**1207.4.6 Combustible storage.** Combustible materials shall not be stored in ESS rooms, areas or walk-in units. Combustible materials in occupied work centers covered by Section 1207.4.10 shall be stored at least 3 feet (914 mm) from ESS cabinets.

**1207.4.7 Toxic and highly toxic gases.** ESS that have the potential to release toxic and highly toxic gas during charging, discharging and normal use conditions shall be provided with a hazardous exhaust system in accordance with Section 502.8 of the *International Mechanical Code*.

**1207.4.8 Signage.** Approved signs shall be provided on or adjacent to all entry doors for ESS rooms or areas and on enclosures of ESS cabinets and walk-in units located outdoors, on rooftops or in open parking garages. Signs designed to meet both the requirements of this section and NFPA 70 shall be permitted. The signage shall include the following or equivalent:

- 1. "ENERGY STORAGE SYSTEM," "BATTERY STORAGE SYSTEM," "CAPACITOR ENERGY STORAGE SYSTEM" or the equivalent.
- 2. The identification of the electrochemical ESS technology present.
- 3. "ENERGIZED ELECTRICAL CIRCUITS."
- 4. Where water-reactive electrochemical ESS are present, the signage shall include "APPLY NO WATER."

5. Current contact information, including phone number, for personnel authorized to service the equipment and for fire mitigation personnel required by Section 1207.1.6.1.

**Exception:** Existing electrochemical ESS shall be permitted to include the signage required at the time they were installed.

**1207.4.9 Security of installations.** Rooms, areas and walk-in units in which electrochemical ESS are located shall be secured against unauthorized entry and safeguarded in an *approved* manner. Security barriers, fences, landscaping and other enclosures shall not inhibit the required air flow to or exhaust from the electrochemical ESS and its components.

**1207.4.10 Occupied work centers.** Electrochemical ESS located in rooms or areas occupied by personnel not directly involved with maintenance, service and testing of the systems shall comply with the following:

- 1. Electrochemical ESS located in occupied work centers shall be housed in locked noncombustible cabinets or other enclosures to prevent access by unauthorized personnel.
- 2. Where electrochemical ESS are contained in cabinets in occupied work centers, the cabinets shall be located within 10 feet (3048 mm) of the equipment that they support.
- 3. Cabinets shall include signage complying with Section 1207.4.8.

**1207.4.11 Open rack installations.** Where electrochemical ESS are installed in a separate equipment room and only authorized personnel have access to the room, they shall be permitted to be installed on an open rack for ease of maintenance.

**1207.4.12 Walk-in units.** Walk-in units shall be entered only for inspection, maintenance and repair of ESS units and ancillary equipment, and shall not be occupied for other purposes.

**1207.5 Electrochemical ESS protection.** The protection of electrochemical ESS shall be in accordance with Sections 1207.5.1 through 1207.5.8 where required by Sections 1207.7 through 1207.10.

## TABLE 1207.5 MAXIMUM ALLOWABLE QUANTITIES OF ELECTROCHEMICAL ESS

TECHNOLOGY	MAXIMUM ALLOWABLE QUANTITIESª			
STORAGE BATTERIES				
Flow batteries <sup>b</sup>	600 kWh			
Lead-acid, all types	Unlimited			

Lithium-ion	600 kWh				
Nickel metal hydride (Ni-MH)	Unlimited				
Nickel-cadmium (Ni-Cd)	Unlimited				
Other battery technologies	200 kWh				
CAPACITORS					
All types	20 kWh				
OTHER ELECTROCHEMICAL ESS					
All types	20 kWh				

For SI: 1 kilowatt hour = 3.6 megajoules.

1. a. For electrochemical ESS units rated in amp-hours, kWh shall equal rated voltage times the amp-hour rating divided by 1,000.

2. b. Shall include vanadium, zinc-bromine, polysulfide-bromide and other flowing electrolyte-type technologies.

**1207.5.1 Size and separation.** Electrochemical ESS shall be segregated into groups not exceeding 50 kWh (180 megajoules). Each group shall be separated a minimum of 3 feet (914 mm) from other groups and from walls in the storage room or area. The storage arrangements shall comply with Chapter 10.

- 1. Lead-acid and nickel-cadmium battery systems in facilities under the exclusive control of communications utilities and operating at less than 50 VAC and 60 VDC in accordance with NFPA 76.
- 2. The *fire code official* is authorized to approve larger capacities or smaller separation distances based on large-scale fire testing complying with Section 1207.1.5.

**1207.5.2 Maximum allowable quantities.** *Fire areas* within rooms, areas and walk-in units containing electrochemical ESS shall not exceed the maximum allowable quantities in Table 1207.5.

### **Exceptions:**

- 1. Where approved by the fire code official, rooms, areas and walk-in units containing electrochemical ESS that exceed the amounts in Table 1207.5 shall be permitted based on a hazardous mitigation analysis in accordance with Section 1207.1.4 and large-scale fire testing complying with Section 1207.1.5.
- 2. Lead-acid and nickel-cadmium battery systems installed in facilities under the exclusive control of communications utilities, and operating at less than 50 VAC and 60 VDC in accordance with NFPA 76.
- 3. Dedicated-use buildings in compliance with Section 1207.7.1.

**1207.5.2.1 Mixed electrochemical energy systems.** Where rooms, areas and walkin units contain different types of electrochemical energy technologies, the total aggregate quantities of the systems shall be determined based on the sum of percentages of each technology type quantity divided by the maximum allowable quantity of each technology type. The sum of the percentages shall not exceed 100 percent of the maximum allowable quantity.

**1207.5.3 Elevation.** Electrochemical ESS shall not be located in the following areas:

- 1. Where the floor is located more than 75 feet (22 860 mm) above the lowest level of fire department vehicle access.
- 2. Where the floor is located below the lowest *level of exit discharge*.

## Exceptions:

- 1. Lead-acid and nickel-cadmium battery systems less than 50 VAC and 60 VDC installed in facilities under the exclusive control of communications utilities in accordance with NFPA 76.
- 2. Where *approved*, installations shall be permitted in underground vaults complying with NFPA 70, Article 450, Part III.
- 3. Where *approved* by the *fire code official*, installations shall be permitted on higher and lower floors.

**1207.5.4 Fire detection.** An *approved* automatic smoke detection system or radiant energy-sensing fire detection system complying with Section 907.2 shall be installed in rooms, indoor areas and walk-in units containing electrochemical ESS. An *approved* radiant energy-sensing fire detection system shall be installed to protect open parking garage and rooftop installations. Alarm signals from detection systems shall be transmitted to a central station, proprietary or remote station service in accordance with NFPA 72, or where *approved* to a constantly attended location.

**1207.5.4.1** System status. Where required by the *fire code official*, visible annunciation shall be provided on cabinet exteriors or in other *approved* locations to indicate that potentially hazardous conditions associated with the ESS exist.

**1207.5.5 Fire suppression systems.** Rooms and areas within buildings and walk-in units containing electrochemical ESS shall be protected by an automatic fire suppression system designed and installed in accordance with one of the following:

- 1. An *automatic sprinkler system* designed and installed in accordance with Section 903.3.1.1 with a minimum density of 0.3 gpm/ft<sup>2</sup> (1.14 L/min) based on the *fire area* or 2,500 square-foot (232 m<sup>2</sup>) design area, whichever is smaller.
- 2. Where *approved*, an *automatic sprinkler system* designed and installed in accordance with Section 903.3.1.1 with a sprinkler hazard classification based on large-scale fire testing complying with Section 1207.1.5.
- 3. The following alternative automatic fire-extinguishing systems designed and installed in accordance with Section 904, provided that the installation is *approved* by the *fire code official* based on large-scale fire testing complying with Section 1207.1.5:

3.1.NFPA 12, Standard on Carbon Dioxide Extinguishing Systems.
3.2.NFPA 15, Standard for Water Spray Fixed Systems for Fire Protection.
3.3.NFPA 750, Standard on Water Mist Fire Protection Systems.
3.4.NFPA 2001, Standard on Clean Agent Fire-Extinguishing Systems.
3.5.NFPA 2010, Standard for Fixed Aerosol Fire-Extinguishing Systems.

**Exception:** Fire suppression systems for lead-acid and nickel-cadmium battery systems at facilities under the exclusive control of communications utilities that operate at less than 50 VAC and 60 VDC shall be provided where required by NFPA 76.

**1207.5.5.1 Water-reactive systems.** Electrochemical ESS that utilize water-reactive materials shall be protected by an *approved* alternative automatic fire extinguishing system in accordance with Section 904, where the installation is *approved* by the *fire code official* based on large-scale fire testing complying with Section 1207.1.5.

**1207.5.6 Maximum enclosure size.** Outdoor walk-in units housing ESS shall not exceed 53 feet by 8 feet by 9.5 feet high (16 154 mm × 2438 mm × 2896 mm), not including bolt-on HVAC and related equipment, as *approved*. Outdoor walk-in units exceeding these limitations shall be considered indoor installations and comply with the requirements in Section 1207.7.

**1207.5.7 Vegetation control.** Areas within 10 feet (3048 mm) on each side of outdoor ESS shall be cleared of combustible vegetation and other combustible growth. Single specimens of trees, shrubbery or cultivated ground cover such as green grass, ivy, succulents or similar plants used as ground cover shall be permitted to be exempt provided that they do not form a means of readily transmitting fire.

**1207.5.8 Means of egress separation.** ESS located outdoors and in open parking garages shall be separated from any *means of egress* as required by the *fire code official* to ensure safe egress under fire conditions, but in no case less than 10 feet (3048 mm).

**Exception:** The fire code official is authorized to approve a reduced separation distance if large-scale fire testing complying with Section 1207.1.5 is provided that shows that a fire involving the ESS will not adversely impact occupant egress.

**1207.6 Electrochemical ESS technology-specific protection.** Electrochemical ESS installations shall comply with the requirements of this section in accordance with the applicable requirements of Table 1207.6.

		BATTERY TECHNOLOGY				3ATTERY TECHNOLOGY		
Feature	Section	Lead- acid	Ni- Cd and Ni- MH	Lithium- ion	Flow	OTHER ESS AND BATTERY TECHNOLOGIES <sup>♭</sup>	CAPACITOR ESS <sup>ь</sup>	
Exhaust ventilation	1207.6.1	Yes	Yes	No	Yes	Yes	Yes	

# TABLE 1207.6ELECTROCHEMICAL ESS TECHNOLOGY-SPECIFIC REQUIREMENTS

Explosion control	1207.6.3	Yesª	Yesª	Yes	No	Yes	Yes
Safety caps	1207.6.4	Yes	Yes	No	No	Yes	Yes
Spill control and neutralization	1207.6.2	Yes∘	Yes⁰	No	Yes	Yes	Yes
Thermal runaway	1207.6.5	Yes⁴	Yes	Yes∘	No	Yes⁰	Yes

a. Not required for lead-acid and nickel-cadmium batteries at facilities under the exclusive control of communications utilities that comply with NFPA 76 and operate at less than 50 VAC and 60 VDC.

b. Protection shall be provided unless documentation acceptable to the fire code official is provided in accordance with Section 104.7.2 that provides justification why the protection is not necessary based on the technology used. c. Applicable to vented-type (i.e., flooded) nickel-cadmium and lead-acid batteries.

d. Not required for vented-type (i.e., flooded) lead-acid batteries.

e. The thermal runaway protection is permitted to be part of a battery management system that has been evaluated with the battery as part of the evaluation to UL 1973.

**1207.6.1 Exhaust ventilation.** Where required by Table 1207.6 or elsewhere in this code, exhaust ventilation of rooms, areas and walk-in units containing electrochemical ESS shall be provided in accordance with the *International Mechanical Code* and Section 1207.6.1.1 or 1207.6.1.2.

**1207.6.1.1 Ventilation based on LFL.** The exhaust ventilation system shall be designed to limit the maximum concentration of flammable gas to 25 percent of the lower flammable limit (LFL) of the total volume of the room, area or walk-in unit during the worst-case event of simultaneous charging of batteries at the maximum charge rate, in accordance with nationally recognized standards.

**1207.6.1.2 Ventilation based on exhaust rate.** Mechanical exhaust ventilation shall be provided at a rate of not less than 1  $ft^3/min/ft^2$  (5.1 L/sec/m<sup>2</sup>) of floor area of the room, area or walk-in unit. The ventilation shall be either continuous or shall be activated by a gas detection system in accordance with Section 1207.6.1.2.4.

**1207.6.1.2.1 Standby power.** Mechanical exhaust ventilation shall be provided with a minimum of 2 hours of standby power in accordance with Section 1203.2.5.

**1207.6.1.2.2 Installation instructions.** Required mechanical exhaust ventilation systems shall be installed in accordance with the manufacturer's installation instructions and the *International Mechanical Code*.

**1207.6.1.2.3 Supervision.** Required mechanical exhaust ventilation systems shall be supervised by an *approved* central station, proprietary or remote station service in accordance with NFPA 72, or shall initiate an audible and visible signal at an *approved* constantly attended on-site location.

**1207.6.1.2.4 Gas detection system.** Where required by Section 1207.6.1.2, rooms, areas and walk-in units containing ESS shall be protected by an *approved* continuous gas detection system that complies with Section 917 and with the following:
- 1. The gas detection system shall be designed to activate the mechanical ventilation system when the level of flammable gas in the room, area or walk-in unit exceeds 25 percent of the LFL.
- 2. The mechanical ventilation system shall remain on until the flammable gas detected is less than 25 percent of the LFL.
- 3. The gas detection system shall be provided with a minimum of 2 hours of standby power in accordance with Section 1203.2.5.
- 4. Failure of the gas detection system shall annunciate a trouble signal at an approved central station, proprietary or remote station service in accordance with NFPA 72, or shall initiate an audible and visible trouble signal at an approved constantly attended on-site location.

**1207.6.2 Spill control and neutralization.** Where required by Table 1207.6 or elsewhere in this code, areas containing free-flowing liquid electrolyte or hazardous materials shall be provided with spill control and neutralization in accordance with this section.

**1207.6.2.1 Spill control.** Spill control shall be provided to prevent the flow of liquid electrolyte or hazardous materials to adjoining rooms or areas. The method shall be capable of containing a spill from the single largest battery or vessel.

**1207.6.2.2** Neutralization. An *approved* method that is capable of neutralizing spilled liquid electrolyte from the largest battery or vessel to a pH between 5.0 and 9.0 shall be provided.

**1207.6.2.3 Communications utilities.** The requirements of Section 1207.6.2 shall apply only when the aggregate capacity of multiple vessels exceeds 1,000 gallons (3785 L) for lead-acid and nickel-cadmium battery systems operating at less than 50 VAC and 60 VDC that are located at facilities under the exclusive control of communications utilities, and those facilities comply with NFPA 76 in addition to applicable requirements of this code.

**1207.6.3 Explosion control.** Where required by Table 1207.6 or elsewhere in this code, explosion control complying with Section 911 shall be provided for rooms, areas or walk-in units containing electrochemical ESS technologies. **Exceptions:** 

- 1. Where approved, explosion control is permitted to be waived by the fire code official based on large-scale fire testing complying with Section 1207.1.5 that demonstrates that flammable gases are not liberated from electrochemical ESS cells or modules where tested in accordance with UL 9540A.
- 2. Where approved, explosion control is permitted to be waived by the fire code official based on documentation provided in accordance with Section 104.7 that demonstrates that the electrochemical ESS technology to be used does not have the potential to release flammable gas concentrations in excess of 25 percent of the LFL anywhere in the room, area, walk-in unit or structure under thermal runaway or other fault conditions.

**1207.6.4 Safety caps.** Where required by Table 1207.6 or elsewhere in this code, vented batteries and other ESS shall be provided with flame-arresting safety caps.

**1207.6.5 Thermal runaway.** Where required by Table 1207.6 or elsewhere in this code, batteries and other ESS shall be provided with a *listed* device or other *approved* method to prevent, detect and minimize the impact of thermal runaway.

**1207.7** Indoor installations. Indoor ESS installations shall be in accordance with Sections 1207.7.1 through 1207.7.4.

COMPLIANCE REQUIRED		DEDICATED-USE	NONDEDICATED-	
Feature	Section	<b>BUILDINGS</b> <sup>a</sup>	USE BUILDINGS <sup>b</sup>	
Dwelling units and sleeping units	<u>1207.7.3</u>	NA	Yes	
Elevation	<u>1207.5.3</u>	Yes	Yes	
Fire suppression systems	<u>1207.5.5</u>	Yes <sup>c</sup>	Yes	
Fire-resistance-rated separations	<u>1207.7.4</u>	Yes	Yes	
General installation requirements	<u>1207.4</u>	Yes	Yes	
Maximum allowable quantities	<u>1207.5.2</u>	No	Yes	
Size and separation	<u>1207.5.1</u>	Yes	Yes	
Smoke and automatic fire detection <sup>e</sup>	1207.5.4	Yes <sup>d</sup>	Yes	
Technology specific protection	<u>1207.6</u>	Yes	Yes	

### TABLE 1207.7 INDOOR ESS INSTALLATIONS

NA = Not Allowed.

a. See Section 1207.7.1.

b. See Section 1207.7.2.

c. Where approved by the fire code official, fire suppression systems are permitted to be omitted in dedicated-use buildings located more than 100 feet (30.5 m) from buildings, lot lines, public ways, stored combustible materials, hazardous materials, high-piled stock and other exposure hazards.

d. Where approved by the fire code official, alarm signals are not required to be transmitted to a central station, proprietary or remote station service in accordance with NFPA 72, or a constantly attended location where local fire alarm annunciation is provided and trained personnel are always present.

e. Lead-acid and nickel-cadmium battery systems installed in Group U buildings and structures less than 1,500 square feet (139 m2) under the exclusive control of communications utilities, and operating at less than 50 VAC and 60 VDC in accordance with NFPA 76, are not required to have an approved automatic smoke or fire detection system.

**1207.7.1 Dedicated-use buildings.** For the purpose of Table 1207.7, dedicated-use ESS buildings shall be classified as Group F-1 occupancies and comply with all the following:

- 1. The building shall only be used for ESS, electrical energy generation and other electrical grid-related operations.
- 2. Occupants in the rooms and areas containing ESS are limited to personnel that operate, maintain, service, test and repair the ESS and other energy systems.
- 3. No other occupancy types shall be permitted in the building.

4. Administrative and support personnel shall be permitted in areas within the buildings that do not contain ESS, provided that:

4.1. The areas do not occupy more than 10 percent of the building area of the story in which they are located.

4.2. A means of egress is provided from the incidental use areas to the public way that does not require occupants to traverse through areas containing ESS or other energy system equipment.

1207.7.2 Nondedicated-use buildings. For the purpose of Table 1207.7,

nondedicated-use buildings include all buildings that contain ESS and do not comply with Section 1207.7.1 dedicated-use building requirements.

**1207.7.3 Dwelling units and** *sleeping units.* ESS shall not be installed in *sleeping units* or in *habitable spaces* of *dwelling units*.

**1207.7.4 Fire-resistance-rated separations.** Rooms and areas containing ESS shall include *fire-resistance-rated* separations as follows:

- 1. In dedicated-use buildings, rooms and areas containing ESS shall be separated from areas in which administrative and support personnel are located.
- 2. In nondedicated-use buildings, rooms and areas containing ESS shall be separated from other areas in the building.

Separation shall be provided by 2-hour *fire barriers* constructed in accordance with Section 707 of the *International Building Code* and 2-hour *horizontal assemblies* constructed in accordance with Section 711 of the *International Building Code*, as appropriate.

**1207.8 Outdoor installations.** Outdoor installations shall be in accordance with Sections 1207.8.1 through 1207.8.3. Exterior wall installations for individual ESS units not exceeding 20 kWh shall be in accordance with Section 1207.8.4.

	REMOTE	INSTALLATIONS	
Feature	Section	INSTALLATIONS <sup>a</sup>	NEAR EXPOSURES⁵
All ESS installations	1207.4	Yes	Yes
Clearance to exposures	1207.8.3	Yes	Yes
Fire suppression systems	1207.5.5	Yes <sup>c</sup>	Yes
Maximum allowable quantities	1207.5.2	No	Yes
Maximum enclosure size	1207.5.6	Yes	Yes
Means of egress separation	1207.5.8	Yes	Yes
Size and separation	1207.5.1	No	Yes <sup>d</sup>
Smoke and automatic fire detection	1207.5.4	Yes	Yes
Technology-specific protection	1207.6	Yes	Yes

TABLE 1207.8 OUTDOOR ESS INSTALLATIONS<sup>a</sup>

Vegetation control	1207.5.7	Yes	Yes

- a. See Section 1207.8.1.
- b. See Section 1207.8.2.

c. Where approved by the fire code official, fire suppression systems are permitted to be omitted.

d .In outdoor walk-in units, spacing is not required between ESS units and the walls of the enclosure.

**1207.8.1 Remote outdoor installations.** For the purpose of Table 1207.8, remote outdoor installations include ESS located more than 100 feet (30 480 mm) from buildings, lot lines, public ways, stored combustible materials, hazardous materials, high-piled stock and other exposure hazards.

**1207.8.2 Installations near exposures.** For the purpose of Table 1207.8, installations near exposures include all outdoor ESS installations that do not comply with Section 1207.8.1 remote outdoor location requirements.

**1207.8.3 Clearance to exposures.** ESS located outdoors shall be separated by a minimum of 10 feet (3048 mm) from the following exposures:

- 1. Lot lines.
- 2. Public ways.
- 3. Buildings.
- 4. Stored combustible materials.
- 5. Hazardous materials.
- 6. High-piled stock.
- 7. Other exposure hazards.

#### **Exceptions:**

- 1. Clearances are permitted to be reduced to 3 feet (914 mm) where a 1-hour free-standing fire barrier suitable for exterior use and extending 5 feet (1524 mm) above and 5 feet (1524 mm) beyond the physical boundary of the ESS installation is provided to protect the exposure.
- 2. Clearances to buildings are permitted to be reduced to 3 feet (914 mm) where noncombustible exterior walls with no openings or combustible overhangs are provided on the wall adjacent to the ESS and the fire-resistance rating of the exterior wall is a minimum of 2 hours.
- 3. Clearances to buildings are permitted to be reduced to 3 feet (914 mm) where a weatherproof enclosure constructed of noncombustible materials is provided over the ESS, and it has been demonstrated that a fire within the enclosure will not ignite combustible materials outside the enclosure based on large-scale fire testing complying with Section 1207.1.5.

**1207.8.4 Exterior wall installations.** ESS shall be permitted to be installed outdoors on exterior walls of buildings when all of the following conditions are met:

- 1. The maximum energy capacity of individual ESS units shall not exceed 20 kWh.
- 2. The ESS shall comply with applicable requirements in Section 1207.
- 3. The ESS shall be installed in accordance with the manufacturer's instructions and their listing.
- 4. Individual ESS units shall be separated from each other by at least 3 feet (914 mm).

5. The ESS shall be separated from doors, windows, operable openings into buildings or HVAC inlets by at least 5 feet (1524 mm).

**Exception:** Where approved, smaller separation distances in Items 4 and 5 shall be permitted based on large-scale fire testing complying with Section 1207.1.5.

**1207.9 Special installations.** Rooftop and open parking garage ESS installations shall comply with Sections 1207.9.1 through 1207.9.6.

SPECIAL ESS INSTALLATIONS					
COMPLIANCE REQUIRE	D	<b>DOOETODS</b> a	OPEN PARKING GARAGES <sup>b</sup>		
Feature	Section	KOOFTOF3*			
All ESS installations	1207.4	Yes	Yes		
Clearance to exposures	1207.9.3	Yes	Yes		
Fire suppression systems	1207.9.4	Yes	Yes		
Maximum allowable quantities	1207.5.2	Yes	Yes		
Maximum enclosure size	1207.5.6	Yes	Yes		
Means of egress separation	1207.5.8	Yes	Yes		
Open parking garage installations	1207.9.6	No	Yes		
Rooftop installations	1207.9.5	Yes	No		
Size and separation	1207.5.1	Yes	Yes		
Smoke and automatic fire detection	1207.5.4	Yes	Yes		
Technology-specific protection	1207.6	Yes	Yes		

# TABLE 1207.9 SPECIAL ESS INSTALLATIONS

a. See Section 1207.9.1.

b. See Section 1207.9.2.

**1207.9.1 Rooftop installations.** For the purpose of Table 1207.9, rooftop ESS installations are those located on the roofs of buildings.

**1207.9.2 Open parking garage installations.** For the purpose of Table 1207.9, open parking garage ESS installations are those located in a structure or portion of a structure that complies with Section 406.5 of the *International Building Code*.

**1207.9.3 Clearance to exposures.** ESS located on rooftops and in open parking garages shall be separated by a minimum of 10 feet (3048 mm) from the following exposures:

- 1. Buildings, except the building on which rooftop ESS is mounted.
- 2. Any portion of the building on which a rooftop system is mounted that is elevated above the rooftop on which the system is installed.
- 3. Lot lines.

- 4. Public ways.
- 5. Stored combustible materials.
- 6. Locations where motor vehicles can be parked.
- 7. Hazardous materials.
- 8. Other exposure hazards.

## **Exceptions:**

- 1. Clearances are permitted to be reduced to 3 feet (914 mm) where a 1-hour free-standing fire barrier suitable for exterior use and extending 5 feet (1524 mm) above and 5 feet (1524 mm) beyond the physical boundary of the ESS installation is provided to protect the exposure.
- 2. Clearances are permitted to be reduced to 3 feet (914 mm) where a weatherproof enclosure constructed of noncombustible materials is provided over the ESS, and it has been demonstrated that a fire within the enclosure will not ignite combustible materials outside the enclosure based on large-scale fire testing complying with Section 1207.1.5.

**1207.9.4 Fire suppression systems.** ESS located in walk-in units on rooftops or in walk-in units in open parking garages shall be provided with automatic fire suppression systems within the ESS enclosure in accordance with Section 1207.5.5. Areas containing ESS other than walk-in units in open parking structures on levels not open above to the sky shall be provided with an automatic fire suppression system complying with Section 1207.5.5.

**Exception:** A fire suppression system is not required in open parking garages if large-scale fire testing complying with Section 1207.1.5 is provided that shows that a fire will not impact the exposures in Section 1207.9.3.

**1207.9.5 Rooftop installations.** ESS and associated equipment that are located on rooftops and not enclosed by building construction shall comply with the following:

- 1. Stairway access to the roof for emergency response and fire department personnel shall be provided either through a bulkhead from the interior of the building or a stairway on the exterior of the building.
- 2. Service walkways at least 5 feet (1524 mm) in width shall be provided for service and emergency personnel from the point of access to the roof to the system.
- 3. ESS and associated equipment shall be located from the edge of the roof a distance equal to at least the height of the system, equipment or component but not less than 5 feet (1524 mm).
- 4. The roofing materials under and within 5 feet (1524 mm) horizontally from an ESS or associated equipment shall be noncombustible or shall have a Class A rating when tested in accordance with ASTM E108 or UL 790.
- 5. A Class I standpipe outlet shall be installed at an approved location on the roof level of the building or in the stairway bulkhead at the top level.
- 6. The ESS shall be the minimum of 10 feet (3048 mm) from the fire service access point on the rooftop.

**1207.9.6 Open parking garages.** ESS and associated equipment that are located in open parking garages shall comply with all of the following:

1. ESS shall not be located within 50 feet (15 240 mm) of air inlets for building HVAC systems.

**Exception:** This distance shall be permitted to be reduced to 25 feet (7620 mm) if the automatic fire alarm system monitoring the radiantenergy sensing detectors de-energizes the ventilation system connected to the air intakes upon detection of fire.

- 2. ESS shall not be located within 25 feet (7620 mm) of *exits* leading from the attached building where located on a covered level of the parking structure not directly open to the sky above.
- 3. An *approved* fence with a locked gate or other *approved* barrier shall be provided to keep the general public at least 5 feet (1524 mm) from the outer enclosure of the ESS.

**1207.10 Mobile ESS equipment and operations.** Mobile ESS equipment and operations shall comply with Sections 1207.10.1 through 1207.10.7.7.

COMPLIANCE REQUIRE				
Feature	DEFLUTIMENT®			
All ESS installations	1207.4	Yes⁵		
Fire suppression systems	1207.5.5	Yes∘		
Maximum allowable quantities	1207.5.2	Yes		
Maximum enclosure size	1207.5.6	Yes		
Means of egress separation	1207.5.8	Yes		
Size and separation	1207.5.1	Yes⁴		
Smoke and automatic fire detection	1207.5.4	Yes <sup>e</sup>		
Technology-specific protection	1207.6	Yes		
Vegetation control	1207.5.7	Yes		

TABLE 1207.10 MOBILE ENERGY STORAGE SYSTEMS (ESS)

a. See Section 1207.10.2.

b. Mobile operations on wheeled vehicles and trailers shall not be required to comply with Section 1207.4.4 seismic and structural load requirements.

c. Fire suppression system connections to the water supply shall be permitted to use approved temporary connections.

d. In walk-in units, spacing is not required between ESS units and the walls of the enclosure.

e. Alarm signals are not required to be transmitted to an approved location for mobile ESS deployed 30 days or less.

**1207.10.1 Charging and storage.** For the purpose of Section 1207.10, charging and storage covers the operation where mobile ESS are charged and stored so they are ready for deployment to another site, and where they are charged and stored after a deployment.

**1207.10.2 Deployment.** For the purpose of Section 1207.10, deployment covers operations where mobile ESS are located at a site other than the charging and storage site and are being used to provide power.

**1207.10.3 Permits.** Construction and operational permits shall be provided for charging and storage of mobile ESS and operational permits shall be provided for deployment of mobile ESS as required by Section 1207.1.2.

**1207.10.4 Construction documents.** *Construction documents* complying with Section 1207.1.3 shall be provided with the construction permit application for mobile ESS charging and storage locations.

**1207.10.4.1 Deployment documents.** The following information shall be provided with the operation permit applications for mobile ESS deployments:

- 1. Relevant information for the mobile ESS equipment and protection measures in the *construction documents* required by Section 1207.1.3.
- 2. Location and layout diagram of the area in which the mobile ESS is to be deployed, including a scale diagram of all nearby exposures.
- 3. Location and content of signage, including no smoking signs.
- 4. Description of fencing to be provided around the ESS, including locking methods.
- 5. Details on fire suppression, smoke and automatic fire detection, system monitoring, thermal management, exhaust ventilation and explosion control, if provided.
- 6. For deployment, the intended duration of operation, including anticipated connection and disconnection times and dates.
- 7. Location and description of local staging stops during transit to the deployment site. See Section 1207.10.7.5.
- 8. Description of the temporary wiring, including connection methods, conductor type and size, and circuit overcurrent protection to be provided.
- 9. Description of how fire suppression system connections to water supplies or extinguishing agents are to be provided.
- 10. Contact information for personnel who are responsible for maintaining and servicing the equipment, and responding to emergencies as required by Section 1207.1.6.1.

**1207.10.5 Approved locations.** Locations where mobile ESS are charged, stored and deployed shall be restricted to the locations established on the construction and operational permits.

**1207.10.6 Charging and storage.** Installations where mobile ESS are charged and stored shall be treated as permanent ESS indoor or outdoor installations, and shall comply with the following sections, as applicable:

- 1. Indoor charging and storage shall comply with Section 1207.7.
- 2. Outdoor charging and storage shall comply with Section 1207.8.
- 3. Charging and storage on rooftops and in open parking garages shall comply with Section 1207.9.

### Exceptions:

- 1. Electrical connections shall be permitted to be made using temporary wiring complying with the manufacturer's instructions, the UL 9540 listing and NFPA 70.
- 2. Fire suppression system connections to the water supply shall be permitted to use approved temporary connections.

**1207.10.7 Deployed mobile ESS requirements.** Deployed mobile ESS equipment and operations shall comply with this section and Table 1207.10.

**1207.10.7.1 Duration.** The duration of mobile ESS deployment shall not exceed 30 days.

## **Exceptions:**

- 1. Mobile ESS deployments that provide power for durations longer than 30 days shall comply with Section 1207.10.6.
- 2. Mobile ESS deployments shall not exceed 180 days unless additional operational permits are obtained.

**1207.10.7.2 Restricted locations.** Deployed mobile ESS operations shall not be located indoors, in covered parking garages, on rooftops, below grade or under building overhangs.

**1207.10.7.3 Clearance to exposures.** Deployed mobile ESS shall be separated by a minimum of 10 feet (3048 mm) from the following exposures:

- 1. Public ways.
- 2. Buildings.
- 3. Stored combustible materials.
- 4. Hazardous materials.
- 5. High-piled storage.
- 6. Other exposure hazards.

Deployed mobile ESS shall be separated by a minimum of 50 feet (15 240 mm) from public seating areas and from tents, canopies and membrane structures with an *occupant load* of 30 or more.

**1207.10.7.4 Electrical connections.** Electrical connections shall be made in accordance with the manufacturer's instructions and the UL 9540 listing. Temporary wiring for electrical power connections shall comply with NFPA 70. Fixed electrical wiring shall not be provided.

**1207.10.7.5 Local staging.** Mobile ESS in transit from the charging and storage location to the deployment location and back shall not be parked within 100 feet (30 480 mm) of an occupied building for more than 1 hour during transit, unless specifically *approved* by the *fire code official* when the permit is issued.

**1207.10.7.6 Fencing.** An *approved* fence with a locked gate or other *approved* barrier shall be provided to keep the general public at least 5 feet (1524 mm) from the outer enclosure of a deployed mobile ESS.

**1207.10.7.7 Smoking.** Smoking shall be prohibited within 10 feet (3048 mm) of mobile ESS. Signs shall be posted in accordance with Section 310.

**1207.11 ESS in Group R-3 and R-4 occupancies.** ESS in Group R-3 and R-4 occupancies shall be installed and maintained in accordance with Sections 1207.11.1 through 1207.11.9. The temporary use of an *owner* or occupant's electric-powered vehicle as an ESS shall be in accordance with Section 1207.11.10.

**1207.11.1 Equipment listings.** ESS shall be *listed* and *labeled* in accordance with UL 9540. ESS *listed* and *labeled* solely for utility or commercial use shall not be used for residential applications.

## **Exceptions:**

- 1. Where approved, repurposed unlisted battery systems from electric vehicles are allowed to be installed outdoors or in detached dedicated cabinets located not less than 5 feet (1524 mm) from exterior walls, property lines and public ways.
- 2. ESS less than 1 kWh (3.6 megajoules).

**1207.11.2 Installation.** ESS shall be installed in accordance with the manufacturer's instructions and their listing.

**1207.11.2.1 Spacing.** Individual units shall be separated from each other by at least 3 feet (914 mm) of spacing unless smaller separation distances are documented to be adequate based on large-scale fire testing complying with Section 1207.1.5.

**1207.11.3 Location.** ESS shall be installed only in the following locations:

- 1. Detached garages and detached accessory structures.
- 2. Attached garages separated from the *dwelling unit* living space and *sleeping units* in accordance with Section 406.3.4 of the *International Building Code*.
- 3. Outdoors on exterior walls located a minimum of 3 feet (914 mm) from doors and windows.
- 4. Utility closets and storage or utility spaces within *dwelling units* and *sleeping units*.

**1207.11.4 Energy ratings.** Individual ESS units shall have a maximum rating of 20 kWh. The aggregate rating structure shall not exceed:

- 1. 40 kWh within utility closets and storage or utility spaces.
- 2. 80 kWh in attached or detached garages and detached accessory structures.
- 3. 80 kWh on exterior walls.
- 4. 80 kWh outdoors on the ground.

**1207.11.5 Electrical installation.** ESS shall be installed in accordance with NFPA 70. Inverters shall be *listed* and *labeled* in accordance with UL 1741 or provided as part of the UL 9540 listing. Systems connected to the utility grid shall use inverters *listed* for utility interaction.

**1207.11.6 Fire detection.** Rooms and areas within *dwellings units*, *sleeping units* and attached garages in which ESS are installed shall be protected by smoke alarms in accordance with <u>Section 907.2.11</u>. A *heat detector listed* and interconnected to the smoke alarms shall be installed in locations within *dwelling units*, *sleeping units* and attached garages where smoke alarms cannot be installed based on their listing.

**1207.11.7 Protection from impact.** Stationary storage battery systems installed in a location subject to vehicle damage shall be protected by *approved* barriers. Appliances in garages shall also be installed in accordance with Section 304.3 of the *International Mechanical Code*.

**1207.11.8 Ventilation.** Indoor installations of ESS that include batteries that produce hydrogen or other flammable gases during charging shall be provided with exhaust ventilation in accordance with Section 1207.6.1.

**1207.11.9 Toxic and highly toxic gas.** ESS that have the potential to release toxic or highly toxic gas during charging, discharging and normal use conditions shall not be installed within Group R-3 or R-4 occupancies.

**1207.11.10Electric vehicle use.** The temporary use of an owner or occupant's electricpowered vehicle to power a *dwelling unit* or *sleeping unit* while parked in an attached or detached garage or outside shall comply with the vehicle manufacturer's instructions and NFPA 70.

<u>Section 3.</u> Amendment of Section 22-104 to Replace Chapter 22. That Chapter 22, Article 4, Section 22-104 of the Code of Ordinances, City of Kentwood, Michigan, is amended to replace Chapter 22 in its entirety to read as follows:

# CHAPTER 22 COMBUSTIBLE DUST-PRODUCING OPERATIONS

# SECTION 2201 GENERAL

**2201.1 Scope.** The equipment, processes and operations involving dust explosion hazards and use or handling of *combustible dust* shall comply with the provisions of this chapter.

## **Exceptions:**

- 1. Storage and use of consumer materials in Group B or R occupancies.
- 2. Storage and use of commercially packaged materials in Group M occupancies.
- 3. Materials displayed in original packaging in Group M occupancies and intended as building materials or for personal or household use.

- 4. Storage of sealed containers of *combustible dust* at facilities not associated with an operation that uses, handles or generates *combustible dust.*
- 5. Materials stored or used in farm buildings or similar occupancies intended for on-premises agricultural purposes.

**2201.2 Permits.** Permits shall be required for *combustible dust*-producing operations as set forth in Section 105.6.

## SECTION 2202 DEFINITIONS

**COMBUSTIBLE DUST.** Finely divided solid material which is 420 microns or less in diameter and which, when dispersed in air in the proper proportions, could be ignited by a flame, spark or other source of ignition. Combustible dust will pass through a US No. 40 standard sieve.

**DUST COLLECTION SYSTEM.** A combination of equipment designed to contain, capture and collect airborne *combustible dusts.* 

## SECTION 2203 DUST EXPLOSION PREVENTION

**2203.1 Critical depth layer.** The maximum dust layer on all surfaces, including but not limited to walls, ceilings, beams, equipment, furniture, pipes and ducts, shall not exceed the critical depth layer specified in Table 2203.1. The critical depth layer is permitted to be adjusted for explosion hazard where further evaluated in accordance with one of the following:

1. Section 7.2.1.3 of NFPA 654.

2. Section 4.1.3.3 of NFPA 664 for wood flour.

Accumulated *combustible dust* shall be collected by one of the methods listed in Section 2203.5.

TYPE OF DUST	CRITICAL DEPTH LAYER (INCHES)
Wood flour	1/ <sub>8</sub>
All other dusts	1/ <sub>32</sub>

## TABLE 2203.1 CRITICAL DEPTH LAYER

For SI: 1 inch = 25.4 mm.

**2203.2** Dust-producing and dust-handling equipment. Dust-producing equipment and dust-handling equipment, including but not limited to vacuums, dust collection systems, dryers, mixers, blenders, separators, conveyors, storage containers, silos or

other similar devices, shall be *listed* and shall be maintained in accordance with the manufacturer's recommended standards.

**2203.2.1 Signages and markings.** Signages and markings shall be provided in accordance with Sections 2203.2.1.1 through 2203.2.1.3.

**2203.2.1.1 Deflagration vent discharge area markings.** Where dust collection systems and other equipment, systems or system components are provided with deflagration vents, the area within the deflagration vent's discharge area shall be marked in an *approved* manner.

**2203.2.1.2 Caution signs.** Signs that read as follows shall be posted near the dust-containing equipment with deflagration vents:

CAUTION: THIS EQUIPMENT CAN CONTAIN EXPLOSIVE DUST. KEEP OUTSIDE THE MARKED AREA WHILE EQUIPMENT IS OPERATING.

**2203.2.1.3 Warning signs.** Where dust collection systems and other equipment, systems or system components are provided with deflagration vents, vent closures shall be clearly marked as follows:

WARNING: EXPLOSION RELIEF DEVICE. STAY CLEAR.

**2203.3 Dust-collection and dust-conveying systems.** Dust collection and dust-conveying systems shall be in accordance with Sections 2203.3.1 through 2203.3.3.

**2203.3.1 Dust-collection systems.** Dust-collection systems shall be designed to collect dust emissions from dust-producing equipment at the point of generation. Dust-collection systems shall be in accordance with Section 511 of the *International Mechanical Code*.

**Exception:** *Closed systems* using *listed* equipment and designed in accordance with manufacturer's recommendations and specifications, where cleanouts are provided in accordance with Section 2203.3.3.

Heating, ventilation, and air conditioning (HVAC) systems shall not be used as the means to collect dusts from localized sources.

**2203.3.1.1 Location.** Dust collectors shall be located outside of buildings. **Exceptions:** 

- 1. Dust collectors inside buildings complying with Section 511 of the *International Mechanical Code*.
- 2. Wet-type dust collectors specifically listed for the type of dust conveyed shall be permitted inside buildings where in accordance with the manufacturer's instructions and specifications.

3. Dust collectors designed to specific NFPA standards listed in Table 2205.1 for the specific type of dust conveyed.

2203.3.1.2 Minimum conveying velocities. The minimum velocities within ducts used as part of the dust collection system shall be in accordance with Table 2203.3.1.2.

### TABLE 2203.3.1.2 MINIMUM CONVEYING VELOCITIES

TYPE OF PRODUCT	FEET PER MINUTE
Fine light dust such as cotton, lint and wood flour (100 mesh and under)	2,000
Dry dust such as fine rubber molding powder	
Average dust such as sawdust, grinding dust and coal dust	3,500
Heavy dust such as metal turnings, including aluminum and magnesium powder	4,000
For SI: 1 foot par minute 0.00E00 m/o	

For SI: 1 foot per minute = 0.00508 m/s.

2203.3.2 Plastic ducts and conveying systems. Plastic, fiberglass, other nonconductive ducts, duct liners or pipes shall not be used as part of ducts and conveying systems. Ductwork utilizing a combustible lining shall be permitted only in high-impact areas and where approved. Flexible hose shall be permitted if designed and installed in accordance with the following requirements:

- 1. Manufactured of static dissipative construction.
- 2. Used only for connections and isolation purposes.
- 3. Limited to 18 inches (457 mm) in length.
- 4. Properly grounded.

2203.3.3 Cleanouts. Openings in enclosed equipment and conveyors shall be provided to allow access to all parts of the equipment and conveyors to permit inspection, cleaning, maintenance and the effective use of portable fire extinguishers or hose streams. Cleanouts for ducts used as part of the dust-collection system shall be in accordance with the International Mechanical Code.

**2203.4 Sources of ignition.** Sources of ignition shall be controlled in accordance with Sections 2203.4.1 through 2203.4.9.5.

2203.4.1 Classified electrical. Classified electrical shall be in accordance with NFPA 70. Electrical motors and electrical components of the equipment shall not be installed in the dust-laden airstream unless *listed* for Class II. Division 1. locations.

**2203.4.2 Static electricity.** Bonding and grounding is required to minimize accumulation of static electric charge in the following locations:

- 1. Dust-producing equipment.
- 2. Dust-collection system.
- 3. Pneumatic dust-conveying systems conveying *combustible dust* from one location to another, *combustible dust* conveyors, piping and conductive components. Conveying systems include transport modes such as railcars, hopper cars, boxcars, tank cars and trucks into which or from which commodities or products are pneumatically conveyed.
- 4. Conveying systems using metallic piping.

2203.4.3 **Hot works**. Hot work and similar spark-producing operations shall not be conducted in or adjacent to *combustible dust*-producing areas unless precautions have been taken to provide safety. Hot work shall be permitted only in safe, designated areas in accordance with Chapter 35. Hot work is prohibited on equipment that is operating.

**2203.4.3.1 Signs.** Conspicuous signs with the following warning shall be posted in the vicinity of *combustible dust*-producing areas or in the vicinity of *combustible dust* use:

NO WELDING. THE USE OF WELDING OR CUTTING EQUIPMENT IN OR NEAR THIS AREA IS DANGEROUS BECAUSE OF FIRE AND EXPLOSION HAZARDS. WELDING AND CUTTING SHALL BE DONE ONLY UNDER THE SUPERVISION OF THE PERSON IN CHARGE.

**2203.4.4 Hot surfaces and hot equipment.** In areas where a dust explosion hazard or dust flash fire hazard exists, the temperature (in degrees Celsius) of external surfaces shall be maintained below 80 percent of the lower of the dust-surface ignition temperature or the dust-cloud ignition temperature for worst-case dusts. External surfaces shall include but are not limited to:

- 1. Compressors.
- 2. Steam, water or process piping.
- 3. Ducts.
- 4. Conveyors.
- 5. Process equipment.

Where steam pipes or hot surfaces occur in dust-producing or dust-handling areas, accumulation of dust on the surfaces shall be minimized by an *approved* method. **Exception:** Drying apparatus *listed* for the intended use and installed in accordance with the manufacturer's instructions.

**2203.4.5 Powered industrial trucks.** Powered industrial trucks used in electrically classified areas shall be *listed* for such use.

**2203.4.6 Smoking prohibited.** Smoking shall be prohibited in or adjacent to dust-producing or dust-handling areas. "No Smoking" signs complying with Section 310 shall

be conspicuously posted in such areas. Smoking shall be permitted only in designated areas.

**2203.4.7Spark-producing devices.** Spark-producing devices shall not be located within 20 feet (6096 mm) of areas requiring classified electrical unless separated by a permanent partition.

**2203.4.8Self-heating materials.** Materials in silos and other large storage piles of particulates prone to self-heating shall be in accordance with Section 9.4.11 of NFPA 652.

**2203.4.9 Open flames and fuel-fired equipment.** Open flames and fuel-fired equipment shall be in accordance with Sections 2203.4.9.1 through 2203.4.9.5.

**2203.4.9.1** Release of airborne combustible dust. Production, maintenance or repair activities that have the potential to release or force *combustible dust* to become airborne shall not be conducted within 35 feet (11 m) of an open flame or pilot flame.

**2203.4.9.2 Space heaters.** Fuel-fired space heaters drawing local ambient air shall not be located within electrically classified areas. Space-heating appliances in dust-producing or dust-handling areas shall be located where not subject to the accumulation of deposits of *combustible dust*.

**2203.4.9.3 Equipment listing.** Fuel-fired process equipment shall be *listed* for its intended use and shall be operated and maintained in accordance with the manufacturer's instructions.

**2203.4.9.4** Inspection and preventive maintenance. Inspection and maintenance of fuel-fired process equipment shall include verification that significant *combustible dust* accumulations do not exist within or around the equipment.

**2203.4.9.5** Sources of combustion air. In Class II electrically classified locations, heating units shall be provided with a source of combustion air ducted directly from the building exterior or from an unclassified location.

**2203.5** Housekeeping. Accumulation of *combustible dust* on surfaces inside buildings shall be maintained below the critical depth layer in Section 2203.1. Pressurized air or similar methods shall not be used to remove dust from surfaces. Accumulated combustible dust shall be collected by one of the following methods:

- 1. Portable vacuum cleaners *listed* for use in Class II, Group G, Division 1, atmospheres as defined in NFPA 70.
- 2. Dust collection systems.

3. Other *approved* means that will not place *combustible dust* into suspension in air. **Exception:** Forced-air or similar methods shall be permitted to remove dust in accordance with NFPA 652, NFPA 654 or NFPA 664.

**2203.6 Standard operational procedures.** Dust-producing equipment and all associated equipment, including dust-collection equipment, shall be maintained in accordance with the manufacturer's instructions and specifications and applicable codes. The inspection, testing and maintenance program shall include the following, as applicable:

- 1. Fire and explosion protection and prevention equipment, as applicable, in accordance with the appropriate NFPA standards.
- 2. Dust-control equipment.
- 3. Control of potential ignition sources.
- 4. Electrical, process and mechanical equipment, including applicable process interlocks.
- 5. Lubrication of bearings for dust-collection, dust handling and dust-producing equipment.
- 6. Additional maintenance in accordance with the manufacturer's instructions and specifications for dust-collection, dust-handling and dust-producing equipment.

Records shall be kept of maintenance and repairs performed. The standard operating procedures shall be submitted to the *fire code official* for review and approval. The written standard operating procedures shall be signed by the person responsible for facility operations.

**2203.7 Emergency response plan.** A written emergency response plan shall be developed for preventing, preparing for and responding to work-related emergencies, including but not limited to fire and explosion. The following information shall be developed into the plan:

- 1. Identification of dust hazards.
- 2. Identification and location of all utilities to affected areas.
- 3. Site plans or floor plans locating utility shutoff controls, including water, gas and power.
- 4. The potential for explosion.
- 5. Locations of fire-extinguishing equipment compatible with the hazards present.
- 6. Any additional information required by the fire code official.

**2203.8 Training.** The plans and procedures required in Sections 2203.5, 2203.6 and 2203.7 shall be *approved* by the *fire code official*. The plans and procedures shall be reviewed annually and updated as required by process changes. Initial and annual refresher training shall be provided to employees who are involved in operating, maintaining and supervising facilities that handle *combustible dust*. Initial and annual refresher training shall include:

- 1. Workplace hazards.
- 2. General orientation, plant diagrams and plant safety rules.
- 3. Process description or flowchart.
- 4. Equipment operation, safe startup and shutdown, and response to hazard conditions or an incident.
- 5. The location and use of all related fire and explosion protection and prevention systems.

- 6. Equipment maintenance requirements and practices, including visual inspections of conveyors and ducts.
- 7. Housekeeping requirements, including the maintenance of the critical depth layer in Section 2203.1.
- 8. Emergency response plans as required in Section 2203.7.

The employer shall maintain records of initial and annual training and review.

## SECTION 2204 DUST EXPLOSION SCREENING TESTS

**2204.1 Combustibility and explosivity tests.** Where combustibility or explosivity screening tests are required to analyze the *combustible dust* as part of compliance with Section 104.8 and Section 414.1.3 of the *International Building Code*, they shall be in accordance with Section 5.4 of NFPA 652.

**2204.2 Samples.** Representative samples for the screening test shall be obtained in accordance with Section 5.5 of NFPA 652.

#### SECTION 2205 STANDARDS

**2205.1** Specific hazards standards. The *fire code official* is authorized to enforce additional industry- or material-specific provisions of the codes and standards listed in Table 2205.1 to prevent and control dust explosions, as applicable.

## TABLE 2205.1 EXPLOSION PROTECTION STANDARDS

STANDARD	SUBJECT
NFPA 61	Standard for the Prevention of Fires and Dust Explosions in Agricultural and Food Processing Facilities
NFPA 68	Standard on Explosion Protection by Deflagration Venting
NFPA 69	Standard on Explosion Prevention Systems
NFPA 70	National Electrical Code
NFPA 77	Recommended Practice on Static Electricity
NFPA 85	Boiler and Combustion System Hazards Code

NFPA 120	Standard for Fire Prevention and Control in Coal Mines
NFPA 484	Standard for Combustible Metals
NFPA 654	Standard for Prevention of Fire and Dust Explosions from the Manufacturing, Processing and Handling of Combustible Particulate Solids
NFPA 655	Standard for the Prevention of Sulfur Fires and Explosions
NFPA 664	Standard for the Prevention of Fires and Explosions in Wood Processing and Woodworking Facilities

**2205.1.1 Dust hazard analysis.** If a dust hazard analysis (DHA) is required by the *fire code official* for new or existing facilities and operations, it shall be in accordance with NFPA 652. The DHA for existing facilities shall be in accordance with Section 7.1.1 of NFPA 652.

<u>Section 4.</u> Amendment of Section 22-104 to Add a New Chapter 40. That Chapter 22, Article 4, Section 22-104 of the Code of Ordinances, City of Kentwood, Michigan, is amended to add a new Chapter 40, Sections 4001 through 4006, inclusive, to read as follows:

## CHAPTER 40 STORAGE OF DISTILLED SPIRITS AND WINES

# SECTION 4001 GENERAL

**4001.1 General.** The storage of distilled spirits and wines in barrels and casks shall comply with this chapter in addition to other applicable requirements of this code.

**4001.1.1 Nonapplicability.** <u>Chapter 50</u> and <u>Chapter 57</u> are not applicable to the storage of distilled spirits and wines in barrels and casks as identified in <u>Section 5001.1</u>, Exception 10, and <u>Section 5701.2</u>, Item 10.

# SECTION 4002 DEFINITIONS

**4002.1 Definitions.** Words and terms used in this chapter and defined in <u>Chapter</u> <u>2</u> shall have the meanings ascribed to them as defined therein.

# SECTION 4003 PRECAUTIONS AGAINST FIRE

**4003.1 Spill control.** Drainage or containment systems shall be provided by means of curbs, scuppers, special drains or other suitable means to prevent the flow of spills throughout the building.

**4003.2 Ventilation.** For rooms and spaces where distilled spirits and wines in barrels and casks are stored, ventilation shall be provided in accordance with the <u>International</u> <u>Mechanical Code</u> and one of the following:

- 1. The rooms and spaces shall be ventilated at a rate sufficient to maintain the concentration of vapors within the area at or below 25 percent of the *lower flammable limit* (LFL). This shall be confirmed by sampling the actual vapor concentration under normal operating conditions. The sampling shall be conducted throughout the enclosed storage area, extending to or toward the bottom and the top of the enclosed storage area. The vapor concentration used to determine the required ventilation rate shall be the highest measured concentration during the sampling procedure. The sampling shall be conducted manually or by installation of a continuously monitoring flammable vapor detection system.
- The rooms and spaces shall be provided exhaust ventilation at a rate of not less than 1 cfm per square foot [0.00508 m<sup>3</sup>/(s × m<sup>2</sup>)] of solid floor area. The exhaust ventilation shall be accomplished by natural or mechanical means, with discharge of the exhaust to a safe location outside the building.

**4003.3 Sources of ignition.** Sources of ignition shall be controlled in accordance with <u>Sections 4003.3.1</u> through <u>4003.4</u>.

**4003.3.1 Smoking.** Smoking shall be prohibited and "No Smoking" signs provided as follows:

- 1. In rooms or areas where hazardous materials are stored or dispensed or used in open systems in amounts requiring a permit in accordance with <u>Sections</u> <u>105.5</u> and <u>105.6</u>.
- 2. Within 25 feet (7620 mm) of outdoor storage, dispensing or open-use areas.
- 3. Facilities or areas within facilities that have been designated as totally "no smoking" shall have "No Smoking" signs placed at all entrances to the facility or area. Designated areas within such facilities where smoking is permitted either permanently or temporarily shall be identified with signs designating that smoking is permitted in these areas only.
- 4. In rooms or areas where flammable or combustible hazardous materials are stored, dispensed or used.

Signs required by this section shall be in English as a primary language or in symbols allowed by this code and shall comply with <u>Section 310</u>.

**4003.3.2 Open flame.** Open flames and high-temperature devices shall not be used in a manner that creates a hazardous condition and shall be *listed* for use with the hazardous materials stored or used.

**4003.3.3 Industrial trucks.** Powered industrial trucks used in areas designated as hazardous (classified) locations in accordance with <u>NFPA 70</u> shall be *listed* and *labeled* for use in the environment intended in accordance with <u>NFPA 505</u>.

**4003.3.4 Electrical.** Electrical wiring and equipment shall be installed and maintained in accordance with Section <u>606</u> and <u>NFPA 70</u>.

**4003.4 Lightning.** Structures containing barrel storage should be protected from lightning. The lightning protection equipment shall be installed in accordance with <u>NFPA</u> <u>70</u> and <u>NFPA 780</u>.

# SECTION 4004 STORAGE

4004.1 Storage. Storage shall be in accordance with this section and <u>Section 315</u>.

**4004.2 Empty containers.** The storage of empty containers previously used for the storage of *flammable* or *combustible liquids*, unless free from explosive vapors, shall be stored as required for filled containers.

**4004.3 Basement storage.** Class I liquids shall be allowed to be stored in basements in amounts not exceeding the *maximum allowable quantity per control area* for use-open systems in <u>Table 5003.1.1(1)</u>, provided that automatic suppression and other fire protection are provided in accordance with <u>Chapter 9</u>. Class II and IIIA liquids shall also be allowed to be stored in *basements*, provided that automatic suppression and other fire protection are provided in accordance with <u>Chapter 9</u>.

**4004.4 Bulk beverage storage areas.** There shall be no storage of combustible materials in the bulk beverage storage areas not related to the beverage storage activities.

# SECTION 4005 FIRE PROTECTION

**4005.1** Automatic sprinkler system. The storage of distilled spirits and wines shall be protected by an *approved automatic sprinkler system* as required by <u>Chapter 9</u>.

**4005.2 Portable fire extinguishers.** *Approved* portable fire extinguishers shall be provided in accordance with <u>Section 906</u>.

# SECTION 4006 SIGNAGE

**4006.1 Hazard identification signs.** Unless otherwise exempted by the *fire code official*, visible hazard identification signs, as specified in <u>NFPA 704</u> for the specific material contained, shall be placed on stationary containers and above-ground tanks; at entrances to locations where hazardous materials are stored, dispensed, used or handled in quantities requiring a permit; and at specific entrances and locations designated by the *fire code official*.

**4006.1.1 Maintenance and style.** Signs and markings required by <u>Section</u> <u>4006.1</u> shall not be obscured or removed; shall be in English as a primary language or in symbols allowed by this code; shall be durable; and the size, color and lettering shall be *approved*.

Section 5. Amendment of Section 22-104 to Add Referenced Standards to Chapter 80. That Chapter 22, Article 4, Section 22-104 of the Code of Ordinances, City of Kentwood, Michigan, is amended to add the following Referenced Standards to Chapter 80:

### CSA

CSA Group 8501 E	ast Pleasant Valley Road, Cleveland, OH 44131
CSA FC1	Stationary Fuel Cell Power Systems
NFPA	
68	Standard on Explosion Protection by Deflagration Venting 911.1, 911.4, Table 2205.1
76	Standard for the Fire Protection of Telecommunications Facilities 
77	Recommended Practice on Static Electricity Table 2205.1
652	The Fundamentals of Combustible Dust
780	Standard for the Installation of Lightning Protection Systems 4003.4
853	Installation of Stationary Fuel Cell Power Systems

2010	Standard for Fixed Aerosol Fire-extinguishing SystemsTable
UL	
1489	Fire Resistant Pipe Protection Systems Carrying Combustible Liquids
1741	Inverters, Converters, Controllers and Interconnection System Equipment for Use with Distributed Energy Resources— 
1973	Batteries for Use in Stationary, Vehicle Auxiliary Power and Light Electric Rail (LER) Applications and Stationary Applications
1974	Standard for Evaluation for Repurposing Batteries1207.3.9
2201	Standard for Carbon Monoxide (CO) Emission Rate Of Portable Generators1204.2
9540	Standard for Energy Storage Systems and Equipment 1207.3.1, 1207.3.2, 1207.3.7, 1207.10.6, 1207.10.7.4, 
9540A	Standard for Safety Test Method for Evaluating Thermal Runaway Fire Propagation in Battery Energy Storage Systems 1207.1.5, 1207.6.3

<u>Section 6. Effective Date.</u> This Ordinance shall be published as required by law and shall become effective ten (10) days following its publication.

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

NAYS:		
ABSENT:		

ORDINANCE NO. \_\_\_\_\_ ADOPTED.

Stephen C.N. Kepley, Mayor

Dan Kasunic, Clerk

# CERTIFICATION

I, Dan Kasunic, the Clerk of the City of Kentwood, certify that the foregoing is a true and accurate copy of an ordinance adopted by the City Commission of the City of Kentwood at a regular meeting held on \_\_\_\_\_\_, 2024.

Dan Kasunic, Clerk

### **CITY COMMISSION**

#### **CITY OF KENTWOOD**

#### KENT COUNTY, MICHIGAN

Commissioner \_\_\_\_\_, seconded by Commissioner moved the adoption of the

following resolution:

### **RESOLUTION NO.**\_\_\_\_\_

### A RESOLUTION TO APPROVE A CITY POLICY RELATIVE TO REIMBURSEMENT FOR DAMAGED MAILBOXES CAUSED BY CITY SNOW REMOVAL ACTIVITIES

WHEREAS, Act No. 279 of the Public Acts of 1909, as amended ("Act 279") and the City Charter authorize the City to operate and maintain public roadways under the City's jurisdiction; and

WHEREAS, the City Commission has previously approved limited reimbursements to property owners whose mailboxes are damaged as a direct result of City snow removal efforts and operations; and

WHEREAS, the City's Department of Public Works has recommended the adoption of a more formal and clear policy to better provide guidance for the City and public with regard to the replacement, overall process, and reimbursement for damaged mailboxes; and

WHEREAS, a copy of that policy has been reviewed by the City Commission and is believed to be necessary and appropriate and it further found to be beneficial to the City by producing greater clarity regarding these matters.

### NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Commission hereby adopts the Policy for Reimbursement of Damaged Mailboxes Caused by Snow Removal Efforts ( the "Policy"), which Policy is attached hereto and which shall be filed with the office of the City Clerk and with the Department of Public Works.

2. The City Clerk and the Department of Public Works are authorized to take all actions reasonably necessary to bring the Policy to the attention of the public.

3. All resolutions, motions or parts of resolutions or motions, to the extent of any conflict with this Resolution, are hereby rescinded.

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

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

ABSENT: \_\_\_\_\_

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

Dan Kasunic, City Clerk

I, Dan Kasunic, the Clerk of the City of Kentwood, hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Commission of the City of Kentwood at a regular meeting held on \_\_\_\_\_, 2024.

Dan Kasunic, City Clerk

#### 1. Purpose:

The purpose of this policy is to identify circumstances in which the City will reimburse claimants for damaged mailboxes resulting from snow removal efforts conducted by the City of Kentwood Department of Public Works (DPW).

#### 2. Eligibility:

This policy applies to Kentwood property owners (hereby referred to as claimant) whose mailboxes have been damaged as a direct result of snow removal efforts conducted by the DPW on publicly maintained roadways.

#### 3. Notice Period:

Claimants must notify the DPW of the mailbox damage within 30 days of the incident to be considered for reimbursement. The notice should be submitted to <u>epublicworks@kentwood.us</u> or by calling 616-554-0817, and should include the following information:

- a. Date and time of the incident
- b. Address and claimant contact information

Supporting evidence, such as photographs showing the mailbox damage and the surrounding snow conditions during the incident, is strongly encouraged.

#### 4. Inspection and Verification:

The DPW will inspect the damaged mailbox to verify the nature of the claim and assess the extent of the damage, which inspection shall occur within 30 days from the date of claim submission. After inspection, a DPW representative will leave a copy of the inspection form stating reimbursement eligibility at the property.

#### 5. Reimbursement Limit:

The maximum reimbursement for a damaged mailbox caused by snow removal efforts shall not exceed \$70. Any expenses incurred beyond this limit will be the sole responsibility of the claimant. This amount may be modified by action of the Kentwood City Commission from time to time.

Eligible reimbursement items shall be limited to a mailbox, post, house numbers and hardware (such as screws, nails, or bolts) up to the maximum reimbursement limit. Landscaping, installation labor or other non-USPS approved items or attachments to the mailbox or post are not eligible for reimbursement.

#### 6. Submission for Reimbursement:

Once the approved inspection form has been received and a new mailbox has been purchased and installed, the claimant must submit a current and valid receipt showing proof of purchase no later than one year after the initial damage claim has been submitted. The claimant may do so via:

- a. <u>epublicworks@kentwood.us</u>
- b. Mail to 5068 Breton Rd SE Kentwood, MI 49508
- c. In person during normal business hours M-F 6:30am to 3:00PM

The DPW will then reinspect the newly installed mailbox to confirm installation before proceeding with reimbursement. It is the <u>claimant's responsibility</u> to properly install the mailbox and/or post according to the USPS standard guidelines.

Requests for reimbursement received after one year will not be processed.

#### 7. Exclusions:

This policy does not cover damages caused by factors beyond the DPW's control, such as vandalism or vehicular accidents, and will not be eligible for reimbursement under this policy.

#### 8. Release:

A condition to participating in the reimbursement program set out in this policy is the claimant's agreement to release the City from any claims associated with the mailbox's damage as provided for in this policy.

02/15/2024 09:47 AM	CHECK DISBURSEMENT REPORT FOR CITY OF KENTWOOD	Page	1/1
User: smithpy DB: Kentwood	CHECK DATE FROM 02/02/2024 - 02/15/2024		

Total for fund 101 GENERAL FUND	246,136.37
Total for fund 202 MAJOR STREET	6,539.06
Total for fund 203 LOCAL STREET	394.74
Total for fund 205 POLICE & FIRE PROTECTION	0.01
Total for fund 213 DRAIN FUND	6,623.41
Total for fund 219 STREET LIGHTING	36,108.16
Total for fund 408 PARKS & RECREATION CAPITAL FUND	205,154.11
Total for fund 580 WATER FUND	101,315.02
Total for fund 590 SEWER FUND	256,025.05
Total for fund 608 PARKS & RECREATION EQUIPMENT FUND	2,694.59
Total for fund 630 SELF INSURANCE FUND	29,095.84
Total for fund 640 DPW EQUIPMENT FUND	8,175.00
Total for fund 641 FIRE CAPITAL ESCROW	7,716.34
Total for fund 642 POLICE CAPITAL ESCROW	37,494.16
Total for fund 703 TAX COLLECTION FUND	3,396,353.83
Total for fund 736 POST EMPLOYMENT BENEFITS TRUST	2,000.00
TOTAL - ALL FUNDS	4,341,825.69

02/15/2024 09:48 AM

#### User: smithpy

DB: Kentwood

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/02/2024	AP-MB	2010(A)	ACTION INDUSTRIAL SUPPLY	UNIFORM EXPENSE T. HUGHES	101-441-743.000	195.00
02/02/2024	AP-MB	2011(A)	BERGER CHEVROLET	INVENTORY MTR POOL PARTS	101-000-114.000	153.33
02/02/2024	AP-MB	2012(A)	BLACKBURN MFG CO	SUPPLIES	580-580-740.000	394.10
		2012(A)		SUPPLIES	590-590-740.000	394.10
						788.20
02/02/2024	AP-MB	2013(A)	BRADLEY'S ACE HARDWARE	CASH DISCOUNTS	101-000-687.000	(10.81)
		2013(A)		SUPPLIES	101-336-740.000	387.32
		2013(A)		SUPPLIES	101-691-740.000	69.99
						446.50
02/02/2024	AP-MB	2014(A)	CARLETON EQUIPMENT CO	INVENTORY MTR POOL PARTS	101-000-114.000	1,043.57
02/02/2024	AP-MB	2015 (A)	COLLIERS ENGINEERING & DESIGN	BGR23-005 - PESC230005	101-000-202.001	2,470.50
02/02/2024	∆P-MB	2016())	COURTESY DODGE	INVENTORY MTR POOL PARTS	101-000-114 000	(385 80)
02/02/2024	711 110	2010(A) 2016(A)	COOKIESI DODOL	VEHICLE REPAIR & MAINTENANCE	101-301-861.934	4,967.32
						4,581.52
02/02/2024	AP-MB	2017 (A)	CTT - MTU	EDUCATION & TRAINING - S. ARNOLD	101-449-956.000	60.00
02/02/2024	AP-MB	2018(A)	CUMMINS INC	INVENTORY MTR POOL PARTS	101-000-114.000	472.65
02/02/2024	AP-MB	2019(A)	DORNBOS SIGN INC	SUPPLIES	101-441-740.000	352.39
		2019 (A)	MAINTENANCE ROAD & STREET	202-202-778.001	113.30	
						465.69
02/02/2024	AP-MB	2020 (A)	EJ USA, INC	MAINT & REPAIR OTHER	580-580-784.000	341.92
02/02/2024	AP-MB	2021(A)	ELECT RISK MANAGEMENT	CLAIMS - MEDICAL - 1/1-1/15/24	630-625-964.716	6,298.00
02/02/2024	AP-MB	2022 (A)	ELEVATOR SERVICE LLC	MAINT. AGREEMENTS - JAN-MARCH 2024	101-101-941.000	102.25
		2022 (A)		MAINT. AGREEMENTS - JAN-MARCH 2024	101-301-941.000	102.25
		2022 (A)		MAINT. AGREEMENTS - JAN-MARCH 2024	101-336-941.000	102.25
		2022 (A)		MAINT. AGREEMENTS - JAN-MARCH 2024	101-738-941.000	102.25
						409.00
02/02/2024	AP-MB	2023 (A)	ETNA SUPPLY	SUPPLIES	580-580-740.000	166.00
02/02/2024	AP-MB	2024 (A)	FD LAKE	SUPPLIES	101-441-740.000	72.50
02/02/2024	AP-MB	2025 (A)	FERGUSON ENTERPRISES, INC	SUPPLIES	590-590-740.000	73.32
02/02/2024	AP-MB	2026(A)	FIRE FIGHTER SALES & SERVICE	REPAIR	101-441-934.000	340.10
		2026(A)		INSTALL 6 NEW DEVICES IN NEW	641-641-975.000	2,225.25

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Check Date	Bank Ch	heck #	Payee	Description	GL #	Amount
02/02/2024	AP-MB 20	)27 (A)	FLOOR INSTALLATION	REPAIR	101-738-934.000	236.00
02/02/2024	AP-MB 20	)28 (A)	FLUID CONNECTIONS INC	INVENTORY MTR POOL PARTS	101-000-114.000	17.42
02/02/2024	AP-MB 20	)29(A)	FREIGHTLINER OF GRAND RAPIDS	INVENTORY MTR POOL PARTS	101-000-114.000	51.52
02/02/2024	AP-MB 20. 20. 20. 20. 20. 20. 20. 20.	030 (A) 030 (A) 030 (A) 030 (A) 030 (A) 030 (A) 030 (A)	GFL ENVIRONMENTAL USA INC.	CONTRACTUAL SERVICES - FEB 2024 CONTRACTUAL SERVICES - FEB 2024	101-101-801.000 101-136-801.000 101-301-801.000 101-336-801.000 101-441-801.000 101-691-801.000 101-738-801.000	207.11 207.11 207.11 250.12 74.31 207.11 207.11
						1,359.98
02/02/2024	AP-MB 20	)31(A)	GODWIN HARDWARE & PLUMBING,	PARK MAINT SUPPLIES	101-441-740.208	9.36
02/02/2024	AP-MB 20	)32 (A)	GORDON FOOD SERVICE	SUPPLIES	101-691-740.000	108.18
02/02/2024	AP-MB 20	)33(A)	GRAINGER INC	SUPPLIES	101-336-740.000	112.50
02/02/2024	AP-MB 20	)34 (A)	GRAND RAPIDS GRAPHIX	UNIFORM EXPENSE - WOLFORD	101-441-743.000	183.00
02/02/2024	AP-MB 20	)35 (A)	HAMMERSMITH EQUIPMENT CO, INC	WACKER REVERSIBLE PLATE COMPACTOR	640-640-975.000	8,175.00
02/02/2024	AP-MB 20	)36(A)	SHELBY HENSHAW	SUPPLIES REIMB	101-691-740.000	22.72
02/02/2024	AP-MB 20 20 20	)37 (A) )37 (A) )37 (A)	KATERBERG VERHAGE INC	JAYCEE PARK IMPROVEMENTS PROJECT CONTINGENCY - 10% ADDITIONAL CITY COMM APPROVAL FUNDS	408-408-975.000 408-408-975.000 408-408-975.000	126,508.58 37,597.25 40,000.00
						204,105.83
02/02/2024	AP-MB 20	)38 (A)	KENDALL ELECTRIC INC	SUPPLIES	101-301-740.000	156.30
	20.	)38 (A) )38 (A)		SUPPLIES PARK MAINT SUPPLIES	101-441-740.000	16.46
						287.29
02/02/2024	AP-MB 20	)39(A)	LANGUAGE LINE SERVICES	9020508015 - DEC 2023	101-136-801.000	1,118.06
02/02/2024	AP-MB 20	)40(A)	MAURER'S TEXTILE RENTAL	UNIFORM EXPENSE	101-441-743.000	965.34
02/02/2024	AP-MB 20 20	041(A) 041(A)	MED-1 BRETON	CONTRACTUAL SERVICES CONTRACTUAL SERVICES	101-136-801.000 101-301-801.000	35.00 35.00
						/0.00
02/02/2024	AP-MB 20	)42 (A)	MENARDS-WYOMING	SUPPLIES	101-301-740.000	2.78
	20	)42 (A)		MAINT & REPAIR OTHER	580-580-784.000	99.98

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Check Date	Bank Checl	# Payee	Description	GL #	Amount
					129.08
02/02/2024	AP-MB 2043(.	A) MI MUNICIPAL LEAGUE LIABILITY	MML CLAIM DEDUCTIBLE	101-301-964.000	10,000.00
02/02/2024	AP-MB 2044(	A) MOONLIGHT GRAPHICS INC	SUPPLIES - VALENTINES DASH	101-693-740.000	308.60
02/02/2024	AP-MB 2045(.	A) NAPA	INVENTORY MTR POOL PARTS	101-000-114.000	882.51
	2045 (.	<i>Y</i> )	AUTO SUPPLIES	101-336-861.000	31.98
	2045 (.	A)	SUPPLIES	101-441-740.000	253.71
					1,168.20
02/02/2024	AP-MB 2046(	A) NETWORK SERVICES COMPANY	PARK MAINT SUPPLIES - COVENANT	101-441-740.208	73.96
	2046(.	<i>Y</i> )	UNIFORM EXPENSE	101-441-743.000	96.72
					170.68
02/02/2024	AP-MB 2047(	A) NYE UNIFORM	UNIFORM EXPENSE	101-336-743.000	1,503.35
02/02/2024	AP-MB 2048(	A) ON DUTY GEAR, LLC	UNIFORM EXPENSE - ROELOFS	101-301-743.000	319.96
02/02/2024	AP-MB 2049(	A) RATHCO	ST SIGN INSTALLATION	202-202-778.006	267.00
02/02/2024	AP-MB 2050(	A) RED WING BUSINESS ADVANTAGE	UNIFORM EXPENSE - HIESTAND	101-441-743.000	200.00
02/02/2024	AP-MB 2051(.	A) SECURALARM	REPAIR	101-136-934.000	202.50
02/02/2024	AP-MB 2052(.	A) SECURITY INC.	CONTRACTUAL SERVICES - DEC 2023	101-253-801.000	294.39
02/02/2024	AP-MB 2053(	A) SMART BUSINESS SOURCE LLC	PRINTING & PUBLISHING	101-101-900.000	47.45
	2053 (.	<i>Y</i> )	SUPPLIES	101-136-740.000	875.34
	2053 (.	A)	SUPPLIES	101-191-740.000	67.60
	2053 (.	A)	SUPPLIES	101-215-740.000	285.33
	2053 (.	A)	SUPPLIES	101-226-740.000	104.16
	2053 (.	<i>Y</i> )	OFFICE SUPPLIES	101-301-727.000	470.18
	2053 (.	<i>Y</i> )	SUPPLIES	101-441-740.000	45.01
					1,895.07
02/02/2024	AP-MB 2054 (	A) SPARTAN STORES LLC	SUPPLIES	101-691-740.000	116.30
02/02/2024	AP-MB 2055 (.	A) TRANE	SUPPLIES	101-301-740.000	375.71
	2055 (.	A)	SUPPLIES	101-441-740.000	629.16
					1,004.87
02/02/2024	AP-MB 2056(.	A) TRUCK & TRAILER SPECIALTIES	INVENTORY MTR POOL PARTS	101-000-114.000	95.67
02/02/2024	AP-MB 2057(	A) USA BLUEBOOK	MAINT & REPAIR OTHER	580-580-784.000	197.24
02/02/2024	AP-MB 2058(	A) WASTE TRENDS	3305 EAST PARIS SE	101-000-695.400	135.00
	2058 (.	<i>Y</i> )	3125 LAKE EASTBROOK SE	101-000-695.400	200.00
	2058 (.	7)	3063 lake eastbrook se	101-000-695.400	225.00

#### CHECK DISBURSEMENT REPORT FOR CITY OF KENTWOOD CHECK DATE FROM 02/02/2024 - 02/15/2024

Page 4/22

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		2058 (A)		3000 LAKE EASTBROOK SE	101-000-695.400	300.00
		2058 (A)		2974 28TH ST SE	101-000-695.400	135.00
		2058 (A)		4550 28TH ST SE	101-000-695.400	135.00
		2058 (A)		4570 36TH STREET SE	101-000-695.400	135.00
		2058 (A)		1616 & 1618 HARDWICK STREET SE	101-000-695.400	135.00
						1,400.00
02/02/2024	AP-MB	2059 (A)	WEST MICHIGAN DOOR CO	REPAIR	101-336-934.000	170.00
02/02/2024	AP-MB	2060 (A)	WEST MICHIGAN TOOL &	SUPPLIES	101-441-740.000	356.80
02/02/2024	AP-MB	2061(A)	WEST SHORE FIRE INC	LABOR	641-641-975.000	4,600.00
		2061(A)		SAFETY LABS AIR TEST KIT 110411	641-641-975.000	140.00
		2061(A)		GAUGE, 0-7500 PSI; LIO FILLED,	641-641-975.000	189.00
		2061(A)		FILL HOSE 6000 PSI PER FOOT (EXTRA)	641-641-975.000	149.90
		2061(A)		HOSE END COUPLING FEMALE #4 JIC	641-641-975.000	27.86
		2061(A)		CYL. SIMPLE GAS 20-PPM (EXTRA)	641-641-975.000	158.28
		2061 (A)		CYL. SIMPLE GAS 0-PPM (EXTRA)	641-641-975.000	149.08
		2061(A)		PAD-MUFFLER (AC&BAM) 8 1/4 X 6 1/4	641-641-975.000	26.97
		2061(A)		SHOP SUPPLIES	641-641-975.000	50.00
						5,491.09
02/05/2024	AP-MB	2062(E)	ELAN-PURCHASING CARD	REIMBRSE-SHELDON	101-000-040.000	53.70
,,		2062(E)		REIMBRSE-JOHNSON	101-000-040.000	6.00
		2062(E)		REIBRSED BY CSI	101-000-040.000	28.10
		2062(E)		REIMBRSED BY CSI	101-000-040.000	56.92
		2062(E)		INVENTORY MTR POOL PARTS	101 - 000 - 114,000	633,98
		2062(E)		HOLTDAY ADOPT CHARTTY	101-000-236.000	4,461,65
		2062(E)		WHITE-SERV AWARD	101-101-725 000	255 95
		2062(E)		EMPLOYEE OF YR AWARDS-7	101-101-725.000	741.65
		2062(E)		EMP RECOGNITION LUNCH	101-101-725,000	99.95
		2062(E)		RETIREMENT-ARMSTRONG	101-101-725,000	500.00
		2062(E)		RETIREMENT-DEVRIES	101-101-725.000	500.00
		2062(E)		SERV AWARD-WOLTERINK	101-101-725.000	100.00
		2062(E)		SUPPLIES	101 - 101 - 740,000	91.94
		2062(E)		FACEBOOK ADS	101-101-740.000	227.26
		2062(E)		SUPPLIES-VENDING/BRKROOM	101-101-740.005	119.36
		2062(E)		8529112770344651-INTERNET-TV	101-101-850.000	392.70
		2062(E)		MNTHLY SUBSCRIPTION	101-101-940.000	261.00
		2062(E)		12/19/23-12/18/24	101-101-940.000	1,154,34
		2062(E)		8529112770201042 12/9/23-1/5/24	101-136-740.000	129.76
		2062 (E)		EVENT EXP	101-136-740.000	.379.19
		2062 (E)		SUPPLIES	101-136-740.000	529.14
		2062(E)		MTG EXP	101-171-740.000	101.57
		2062 (E)		SUPPLIES	101-171-740.000	26.25
		2062 (E)		PARKING	101-171-740.000	40.00
		2062(E)		TEAM BUILDING EVENT	101-171-740.000	324.00
		2062 (E)		MEMBERSHIP DUES-GALLAGHER	101-171-807.000	425.00

Check Date Bank Check # Payee	Description	GL #	Amount
2062 (E)	12/23/23-1/22/24	101-171-940.000	15.99
2062(E)	12/7/23-1/6/24	101-171-940.000	15.99
2062(E)	12/23-23-1/23/24	101-171-940.000	85.00
2062(E)	REG-KEPLEY	101-171-956.000	65.00
2062(E)	CONF REG-KEPLEY	101-171-956.000	350.00
2062 (E)	CONF 1/29-2/1/24-GALLAGHER	101-171-956.000	435.00
2062(E)	CONF-KEPLEY	101-171-956.000	75.00
2062 (E)	SUPPLIES	101-201-704.000	13.48
2062 (E)	SUPPLIES	101-201-740.000	104.65
2062 (E)	SALES TAX CREDIT	101-201-740.000	(4.95)
2062(E)	MEMBERSHIP DUES-CAIRNS	101-201-807.000	291.67
2062 (E)	MEMBERSHIP DUES -FOR 3	101-201-807.000	275.00
2062 (E)	ANNUAL MIDEAL MEMBERSHIP DUES	101-201-807.000	230.00
2062 (E)	RECERT-KANE	101-201-956.000	125.00
2062 (E)	MTG EXP	101-209-740.000	10.98
2062 (E)	SUPPLIES	101-209-740.000	68.98
2062 (E)	12/7/23-1/6/24	101-209-940.000	100.00
2062 (E)	LHRMA DUES-VISCO	101-226-807.000	325.00
2062 (E)	12/23/23-1/22/24	101-226-940.000	15.99
2062 (E)	12/14/23-1/13/24	101-226-940.000	15.99
2062 (E)	12/26/23-1/26/24	101-226-940.000	10.00
2062 (E)	/_, _, _, _, _, _, _, _, _, _, _, _, _, _	101-258-740.000	77.26
2062 (E)	ANNUAL SCREENCONNECT	101-258-940.000	516.00
2062 (E)	ANNUAL SUBSCRIPTION	101-258-940.000	1.351.50
2062 (E)	RENEWAL-KENTWOODVIBE.COM	101-258-940.000	48.00
2062 (E)	SUPPLIES	101-301-740 000	1.304 27
2062 (E)	TAX CREDIT	101-301-740.000	(7.20)
2062 (E)	8529112770354510 11/18-12/17/23	101-301-740 000	32 13
2062 (E)	BUSINESS CARDS	101-301-740 000	44 56
2062 (E)	FACEBOOK ADS	101-301-740 000	60 54
2062 (E)	STAFF MTG EXP	101-301-740 000	433 20
2062 (E)	UNIFORM EXPENSE	101-301-743 000	392 28
2062 (E)	MEMBERSHIP-GINEBAUGH	101-301-807 000	100 00
2062 (E)	ANNUAL SOFTWARE MAINT	101-301-940 000	168 74
2062 (E)	MNTHIV SURSCRIPTION	101-301-940.000	100.74
2062 (E)	TRAINING-D'ASCENZO	101-301-956 000	311 00
2002 (E) 2062 (E)	TRAINING D ASCENZO	101-301-956 000	779.00
2002 (E) 2062 (E)	TRAINING-WOLLERINK	101-301-956 000	966.00
2002 (E) 2062 (E)		101-301-956 000	59.40
2002 (E) 2062 (E)	TRAINING ROBERISON	101 201 056 000	262 20
2062 (E) 2062 (E)		101-301-956.000	435 00
2002 (E) 2062 (E)	TRAINING-CHAFMAN	101 201 056 000	433.00
2062 (E) 2062 (E)	TRAINING-HULSI	101-301-956.000	299.00
2002 (E) 2062 (E)	TRAINING-SCHODEP	101-301-956 000	175.00
	IRAINING MCALDINE	101 201 056 000	175.00
	TRAINING-MUALPINE	101 201 050 000	1/5.UU
	TKAINING-SMIGIEL	101 201 075 000	95.40
	SUPPLIES-WORKOUT ROOM	101-301-975.000	25.99
2062(E)	ΊV	101-301-975.000	./97.99

Check Date Bank Check # Payee	Description	GL #	Amount
2062 (E)	TV MOUNT	101-301-975.000	45.99
2062(E)	REFRIDGERATOR	101-301-975.000	2,974.28
2062(E)	POSTAGE	101-336-728.000	129.85
2062(E)	SUPPLIES	101-336-740.000	850.60
2062(E)	8529112770354536 12/14/23-1/13/24	101-336-740.000	245.10
2062(E)	8529112770344669 12/14/23-1/13/24	101-336-740.000	170.13
2062 (E)	JOB POSTING	101-336-740.000	51.50
2062(E)	UNIFORM EXPENSE	101-336-743.000	229.41
2062(E)	MEMBERSHIP-HOVING	101-336-807.000	41.50
2062 (E)	MEMBERSHIP-OLIVER	101-336-807.000	144.50
2062(E)	MEMBERSHIP-LOOMAN	101-336-807.000	215.00
2062 (E)	TELEPHONE	101-336-850.000	53.82
2062 (E)	CELL PHONE ACCESSORIES	101-336-850.000	13.99
2062 (E)	CELL PHONE SUPPLIES	101-336-850.000	15.91
2062 (E)	CREDIT	101-336-850.000	(13.99)
2062 (E)	AUTO SUPPLIES	101-336-861.000	7.56
2062 (E)	MNTHLY SUBSCRIPTION	101-336-940.000	19.00
2062 (E)	12/1/23-12/1/24	101-336-940.000	399.99
2062 (E)	TRAINING-OLIVER	101-336-956.000	400.00
2062 (E)	EDUCATION & TRAINING	101-336-956.000	284.80
2062 (E)	EMS RENEW-NUFFER	101-336-956.000	25.00
2062 (E)	CONF REG-BOUWKAMP	101-336-956.000	630.00
2062 (E)	TRAINING-VANDEZANDE	101-336-956.000	695.00
2062 (E)	TRAINING-HOSIER	101-336-956.000	750.00
2062 (E)	TRAINING-HARKES	101-336-956.000	910.00
2062 (E)	TRAINING-B JOHNSON	101-336-956.000	1,850.00
2062 (E)	TRAINING-RICKETSON	101-336-956.000	1,850.00
2062 (E)	12/26/23-1/25/24	101-400-940.000	35.99
2062 (E)	SUPPLIES	101-441-740.000	715.73
2062 (E)	8529112661406114 12/12/23-1/11/24	101-441-740.000	149.83
2062 (E)	JOB POSTING	101-441-740.000	99.00
2062 (E)	MTG EXP	101-441-740.000	81.90
2062 (E)	MML JOB POSTING	101-441-740.000	450.00
2062 (E)	CELL PHONE SUPPLIES	101-441-850.000	6.89
2062 (E)	LICENSE-KOSTERS	101-441-940.000	48.04
2062 (E)	TRAINING-KAMINSKI	101-441-956.000	200.00
2062 (E)	EDUCATION & TRAINING	101-441-956.000	316.69
2062 (E)	LICENSE RENEW-WOLFORD	101-441-956.000	48.82
2062 (E)	TRAINING-SATHER	101-441-956.000	320.45
2062 (E)	MTG EXP	101-441-956.000	36.00
2062 (E)	TRAINING-KIRKWOOD	101-449-956.000	20.00
2062 (E)	8529112770660999-JC PARK	101-691-740.000	134.90
2062 (E)	8529112770637468-COVENANT	101-691-740.000	134.95
2062 (E)	SUPPLIES	101-691-740.000	406.94
2062 (E)	SUPPLIES-EUCHRE	101-691-740.000	23.32
2062 (E)	SUPPLIES-CRTBBAGE	101-691-740.000	23.32
2062 (E)	SUPPLIES-PINOCHLE	101-691-740.000	16.96
2062 (E)	TULIP TIME TRIP	101-691-740.000	598.50

Check Date	Bank Cl	heck #	Payee	Description	GL #	Amount
	20	)62(E)		P&R COMM MTG EXP	101-691-740.000	59.82
	20	)62(E)		12/27/23-1/26/24	101-691-940.000	15.99
	20	)62(E)		12/26/23-1/25/24	101-691-940.000	57.49
	20	)62(E)		ANNUAL SUBSCRIPTION	101-691-940.000	594.00
	20	)62(E)		CONF REG FOR 4	101-691-956.000	1,900.00
	20	)62(E)		MPARK CONF-GROUP LODGING	101-691-956.000	606.90
	20	)62(E)		TRAINING-MCKELLAR	101-691-956.000	45.00
	20	)62(E)		TRAINING-PRZYBYSZ	101-691-956.000	100.75
	20	)62(E)		TRAINING-PRZBYSZ	101-691-956.000	40.00
	20	)62(E)		POSTAGE	101-693-728.000	6.25
	20	062(E)		SUPPLIES	101-693-740.000	196.14
	20	)62(E)		12/26/23-1/25/24	101-693-740.000	57.49
	20	062(E)		MNTHLY SUBSCRIPTION	101-693-940.000	20.98
	20	062(E)		ANNUAL SUBSCRIPTION	101-693-940.000	674.91
	20	)62(E)		SUBSCRIPTIONS	101-693-940.000	27.00
	20	062(E)		SUPPLIES	101-738-740.000	419.94
	20	)62(E)		MAINTENANCE WINTER	202-202-778.003	992.97
	20	)62(E)		SUPPLIES	580-580-740.000	25.00
	20	)62(E)		SUPPLIES	590-590-740.000	64.47
	20	062(E)		MAINT & REPAIR SANITARY	590-590-784.002	4,095.44
						50,909.24
02/06/2024	AP-MB 27	73896	LIAISON LINGUISTICS, LLC	CONTRACTUAL SERVICES - NOV 2023	101-136-801.000	822.50
02/08/2024	AP-MB 27	73897	52ND STREET AUTOWASH	POLICE - JANUARY 2024	101-301-740.000	248.00
02/08/2024	AP-MB 27	73898	AD-AMERICA MARKETING GROUP	SUPPLIES	101-691-740.000	205.24
02/08/2024	AP-MB 27	73899	AGILE SAFETY LLC	SUPPLIES	101-441-740.000	132.00
02/08/2024	AP-MB 27	73900	ALRO STEEL CORPORATION	SUPPLIES	101-136-740.000	36.36
02/08/2024	AP-MB 27	73901	AT&T	616 532 7915 212 8 - 1/28-2/27/24	101-441-850.000	56.50
02/08/2024	AD_MD 27	73002	ATTICAN DECHED	VENTCLE MILEACE - 1/12/24	101-253-864 000	3 75
02/00/2024	AF-MD 27	73902	ALLISON BESIER	VEHICLE MILEAGE = $1/12/24$	101-253-864 000	3.75
	21	13302		VEHICLE MILEAGE 1/20/24	101 233 004.000	5.75
						7.50
02/08/2024	AP-MB 27	73903	BOSCO DEVELOPMENT LLC	BGR23-001 - PESC230001	101-000-202.001	1,436.25
02/08/2024	AP-MB 27	73904	BS & A SOFTWARE	ONLINE SERVICE - 2/1/24-2/1/25	101-209-940.000	3,267.00
	27	73904		ONLINE SERVICE - 2/1/24-2/1/25	101-253-940.000	3,267.00
	27	73904		S/A SUPPORT - 2/1/24-2/1/25	101-253-940.000	1,661.00
	27	73904		CODE ENF SUPPORT-2/1/24-2/1/25	101-301-940.000	828.00
	27	73904		ONLINE SERVICE - 2/1/24-2/1/25	101-371-940.000	3,267.00
	27	73904		BLDG DEPT SUPPORT-2/1/24-2/1/25	101-371-940.000	3,853.00
	27	73904		PAS SERV FEE-PRMTS QTRLY 10/11-	101-371-940.000	802.00
	27	73904		WORK ORDER SUPPORT-2/1/24-2/1/25	101-441-940.000	3,260.00
Page 8/22

02/15/2024 09:48 AM

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Check Date	Bank Check #	Payee	Description	GL #	Amount
	273904		ONLINE SERVICE - 2/1/24-2/1/25	580-580-940.000	3,267.00
					23,472.00
02/08/2024	AP-MB 273905	CMP DISTRIBUTORS INC	SUPPLIES	101-301-740.000	979.00
02/08/2024	AP-MB 273906	CONSUMERS ENERGY	10000216380	101-336-920.000	1,086.63
	273906		100022834343	101-441-920.000	74.11
	273906		100040603324	101-441-920.000	29.80
	273906		100058968965	101-441-920.000	87.27
	273906		100061215818	101-441-920.000	37.87
	273906		100020363220	101-441-920.000	32.63
	273906		100024532283	101-441-920.000	40.58
	273906		100054799323	101-441-920.000	31.23
	273906		100025691757	101-441-920.000	98.62
	273906		10000153831	101-441-920.000	67.69
	273906		100039587868	202-202-778.001	29.24
	273906		100047372600	202-202-778.001	31.35
	273906		100066851047	202-202-778.001	29.52
	273906		10000348225	202-202-778.002	1,695.39
	273906		10000348597	202-202-778.002	134.52
	273906		100022812729	219-219-920.000	40.84
	273906		100022033565	219-219-920.000	41.42
	273906		100021767056	219-219-920.000	36.88
	273906		103009432222	219-219-920.000	9,487.07
	273906		10000348019	219-219-920.000	26,169.01
	273906		10000378503	219-219-920.000	332.94
	273906		100023227828	580-580-920.001	236.96
	273906		100024971614	590-590-920.000	108.53
	273906		100023665316	590-590-920.000	118.31
					40,078.41
02/08/2024	AP-MB 273907	CORE TECHNOLOGY CORP	SOFTWARE	101-136-940.000	3,131.00
02/08/2024	AP-MB 273908	DTE ENERGY	910021269030	101-136-921.000	1,021.01
	273908		910021269030	101-301-921.000	2,382.37
	273908		910022508998	101-441-921.000	227.45
	273908		910020324950	101-691-921.000	1,199.09
	273908		910021269162	101-738-921.000	2,973.67
	273908		920014979081	580-580-921.000	62.23
					7,865.82
02/08/2024	AP-MB 273909	EBLING & SON INC	INVENTORY MTR POOL PARTS	101-000-114.000	65.57
02/08/2024	AP-MB 273910	AMY LEIGH ERICKSON	SUPPLIES - D. MOORE	101-101-740.000	12.00
02/08/2024	AP-MB 273911	GRAND RAPIDS ALUMNAE CHAPTER-	DEPOSIT REFUND	101-000-669.691	175.00
02/08/2024	AP-MB 273912	GRAND RAPIDS COMMUNITY COLLEGE	E TYLER MORNINGSTAR - POLICE ACADEMY	101-301-956.000	9,000.00

DB: Kentwood

#### CHECK DISBURSEMENT REPORT FOR CITY OF KENTWOOD CHECK DATE FROM 02/02/2024 - 02/15/2024

Page 9/22

Check Date	Bank	Check #	Рауее	Description	GL #	Amount
02/08/2024	AP-MB	273913	LORI GRESNICK	VEHICLE MILEAGE - JAN 2024	101-691-864.000	81.74
02/08/2024	AP-MB	273914 273914 273914	HAZEL, RICHARD	Water RTS Sewer RTS Sewer	580-000-040.000 590-000-040.000 590-000-040.000	4.70 4.07 72.78
02/08/2024	AP-MB	273915 273915	JOHNSTONE SUPPLY	SUPPLIES SUPPLIES	101-101-740.000 101-441-740.000	81.55 409.45 404.87
02/08/2024	AP-MB	273916	KENT COUNTY CHIEFS OF POLICE	2024 K.C. CHIEFS OF POLICE DUES	101-301-807.000	50.00
02/08/2024	AP-MB	273917	KENT COUNTY DRAIN COMMISSION	CHAPTER 20 DRAIN EXP THRU 12/31/23	213-213-778.004	2,623.41
02/08/2024	AP-MB	273918	KENT COUNTY TREASURER	HOUSING - DEC 2023	101-301-808.000	8,104.96
02/08/2024	AP-MB	273919	KENT COUNTY TREASURER	ARREST PROCESSING - DEC 2023	101-301-808.000	1,393.74
02/08/2024	AP-MB	273920	ANDREW JOSEPH KOVAC	OFFICIATING PAY P.E 2/2/24	101-691-801.000	120.00
02/08/2024	AP-MB	273921 273921 273921 273921 273921	LOWES HOME IMPROVEMENT	SUPPLIES SUPPLIES SUPPLIES MAINTENANCE ROAD & STREET	101-301-740.000 101-336-740.000 101-441-740.000 203-203-778.001	54.01 576.18 154.72 25.94 810.85
02/08/2024	AP-MB	273922	MLIVE MEDIA GROUP	PRINTING & PUBLISHING - JAN 2024	101-101-900.000	983.54
02/08/2024	AP-MB	273923	TYLER MORNINGSTAR	GRCC PARKING REIMB - T. MORNINGSTAR	a 101-301-740.000	40.00
02/08/2024	AP-MB	273924	NMK9	K9 AND TRAINING PROGRAM	101-301-975.000	13,000.00
02/08/2024	AP-MB	273925	PLUMMERS DISPOSAL SERVICES	PORTABLE ADARESTROOM RENTAL - PARK	101-441-740.208	165.00
02/08/2024	AP-MB	273926	PRO-LINE FENCING	65' (4') WOODLAND GREEN VINYL	202-202-778.001	2,801.00
02/08/2024	AP-MB	273927 273927	QUALITY AIR HEATING & COOLING	REPAIR REPAIR MCQUAY HEAT PUMP	101-738-934.000 101-738-934.000	380.00 2,223.00 2,603.00
02/08/2024	AP-MB	273928	RUSSCHER ELECTRIC INC	01c. Dwelling Unit(s)	101-000-202.001	200.00
02/08/2024	AP-MB	273929	RUSSCHER ELECTRIC INC	Olc. Dwelling Unit(s)	101-000-202.001	200.00
02/08/2024	AP-MB	273930	PETER J SALHANEY	OFFICIATING PAY - P.E. 2/2/24	101-691-801.000	80.00

### DB: Kentwood

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/08/2024	AP-MB	273931	SHELDON CLEANERS	UNIFORM EXPENSE - POLICE - JAN 2024	101-301-743.000	1,114.94
02/08/2024	AP-MB	273932	SIR SPEEDY	SUPPLIES	101-400-740.000	65.32
02/08/2024	AP-MB	273933	SITEONE LANDSCAPE SUPPLY	SUPPLIES	101-336-740.000	1,123.20
02/08/2024	AP-MB	273934	SPOK, INC.	TELEPHONE - FEB 2024	101-301-850.000	28.88
02/08/2024	AP-MB	273935	STATE OF MICHIGAN	BROWNFIELD REDEVELOPMENT FUND	703-000-228.114	27,995.00
02/08/2024	AP-MB	273936	T. REX & THE RABBIT FOODS, LLC	C CONTRACTUAL SERVICES	101-691-801.000	68.75
02/08/2024	AP-MB	273937	TAYLOR-CLINE, FADIA	MAIL BOX DAMAGED BY SNOW PLOW	203-203-778.003	42.83
02/08/2024	AP-MB	273938	TRANS UNION RISK AND	SUPPLIES - JANUARY 2024	101-302-740.000	122.80
02/08/2024 AP-MB	AP-MB	273939	TSI INC	CALIBRATION OF FIT TESTER	101-336-934.000	1,230.00
	273939		FREIGHT - CALIBRATION FIT TESTER	101-336-934.000	29.46	
						1,259.46
02/08/2024	AP-MB	273940	UNDERGROUND COOKIE CLUB	CONTRACTUAL SERV- FOOD TRUCK 9/9/23	101-693-801.000	1,700.00
02/08/2024 AP-MB	273941	THE WW WILLIAMS COMPANY, LLC	REPAIR - GENERATOR	101-301-934.000	800.00	
		273941		REPAIR - GENERATOR	101-336-934.000	774.00
						1,574.00
02/09/2024	AP-MB	2063 (A)	ADN ADMINISTRATORS, INC.	CLAIMS - DENTAL - JANUARY 2024	630-630-964.720	15,104.86
		2063 (A)		CLAIMS-VISION - JANUARY 2024	630-635-964.722	7,692.98
						22,797.84
02/09/2024	AP-MB	2064 (A)	ALLIANCE COMMUNICATIONS	CONTRACTUAL SERVICES - FEB 2024	580-580-801.000	293.36
02/09/2024	AP-MB	2065 (A)	SHERRY BARNUM	VEHICLE MILEAGE - JANUARY 2024	101-691-864.000	119.93
02/09/2024	AP-MB	2066(A)	LORBAINE BELONCIS	SUPPLIES - JANUARY 2024	101-691-740.000	76.00
02,00,2021		2066 (A)		VEHICLE MILEAGE - JANUARY 2024	101-691-864.000	32.83
						108.83
02/09/2024	AP-MB	2067 (A)	JAM BEST ONE FLEET SERVICE	VEHICLE REPAIR & MAINTENANCE	101-336-861.934	292.97
02/09/2024	AP-MB	2068 (A)	BRADLEY'S ACE HARDWARE	CASH DISCOUNTS	101-000-687.000	(2.05)
,,		2068 (A)		SUPPLIES	101-336-740.000	52.84
		2068 (A)		SUPPLIES	580-580-740.000	49.46
						100.25
02/09/2024	AP-MB	2069 (A)	KATELYN BUSH	SUPPLIES REIMB	101-691-740.000	9.25
		2069(A)		VEHICLE MILEAGE - JAN 2024	101-691-864.000	6.70
		2069(A)		SUPPLIES REIMB - DADDY/DAUGHTER	101-693-740.000	5.00

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
						20.95
02/09/2024	AP-MB	2070 (A)	REBECCA CAJKA	OFFICIATING PAY P.E 2/2/24	101-691-801.000	60.00
02/09/2024	AP-MB	2071(A)	ENRIQUE A CARMONA FIORENTINI	OFFICIATING PAY P.E 2/2/24	101-691-801.000	60.00
02/09/2024	AP-MB	2072 (A)	CHRISTPOHER E CHORYAN	OFFICIATING PAY P.E 2/2/24	101-691-801.000	60.00
02/09/2024	AP-MB	2073(A) 2073(A)	DINGES FIRE COMPANY	Tempest, VS1, VS1.2, VS1, VS1.2 SHIPPING	101-336-740.000	1,176.95 118 23
		2073(A)		UNIFORM EXPENSE	101-336-743.000	96.95
						1,392.13
02/09/2024	AP-MB	2074 (A)	DORNBOS SIGN INC	MAINTENANCE ROAD & STREET	202-202-778.001	88.59
02/09/2024	AP-MB	2075 (A)	EJ USA, INC	MAINTENANCE HYDRANT-WATER	580-580-781.000	297.65
02/09/2024	AP-MB	2076(A)	ETNA SUPPLY	MAINT & REPAIR OTHER	580-580-784.000	44.50
02/09/2024	AP-MB	2077 (A)	FD LAKE	INVENTORY MTR POOL PARTS	101-000-114.000	13.00
02/09/2024	AP-MB	2078 (A)	FIRE FIGHTER SALES & SERVICE	ANNUAL INSPECTION	101-136-934.000	133.20
		2078 (A)		ANNUAL INSPECTION	101-301-934.000	310.80
						444.00
02/09/2024	AP-MB	2079(A)	FLOCK GROUP INC.	FALCON CAMERA - YEAR 1	642-642-975.000	7,500.00
02/09/2024	AP-MB	2080 (A)	FLYERS ENERGY LLC	GASOLINE EXP 9737	101-209-862.000	41.45
		2080 (A)		GASOLINE EXP 7079	101-301-862.000	5,633.63
		2080 (A)		GASOLINE EXP 7076	101-336-862.000	1,908.89
		2080 (A)		GASOLINE EXP 7078	101-371-862.000	214.34
		2080 (A)		GASOLINE EXP 7077	101-441-862.000	9,128.16
		2080 (A)		GASOLINE EXP 7080	101-691-862.000	18.28
						16,944.75
02/09/2024	AP-MB	2081(A)	SHAY GALLAGHER	TELEPHONE - 9/3/23-1/2/24	101-171-850.000	180.00
		2081(A)		VEHICLE MILEAGE - 11/7/23-2/1/24	101-171-864.000	251.69
						431.69
02/09/2024	AP-MB	2082 (A)	KEYLA GARCIA	TELEPHONE - 12/25/23-1/24/24	101-201-850.000	45.00
		2082 (A)		VEHICLE MILEAGE - JANUARY 2024	101-201-864.000	34.57
						79.57
02/09/2024	AP-MB	2083 (A)	GFL ENVIRONMENTAL USA INC.	CONTRACTUAL SERVICES - FEB 2024	101-441-801.000	593.93
02/09/2024	AP-MB	2084 (A)	GODWIN HARDWARE & PLUMBING,	PARK MAINT SUPPLIES - COVENANT	101-441-740.208	26.59
02/09/2024	AP-MB	2085 (A)	GR CENTRAL IRON & STEEL	INVENTORY MTR POOL PARTS	101-000-114.000	111.30

DB: Kentwood

Check Date	Bank Check #	Payee	Description	GL #	Amount
02/09/2024	AP-MB 2086(A)	SHELBY HENSHAW	SUPPLIES	101-691-740.000	154.27
02/09/2024	AP-MB 2087(A)	HOFFMAN LAWN CARE LLC	CITY SIDEWALK SNOWPLOWING SERVICES	101-441-801.000	9,240.00
02/09/2024	AP-MB 2088(A)	JX ENTERPRISES INC	INVENTORY MTR POOL PARTS	101-000-114.000	13.64
02/09/2024	AP-MB 2089(A) 2089(A)	KENDALL ELECTRIC INC	SUPPLIES SUPPLIES	101-301-740.000 101-336-740.000	156.30 121.78
					278.08
02/09/2024	AP-MB 2090(A)	KENT RUBBER SUPPLY CO	INVENTORY MTR POOL PARTS	101-000-114.000	10.50
02/09/2024	AP-MB 2091(A)	THE LIGHT BULB CO	SUPPLIES	101-336-740.000	18.50
02/09/2024	AP-MB 2092(A)	MACQUEEN EMERGENCY	UNIFORM EXPENSE	101-336-743.000	154.69
02/09/2024	AP-MB 2093(A)	MAURER'S TEXTILE RENTAL	UNIFORM EXPENSE	101-441-743.000	311.15
02/09/2024	AP-MB 2094(A)	ELIJAH MCCONNON	EDUCATION & TRAINING - 1/22-1/26/24	101-301-956.000	41.37
02/09/2024	AP-MB 2095(A)	MED-1 LEONARD LLC	CONTRACTUAL SERVICES	101-449-801.000	23.00
02/09/2024	AP-MB 2096(A)	MENARDS-WYOMING	SUPPLIES	101-441-740.000	9.33
02,00,2021	2096 (A)		MAINTENANCE ROAD & STREET	202-202-778.001	294.40
	2096 (A)		MAINT & REPAIR OTHER	580-580-784.000	261.84
					565.57
02/09/2024	AP-MB 2097(A)	MERL'S TOWING SERVICE, INC	CONTRACTUAL SERVICES	101-301-801.000	480.00
02/09/2024	AP-MB 2098(A)	NAPA	INVENTORY MTR POOL PARTS	101-000-114.000	1,083.37
02/09/2024	AP-MB 2099(A)	NETWORK SERVICES COMPANY	SUPPLIES	101-336-740.000	274.83
02/09/2024	AP-MB 2100(A)	NYE UNIFORM	UNIFORM EXPENSE	101-336-743.000	396.00
02/09/2024	AP-MB 2101(A)	ON DUTY GEAR, LLC	UNIFORM EXPENSE	101-301-743.000	2,117.84
02,00,2021	2101 (A)	on 2011 ozna, 220	ARMOR EXPRESS RAZOR II, VEST	101-301-743.000	770.00
					2,887.84
02/09/2024	AP-MB 2102(A)	PITSCH COMPANIES	40 YD DUMPSTER BINS AT PINEWOOD	408-408-975.000	1,048.28
02/09/2024	AP-MB 2103(A)	PM ENGRAVING	SUPPLIES - VALENTINES 5K DASH	101-693-740.000	456.00
02/09/2024	AP-MB 2104(A)	COURIERED LLC	CONTRACTUAL SERV - JAN 2024	101-101-801.000	443.10
02/09/2024	AP-MB 2105(A)	ANN PRZYBYSZ	TELEPHONE - JANUARY 2024	101-691-850.000	10.00
22,00,2021	2105 (A)	11010100	VEHICLE MILEAGE - JANUARY 2024	101-691-864.000	46.90
	2105 (A)		VEHICLE MILEAGE - JANUARY 2024	101-693-864.000	2.01

DB: Kentwood CHECK DATE FROM 02/02/2024 - 02/15/2024						
Check Date	Bank (	Check #	Payee	Description	GL #	Amount
						58.91
02/09/2024	AP-MB 2	2106(A)	ROYAL TRUCK AND TRAILER SALES	INVENTORY MTR POOL PARTS	101-000-114.000	1,024.51
02/09/2024	AP-MB 2	2107(A)	SMART BUSINESS SOURCE LLC	SUPPLIES	101-101-740.000	62.52
	2	2107(A)		SUPPLIES	101-136-740.000	136.16
	2	2107(A)		SUPPLIES	101-171-740.000	30.02
	2	2107(A)		SUPPLIES	101-191-740.000	4.52
	2	2107(A)		SUPPLIES	101-201-740.000	33.15
	2	2107(A)		OFFICE SUPPLIES	101-301-727.000	166.29
	2	2107 (A)		SUPPLIES	101-336-740.000	79.97
	2	2107(A)		SUPPLIES	101-371-740.000	19.92
						532.55
02/09/2024	AP-MB 2	2108(A)	SMART PLANET SOFTWARE	SNOW PATHS - DEC 2023	101-441-940.000	280.00
02/00/2024		2100(7)	CDADWAN CHOPEC IIC		101 601 740 000	115 24
02/09/2024	AF-MB Z	2109(A)	SPARIAN STORES LLC	SUFFLIES	101-091-740.000	110.04
02/09/2024	AP-MB 2	2110(A)	TERMINAL SUPPLY	SUPPLIES	101-441-740.000	891.35
02/09/2024	AP-MB 2	2111(A)	TRUCK & TRAILER SPECIALTIES	INVENTORY MTR POOL PARTS	101-000-114.000	3,580.96
02/09/2024	AP-MB 2	2112(A)	WASTE TRENDS	2952 SHAFFER SE	101-000-695.400	65.00
	2	2112(A)		2962 SHAFFER SE	101-000-695.400	85.00
	2	2112(A)		4101 SHAFFER SE	101-000-695.400	250.00
						400.00
02/09/2024	AP-MB 2	2113(A)	WATKINS ROSS & COMPANY	CONTRACTUAL SERV - 8/1-11/30/23	736-736-801.000	2,000.00
02/09/2024	AP-MB 2	2114(A)	WKTV	QTR TSFR-CAS(DIRECTV-AT&T) QE	101-101-808.452	5,311.58
	2	2114(A)		QTR TSFR-CEG(DIRECTV-AT&T) QE	101-101-808.452	4,306.69
						9,618.27
02/12/2024	AP-MB 2	273942	ADVENTURE CREDIT UNION	DUE TO CUSTOMER	703-000-202.001	28.28
02/12/2024	AP-MB 2	273943	ANANI LAILA Q	DUE TO CUSTOMER	703-000-202.001	12.66
02/12/2024	AP-MB 2	273944	CITY OF KENTWOOD TREASURER	DUE TO CUSTOMER	703-000-202.001	4.89
02/12/2024	AP-MB 2	273945	CITY OF KENTWOOD TREASURER	DUE TO CUSTOMER	703-000-202.001	2.81
02/12/2024	AP-MB 2	273946	CITY OF KENTWOOD TREASURER	DUE TO CUSTOMER	703-000-202.001	961.30
02/12/2024	AP-MB 2	273947	CITY OF KENTWOOD TREASURER	DUE TO CUSTOMER	703-000-202.001	572.30
02/12/2024	AP-MB 2	273948	CITY OF KENTWOOD TREASURER	DUE TO CUSTOMER	101-000-202.001	0.01
	2	273948		DUE TO CUSTOMER	205-000-202.001	0.01
	2	273948		DUE TO CUSTOMER	703-000-202.001	0.01

### Page 13/22

# 02/15/2024 09:48 AM CHECK DISBURSEMENT REPORT FOR CITY OF KENTWOOD

DB: Kentwood

Check Date	Bank Check #	Payee	Description	GL #	Amount
02/12/2024	AP-MB 273949	CITY OF KENTWOOD TREASURER	DUE TO CUSTOMER	703-000-202.001	426.50
02/12/2024	AP-MB 273950	CITY OF KENTWOOD TREASURER	DUE TO CUSTOMER	703-000-202.001	36.16
02/12/2024	AP-MB 273951	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	366.97
02/12/2024	AP-MB 273952	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	528.23
02/12/2024	AP-MB 273953	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	999.72
02/12/2024	AP-MB 273954	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	1,007.52
02/12/2024	AP-MB 273955	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	581.48
02/12/2024	AP-MB 273956	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	552.61
02/12/2024	AP-MB 273957	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	981.20
02/12/2024	AP-MB 273958	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	515.47
02/12/2024	AP-MB 273959	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	984.03
02/12/2024	AP-MB 273960	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	796.71
02/12/2024	AP-MB 273961	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	510.05
02/12/2024	AP-MB 273962	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	260.39
02/12/2024	AP-MB 273963	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	702.33
02/12/2024	AP-MB 273964	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	587.37
02/12/2024	AP-MB 273965	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	565.04
02/12/2024	AP-MB 273966	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	806.40
02/12/2024	AP-MB 273967	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	644.99
02/12/2024	AP-MB 273968	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	275.84
02/12/2024	AP-MB 273969	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	839.08
02/12/2024	AP-MB 273970	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	845.17
02/12/2024	AP-MB 273971	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	417.39
02/12/2024	AP-MB 273972	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	674.66

DB: Kentwood

Check Date	Bank Check #	Payee	Description	GL #	Amount
02/12/2024	AP-MB 273973	CORELOGIC CENTRALIZED REFUNDS	DUE TO CUSTOMER	703-000-202.001	759.01
02/12/2024	AP-MB 273974	DEN HOUTER 28TH ST PROPERTIES	DUE TO CUSTOMER	703-000-202.001	86.29
02/12/2024	AP-MB 273975	DEN HOUTER 28TH ST PROPERTIES	DUE TO CUSTOMER	703-000-202.001	44.13
02/12/2024	AP-MB 273976	ELGA CREDIT UNION	DUE TO CUSTOMER	703-000-202.001	7.72
02/12/2024	AP-MB 273977	GOSSELIN THOMAS J	DUE TO CUSTOMER	703-000-202.001	7.00
02/12/2024	AP-MB 273978	HOTCHKISS GERALDINE A TRUST	DUE TO CUSTOMER	703-000-202.001	9.98
02/12/2024	AP-MB 273979	HUIZENGA DONALD L II	DUE TO CUSTOMER	703-000-202.001	20.80
02/12/2024	AP-MB 273980	LAKE MICHIGAN CREDIT UNION	DUE TO CUSTOMER	703-000-202.001	215.81
02/12/2024	AP-MB 273981	LAKE MICHIGAN CREDIT UNION	DUE TO CUSTOMER	703-000-202.001	223.93
02/12/2024	AP-MB 273982	LERETA LLC	DUE TO CUSTOMER	703-000-202.001	402.41
02/12/2024	AP-MB 273983	MERCANTILE BANK OF MICHIGAN	DUE TO CUSTOMER	703-000-202.001	1,747.19
02/12/2024	AP-MB 273984	METRO ALTERN HSNG CORP	DUE TO CUSTOMER	703-000-202.001	32.42
02/12/2024	AP-MB 273985	MICHIGAN FILTERS MANUFACTURING	G DUE TO CUSTOMER	703-000-202.001	959.84
02/12/2024	AP-MB 273986	QUEST TRUST COMPANY	DUE TO CUSTOMER	703-000-202.001	10.37
02/12/2024	AP-MB 273987	RICHMOND MARVIN	DUE TO CUSTOMER	703-000-202.001	85.00
02/12/2024	AP-MB 273988	SEPHORA	DUE TO CUSTOMER	703-000-202.001	23.73
02/12/2024	AP-MB 273989	SMITH CHERYL	DUE TO CUSTOMER	703-000-202.001	5.17
02/12/2024	AP-MB 273990	SUBBA SANTA M	DUE TO CUSTOMER	703-000-202.001	8.00
02/12/2024	AP-MB 273991	UNTIED BANK	DUE TO CUSTOMER	703-000-202.001	19.30
02/12/2024	AP-MB 273992	UNTIED BANK	DUE TO CUSTOMER	703-000-202.001	29.50
02/15/2024	AP-MB 273993	52ND STREET AUTOWASH	ASSESSOR - JANUARY 2024	101-209-740.000	16.00
02/15/2024	AP-MB 273994	AB SPRING SERVICE	VEHICLE REPAIR & MAINTENANCE	101-336-861.934	3,590.54
02/15/2024	AP-MB 273995 273995 273995 273995 273995	AD-AMERICA MARKETING GROUP	A/S SHIRTS FOR V-DAY DASH A/M SHIRTS FOR V-DAY DASH A/L SHIRTS FOR V-DAY DASH A/XL SHIRTS FOR V-DAY DASH	101-693-740.000 101-693-740.000 101-693-740.000 101-693-740.000	309.90 671.45 516.50 309.90

### DB: Kentwood

#### CHECK DISBURSEMENT REPORT FOR CITY OF KENTWOOD CHECK DATE FROM 02/02/2024 - 02/15/2024

Page 16/22

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		273995 273995		A/XXL SHIRTS FOR V-DAY DASH COST OF SCREENS - V-DAY DASH	101-693-740.000 101-693-740.000	177.30 56.00
						2,041.05
02/15/2024	AP-MB	273996	ADE INC	SALCE ASSESSMENT	101-136-740.000	120.00
02/15/2024	AP-MB	273997	ALLIED FIRE SALES & SERVICE	CIVIL DEFENSE	101-336-854.000	109.91
02/15/2024	AP-MB	273998	AT&T	616 R01 5636 123 6 - FEB 2024	590-590-923.000	156.88
02/15/2024	AP-MB	273999	BAKER, WAYNE	MAILBOX DAMAGED BY SNOW PLOW	203-203-778.003	65.41
02/15/2024	AP-MB	274000	BEALS, TERESA	MAILBOX DAMAGED BY SNOW PLOW	203-203-778.003	70.00
02/15/2024	AP-MB	274001	KEVIN BREWSTER	CONTRACTUAL SERVICES - UNITY WALK	101-693-801.000	350.00
02/15/2024 AP-MB 27400	274002	PAUL M BROERSMA JR	VEHICLE MILEAGE - JANUARY 2024 5	580-580-864.000	10.72	
		274002	VERICLE MILEAGE - JANUAKI 2024	590-590-684.000	21.44	
02/15/2024	AP-MB	274003	BYRON-GAINES UTILITY AUTHORITY	Y SEWER SERVICES PURCH - DEC 2023	590-590-961.000	11,127.45
02/15/2024	AP-MB	274004	CALEDONIA COMMUNITY SCHOOLS	TAX - W TAX 23	703-000-225.050	224,616.27
02/15/2024	AP-MB	274005	CAROLE'S CATERING	SUPPLIES - VALENTINES BREAKFAST	101-691-740.000	1,437.50
02/15/2024	AP-MB	274006	CASTILLO, ALEXIS	MAILBOX DAMAGED BY SNOW PLOW	203-203-778.003	59.32
02/15/2024	AP-MB	274007	CONSUMERS ENERGY	103047956810	101-441-920.000	121.48
02/15/2024	AP-MB	274008	CONSUMERS ENERGY	ANNUAL RAIL TRAIL LEASE	101-441-740.208	100.00
02/15/2024	AP-MB	274009	DRIVERS LICENSE GUIDE COMPANY	SUPPLIES	101-215-740.000	33.95
02/15/2024	AP-MB	274010	FASTSIGNS	INVENTORY MTR POOL PARTS	101-000-114.000	191.29
02/15/2024	AP-MB	274011	FIFTH THIRD BANK	KENTWOOD PENSION PE 2/9/24	101-000-245.000	2,788.18
02/15/2024	AP-MB	274012	FOREST HILLS PUBLIC SCHOOLS	TAX - W TAX 23	703-000-225.110	141,483.10
02/15/2024	AP-MB	274013	GALLS-QUARTERMASTER	SAFARILAND MKIII DEFENSE SPRAY CASE	101-301-743.000	468.44
		∠/4013		SHIPPING - DEPENSE SPRAY CASES	101-301-743.000	471.10
02/15/2024	AP-MR	274014	GRAND RAPIDS CITY TREASUDED	PARKING- DECEMBER 2023-JANUARY 2024	101-101-963 000	98 00
02/10/2027	711 PID	2/1011	GIAMP HANTED CITI INERGONER	TIMATING DEGEMBER 2025 DAWOARI 2024	101 101 903.000	20.00
02/15/2024	AP-MB	274015	GRAND RAPIDS COMMUNITY COLLEGE	5 TAX - S TAX 23	703-000-224.001	6,974.63

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#### DB: Kentwood

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/15/2024	AP-MB	274016	MIKE HALL	MECHANIC LIC RENEWAL - M. HALL	101-441-956.000	20.34
02/15/2024	AP-MB	274017	INTERURBAN TRANSIT PARTNERSHIP	? TAX - S TAX 23	703-000-223.001	5,745.42
02/15/2024	AP-MB	274018	KELLOGGSVILLE PUBLIC SCHOOLS	TAX - S TAX 23	703-000-225.140	3,607.43
02/15/2024	AP-MB	274019	KELLOGGSVILLE PUBLIC SCHOOLS	TAX - W TAX 23	703-000-225.140	145,438.83
02/15/2024	AP-MB	274020	KENOWA MUN FED CREDIT UNION	UNION -SGTS 47629-001 PE 2/9/24	101-000-238.000	327.50
02/15/2024	AP-MB	274021	KENT COUNTY TREASURER	TAX - S TAX 23	703-000-222.000	16,864.16
02/15/2024	AP-MB	274022	KENT COUNTY TREASURER	SET - S TAX 23	703-000-228.000	24,494.27
02/15/2024	AP-MB	274023	KENT COUNTY TREASURER	TAX - W TAX 23	703-000-222.000	568,472.97
02/15/2024	AP-MB	274024 274024	KENT COUNTY TREASURER	MOBILE HOME PRK FEES - JAN 2024 MOBILE HOME PRK FEES-SET-JAN 2024	101-000-222.000 101-000-225.000	364.00 1,456.00
						1,820.00
02/15/2024	AP-MB	274025	KENT DISTRICT LIBRARY	TAX - W TAX 23	703-000-223.000	318,066.36
02/15/2024	AP-MB	274026	KENT INTERMEDIATE SCHOOL DIST	TAX - S TAX 23	703-000-224.000	22,227.23
02/15/2024	AP-MB	274027	KENTWOOD PUBLIC SCHOOLS	TAX - S TAX 23	703-000-225.160	36,402.08
02/15/2024	AP-MB	274028	KENTWOOD PUBLIC SCHOOLS	TAX - W TAX 23	703-000-225.160	1,832,780.92
02/15/2024	AP-MB	274029	KLAMER, GREGG	MAILBOX DAMAGED BY SNOW PLOW (2)	203-203-778.003	61.24
02/15/2024	AP-MB	274030	LOWES HOME IMPROVEMENT	SUPPLIES	101-301-740.000	20.81
		274030		SUPPLIES	101-336-740.000	55.07
		274030		SUPPLIES	101-441-740.000	54.07
		274030		PARK MAINT SUPPLIES	101-441-740.208	21.37
		274030		SUPPLIES	101-738-740 000	3 78
		274030		MAINTENANCE ROAD & STREET	202-202-778.001	61.78
						216.88
02/15/2024	AP-MB	274031	SPENCER MCKELLAR	SUPPLIES REIMB	101-691-740.000	107.31
02/15/2024	AP-MB	274032	MISDU	WITHLD FOC PE 2/9/24	101-000-231.000	1,233.79
02/15/2024	AP-MB	274033	MOTHERLAND CULTURAL	WINTER CONCERT SERIES - 2/15/24	101-693-801.000	500.00
02/15/2024	AP-MB	274034	ORKIN	CONTRACTUAL SERV - JANUARY 2024	101-101-801.000	85.41
		274034		CONTRACTUAL SERV - JANUARY 2024	101-136-801.000	25.27
		274034		CONTRACTUAL SERV - JANUARY 2024	101-301-801.000	58.94
		274034		CONTRACTUAL SERV - JANUARY 2024	101-441-801.000	177.92

DB: Kentwood

#### CHECK DISBURSEMENT REPORT FOR CITY OF KENTWOOD CHECK DATE FROM 02/02/2024 - 02/15/2024

Page 18/22

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		274034 274034		CONTRACTUAL SERV - JANUARY 2024 CONTRACTUAL SERV - JANUARY 2024	101-691-801.000 101-738-801.000	61.74 88.92
						498.20
02/15/2024	AP-MB	274035	PATTERSON, GREGORY	MAILBOX DAMAGED BY SNOW PLOW	203-203-778.003	70.00
02/15/2024	AP-MB	274036	PETROLEUM TECHNOLOGIES GROUP	INVENTORY MTR POOL PARTS	101-000-114.000	757.85
02/15/2024	AP-MB	274037	PREMIER GRAPHICS, LLC	VEHICLE WRAP ON PARK & REC BUS	608-608-975.000	2,694.59
02/15/2024	AP-MB	274038 274038 274038	PRINCETON IT SERVICES INC	Synology SA3610 NAS Storage System Synology Rail Kit RKS Synology HAT5300-16T 16 TB Hard	642-642-975.000 642-642-975.000 642-642-975.000	14,833.24 187.00 13,489.20
		274038 274038		Synology 32GB DDR4 SDRAM Memory Synology Single-Port, High-Speed	642-642-975.000 642-642-975.000	1,219.74
		271000		Synology Single fort, high Speed	012 012 970.000	29,994.16
02/15/2024 AP-MB	274039 274039	QUADIENT INC.	ANNUAL POSTAGE MAINTENANCE ANNUAL METER RENTAL	101-101-728.000 101-101-728.000	696.00 480.00	
						1,176.00
02/15/2024	AP-MB	274040 274040	DUSTIN SHROLL	TOOL REIMBURSEMENT - D. SHROLL VEHICLE MILEAGE - JANUARY 2024	101-441-740.000 101-441-864.000	244.01 120.60
						364.61
02/15/2024	AP-MB	274041	STATE OF MICHIGAN	STORM WATER ANNUAL PERMIT FEE 2024	213-213-963.000	4,000.00
02/15/2024	AP-MB	274042	STATE OF MICHIGAN	POLICE - LIVESCAN FEES - JAN 2024	101-000-630.006	2,331.50
02/15/2024	AP-MB	274043 274043	STATE OF MICHIGAN	S.O.R. REG - P.E 12/31/23 S.O.R. REG - P.E 1/31/24	101-000-630.000 101-000-630.000	30.00 270.00 300.00
02/15/2024	AP-MB	274044	T. REX & THE RABBIT FOODS, LLC	C CONTRACTUAL SERVICES	101-691-801.000	130.63
02/15/2024	AP-MB	274045	T. REX & THE RABBIT FOODS, LLC	C SUPPLIES	101-691-740.000	19.98
02/15/2024	AP-MB	274046 274046 274046 274046 274046	VERIZON WIRELESS	TELEPHONE - 2/2-3/1/24 INTERNET - 2/2-3/1/24 TELEPHONE - 2/2-3/1/24 TELEPHONE - 2/2-3/1/24 INTERNET - 2/2-3/1/24	101-301-850.000 101-301-923.000 101-302-850.000 101-336-850.000 101-336-923.000	3,036.35 1,332.37 40.54 310.00 792.22
						5,511.48
02/15/2024	AP-MB	274047 274047 274047 274047	THE WW WILLIAMS COMPANY, LLC	INVENTORY MTR POOL PARTS REPAIR – GENERATOR REPAIR – GENERATOR REPAIR – GENERATOR	101-000-114.000 101-101-934.000 101-441-934.000 101-691-934.000	1,939.30 400.00 1,400.00 400.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						4,139.30
02/15/2024	AP-MB	274048 274048 274048	CITY OF WYOMING	WATER PURCHASES - JANUARY 20 WATER PURCHASES-HP-JANUARY 2 SEWER SERVICES PURCH-JANUARY	24 580-580-960.000   024 580-580-960.001   2024 590-590-961.000	94,528.00 1,034.36 239,798.98
						335,361.34
			TOTAL - ALL FUNDS	TOTAL OF 258 CHECKS		4,341,825.69
GL TOTA	LS					
101-000-040	.000		ACCOUNTS RECEIVABLE	144	1.72	
101-000-114	.000		INVENTORY MTR POOL PARTS	11,750	5.14	
101-000-202	.001		DUE TO CUSTOMER	4,306	5.76	
101-000-222	.000		DUE TO COUNTY	364	1.00	
101-000-225	.000		DUE TO SCHOOLS	1,450	5.00	
101-000-231	.000		WITHHOLDING FOC/GARNISH	1,233	3.79	
101-000-236	.000		EMPLOYEE CHARITABLE CONTRIE	BUTIONS 4,461	L.65	
101-000-238	.000		UNION DUES WHD -POLICE	325	7.50	
101-000-245	.000		PENSION WITHHOLDING	2,788	8.18	
101-000-630	.000		POLICE SERVICES	300	0.00	
101-000-630	.006		POLICE - FINGER PRINTS	2,331	1.50	
101-000-669	.691		RENTAL INCOME - REC DEPT	175	5.00	
101-000-687	.000		CASH DISCOUNTS	(12	2.86)	
101-000-695	.400		OTHER REVENUE - PLANNING	1,800	0.00	
101-101-725	.000		OTHER EMPLOYEE BENEFITS	2,197	7.55	
101-101-728	.000		POSTAGE	1,176	5.00	
101-101-740	.000		SUPPLIES	803	3.17	
101-101-740	.005		SUPPLIES-VENDING/BRKROOM	119	9.36	
101-101-801	.000		CONTRACTUAL SERVICES	735	5.62	
101-101-808	.452		CABLE TV FRANCHISE COSTS	9,618	3.27	
101-101-850	.000		TELEPHONE	392	2.70	
101-101-900	.000		PRINTING & PUBLISHING	1,030	).99	
101-101-934	.000		REPAIR	400	0.00	
101-101-940	.000		SOFTWARE MAINT/SUBSCRIPTION	IS/LICENSES 1,415	5.34	
101-101-941	.000		MAINTENANCE AGREEMENTS	102	2.25	
101-101-963	.000		OTHER EXPENSES	98	3.00	
101-136-740	.000		SUPPLIES	2,205	5.95	
101-136-801	.000		CONTRACTUAL SERVICES	2,205	7.94	
101-136-921	.000		HEAT	1,021	1.01	
101-136-934	.000		REPAIR	335	5.70	
101-136-940	.000		SOFTWARE MAINT/SUBSCRIPTION	IS/LICENSES 3,131	L.00	
101-171-740	.000		SUPPLIES		1.84	
101-171-807	.000		MEMBERSHIP DUES	425	5.00	
101-171-850	.000		TELEPHONE	180	0.00	
101-171-864	.000		VEHICLE MILEAGE	251	1.69	

116.98 925.00

72.12

13.48

SOFTWARE MAINT/SUBSCRIPTIONS/LICENSES

EDUCATION & TRAINING

SUPPLIES

OVERTIME PAY

CHECK DISBURSEMENT REPORT FOR CITY OF KENTWOOD CHECK DATE FROM 02/02/2024 - 02/15/2024

Page 19/22

02/15/2024 09:48 AM User: smithpy

101-171-940.000

101-171-956.000

101-191-740.000

101-201-704.000

DB: Kentwood

02/15/2024 09:48 AM User: smithpy DB: Kentwood

101-336-920.000

101-336-923.000

ELECTRIC

INTERNET

### CHECK DISBURSEMENT REPORT FOR CITY OF KENTWOOD CHECK DATE FROM 02/02/2024 - 02/15/2024

Check Date	Bank Check #	Payee	Description		GL #	Amou
101-201-740	.000	SUPPLIES		132.85		
101-201-807	.000	MEMBERSHIP DUES		796.67		
101-201-850	.000	TELEPHONE		45.00		
101-201-864	.000	VEHICLE MILEAGE		34.57		
101-201-956	.000	EDUCATION & TRAINING		125.00		
101-209-740	.000	SUPPLIES		95.96		
101-209-862	.000	GASOLINE EXPENSE		41.45		
101-209-940	.000	SOFTWARE MAINT/SUBSCRI	PTIONS/LICENSES	3,367.00		
101-215-740	.000	SUPPLIES		319.28		
101-226-740	.000	SUPPLIES		104.16		
101-226-807	.000	MEMBERSHIP DUES		325.00		
101-226-940	.000	SOFTWARE MAINT/SUBSCRI	PTIONS/LICENSES	41.98		
101-253-801	.000	CONTRACTUAL SERVICES		294.39		
101-253-864	.000	VEHICLE MILEAGE		7.50		
101-253-940	.000	SOFTWARE MAINT/SUBSCRI	PTIONS/LICENSES	4,928.00		
101-258-740	.000	SUPPLIES		77.26		
101-258-940	.000	SOFTWARE MAINT/SUBSCRI	PTIONS/LICENSES	1,915.50		
101-301-727	.000	OFFICE SUPPLIES		636.47		
101-301-740	.000	SUPPLIES		3,900.41		
101-301-743	.000	UNIFORM EXPENSE		5,186.12		
101-301-801	.000	CONTRACTUAL SERVICES		781.05		
101-301-807	.000	MEMBERSHIP DUES		150.00		
101-301-808	.000	JAIL PER DIEM/ARREST P	ROCESSING FEES	9,498.70		
101-301-850	.000	TELEPHONE		3,065.23		
101-301-861	.934	VEHICLE REPAIR & MAINT	ENANCE	4,967.32		
101-301-862	.000	GASOLINE EXPENSE		5,633.63		
101-301-921	.000	HEAT		2,382.37		
101-301-923	.000	INTERNET		1,332.37		
101-301-934	.000	REPAIR		1,110.80		
101-301-940	.000	SOFTWARE MAINT/SUBSCRI	PTIONS/LICENSES	1,006.73		
101-301-941	.000	MAINTENANCE AGREEMENTS		102.25		
101-301-956	.000	EDUCATION & TRAINING		13,474.47		
101-301-964	.000	CLAIMS		10,000.00		
101-301-975	.000	CAPITAL OUTLAY		16,844.25		
101-302-740	.000	SUPPLIES		122.80		
101-302-850	.000	TELEPHONE		40.54		
101-336-728	.000	POSTAGE		129.85		
101-336-740	.000	SUPPLIES		5,414.70		
101-336-743	.000	UNIFORM EXPENSE		2,380.40		
101-336-801	.000	CONTRACTUAL SERVICES		250.12		
101-336-807	.000	MEMBERSHIP DUES		401.00		
101-336-850	.000	TELEPHONE		379.73		
101-336-854	.000	CIVIL DEFENSE		109.91		
101-336-861	.000	AUTO SUPPLIES		39.54		
101-336-861	.934	VEHICLE REPAIR & MAINT	ENANCE	3,883.51		
101-336-862	.000	GASOLINE EXPENSE		1,908.89		

1,086.63

792.22

Amount

02/15/2024 09:48 AM User: smithpy DB: Kentwood

### CHECK DISBURSEMENT REPORT FOR CITY OF KENTWOOD CHECK DATE FROM 02/02/2024 - 02/15/2024

Check Date Bank (	Check # Payee	Description	GL #
101-336-934.000	REPAIR	2,20	3.46
101-336-940.000	SOFTWARE MAINT/SUBSCH	RIPTIONS/LICENSES 41	8.99
101-336-941.000	MAINTENANCE AGREEMENT	IS 102	2.25
101-336-956.000	EDUCATION & TRAINING	7,39	4.80
101-371-740.000	SUPPLIES	1	9.92
101-371-862.000	GASOLINE EXPENSE	21-	4.34
101-371-940.000	SOFTWARE MAINT/SUBSCH	RIPTIONS/LICENSES 7,922	2.00
101-400-740.000	SUPPLIES	6	5.32
101-400-940.000	SOFTWARE MAINT/SUBSCH	RIPTIONS/LICENSES 3	5.99
101-441-740.000	SUPPLIES	5,113	2.84
101-441-740.208	PARK MAINT SUPPLIES	53	7.13
101-441-743.000	UNIFORM EXPENSE	1,95	1.21
101-441-801.000	CONTRACTUAL SERVICES	10,08	6.16
101-441-850.000	TELEPHONE	6	3.39
101-441-862.000	GASOLINE EXPENSE	9,12	8.16
101-441-864.000	VEHICLE MILEAGE	12	0.60
101-441-920.000	ELECTRIC	62	1.28
101-441-921.000	HEAT	22	7.45
101-441-934.000	REPAIR	1,74	0.10
101-441-940.000	SOFTWARE MAINT/SUBSCE	RIPTIONS/LICENSES 3,58	8.04
101-441-956.000	EDUCATION & TRAINING	943	2.30
101-449-801.000	CONTRACTUAL SERVICES	2	3.00
101-449-956.000	EDUCATION & TRAINING	8	0.00
101-691-740.000	SUPPLIES	3,84	0.79
101-691-801.000	CONTRACTUAL SERVICES	84	8.23
101-691-850.000	TELEPHONE	1	0.00
101-691-862.000	GASOLINE EXPENSE	1	8.28
101-691-864.000	VEHICLE MILEAGE	28	8.10
101-691-921.000	HEAT	1,19	9.09
101-691-934.000	REPAIR	40	0.00
101-691-940.000	SOFTWARE MAINT/SUBSCE	RIPTIONS/LICENSES 66	7.48
101-691-956.000	EDUCATION & TRAINING	2,693	2.65
101-693-728.000	POSTAGE		6.25
101-693-740.000	SUPPLIES	3,06	4.28
101-693-801.000	CONTRACTUAL SERVICES	2,55	0.00
101-693-864.000	VEHICLE MILEAGE	:	2.01
101-693-940.000	SOFTWARE MAINT/SUBSCE	RIPTIONS/LICENSES 72:	2.89
101-738-740.000	SUPPLIES	42.	3.72
101-738-801.000	CONTRACTUAL SERVICES	29	6.03
101-738-921.000	HEAT	2,973	3.67
101-738-934.000	REPAIR	2,83	9.00
101-738-941.000	MAINTENANCE AGREEMENT	IS 103	2.25
202-202-778.001	MAINTENANCE ROAD & SI	IREET 3,44	9.18
202-202-778.002	MAINTENACE TRAFFIC	1,82	9.91
202-202-778.003	MAINTENANCE WINTER	99:	2.97
202-202-778.006	ST SIGN INSTALLATION	26	7.00
203-203-778.001	MAINTENANCE ROAD & SI	IREET 2	5.94
203-203-778.003	MAINTENANCE WINTER	.36	8.80

Amount

02/15/2024 09:48 AM User: smithpy DB: Kentwood

#### CHECK DISBURSEMENT REPORT FOR CITY OF KENTWOOD CHECK DATE FROM 02/02/2024 - 02/15/2024

Check Date Bank Check # Payee Description GL # 205-000-202.001 DUE TO CUSTOMER 0.01 2,623.41 213-213-778.004 MAINTENANCE DRAINS 213-213-963.000 OTHER EXPENSES 4,000.00 219-219-920.000 ELECTRIC 36,108.16 408-408-975.000 CAPITAL OUTLAY 205,154.11 ACCOUNTS RECEIVABLE 580-000-040.000 4.70 580-580-740.000 SUPPLIES 634.56 580-580-781.000 MAINTENANCE HYDRANT-WATER 297.65 580-580-784.000 MAINT & REPAIR OTHER 945.48 580-580-801.000 CONTRACTUAL SERVICES 293.36 580-580-864.000 VEHICLE MILEAGE 10.72 580-580-920.001 ELECTRIC-HP 236.96 580-580-921.000 62.23 HEAT 580-580-940.000 SOFTWARE MAINT/SUBSCRIPTIONS/LICENSES 3,267.00 WATER PURCHASES 94,528.00 580-580-960.000 580-580-960.001 WATER PURCHASES-HP 1,034.36 590-000-040.000 ACCOUNTS RECEIVABLE 76.85 590-590-740.000 SUPPLIES 531.89 590-590-784.002 MAINT & REPAIR SANITARY 4,095.44 VEHICLE MILEAGE 10.72 590-590-864.000 590-590-920.000 ELECTRIC 226.84 590-590-923.000 INTERNET 156.88 590-590-961.000 SEWER SERVICES PURCHASED 250,926.43 2,694.59 608-608-975.000 CAPITAL OUTLAY 630-625-964.716 CLAIMS - MEDICAL 6,298.00 630-630-964.720 CLAIMS - DENTAL 15,104.86 630-635-964.722 CLAIMS-VISION 7,692.98 640-640-975.000 CAPITAL OUTLAY 8,175.00 CAPITAL OUTLAY 7,716.34 CAPITAL OUTLAY 37,494.16 DUE TO CUSTOMER 21,185.16 DUE TO COUNTY 585,337.13

4,341,825.69

641-641-975.000 642-642-975.000 703-000-202.001 703-000-222.000 703-000-223.000 DUE TO DISTRICT LIBRARY 318,066.36 703-000-223.001 DUE TO INTERURBAN TRANSIT PARTNERSHIP 5,745.42 703-000-224.000 DUE TO INTERMEDIATE SCHOOL DISTRICT 22,227.23 703-000-224.001 DUE TO COMMUNITY COLLEGE 6,974.63 703-000-225.050 DUE TO CALEDONIA PUBLIC SHCOOLS 224,616.27 703-000-225.110 DUE TO FOREST HILLS PUBLIC SCHOOLS 141,483.10 703-000-225.140 DUE TO KELLOGGSVILLE PUBLIC SCHOOLS 149,046.26 703-000-225.160 DUE TO KENTWOOD PUBLIC SCHOOLS 1,869,183.00 DUE TO SET 703-000-228.000 24,494.27 703-000-228.114 DUE TO STATE 27,995.00 736-736-801.000 CONTRACTUAL SERVICES 2,000.00

TOTAL

Amount

### PROPOSED MINUTES OF THE REGULAR MEETING OF THE KENTWOOD CITY COMMISSION HELD FEBRUARY 6, 2024 Commission Chambers

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

Commissioner Groce led the Pledge of Allegiance to the Flag.

Commissioner Tyson gave the invocation.

Roll Call: Present: Commissioners: Betsy Artz, Robert Coughlin, Maurice Groce, David Moore II, Clarkston Morgan, Jessica Ann Tyson and Mayor Stephen Kepley.

Staff Present: City Engineer Brad Boomstra, Deputy City Administrator Shay Gallagher, Finance Director Keyla Garcia, Economic Development Planner Lisa Golder, Public Works Director Chad Griffin, Parks & Recreation Coordinator Shelby Henshaw, City Clerk Dan Kasunic, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Deputy Parks & Recreation Director Spencer McKellar, Parks and Recreation Director Val Romeo, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, and Sabo representative Anna Kendall.

Eighteen (18) citizens attended the meeting.

Motion by Artz, seconded by Groce, to **approve the agenda**, with the following addenda: remove 10 (a) striking of the rolls.

Motion Carried.

### ACKNOWLEDGE VISITORS AND NON-AGENDA ITEMS:

Reginald Howard introduced himself and informed the commission of the new Hero's Corner at 4809 Eastern Ave., that is a mental health center for male veterans and introduced Sandra Brinks, of Shero's Corner providing support for female veterans. They wanted to open a conversation with the city and meet with city officials.

**<u>CONSENT AGENDA</u>**: (All items under this section are considered to be routine and will be enacted by one motion with no discussion. If discussion is desired by a Commission member, that member may request removal of an item from the Consent Agenda.)

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

- A. Receive and file minutes of the Committee of the Whole held on January 16, 2024.
- B. 2023 Corrective Action Plan-Information Only.
- C. Payables for the City totaling \$9,675,696.86.

City Commission Meeting February 6, 2024.

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

Motion Carried.

Motion by Artz, seconded by Moore, to **approve the minutes** of the January 16, 2024 City Commission Meeting as distributed.

Motion Carried.

### APPROVE KENTWOOD TRANSPORTATION ASSET MANAGEMENT PLAN.

City Engineer Boomstra explained the City is required to provide a plan every three-years for the roads and bridges. He handed out additional information to the Commission on PASER ratings of the City roads and pavement conditions in relationship to other municipalities.

Motion by Artz, seconded by Moore, to approve Kentwood Transportation Asset Management Plan.

Motion Carried.

### PUBLIC HEARING:

GRR Ancillary.

Mayor Kepley opened the public hearing on M/U Rezoning and Preliminary PUD, conditional approval of the Preliminary Site Plan and four waivers.

Following a brief presentation by Economic Development Planner Golder and Developer Elliot Muller:

A few residents along 36<sup>th</sup> Street spoke.

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

Motion Carried.

### ADOPT ORDINANCE 1-24 FOR CONDITIONAL APPROVAL TO REZONE 10.5 ACRES AND PRELIMINARY PUD FOR GRR ANCILLARY M/U

Motion by Artz, seconded by Coughlin, to adopt Ordinance 1–24 for Conditional approval to rezone 10.5 acres on the NW corner of Patterson & 36<sup>th</sup> from I-PUD-1 and R1-C to C-PUD, Case 29-23, subject to conditions 1-9 (as amended) and basis points 1-10.

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

Ordinance Adopted.

City Commission Meeting February 6, 2024.

### <u>CONDITIONAL APPROVAL OF THE PRELIMINARY SITE PLAN FOR GRR</u> <u>ANCILLARY CPUD, CASE 29-23.</u>

Motion by Artz, seconded by Coughlin, for Conditional approval of the Preliminary Site Plan for GRR Ancillary CPUD, Case 2-23, subject to conditions 1-9 (as amended) and basis points 1-10.

Motion Carried.

### APPROVAL OF FOUR WAIVERS AS REQUESTED BY RJM DESIGNS.

Motion by Groce, seconded by Moore, to approve four waivers as requested by RJM Designs. Regarding a 14 ft. height waiver, front yard building setback for Parcel 3, parking in front, signage waiver for monument signs for Parcels 3,4 & 5.

Motion Carried.

### **BIDS:**

### AUTHORIZE CONTRACT FOR RECONSTRUCTION OF RIDGEWOOD ST. AND JULIVAN AVE. WITH DYKEMA EXCAVATORS, INC.

City Engineer Boomstra reviewed his memorandum dated February 6, 2024 regrading the reconstruction of Ridgewood St. and Julivan Ave.

Motion by Artz, seconded by Coughlin, to authorize the Mayor to enter into a contract with Dykema Excavators, Inc. for the reconstruction of Ridgewood Street and Julivan Avenue, in the amount of \$4,089,251.00, plus a 10% contingency of \$408,925.00, for a total project amount not-to-exceed \$4,498,176.00, with funds from the FY 2024-25 and FY 2025-26 Local Street, Water, and Sewer Funds.

Motion Carried.

### AUTHORIZE THREE-YEAR AGREEMENT FOR PORTABLE RESTROOM RENTALS.

Parks & Recreation Coordinator Hewshaw reviewed her memorandum dated February 6, 2024 regarding the need for portable restrooms for events.

Motion by Coughlin, seconded by Moore, to authorize the Mayor to enter into a threeyear agreement with Plummers Disposal for special event portable restroom rentals, at an annual amount of up to \$9,500.00 (including a 10% contingency), with funds from the General Fund Parks & Recreation Operating budget.

Motion Carried.

### <u>APPROVE CONTRACT AMENDMENT FOR PUBLIC</u> <u>RELATIONS/COMMUNICATIONS SERVICES.</u>

City Commission Meeting February 6, 2024.

Deputy City Administrator Gallagher explained the need for additional communication support for the education on the upcoming millage.

Motion by Groce, seconded by Artz, to increase the existing communications retainer with Sabo PR (acquired through competitive bid) by up to \$39,600.00 (including a 10% contingency) for educational public engagement materials and services relating to Kentwood's Police and Fire services, with funds from the FY 2024-25 and subsequent year Police and Fire Millage. As allowed under the Purchasing Policy under "Special Circumstances".

Motion Carried.

## COMMENTS OF COMMISSIONERS AND MAYOR:

Mayor Kepley-Noted they have been busy with the biggest Kentwood project to date pertaining to the Kentwood Community Center.

Commissioner Morgan-Remined everyone of the Unity March on February 24<sup>th</sup> at 11:00am at Woodland Mall.

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

Dan Kasunic City Clerk Stephen C.N. Kepley Mayor

### Kentwood Police Department Monthly Statistics January 2024

Incidents	JAN '22	JAN '23	JAN '24	2023 YTD	2024 YTD	5 YR AVG
	1,377	1,388	1,438	1,388	1,438	1,429

Violent Crime	JAN '22	JAN '23	JAN '24	2023 YTD	2024 YTD	5 YR AVG
Homicide	0	0	1	0	1	0
CSC	4	4	1	4	1	3
Robbery	0	3	0	3	0	1.8
Aggr. Assault	14	9	10	9	10	10
TOTAL VIOLENT	18	16	12	16	12	14.6

Property Crimes	JAN '22	JAN '23	JAN '24	2023 YTD	2024 YTD	5 YR AVG
Arson	0	0	1	0	1	0.2
Burglary	10	11	6	11	6	11.8
Larceny	71	102	72	102	72	78.2
Motor Vehicle Theft	10	42	12	42	12	16.8
TOTAL PROPERTY	91	155	91	155	91	107



Jan Feb







VIOLENT CRIME BY MONTH

Jun Jul Sep Oct

Vlay

2024

---- 5 YR AVG

Nov

Dec

2023

Apr

Jar

Non-Index	JAN '22	JAN '23	JAN '24	2023 YTD	2024 YTD	5 YR AVG	ARREST	JAN '22	JAN '23	JAN '24	2023 YTD	2024 YTD	5 YR AVG
Non-Agg. Assault	79	66	66	66	66	58.4	Adult	80	117	93	117	93	111.4
Counterfeit & Forgery	2	2	0	2	0	1.6	Juvenile	17	49	23	49	23	22.4
Embezzlement	0	1	1	1	1	1.4	TOTAL	97	166	116	166	116	133.8
Fraud	18	29	6	29	6	22.4			Adults Juv				Adults Ju
Stolen Property	6	10	3	10	3	4					TTD ANNES	40	
Weapons	6	15	5	15	5	8.4	10 19	49		10	19	49	23
Prostitution & Vice	0	0	1	0	1	0		17	23			17	
Sex Offenses	0	3	2	3	2	0.8	109 128	117	93	109	128	80 117	93
VCSA	7	14	2	14	2	7.4							
Family & Children	3	4	7	4	7	5.4	2020 2021 20	2023 2023	2024	2020	2021 2	2022 2023	2024
Operating While Intox.	8	10	11	10	11	11	WOODLAND MALL	JAN '22	JAN '23	JAN '24	2023 YTD	2024 YTD	5 YR AVG
Disorderly Conduct	7	8	8	8	8	8.4	Incidents	32	41	35	41	35	34.6
Other Non-Index Crimes	21	50	41	50	41	28.6	F0 F0		WOODLAN	MALL INCIDE	NTS	∎Y	D JANUARY
TOTAL NON-INDEX	157	212	153	212	153	157.8	50 50	29 29	32	32	41 41	35	35
MINOR CRIMES	108	147	194	147	194	133.6							
TOTAL OFFENSES	266	383	256	383	256	279.4	2020	2021	20	)22	2023	2	2024

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

### Kentwood Police Department Monthly Statistics January 2024

				I			
Top Complaints	JAN ' 24	2024 YTD	5 YR AVG		CODE COMP	PLAINTS	
Snow/Ice	117	117	102		Snow/Ice		117, 51%
Parking Violations	37	37	35	Parkin	g Violations	37, 16%	6
Junk/Unlicensed Veh	25	25	27	Junk/Unli	censed Veh	25, 11%	
Garbage/Trash/Junk	15	15	30	Garbage/	Trash/Junk	15, 6%	
Exterior Nuisance/Trash Containers	11	11	6	Exterior Nuis	ance/Trash	11, 5%	
Yard Waste/Debris/Tree Limbs	4	4	3			, 270	
Disposition	JAN ' 24	2024 YTD	5 YR AVG	мо	NTHLY CODE	DISPOSI	ΓΙΟΝ
Resolved/Corr. By Owner	176	176	204				
Corrected By City	13	13	5.6				
Not In Violation	0	0	3.6				4
Referred To Other Dpts.	27	27	13.2				
Citations Issued	15	15	8		Corrected By Owner		
TOTAL DISPOSITION	231	231	234.4		76%		
Traffic	JAN '22	JAN '23	JAN '24	2023 YTD	2024 YTD	5 YR	AVG
Property Damage	107	88	107	88	107	1	02
Personal Injury	26	38	21	38	21	27	7.8
Total Accidents	133	126	128	126	128	12	9.8
Total Citations	386	240	279	240	279	3	82
Traffic Stops	565	534	595	534	595	63	8.4
MONTHLY		VITY		YTD C	RASH ACTIV	ΊΤΥ	
27 26	26 38	21	27	26	26	38	21
102 88 1	07 <sub>88</sub>	107	102	88	107	88	107
2020 2021 20	2023	3 2024	2020	2021	2022	2023	2024
MONTHL 510		5			YTD CITAT	IONS	
286	172	267	399	362	386	240	279

January 2024 Citize	n Survey Response
Total Survey Response	Total Positive CPSS Score
In January 2024 there were 510 surveys sent out. Of those, 200 surveys were completed.	In January 2024 there were 544 total survery questions answered. Of those, 517 were rated as
39%	95%
January 2024 Poli	ce Injury Report:

Ofc. Caswell - Abrasion Cervical; Abrasion to hands; Cervical Strain

Ofc. Lowe - Head; Right Hand; Left Shoulder

Ofc. Stewart - Healing Abrasion Doesum Right and Left Hand

### January 2024 Events: Recruitment Team at the Auto Show, Yearly in-service training











#### JANUARY 2024 MAJOR ARREST SUMMARY

ARREST DESCRIPTION	COUNT
AGGRAVATED ASSAULT	5
VEAPONS OFFENSE - OTHER	4
VEAPONS OFFENSE - CONCEALED	2
MOTOR VEHICLE THEFT	1

2021

2022

2023

2024

2020

2022

2021

2019

2020

2023

### JANUARY 2024 KENTWOOD FIRE DEPARTMENT REPORT

SUMMARY					JANUARY 2024 RESPONSE	SUMMARY	5 YR YTD TOTAL RESPONSES
NFIRS INCIDENT TYPE SERIES	JAN 2024	2024 YTD	2023 YTD	YTD CHANGE		<ul><li>Fire</li><li>Overpressure,</li></ul>	477
Fire	10	10	5	100.00%		Explosion	
Explosion, Excessive Heat	2	2	1		11% <sup>2%</sup> / <sup>0%</sup>	EMS	
EMS	301	301	295	2.03%		Hazard	
Hazardous Condition, Standby	42	42	17	147.06%	2%		411
Service	11	11	8	37.50%	63%	Service	
Good Intent	61	61	29	110.34%	9%		367 372 367
False	50	50	17	194.12%		Good Intent	
Other	0	0	0			False	
TOTAL	477	477	372	28.23%			2020 2021 2022 2023 2024

JANUARY FIRES		5 YR YTD RESPONSE TYPE SUMMARY	YTD CALLS	S BY STATION
Building	Nature Trail-2, Lincolnshire, Hammond		180	176
Chimney	Sherwood	nill		101
Cooking	Majestic, Kalamazoo			121
Vehicle	58th, Sable Ridge	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		
Other-burned shirt	Lake Eastbrook	the trong the hard con tay other		
		■ 2020 ■ 2021 ■ 2022 ■ 2023 ■ 2024	Sta 1	Sta 2 Sta 3

JANUARY AID BY DE (Multiple departments)	PARTMENT s may respo	Ind to single incident)			YTD AID	
Mutual		Automatic				
DEPARTMENT	Given	Reason	Received	Reason		6
Caledonia	1	Cancelled				
Cascade	6	Bldg, 2 EMS, 2 cancelled	3	2 MVA, <u>Smoke</u>		3
Cutlerville	4	Electrical, cancelled, 2 EMS	2	<u>Smoke, cooking</u>		
Dutton/Gaines	2	<u>Bldg</u> , <u>smoke</u>	2	Electrical, vehicle	1	
Grand Rapids	2	Chimney, cancelled	2	Electrical, smoke		
Wyoming	2	EMS, cancelled			uport	and the solid and all all all all all all all all all al
Airport	1	<u>Cancelled</u>			PIL	and called case cure ance at the who'
						Drifte Clair Clair
						VTD Given 18
					GIVEN	TID Reca 9

JANUARY REASON FOR EMS CALL (excluding Unknown, NA) NARCAN USE NARCAN USE										JAN	2024	2023	YTD
Abdominal Pain	12	Chest Pain	31	Head Injury	3	Pregnancy/Childbirth	5			2024	YTD	YTD	CHANGE
Allergies	3	Choking	1	Headache	2	Psych Prob/Suicide Attempt	3	Times Administered		3	3	4	-25.00%
Altered Mental Status	30	CO/Hazmat	1	Heart Problems	2	Sick	12	_				_	
Assault	1	Seizures	8	Heat/Cold Exposure	1	Stab/Gunshot	0	CASUALTIES	JAN	2024	2023		
Auto vs Pedestrian	2	Diabetic Problem	5	Hemorrhage/Laceration	2	Stroke/CVA	8		2024	YTD	YTD		
Back Pain	2	Drowning	0	Hypotension/Hypertension	3	Traffic Accident	13	Fire Service Injuries	0	0	0		
Breathing Problem	62	Eye Problem	0	Invalid Assist/Lift Assist	4	Traumatic Injury	2	Civilian Injuries	0	0	0		
Burns	0	Falls	37	Medical Alarm	1	Unconscious/Fainting	8	Fire Service Deaths	0	0	0		
Cardiac Arrest/Death	2	GI Bleed	2	Overdose/Ingestion	8	Weak/Lethargic	3	Civilian Deaths	0	0	0		

FIRE PREVENTION BUREAU				
ACTIVITIES	JAN	2024	2023	YTD
	2024	YTD	YTD	CHANGE
Construction Plan Review	19	19	15	26.67%
New Construction	0	0	0	
Remodel	4	4	7	
Sprinkler	7	7	4	
Site Plan	2	2	2	
Fire Alarm/Hood	3	3	2	
Demolition	3	3	0	
Addition	0	0	0	
Annual Business Inspections	202	202	145	39.31%
Annual Initial			60	
Reinspections			85	
Enforcement			0	
Pre-Occupancy Inspections	0	0	0	
Certificate of Occupancy Insp.	9	9	8	
Not Ready	0	0	0	
Walk Through	2	2	1	
Tent Inspections	0	0	0	
Protection/Detection Systems	22	22	13	
Complaint Investigation	0	0	0	
Vacant/Closed Businesses	1	1	3	
Investigations	2	2	1	
Smoke Detector Installations	79	79	33	139.39%
CO Alarm Installations	24	24	7	242.86%

CHEMICAL INVENTORY SURVEYS	JAN 2024	2024 YTD	2023 YTD	CHANGE
Surveys returned	0	0	772	







Stove fire on January 17, 2024 on Nature Trail Dr. spread through apartment. Four other units were damaged and residents were displaced.



# STATE OF MICHIGAN IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

In the matter of the petition of the City Treasurer of the City of Kentwood to strike the 2018 and prior years' Personal Property taxes from the rolls. File No.

# WAIVER AND CONSENT

NOW COMES, Dan Kasunic, Clerk of the City of Kentwood and acknowledges receipt of the 2018 and prior years' Delinquent Personal Property Tax Report and the Statement of Attempt to Collect the 2018 and prior years' personal property taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the Entry of Judgment on the petition.

Dated \_\_\_\_\_,2024

Dan Kasunic, Clerk City of Kentwood



January 16, 2024

# STATEMENT OF ATTEMPT TO COLLECT DELINQUENT PERSONAL PROPERTY TAXES

In accordance with Section 211.56A of the tax law, personal property taxes, which have been delinquent for five years or more, shall be stricken from the tax rolls.

As Treasurer of the City of Kentwood, I and my predecessors in office, have exercised due diligence in an effort to collect the personal property taxes listed in the Tax Report attached to this statement. These efforts have included sending multiple past due notices, telephone calls, personal collection visits, to the persons and/or businesses and small claims cases.

To the best of my knowledge and information, the personal property taxes listed in this report are, and remain, uncollectable, and should be stricken from the tax roll.

I have enclosed a "Waiver and Consent" regarding the 2018 and prior year's personal property taxes. Please obtain the necessary approval for execution of the enclosed Waiver and Consent form and <u>return the ORIGINAL COPY it to my attention no later than March 1,</u> 2024 or your earliest convenience.

Thank you very much for your prompt attention to this matter.

Sincerely, hil A

Laurie Sheldon, MiCPT ACPFA ACPFIM MCAT City of Kentwood Treasurer

### TAX SPREAD REPORT FOR CITY OF KENTWOOD

Page: 1/2 DB: Kentwood

### Tax Year: 2018 Calculated As of: 12/31/2023 POPULATION: All Records

SCHOOL: 41050 YEAR: 2018 TAX TYPE TAX NAME	MILLS	BILLED	PAID	DUE
SCHOOL OPERATING School Operating SCHOOL OTHER School Debt STATE EDUCATION State Educ. Tax	8.92260 3.50000 6.00000	6,787.08 11,093.06 1,905.97	5,929.07 10,065.46 1,040.17	858.01 1,027.60 865.80
TOTALS: SCHOOL 41050 2018	0.00000	0.00	0.00	0.00
		,	·	,
SCHOOL: 41110 YEAR: 2018 TAX TYPE TAX NAME	MILLS	BILLED	PAID	DUE
SCHOOL OPERATINGSchool OperatingSCHOOL OTHERSchool DebtSTATE EDUCATIONState Educ. TaxSCHOOL OPER FCSchool Operating	9.00000 3.94870 6.00000 0.00000	435.07 572.57 212.40 0.00	226.87 298.57 4.20 0.00	208.20 274.00 208.20 0.00
TOTALS: SCHOOL 41110 2018		1,220.04	529.64	690.40
SCHOOL: 41140 YEAR: 2018				
TAX TYPE TAX NAME	MILLS	BILLED	PAID	DUE
SCHOOL OPERATINGSchool OperatingSCHOOL OTHERSchool DebtSTATE EDUCATIONState Educ. TaxSCHOOL OPER FCSchool Operating	8.80440 3.66000 6.00000 0.00000	3,479.45 2,773.72 1,655.03 0.00	1,661.18 1,353.59 622.25 0.00	1,818.27 1,420.13 1,032.78 0.00
TOTALS: SCHOOL 41140 2018		7,908.20	3,637.02	4,271.18
SCHOOL: 41160 YEAR: 2018 TAX TYPE TAX NAME	MILLS	BILLED	PAID	DUE
SCHOOL OPERATING School Operating SCHOOL OTHER School Debt STATE EDUCATION State Educ. Tax SCHOOL OPER FC School Operating	9.00000 2.92500 6.00000 0.00000	29,639.76 66,885.78 22,547.12 0.00	19,254.93 57,465.19 13,562.51 0.00	10,384.83 9,420.59 8,984.61 0.00
TOTALS: SCHOOL 41160 2018		119,072.66	90,282.63	28,790.03
UNIT: 00000 YEAR: 2018 TAX NAME	MILLS	BILLED	PAID	DUE
CITY OPERATING CITY POLICE/FIRE CITY LIBRARY LOCAL ADMIN LOCAL INTRST	$\begin{array}{c} 0.00000\\ 2.99460\\ 6.26200\\ 0.35000\\ 0.00000\\ 0.00000\\ 0.00000\end{array}$	$\begin{array}{c} 0.00\\ 34,529.70\\ 72,207.80\\ 4,035.01\\ 4,220.24\\ 16,140.75\end{array}$	0.00 28,995.17 60,632.96 3,388.58 3,365.76 4,568.53	0.00 5,534.53 11,574.84 646.43 854.48 11,572.22
TOTALS: UNIT 00000 2018		131,133.50	100,951.00	30,182.50
County Tax YEAR: 2018 TAX NAME	MILLS	BILLED	PAID	DUE
KENT COUNTY KCOUNTY-JAIL KCOUNTY-SENIOR KCOUNTY-VETERAN KCOUNTY-ZOO/MUS KCOUNTY-EARLYCHD TOTALS: County Tax 2018	4.28030 0.78280 0.49580 0.04950 0.43630 0.25000	49,356.06 12,059.67 7,636.69 759.57 6,720.37 3,850.90 80,383.26	41,444.56 10,398.39 6,585.22 655.96 5,795.01 3,320.67 68,199.81	7,911.50 1,661.28 1,051.47 103.61 925.36 530.23 12,183.45
College Tax YEAR: 2018			•	
TAX NAME	MILLS	BILLED	PAID	DUE
GR COMM COLLEGE	1.77160	20,427.18	17,153.26	3,273.92
TOTALS: College Tax 2018		20,427.18	17,153.26	3,273.92
I.S.D. Tax YEAR: 2018				

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By:	sheldonl

TAX SPREAD REPORT FOR CITY OF KENTWOOD

Page: 2/2 DB: Kentwood

Tax	Year:	2018	Calcula	ated	As	of:	12/31	/2023
		POPUI	LATION:	A11	Red	cords	3	

KENT ISD	5.64650	65,110.04	54,673.12	10,436.92
TOTALS: I.S.D. Tax 2018		65,110.04	54,673.12	10,436.92
Library Tax YEAR: 2018 TAX NAME	MILLS	BILLED	PAID	DUE
KENT LIBRARY	1.27330	19,617.64	16,914.84	2,702.80
TOTALS: Library Tax 2018		19,617.64	16,914.84	2,702.80
Other 1 YEAR: 2018 TAX NAME	MILLS	BILLED	PAID	DUE
TRANSIT TAX	1.46580	16,900.53	14,192.08	2,708.45
TOTALS: Other 1 2018		16,900.53	14,192.08	2,708.45
Spec, Assess, YEAR: 2018 TAX NAME	MILLS	BILLED	PAID	DUE
DEL FALSE ALARM RETURNED CK FEE	DEL FALSE	50.00 90.00	50.00 30.00	0.00 60.00
TOTALS: Spec. Assess. 2018		140.00	80.00	60.00
TOTALS (569 PARCELS)		481,699.16	383,648.10	98,051.06

Owner Parcel # Tax Year Tax Due DAVIS MARY 4378 BROOKHAVEN PL SE KENTWOOD MI 49512 41-18-13-126-601 2018 111.24 KOOIKER AMY 4400 BROOKHAVEN PL SE KENTWOOD MI 49512 41-18-13-126-604 2018 27.89 DEVRIES VICKI 4447 BROOKHAVEN PL SE KENTWOOD MI 49512 41-18-13-126-619 2018 67.02 TOVEY BENJAMIN 4281 BROOKMERE DR SE KENTWOOD MI 49512 41-18-13-126-634 2018 10.54 WIECZOREK JENNIFER 4295 BROOKMERE DR SE KENTWOOD MI 49512 41-18-13-126-637 2018 145.30 BRAZIER LELA 4387 BROOKMERE DR SE KENTWOOD MI 49512 41-18-13-126-652 2018 27.89 PEKELDER BENJAMIN JR 4401 BROOKMERE DR SE KENTWOOD MI 49512 41-18-13-126-654 2018 13.66 CHILLA REBECCA 4423 BROOKMERE DR SE KENTWOOD MI 49512 41-18-13-126-660 2018 109.65 THOMPSON CALISTA 4393 OVERLOOK TERRACE SE KENTWOOD MI 49512 41-18-13-126-694 2018 94,99 KUTA JOHN 4394 OVERLOOK TERRACE SE KENTWOOD MI 49512 41-18-13-126-695 2018 67.02 ARGUETA JOSE 4400 OVERLOOK TERRACE SE KENTWOOD MI 49512 41-18-13-126-699 2018 100.57 WILSON JUDY 4440 OVERLOOK TERRACE SE KENTWOOD MI 49512 41-18-13-126-708 2018 49.22 VANTUINEN SUSAN 4289 ROLLING ACRES DR SE KENTWOOD MI 49512 41-18-13-126-719 2018 94.99 GERBER DALE 4309 ROLLING ACRES DR SE KENTWOOD MI 49512 41-18-13-126-724 2018 33.46 GLEASON RANDI 4323 ROLLING ACRES DR SE KENTWOOD MI 49512 41-18-13-126-728 2018 33.46 BAKER JEREMIAH 4343 ROLLING ACRES DR SE KENTWOOD MI 49512 41-18-13-126-735 2018 44.65 STERKENBERG RONALD 3032 SLATER AVE SE KENTWOOD MI 49512 41-18-13-126-741 2018 72.62 KOVACEVIC SUANITA 3044 SLATER AVE SE KENTWOOD MI 49512 41-18-13-126-743 2018 60.62 RANDOLPH SHAUN 4343 TERRACE LN SE KENTWOOD MI 49512 41-18-13-126-773 2018 134.11 AYERS BENJAMIN 3115 VISTABROOK AVE SE KENTWOOD MI 49512 41-18-13-126-789 2018 33.46 MYERS ANNE 4432 BROOKMERE DR SE KENTWOOD MI 49512 41-18-13-126-796 2018 170.67 CASTILLO JESUS 4892 AMERICAN AVE SE KENTWOOD MI 49548 41-18-30-326-603 2018 13.66 TIMINSKIS CAROL 295 BUDDY ST SE KENTWOOD MI 49548 41-18-30-326-614 2018 79.72 RODRIQUEZ FRANCISCO 343 BUDDY ST SE KENTWOOD MI 49548 41-18-30-326-618 2018 23.59 MAI HUONG 4893 CHAMPION DR SE KENTWOOD MI 49548 41-18-30-326-622 2018 51.21 EDELYN RON 4944 CHAMPION DR SE KENTWOOD MI 49548 41-18-30-326-625 2018 96.81

Owner

Tax Year: 2018 Calculated As of: 12/31/2023 POPULATION: All Records Page: 2/10 DB: Kentwood

Parcel # Tax Year Tax Due BROWN JOHN 294 KROPF ST SE KENTWOOD MI 49548 41-18-30-326-654 2018 92.76 ALLOWAY DENNIS 4818 MARLETTE AVE SE KENTWOOD MI 49548 41-18-30-326-660 2018 62.60 YARBROUGH TAMAKA 4862 MARLETTE AVE SE KENTWOOD MI 49548 41-18-30-326-672 2018 39.82 BGELOW GARY 4886 MARLETTE AVE SE KENTWOOD MI 49548 41-18-30-326-677 2018 74.00 SMITH SHARON 4893 MARLETTE AVE SE KENTWOOD MI 49548 41-18-30-326-679 2018 45.49 RAUSER SUSAN ESTATE 4956 MARLETTE AVE SE KENTWOOD MI 49548 41-18-30-326-689 2018 16.63 HARRIS TERRA 4980 MARLETTE AVE SE KENTWOOD MI 49548 41-18-30-326-693 2018 59.00 FALBE KRYSTAL 4992 MARLETTE AVE SE KENTWOOD MI 49548 41-18-30-326-695 2018 78.84 CONNOR JR MIKE 4971 MARLETTE AVE SE KENTWOOD MI 49548 41-18-30-326-697 2018 49.53 OWNER/OCCUPANT 4945 MARLETTE AVE SE KENTWOOD MI 49548 41-18-30-326-698 2018 45.49 SHANNON GREG 4921 MARLETTE AVE SE KENTWOOD MI 49548 41-18-30-326-699 2018 53.67 KOLT TIMOTHY 4869 NEW MOON DR SE KENTWOOD MI 49548 41-18-30-326-701 2018 84.54 DUPREE RONALD 4971 NEW MOON DR SE KENTWOOD MI 49548 41-18-30-326-708 2018 34.10 OWENS JACK ESTATE 318 TRAVELO ST SE KENTWOOD MI 49548 41-18-30-326-713 2018 74.00 CRISOSTOMO KEVIN 266 VINDALE ST SE KENTWOOD MI 49548 41-18-30-326-718 2018 62.60 OWNER/OCCUPANT 284 VINDALE ST SE KENTWOOD MI 49548 41-18-30-326-722 2018 28.43 DUPREE BETTY 295 VINDALE ST SE KENTWOOD MI 49548 41-18-30-326-724 2018 85.40 BURGESS TERRY 308 VINDALE ST SE KENTWOOD MI 49548 41-18-30-326-727 2018 51.21 HILL CAROLYN 338 VINDALE ST SE KENTWOOD MI 49548 41-18-30-326-733 2018 47.51 BROOKS CHAD 253 WANDERCREST ST SE KENTWOOD MI 49548 41-18-30-326-737 2018 28.43 TANNER KYLE 311 WANDERCREST ST SE KENTWOOD MI 49548 41-18-30-326-749 2018 7.84 WILDER MARCUS 318 WANDERCREST ST SE KENTWOOD MI 49548 41-18-30-326-751 2018 62.60 WINDMILL POINTE MHC 588 48TH ST SE KENTWOOD MI 49548 41-18-30-401-614 2018 7.84 RUBIO-CURIEL LILIANA 471 DANIEL ST SE KENTWOOD MI 49548 41-18-30-401-616 2018 56.93 HODGE KANE 488 DANIEL ST SE KENTWOOD MI 49548 41-18-30-401-620 2018 28.43 WINDMILL POINTE MHC 588 48TH ST SE KENTWOOD MI 49548 41-18-30-401-621 2018 10.99

POPULATION: All Records

Page: 3/10 DB: Kentwood

Owner Parcel # Tax Year Tax Due CALKINS CHRIS 508 DANIEL ST SE KENTWOOD MI 49548 41-18-30-401-624 2018 34.10 LEMUS FRANCISCO 509 DANIEL ST SE KENTWOOD MI 49548 41-18-30-401-625 2018 14,14 WINDMILL POINTE MHC 588 48TH ST SE KENTWOOD MI 49548 41-18-30-401-628 2018 39.82 GONZALAZ DANIEL 538 DANIEL ST SE KENTWOOD MI 49548 41-18-30-401-632 2018 39.82 RODRIGUEZ-TURCIOS SANDY 551 DANIEL ST SE KENTWOOD MI 49548 41-18-30-401-635 2018 85.40 WINDMILL POINT MHC 559 DANIEL ST SE KENTWOOD MI 49548 41-18-30-401-637 2018 39.82 STELZER MARTHA 407 GARLAND ST SE KENTWOOD MI 49548 41-18-30-401-645 2018 39.82 MURPHY VICKY 450 GARLAND ST SE KENTWOOD MI 49548 41-18-30-401-648 2018 39.82 VANSTRIEN JACK 455 GARLAND ST SE KENTWOOD MI 49548 41-18-30-401-649 2018 30.67 GANDARA PORFIRIO 469 GARLAND ST SE KENTWOOD MI 49548 41-18-30-401-651 2018 24.69 DURON EDIT 490 GARLAND ST SE KENTWOOD MI 49548 41-18-30-401-657 2018 56.93 CHAVEZ JOSE 499 GARLAND ST SE KENTWOOD MI 49548 41-18-30-401-659 2018 39.82 GROTERS ALEXANDREA 507 GARLAND ST SE KENTWOOD MI 49548 41-18-30-401-661 2018 39.82 WINDMILL POINTE MHC 588 48TH ST SE KENTWOOD MI 49548 41-18-30-401-671 2018 34.10 MEDRANO JULIAN 563 GARLAND ST SE KENTWOOD MI 49548 41-18-30-401-676 2018 51.21 SEPULVEDA ELIZABETH 564 GARLAND ST SE KENTWOOD MI 49548 41-18-30-401-677 2018 53.67 SALVADOR-EUGENIO CRESCENCIO 490 JENNIFER ST SE KENTWOOD MI 49548 41-18-30-401-697 2018 34.10 SOSA YARITZA 502 JENNIFER ST SE KENTWOOD MI 49548 41-18-30-401-698 2018 67.72 WINDMILL POINTE MHC 588 48TH ST SE KENTWOOD MI 49548 41-18-30-401-708 2018 10.99 MOODY TIFFANY 427 JESSICA ST SE KENTWOOD MI 49548 41-18-30-401-720 2018 28.43 VIALET-PENA JULIAN 436 JESSICA ST SE KENTWOOD MI 49548 41-18-30-401-723 2018 51.21 KILE JR DONALD 534 JESSICA ST SE KENTWOOD MI 49548 41-18-30-401-746 2018 74.00 WINDMILL POINT MHC 588 48TH ST SE KENTWOOD MI 49548 41-18-30-401-756 2018 12.32 HOOGSTRA TROY 579 JESSICA ST SE KENTWOOD MI 49548 41-18-30-401-757 2018 39.82 WONDRON VICKI 4862 MADISON AVE SE KENTWOOD MI 49548 41-18-30-401-761 2018 7.84 WHITE LEE 4891 MADISON AVE SE KENTWOOD MI 49548 41-18-30-401-771 2018 28.43

Tax Year: 2018 Calculated As of: 12/31/2023 POPULATION: All Records

Owner Parcel # Tax Year Tax Due OCHOA JANNETTE 4895 MADISON AVE SE KENTWOOD MI 49548 41-18-30-401-774 2018 30.90 ROSARIO ELVIS 4945 MADISON AVE SE KENTWOOD MI 49548 41-18-30-401-785 2018 55.06 COLLADO-VIALET RAMONA 4946 MADISON AVE SE KENTWOOD MI 49548 41-18-30-401-786 2018 119.58 SEVERINO JOSEFINA 4966 MADISON AVE SE KENTWOOD MI 49548 41-18-30-401-792 2018 34.10 WINDMILL POINTE MHC 588 48TH ST SE KENTWOOD MI 49548 41-18-30-401-805 2018 39.82 DIAZ JUAN 4878 PAMELA AVE SE KENTWOOD MI 49548 41-18-30-401-808 2018 45.49 LOPEZ-DE-LA CRUZ MARIA 4898 PAMELA AVE SE KENTWOOD MI 49548 41-18-30-401-814 2018 45.49 SALAZAR KARLA 4917 PAMELA AVE SE KENTWOOD MI 49548 41-18-30-401-816 2018 17.29 SAYWER CAROLE 484 PRINCE ALBERT ST SE KENTWOOD MI 49548 41-18-30-401-838 2018 96.81 JIMENEZ SAMUEL 497 PRINCE ALBERT ST SE KENTWOOD MI 49548 41-18-30-401-842 2018 28.43 GUZMAN MELISSA 512 PRINCE ALBERT ST SE KENTWOOD MI 49548 41-18-30-401-846 2018 26.38 NGUYEN MINH 519 PRINCE ALBERT ST SE KENTWOOD MI 49548 41-18-30-401-847 2018 34.10 CASTRO FRANSCISCO 526 PRINCE ALBERT ST SE KENTWOOD MI 49548 41-18-30-401-850 2018 7.84 WINDMILL POINTE MHC 588 48TH ST SE KENTWOOD MI 49548 41-18-30-401-853 2018 28.43 VIRAMONTES CEASER 563 PRINCE ALBERT ST SE KENTWOOD MI 49548 41-18-30-401-861 2018 68.30 WINDMILL POINTE MHC 588 48TH ST SE KENTWOOD MI 49548 12.55 41-18-30-401-871 2018 QUINTINO ROSA 468 SLUYTER ST SE KENTWOOD MI 49548 41-18-30-401-878 2018 91.09 WINDMILL POINTE MHC 588 48TH ST SE KENTWOOD MI 49548 41-18-30-401-879 2018 28.43 WINDMILL POINTE MHC 588 48TH ST SE KENTWOOD MI 49548 41-18-30-401-880 2018 39.82 HAVEMAN AMANDA 517 SLUYTER ST SE KENTWOOD MI 49548 41-18-30-401-889 2018 62.60 WINDMILL POINTE MHC 588 48TH ST SE KENTWOOD MI 49548 41-18-30-401-901 2018 39.82 WINDMILL POINTE MHC 588 48TH ST SE KENTWOOD MI 49548 41-18-30-401-905 2018 28.43 CHRISTOPHER TIMMER 4908 VICTORIA AVE SE KENTWOOD MI 49548 41-18-30-401-926 2018 28.43 GOSS STEVE 4928 VICTORIA AVE SE KENTWOOD MI 49508 41-18-30-401-928 2018 39.82 RAMIREZ RENE 4990 VICTORIA AVE SE KENTWOOD MI 49548 41-18-30-401-935 28.43 2018 WARE KASSINDA 114 BARKWAY ST SE KENTWOOD MI 49548 41-18-31-352-603 2018 33.46

Tax Year: 2018 Calculated As of: 12/31/2023 POPULATION: All Records Page: 5/10 DB: Kentwood

Owner Parcel # Tax Year Tax Due BRISTLE CHRISTOPHER 138 BARKWAY ST SE KENTWOOD MI 49548 41-18-31-352-609 2018 33.46 VERAS LESLIE 170 BARKWAY ST SE KENTWOOD MI 49548 41-18-31-352-617 2018 50.25 BROWN JESSICA 171 BARKWAY ST SE KENTWOOD MI 49548 41-18-31-352-618 2018 67.02 SOTO JASON 206 BARKWAY ST SE KENTWOOD MI 49548 41-18-31-352-624 2018 33.46 WILLEMSTEIN APRIL 530 NORTH AVE NE GRAND RAPIDS MI 49503-1609 41-18-31-352-639 2018 52.63 HOWE WILLIAM 188 DEBAAR ST SE KENTWOOD MI 49548 41-18-31-352-668 2018 9.09 HOWELL LAURA 192 DEBAAR ST SE KENTWOOD MI 49548 41-18-31-352-669 2018 44.65 SCHUTZ BRANDON 200 DEBAAR ST SE KENTWOOD MI 49548 41-18-31-352-671 2018 33.46 HICKERTY TERRY 201 DEBAAR ST SE KENTWOOD MI 49548 41-18-31-352-672 2018 44,65 ROSE HEATHER 5853 ELDEE DR SE KENTWOOD MI 49548 41-18-31-352-680 2018 9.09 VOGELGESANG SHAWN 5891 ELDEE DR SE KENTWOOD MI 49548 41-18-31-352-689 2018 19.74 ONTIS DIANE 5911 ELDEE DR SE KENTWOOD MI 49548 41-18-31-352-695 2018 59.45 ROWAN PAMELA 168 FESCUE ST SE KENTWOOD MI 49548 41-18-31-352-703 2018 55.57 FRAZIER CALVIN 204 FESCUE ST SE KENTWOOD MI 49548 41-18-31-352-708 2018 76.05 COLLINS HUGH 246 FESCUE ST SE KENTWOOD MI 49548 41-18-31-352-719 2018 27.89 LAZOSKI NICHOLAS 281 FESCUE ST SE KENTWOOD MI 49548 41-18-31-352-731 2018 106.13 HAYES ALBERTA 5933 FIRESIDE DR SE KENTWOOD MI 49548 41-18-31-352-751 2018 27.89 GRAVES JERIELU 5875 FREETON DR SE KENTWOOD MI 49548 41-18-31-352-758 2018 27.89 OTTINO CREDENCE 5883 FREETON DR SE KENTWOOD MI 49548 41-18-31-352-759 2018 39.06 RAMIREZ-MENDOZA JHONY 220 RUNIDO ST SE KENTWOOD MI 49548 41-18-31-352-775 2018 67.02 DELEON-REYES ABELINO 250 RUNIDO ST SE KENTWOOD MI 49548 41-18-31-352-779 2018 27.89 GADSON RUTH 272 RUNIDO ST SE KENTWOOD MI 49548 41-18-31-352-784 2018 50.25 ROOP SUZANNE 280 RUNIDO ST SE KENTWOOD MI 49548 41-18-31-352-785 2018 50.25 DIAZ ARMANDO 285 RUNIDO ST SE KENTWOOD MI 49548 41-18-31-352-786 2018 53.02 LEWIS JAZNIQUE 302 RUNIDO ST SE KENTWOOD MI 49548 41-18-31-352-790 2018 12.13 BERGHORST MARILYN 419 BELLEWOOD DR SE KENTWOOD MI 49548 41-18-31-402-602 2018 35.52

Owner Parcel # Tax Year Tax Due HISCOCK HERB 427 BELLEWOOD DR SE KENTWOOD MI 49508 41-18-31-402-603 2018 33.46 REXFORD AMBER 519 BELLEWOOD DR SE KENTWOOD MI 49548 41-18-31-402-617 2018 78.22 ROBERTSON BENNIE 5661 BELLEWOOD CT SE KENTWOOD MI 49548 41-18-31-402-631 2018 134.24 SEHR BRIAN 520 CURVEBROOK DR SE KENTWOOD MI 49548 41-18-31-402-652 2018 27.89 BRONNER ROBIN 521 CURVEBROOK DR SE KENTWOOD MI 49548 41-18-31-402-653 2018 9.28 VILLARREAL ERICA 523 CURVEBROOK DR SE KENTWOOD MI 49548 41-18-31-402-654 2018 27.89 PELAK BRANDON 525 CURVEBROOK DR SE KENTWOOD MI 49548 41-18-31-402-656 2018 27.89 RENIS SHAWN 529 CURVEBROOK DR SE KENTWOOD MI 49548 41-18-31-402-659 2018 83.78 WILDFONG LISA 545 CURVEBROOK DR SE KENTWOOD MI 49548 41-18-31-402-668 2018 59.45 SORGS JESSICA 547 CURVEBROOK DR SE KENTWOOD MI 49548 41-18-31-402-669 2018 44.65 HERBSTREITH TYLER 5657 KELEKENT AVE SE KENTWOOD MI 49548 41-18-31-402-682 2018 27.89 VO JENNY 5686 KELEKENT AVE SE KENTWOOD MI 49548 41-18-31-402-689 2018 50.25 WILLIAMS WENDY 5711 KELEKENT AVE SE KENTWOOD MI 49548 41-18-31-402-695 2018 44.65 NEAD BRITTANY 5719 KELEKENT AVE SE KENTWOOD MI 49548 41-18-31-402-697 2018 33.46 GONZALES LONGORIA JOSE 5755 KELEKENT AVE SE KENTWOOD MI 49548-5925 41-18-31-402-700 27.89 2018 PERALES-MARLINK SHALEE 5771 KELEKENT AVE SE KENTWOOD MI 49548 41-18-31-402-704 2018 39.06 RUSSELL KD 5779 KELEKENT AVE SE KENTWOOD MI 49548 41-18-31-402-706 2018 33.46 HOORT LAURIE 5686 PINEBELL CT SE KENTWOOD MI 49548 41-18-31-402-714 2018 27.89 BEELER DANIEL 5688 PINEBROOK DR SE KENTWOOD MI 49548 41-18-31-402-728 2018 44.65 YANCY JAYLYNNE 5711 PINEBROOK DR SE KENTWOOD MI 49548 41-18-31-402-734 2018 61.42 PERRY MORNIKE 504 SANDY ST SE KENTWOOD MI 49548 41-18-31-402-750 2018 12.16 DITTMER DIANA 545 SANDY ST SE KENTWOOD MI 49548 41-18-31-402-759 2018 39.06 CORRALES ANDREA YULISSA 5715 SANDY CT SE KENTWOOD MI 49548 41-18-31-402-766 2018 15.18 FOWLER MAXWELL 5725 SANDY CT SE KENTWOOD MI 49548 41-18-31-402-773 2018 61.42 DANIELS DOROTHY 5741 SANDY CT SE KENTWOOD MI 49548 41-18-31-402-783 2018 16.70HODGES JASON 5696 KELEKENT AVE SE KENTWOOD MI 49548 41-18-31-402-784 2018 39.06

Tax Year

GINGA COURTS LLC 4501 STAUFFER AVE SE KENTWOOD MI 49512

Tax Due

Owner Parcel #

41-50-65-009-010 2018 1,264.51 GADGET GURUS 1716 44TH ST SE KENTWOOD MI 49508 41-50-65-009-051 2018 605.88 KENTWOOD FUEL INC 1980 44TH ST SE KENTWOOD MI 49508 41-50-65-009-055 2018 303.99 ATILA TRUCKING 3828 44TH ST SE KENTWOOD MI 49512 41-50-65-009-067 2018 61.70 TECH NOVELTY 4469 BRETON AVE SE KENTWOOD MI 49512 41-50-65-009-111 2018 294.12 GRAND RAPIDS FITNESS 3111 BROADMOOR AVE SE KENTWOOD MI 49512 41-50-65-009-113 2018 1,009.82 SERENITY HAIR STUDIO 4306 DIVISION AVE SE KENTWOOD MI 49512 41-50-65-009-132 2018 7.75 MITTEN VAPORS 4358 DIVISION AE SE KENTWOOD MI 49508 41-50-65-009-135 2018 229.35 ICON TECHNOLOGY SYSTEMS 8850 TERABYTE CT RENO NV 89521 41-50-65-009-148 2018 579.52 MINHS NAIL ART DEZINE 118 ROSEMARY ST SE GRAND RAPIDS MI 49507-3450 41-50-65-009-153 2018 260.84 M C SPORTING GOODS DIST INC PO BOX 888817 GRAND RAPIDS MI 49588-8817 41-50-65-014-480 27,381.28 2018 MICH LEASING & FINANCIAL 3223 KRAFT AVE SE, STE C GRAND RAPIDS MI 49512-2075 41-50-65-014-963 2018 70.19 MICHAEL R JARVIS DO PC PO BOX 818 ADA MI 49301 41-50-65-015-002 2018 307.84 SUNRISE DESIGNS 3110 32ND ST SE KENTWOOD MI 49512-1736 41-50-65-017-916 2018 504.87 TOMMY'S EXPRESS 581 OTTAWA AVE STE 300 KENTWOOD MI 49423 41-50-65-020-119 2018 657.77 CHETTLEBURGH & ASSOCIATES INC 754 LYON ST NE GRAND RAPIDS MI 49503-3544 41-50-65-024-193 2018 680.07 U S INVESTIGATIONS SERVICES 3349 MICHELSON DR STE 150 IRVINE CA 92612-8881 41-50-65-024-819 2018 34.67 ENTERPRISE IRON & METAL INC 850 PANNELL AVE NW GRAND RAPIDS MI 49504-2812 41-50-65-024-838 2018 100.92 GOLDEN OUTLET 1992 PAVILION DR SW BYRON CENTER MI 49315-8066 41-50-65-025-408 2018 297.40 AMERICAN GRANITE & TILE LLC 3480 BROADMOOR AVE SE STE KENTWOOD MI 49512-8182 41-50-65-025-677 2018 3,530.18 CHARLOTTE RUSSE INC #312 630 N CENTRAL EXPY STE A PLANO TX 75074-6897 41-50-65-025-744 2018 597.48 44TH STREET HOME 2720 44TH ST SE KENTWOOD MI 49512-3805 41-50-65-025-867 2018 232.63 RED SUN BUFFET 4176 28TH ST SE KENTWOOD MI 49512-1986 41-50-65-026-191 2018 2,788.10 CELERDYNE ENGINEERING LLC 3876 EAST PARIS AVE SE STE KENTWOOD MI 49512-3974 41-50-65-026-604 2018 250.56 WESTERN FOUR DELI PROVISIONS 4380 40TH ST SE STE B KENTWOOD MI 49512 41-50-65-026-709 2018 2,195.40 MEGA CLEAN SYSTEMS 775 SPRINGWOOD DR SE KENTWOOD MI 49548-5803 41-50-65-026-866 2018 39.45

Tax Year

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Owner Parcel # Tax Year: 2018 Calculated As of: 12/31/2023 POPULATION: All Records Page: 8/10 DB: Kentwood

CDV ASSOCIATES PLLC P O BOX 964 ADA MI 49301-0964 41-50-65-026-871 2018 372.62 G-FORCE FITNESS LLC 3876 EAST PARIS AVE SE STE KENTWOOD MI 49512 41-50-65-027-019 2018 1,097.66 FRIEDL STEPHEN F DO PO BOX 818 ADA MI 49301-0818 41-50-65-027-046 2018 78.07 SMARTEST CHOICE CLEANING CO PO BOX 8754 GRAND RAPIDS MI 49518-8754 41-50-65-027-100 2018 100.92 BLAST MASTER LLC 2550 KNAPP NE GRAND RAPIDS MI 49505 41-50-65-027-145 2018 237.04 TREES INC PO BOX 428 GRANT MI 49327-0428 41-50-65-027-267 2018 202.00 LOFTZ FURNITURE 1834 ANTISDALE RD NORTON SHORES MI 49441 41-50-65-027-346 2018 65.78 H H BARNUM CO 4665 44TH ST SE STE A-100 KENTWOOD MI 49512 41-50-65-027-385 2018 673.48 HOPE RESTORED MINISTRIES 1128 ALBERS ST SW WYOMING MI 49509 41-50-65-027-453 2018 78.97 KENNEDY'S AUTO REPAIR & SALES 4426 S DIVISION AVE MOLINE MI 49335 41-50-65-027-620 2018 592.67 MARROW INDUSTRIAL INC 2002 44TH ST SE STE 4 KENTWOOD MI 49508-5010 41-50-65-027-721 2018 100.92 BIKRAM YOGA GRAND RAPIDS 4547 28TH ST SE KENTWOOD MI 49512 41-50-65-027-784 2018 219.48 GREENE LIFE 4633 PATTERSON AVE SE A-1 KENTWOOD MI 49512 41-50-65-027-801 131.81 2018 C E T PHARMACY GRAND RAPIDS LL 2060 EAST PARIS AVE SE STE KENTWOOD MI 49546 41-50-65-027-808 2018 528.42 INTRANATIONAL HOME CARE LLC 2120 44TH ST SE STE 200 KENTWOOD MI 49508 41-50-65-027-962 2018 530.50 NOW DELIVERY 4580 AIR WEST DR SE KENTWOOD MI 49512 41-50-65-027-995 2018 2,801.29 RACER RACER 4159 BROCKTON DR SE STE A KENTWOOD MI 49512 41-50-65-028-022 2018 57.02 CULTIVATION STATION HYDROPONIC 5812 DIVISION AVE SE KENTWOOD MI 49548 41-50-65-028-040 2018 1,005.42 MIDWEST MASSAGE & SALON II LLC 3582 29TH ST SE KENTWOOD MI 49512 41-50-65-028-102 2018 144.83 NU SKIN ENTERPRISES U S INC 75 W CENTER ST PROVO UT 84601 41-50-65-028-153 2018 449.81 NU SKIN ENTERPRISES U S INC 75 W CENTER ST PROVO UT 84601 41-50-65-028-154 2018 439.03 WOK BOX 3325 28TH ST SE KENTWOOD MI 49512 41-50-65-028-213 2018 2,524.65 THE EMPORIUM 4236 CASTLE DR SE GRAND RAPIDS MI 49546-3656 41-50-65-028-228 2018 254.60 GF TRUCKING 2120 44TH ST SE STE 203 KENTWOOD MI 49508 41-50-65-028-261 2018 254.60 DAS EXPEDITED LLC 2140 44TH ST SE STE 302 KENTWOOD MI 49508 41-50-65-028-265 2018 43.85 FLAMINGO EXPRESS 2150 44TH ST SE STE 214 GRAND RAPIDS MI 49508-5095 41-50-65-028-267 2018 254.60

Tax Year: 2018 Calculated As of: 12/31/2023 POPULATION: All Records

Owner Tax Due Parcel # Tax Year WEST MICHIGAN EXPRESS 3680 44TH ST SE STE 13 KENTWOOD MI 49512 41-50-65-028-272 2018 159.34 BENJAMINS BEAVER CREEK TRAVEL 4635 44TH ST SE STE 204 KENTWOOD MI 49512 41-50-65-028-284 2018 516.31 ELITE STYLES 761 48TH ST SE KENTWOOD MI 49548 41-50-65-028-289 2018 260.84 HUMMER CUSTOM HOMES 5501 STOWHILL DR KENTWOOD MI 49508 41-50-65-028-291 2018 260.84 COMPU TV 4394 AIR WEST DR SE KENTWOOD MI 49512 41-50-65-028-295 2018 254.60 DRAPER 3230 BROADMOOR AVE SE STE B KENTWOOD MI 49512 41-50-65-028-308 2018 43.85 CORIX UTILITIES INC 3759 BROADMOOR AVE SE STE B KENTWOOD MI 49512 41-50-65-028-318 2018 504.87 DETROIT PUMP & MFG 4800 BROADMOOR AVE SE KENTWOOD MI 49512 41-50-65-028-325 2018 439.03 RELAXATION BODYWORKS 4834 DIVISION AVE SE KENTWOOD MI 49548 41-50-65-028-332 2018 260.84 RADIO LA TREMENDA DE MICHIGAN 4830 DIVISION AVE SE KENTWOOD MI 49548 41-50-65-028-334 2018 260.84 MPH AUTO 4860 DIVISION AVE SE KENTWOOD MI 49548 41-50-65-028-335 2018 517.28 CURL ME CRAZY 4922 DIVISION AVE SE KENTWOOD MI 49548 41-50-65-028-336 2018 67.40 HEBREWS COFFEEHOUSE 5010 DIVISION AVE SE KENTWOOD MI 49548 41-50-65-028-337 44.93 2018 SKAPES LANDSCAPE MAINTENANCE 5208 DIVISION AVE SE KENTWOOD MI 49548 41-50-65-028-338 2018 260.84 IBUTTERNAILZ STUDIO 400 IONIA AVE SW, APT 227 GRAND RAPIDS MI 49503-3121 41-50-65-028-351 254.60 2018 SPA & FACIAL RELAXSTATION 4524 DIVISION AVE SE KENTWOOD MI 49548-4307 41-50-65-028-365 2018 56.53 ARMS INSURANCE 3010 SHAFFER AVE SE STE 6 KENTWOOD MI 49512 41-50-65-028-367 2018 254.60 INNOVATIVE CLIENT CONNECTIONS 2450 44TH ST SE STE 106 KENTWOOD MI 49512 41-50-65-028-370 2018 504.87 GALAXY BUSINESS CONSULTING 2450 44TH ST SE STE 302 KENTWOOD MI 49512 41-50-65-028-374 2018 504.87 EASY LEASEBACKS 580 CASCADE WEST PKWY SE GRAND RAPIDS MI 49546 41-50-65-028-377 2018 254.60 DAD'S CLASSIC GRILL 3195 28TH ST SE FC103 KENTWOOD MI 49512 41-50-65-028-407 2018 759.53 GRAY GABLES TRANSPORTATION LLC PO BOX 888832 GRAND RAPIDS MI 49588-8832 41-50-65-028-413 2018 219.48 BLACKPORT SOLUTIONS LLC 4460 44TH ST SE STE C44 KENTWOOD MI 49512 41-50-65-028-452 2018 439.03 METRO PCS / SHAOTHA INC 808 S CENTER RD STE 3 FLINT MI 48506-4147 41-50-65-028-497 2018 439.03 PUPUSERIA SAN MIGUEL LLC 4346 DIVISION AVE SE KENTWOOD MI 49548 41-50-65-028-502 2018 224.88 ESTAFF INC 631 E 234TH ST BRONX NY 10466-2701 41-50-65-028-508 2018 439.03
01/16/2024 DELINQUENT TAXES DUE FOR CITY OF KENTWOOD 01:07 PM By: sheldonl Tax Year: 2018 Calculated As of: 12/31/2023 POPULATION: All Records Owner Parcel # Tax Year Tax Due TEAM MALKOC MMA & FITNESS 5750 SUGARBERRY DR SE KENTWOOD MI 49512 41-50-65-028-509 2018 224.88 JBL 511 2772 WOODLAKE RD SW #5 WYOMING MI 49519 41-50-65-028-510 2018 439.03 GREAT LAKES AUTO IMPORT 4814 DIVISION AVE SE KENTWOOD MI 49548 41-50-65-028-512 449.81 2018 BURGER GEORGE LLC 2908 32 ND ST SE KENTWOOD MI 49512 41-50-65-028-513 2018 674.74 ROCHELLE'S SALON & SPA 2921 EAST PARIS AVE SE KENTWOOD MI 49512 41-50-65-028-526 2018 219.48 WEST ELM WORKSPACE 4710 44TH ST SE KENTWOOD MI 49512 41-50-65-028-528 2018 4,490.37 ELEGANT WRAP LLC 624 RIVERSIDE DR LOWELL MI 49331 41-50-65-028-533 2018 219.48 MOBILE MINI 22445 GROESBECK HWY WARREN MI 48089 41-50-65-028-548 2018 878.13 PLANTATION IMPORTS 3099 29TH ST SE KENTWOOD MI 49512 41-50-65-028-551 2018 219,48 D KROGMAN 3628 29TH ST SE KENTWOOD MI 49512 41-50-65-028-553 2018 219.48 GRAND RAPIDS SWEET ADELINES CH 1820 44TH ST SE KENTWOOD MI 49512 41-50-65-028-571 2018 5.01 TWISTED ROOT 4620 44TH ST SE KENTWOOD MI 49512 41-50-65-028-588 2018 48.52 DOWNTOWN DETAILZ 5610 DIVISION AVE SE STE 10 KENTWOOD MI 49512 41-50-65-028-614 2018 219.48 CLUB CARMA 5610 DIVISION AVE SE STE 10 KENTWOOD MI 49548 41-50-65-028-615 2018 219.48 QUALITY BUILDING MAINTENANCE 4581 PATTERSON AVE SE KENTWOOD MI 49512 41-50-65-028-632 2018 224.46 CORDYS 1676 VIEWPOND DR SE KENTWOOD MI 49508 41-50-65-028-638 2018 439.03 MORGANS NEXT LEVEL TRAINING 5265 KELLOGG WOODS DR SE KENTWOOD MI 49548 41-50-65-028-640 2018 224.88 MEMORY LANE CLASSIC CARS 39 52ND ST SE KENTWOOD MI 49548 41-50-65-028-649 2018 224.88 FIRST AMERICAN LEGAL FINANCE PO BOX 4747 OAK BROOK IL 60522-4747 41-50-65-028-650 2018 2,853.98 2018 253 85,624.36 DLO PARCEL COUNT 253 85,624.36



To:Honorable Mayor & City CommissionersFrom:Brad Boomstra, P.E., City Engineer<br/>Joe Pung, Planning DepartmentDate:February 20, 2024

Re: Final Preliminary Plat and Final Plat Review Heyboer Acres Phase 1

We are in receipt of the <u>final preliminary plat and final plat for the Heyboer Acres Phase 1</u> platted subdivision, and our project file has been reviewed. The following has been received or has taken place:

- Review and approval of final plat for easement types and widths, lot dimensions, right-of way widths, curve geometry, survey data, etc.
- Restrictive covenants (deed restrictions) pursuant to the requirements of the Kent County Drain Commission and the City of Kentwood for the Plat have been received and reviewed, including the Block Grading Plan.
- A copy of the Final Plat is included herewith, and a copy has been given to Community Development.
- Water main construction approval was granted by the EGLE in the form of an Act 399 Construction Permit.
- Sanitary sewer construction approval was granted by the EGLE in the form of a Part 41 Construction Permit.
- Final landscape plan and final tree preservation plan have been approved by Planning.

The following have *not* yet been received or taken place, as this plat is presently under construction:

- As-Built plans for sanitary sewer, water main, storm sewer, road improvements, grading and drainage.
- Receipt of soil and bituminous field density (compaction) test results from Bergmann, the City's consultant.
- Placement of monumentation.
- Top course paving of the public streets.
- Sidewalk installed on both sides of all streets, and the planting of street trees. These items will be done at the time each home is built.

Except for the above outstanding items, the final plat, as submitted, has satisfactorily addressed the concerns of Kentwood Engineering and Kentwood Community Development (Planning). A Maintenance bond in the amount of \$167,720.00 and surety bond in the amount of \$97,000.00 have been received to guarantee the outstanding items. Approval by the Kentwood City Commission is recommended. Should you have any questions, please feel free to contact us.

#### **DECLARATION OF RESTRICTIVE COVENANTS**

This Declaration of Restrictive Covenants (the "**Declaration**") is effective as of \_\_\_\_\_\_, \_\_\_\_, made by **HEYBOER ACRES, LLC**, a Michigan limited liability company, whose address is c/o Mark Devries, 3926 65th Street, Holland, Michigan 49423 (the "**Developer**") as stated below.

**1.** <u>**Transfer Tax Exemption**</u>. This Declaration is exempt from transfer taxes pursuant to MCLA 207.505(a) and 207.526(a).

2. <u>Property</u>. This Declaration is recorded with respect to the real property (the "**Property**") legally described on the attached <u>Exhibit A</u>, to be known as known as Heyboer Acres (the "**Project**"), a residential development of certain lots and/or parcels to be created within the Property (each a "Lot" and together the "Lots") in the City of Kentwood, Kent County, Michigan. "**Owner**" shall mean the holder or holders of the record fee simple title to, and/or the land contract purchaser of, a Lot, whether one or more persons, trusts or entities.

3. <u>Purpose</u>. The Developer is recording this Declaration against the Lots in the Project so that each is subject to the requirements of this Declaration. This Declaration shall run with the Property and encumber all Lots as stated in this Declaration, such that Each of the Lots in the Project is hereby encumbered by the terms of this Declaration and subject to its requirements. The restrictions and standards contained in this Declaration (i) promote quality, value and stability for Lot owners, (ii) promote consistency of architecture and landscape design, (iii) enhance and preserve real estate values, and (iv) in general, provide for a residential neighborhood of the highest quality and character.

4. <u>Single Family Use</u>. Each Lot shall be used solely for the construction of one single-family dwelling and shall be limited to use of single-family residential purposes. Each of the Lots and occupants of the Lots shall be subject to and shall comply with the requirements of this Declaration and the City of Kentwood Zoning Ordinances and other applicable laws and ordinances.

5. <u>Materials and Restrictions</u>. The following restrictions shall govern the Lots:

(a) Excluding doors and windows, at least 80% of each residence shall be finished with brick, stone, cultured stone, shake siding, natural cement stucco, Hardie board or similar, Premium textured vinyl, "Dryvit." Texture 1-11 (T-1-11), aluminum and brick panel exterior materials are prohibited. Exposed chimneys shall be constructed of brick, stone or other approved masonry

materials. Exposed concrete masonry on other visible improvements shall also be finished with brick or stone or another approved masonry material. Homes must be finished with a traditional color scheme and without bright or exotic colors.

(b) No residence shall be constructed on any Lot with less than the following sizes of finished living areas (as calculated on exterior dimensions), exclusive of decks, porches, patios, garages and basements (whether full basements, daylight basements or walkout basements):

One story home:	1,200 sq. ft.
Two story home:	1,000 sq. ft. on the main level and
	600 sq. ft. on the second level

(c) Homes on a Lot must be of a traditional design, with no berm, ultra-modern, or other non-traditional design allowed. Tri-level and quad-level homes are prohibited. All homes on a Lot must be built by a builder licensed in the State of Michigan and approved by Developer

(d) Each residence on a Lot must be equipped with a minimum attached two-stall garage. The Developer may require that garages must have side or rear entries, except where topography does not permit this goal. Garages shall be for use only by the occupants of the residence associated with the garage.

(e) No structure of a temporary character, nor any trailer, tent for more than a weekend's use, shack, barn or other outbuilding shall be placed on a Lot at any time for any purpose whatever, whether temporary or permanently, except for children's play structures, without Developer approval in writing. No above ground pools are allowed on a Lot.

(f) All buildings, including garages, built on a Lot shall be constructed of new materials only. Every building shall have a finished exterior.

(g) Mobile homes, modular homes, manufactured homes, and similar structures shall not be permitted.

(h) A concrete driveway must be installed on each Unit.

(i) Any basement in a home on a Lot must be a full-poured basement. Crawl spaces and slab on grade are prohibited.

(i) No substantial changes in the elevations of the land shall be made on a Lot without prior written consent of the Developer. Any change which materially affects the surface elevation or grade of the adjacent Lot shall be considered a substantial change. All lots to conform to Minimum building opening elevations set forth on Exhibits A and B

(j) Satellite dishes not exceeding 18" in diameter will be permitted on rear elevations of the roof.

(k) No exotic, savage or dangerous animal shall be kept on any Lot and no animal may be kept or bred for commercial purposes. No animal shall be permitted to run loose upon any Lot except the Lot owned by the owner of such animal, and the owner of each pet shall be responsible for cleaning up after it.

(1) No solar panel may be installed on any Lot. Roof mounted solar is allowed

(m) No recreational vehicles, boats or trailers shall be parked or stored in any garage if such storage would prevent full closure of the garage door, or elsewhere on the Lot. No maintenance or repair shall be performed on any vehicle, boat or recreational vehicle or trailer except within a garage or residence where totally isolated from public view.

#### 6. <u>City of Kentwood Restrictions</u>

(a) Private Easements have been granted to the City of Kentwood

(b) Critical drainage and overland floodway swales have been constructed through the side yard of Lot 11. The floodway has been designed to carry storm water runoff overland in an emergency situation where the storm sewer fails or has exceeded its capacity. Critical elevations have been established with the floodways. Minimum building opening elevations have been placed one foot, or more, above the critical floodway elevations. Any alteration of the grade could cause a potential flooding hazard to the home. **The elevations established in the design of these emergency overland drainage and floodway swales must be preserved.** Any alteration of the grade shall be restored to its original condition and design elevations. The direction of surface water drainage and critical floodway elevations are shown on the block grading plan, **Exhibit "B"** attached hereto

(c) Some of the lots in the subdivision are subject to private easements for drainage. Private easements for drainage are for the benefit of the upland lots within the subdivision and any improper construction, development, or grading that occurs within these easements will interfere with the drainage rights of those upland lots. Private easements for drainage are for the continuous passage of surface drainage and each lot owner will be responsible for maintaining the surface drainage system across his property. No construction is permitted within a private easement for drainage. This includes swimming pools, sheds, garages, patios, decks or any other permanent structure or landscaping feature that may interfere with surface drainage. Further, during the final lot grading and landscaping the owner shall take care to ensure that the installation of fences, plantings, trees, and shrubs does not interfere with the surface drainage.

(d) The direction of flow for the surface drainage for all lots is shown on the block grading plan, **Exhibit "B"** attached hereto. A more detailed plan is available at the City of Kentwood's Engineering Office. It is the lot owner's responsibility to ensure that the final grading of the lot is in accordance with the grading plan. No changes will be made in the grading of any lot areas used for drainage which would later affect surface runoff drainage patterns without the prior written consent of the City of Kentwood for all portions of the drainage system.

(e) Water from such sources as eave troughs and footing drains shall be directed to stormwater laterals if provided for the lots. Water from footing drains shall be discharged to the lateral via a sump pump with check valve system, or a gravity system with a double flap gate valve for backflow prevention. If no lateral is provided, the lot owner shall discharge said water in such a manner as to not impact neighboring land or public streets. Floor drains, laundry facilities or other similar features shall not be connected to a footing drain or sump pump system discharging to stormwater laterals and the storm sewer system. Laundry facilities and sewage lift pumps must discharge into the sanitary sewage disposal system.

(f) Each individual lot owner will be responsible for the erosion control measures necessary on their lot to keep loose soil from their construction activities out of the street, catch basins, and off of adjacent property. If any sedimentation in the street, catch basins, or adjacent lots results from construction for a particular site, it is the responsibility of that lot owner to have this cleaned up. This applies to ALL lot owners

(g) FENCES, SHRUBS AND FILLING WITHIN EASEMENTS ARE SUBJECT TO THE FOLLOWING RESTRICTIONS WHEN LOCATED ON THE FOLLOWING EASEMENTS

Easements Labeled as "Access", "Floodway" and/or "Detention"

• <u>NO</u> filling, blocking, fencing, storage buildings or above surface vegetation planting is to be undertaken within an access, floodway and/or detention easement.

Easements Labeled as "Drainage"

- Site screen fences are <u>NOT</u> allowed **unless prior written approval is given by the City of Kentwood** and they are installed above the top of the bank or the edge of the easement, whichever is higher.
- Chain link fences will be allowed if it is determined that the chain link fence will not obstruct or divert the flow of water.
- If the fences are removed for drain access or maintenance, they are to be replaced by the owner of the fence at the owner's expense.
- <u>NO</u> shrubs or trees are to be placed below the top of the bank or the edge of the easement.
- <u>NO</u> filling, blocking, or storage buildings are allowed within any drainage easement used for overland flow.

Easements Labeled as "Storm Sewer"

- Fences and pavement are allowed over easements designated for storm sewer, if drainage is not identified with easement.
- If the fences or pavement must be removed for the purpose of construction or maintenance of these utilities, the City of Kentwood or its contractor will remove them. However, the fence or pavement must be replaced by the owner at the owner's expense.

• <u>NO</u> shrubs or trees are to be placed below the top of the bank or the edge of the easement. Roots can penetrate the storm sewer and cause blockage. Trees also obstruct maintenance access.

All easements for drainage:

• No dumping of grass clippings, leaves, brush or other refuse is allowed within a drainage easement. These items obstruct drainage, restrict flow and plug culverts. This can lead to higher maintenance costs and cause flooding situations.

(h) Minimum building opening (MBO) elevations based on NAVD88 for the following lots are as follows:

LOT NO.	MBO	LOT NO	D. MBO	LOT NO.	MBO
1	791.0	7	780.5	13	779.5
2	790.0	8	779.0	14	779.0
3	789.0	9	778.0	15	786.0
4	787.0	10	778.0	16	786.5
5	785.0	11	778.0	17	790.0
6	783.0	12	779.2		

To eliminate the potential of structural damage due to flooding and back yard surface drainage, the lot owner shall keep the lowest door or window sill above the minimum opening elevations listed above. The elevations are based on NAVD88 Datum along with the Benchmarks described as follows:

Benchmarks (NAVD88):

<u>BM #1 791.68:</u> Top of NE flange bolt on hydrant under "E" at SW corner Unit 29, Bretonfield.

<u>BM #2 790.83:</u> Top of NE flange bolt on hydrant under "E" at SE corner Lot 16.

(i) Each lot owner waives his claim against the City of Kentwood (and its officers, officials, employees and contractors), the Engineer, and the Developer from any and all claims, damage and obligation arising from the existence or operation of the drainage system

(j) Restrictions pursuant to the requirements of the City of Kentwood are to be perpetual and shall run with the land. Drain restrictions may not be amended or modified without prior written approval of the City of Kentwood and properly recorded at the Kent County Register of Deeds. A waiver of building elevations may be granted by the City of Kentwood following receipt of a certification from a registered professional engineer demonstrating that the proposed elevation change does not pose a risk of flooding. 7. <u>Construction Process</u>. Construction, once commenced on a building site, must be completed, in a workmanlike manner, within six (6) months from the date of commencement and shall be completed prior to occupancy. No trailer, basement, garage house, or any temporary type of dwelling or structure shall be used as a residence either temporarily or permanently on any Lot. Each Lot used for dwelling purposes shall be suitably landscaped, including irrigation systems, grass, trees and bushes, within ninety (90) days after a certificate of occupancy is issued, subject to reasonable extension for delays due to weather conditions. No accumulation of ashes, junk, or other offensive objects or materials shall be permitted to accumulate upon any Lot.

8. <u>Nuisances</u>. No obnoxious or offensive trade shall be carried upon any Lot, nor shall anything be done thereon which may be or may become an annoyance or nuisance to the Project. No Lot shall be used for the storage in whole or in part of rubbish of any kind or anything that makes the Lot appear unclear or slightly offensive. Nothing will be kept on a Lot that emits a foul odor or that disturbs the peace, quiet, comfort, and serenity of the occupants of the surrounding Lots.

9. <u>Violation of Declaration</u>. In the event of a breach or attempted or threatened breach of any restriction in this Declaration, Developer will be entitled to seek full and adequate relief by injunction and all other such available legal and equitable remedies from the consequences of such breach. All costs incurred in enforcing the restrictions of this Declaration against a breaching Lot owner, including reasonable attorney's fees, will be reimbursed by the owners of the Lot in breach of the restrictions, to the party enforcing the restrictions, if the owner of the Lot is found by the court or other authority issuing a final decision in the dispute to be in breach of this Declaration.

**10.** <u>Severability</u>. If any of the foregoing provisions shall be unenforceable or invalid, its application to situations other than that in which it is invalid or unenforceable shall not be affected, and all other provisions shall remain in full force and effect.

**11.** <u>**Developer's Successors and Assigns**</u>. The rights and duties given to the Developer by this Declaration shall be binding upon and benefit its successors and assigns.

12. <u>Future Owners</u>. The rights and duties hereby created are for the mutual benefit of the Developer and the Owners of the Lots. Such rights and duties shall be perpetual and shall run with the land. Any grantee of any of the Lots, together with such grantee's heirs, grantees, or assigns, by acceptance of deed of conveyance to any such Lot, hereby covenants and agrees to comply with and be bound by all of the provisions contained in this Declaration.

13. <u>Amendment</u>. This Declaration may be amended solely by the Developer while the Developer owns any Lot and thereafter, by a written document approved by not less than two-thirds of the Lot owners in the Project, with the Owner of each Lot entitled to one vote per Lot owned.

[Signature page follows.]

**Heyboer Acres, LLC** 

By:\_\_\_

Mark DeVries, Manager

STATE OF MICHIGAN ) COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by Mark DeVries, a Manager of Heyboer Acres, LLC, a Michigan limited liability company, on behalf of the company.

Notary Public	County, Michigan
My commission expires:	
Acting in Co	ounty, Michigan

PREPARD BY AND WHEN RECORDED RETURN TO: Brent Feyen Exxel Engineering Inc. 5252 Clyde Park Ave. SW Grand Rapids, MI 49509

#### EXHIBIT A

#### Legal Description

Part of the SW 1/4, Section 34, T6N, R11W, City of Kentwood, Kent County, Michigan, described as: Commencing at the SW Corner of said Section 34; thence N00°46'42"W 1118.24 feet along the West line of said SW 1/4 and the East line of Brookfarm Estates (as recorded in Liber 84 of Plats, page 17 and 18) to the POINT OF BEGINNING; thence N00°46'42"W 209.54 feet along said West line and said East line; thence N89°13'17"E 53.98 feet; thence N67°05'24"E 172.42 feet; thence N89°13'17"E 119.83 feet; thence S60°09'05"E 69.73 feet; thence N89°13'17"E 284.00 feet; thence S80°08'27"E 61.05 feet; thence N89°13'17"E 142.00 feet to the West line of Bretonfield (Kent County Condominium Subdivision Plan No. 915, Instrument No. 20161121-0102662) and the East line of the West 880 feet of the West 1/2 of said SW 1/4; thence S00°46'42"E 294.76 feet along said West line and said East line; thence N88°54'08"W 504.59 feet; thence S73°00'31"W 283.82 feet; thence N12°46'27"W 140.00 feet; thence Westerly 74.09 feet along a 330.00 foot radius curve to the right, the chord of which bears S83°39'28"W 73.94 feet (central angle = 12°51'50") to the Point of Beginning.



\$ 167,720.00

#### Heyboer Acres No. 1

Improvement Summary for Maintenance Bond 17 Lots City of Kentwood, Kent County, Michigan

Α.	SANITARY SEWER ITEMS		<u>\$ 119,202.00</u>
в.	WATERMAIN ITEMS		<u>\$ 118,612.00</u>
C.	STORM SEWER ITEMS		<u>\$ 230,255.00</u>
D.	IMPROVEMENT ITEMS		<u>\$ 202,803.25</u>
		TOTAL CONSTRUCTION ITEMS	<u>\$ 670,872.25</u>
		25% OF TOTAL ITEMS	\$ 167,718.06

**RECOMMENDED MAINTENANCE AMOUNT** 

## Heyboer Acres No. 1 Letter of Credit / Surety Bond Details

### Quantities Remaining

Improvement Items	<u>Qty.</u>	<u>Unit</u>	<u>Unit Price</u>		<u>Amount</u>
1. Pavement - 1 1/2" Bituminous MDOT 36A	3465	s.yds.	\$9.00	\$	31,185.00
2. 5' Conc. Sidewalk (including sand)	850	sq.ft.	\$8.00	\$	6,800.00
3. Seeding (200 lbs. per acre)	2.4	ac.	\$1,800.00	\$	4,320.00
4. Silt sacks	16	ea.	\$160.00	\$	2,560.00
5. Low flow channel rip rap	52	l.ft.	\$12.80	\$	665.60
Subtotal Improvement Items			-	\$	45,530.60
Storm Sewer Items	100		<b>#</b> 44.00	•	0 070 00
1. 12" Storm sewer (G-76-III)	138	I.tt.	\$44.00	\$	6,072.00
2. 10" Storm sewer (SLCPP)	34	I.ft.	\$40.00	\$	1,360.00
3. 4' Yard drain	1	ea.	\$3,600.00	\$	3,600.00
4. 10" Concrete flared end section	1	ea.	\$700.00	\$	700.00
5. Core into existing manhole	1	ea.	\$950.00	\$	950.00
Subtotal Storm Sewer Items				<u>\$</u>	12,682.00
Bid Alternate Items					
1. Site grading based on cut	3641	c.yds.	\$3.50	\$	12,743.50
2. Topsoil respread in future area	1,084	c.yds.	\$3.50	\$	3,794.00
Subtotal Bid Alternate Items			-		\$16,537.50
Engineering and Surveying Items					
1. Plat monumentation (lot corners and monuments)				\$3,500.00	
<ol><li>As-Built plans incl. surveying &amp; drafting</li></ol>					\$2,500.00
Subtotal Engineering & Surveying Items			_		<u>\$6,000.00</u>

Subtotal of all items 20% Contingency	<u>\$80,750.10</u> <u>\$16,150.02</u>
GRAND TOTAL	<u>\$96,900.12</u>
RECOMMENDED SURETY AMOUNT:	<u>\$97,000.00</u>



INST. = INSTRUMENT

	CURVE TABLE					
JRVE	NO.	CENTRAL ANGLE	RADIUS	LENGTH	BEARING	CHORD
1		22°59'59''	270.00'	108.38'	N78°35'23''E	107.66'
2		10°08'09''	330.00'	58.38'	N72°09'29''E	58.30'
3		20°11'24''	330.00'	116.29'	N77°11'06''E	115.69'
4		24°00'28"	270.00'	113.14'	N79°05'38''E	112.31'

## **HEYBOER ACRES**

PART OF THE SW 1/4, SECTION 34, T6N, R11W, CITY OF KENTWOOD, KENT COUNTY, MICHIGAN SHEET 2 OF 3







#### LEGEND

ALL DIMENSIONS ARE IN FEET.

CURVILINEAR MEASUREMENTS ARE ARC MEASUREMENTS. PLAT BEARINGS ARE BASED ON BRETONFIELD, KENT COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 915 AS RECORDED IN INSTRUMENT NUMBER 20161121-0102662.

○ = SET MONUMENT WITH A 1/2" DIAMETER STEEL BAR, 36" LONG, ENCASED IN 4" DIAMETER CONCRETE.

SCALE: 1'' = 40'

- ALL LOT CORNERS ARE MARKED BY 1/2" DIAMETER STEEL BARS, 18" IN LENGTH WITH SURVEY CAP MARKED EXXEL 50433.
- R = RADIAL. LINES NOT MARKED ARE NON-RADIAL.
- = FOUND MONUMENT WITH A 1/2" DIAMETER STEEL BAR, ENCASED IN 4" DIAMETER CONCRETE.

INST. = INSTRUMENT





THIS PLAT IS SUBJECT TO RESTRICTIONS AS REQUIRED BY ACT 288 OF 1967, AS AMENDED, ON CERTAIN LOTS WITH RESPECT TO THE REQUIREMENTS OF THE CITY OF KENTWOOD WHICH ARE RECORDED IN INSTRUMENT NUMBER OF RECORDS OF THIS COUNTY.

RESTRICTION NOTE

## **HEYBOER ACRES**

### PART OF THE SW 1/4, SECTION 34, T6N, R11W, **CITY OF KENTWOOD, KENT COUNTY, MICHIGAN** SHEET 3 OF 3

#### SURVEYOR'S CERTIFICATE

I, KENNETH J. VIERZEN, SURVEYOR, CERTIFY: THAT I HAVE SURVEYED, DIVIDED AND MAPPED THE LAND SHOWN ON THIS PLAT DESCRIBED AS FOLLOWS: HEYBOER ACRES, PART OF THE SW 1/4, SECTION 34, T6N, R11W, CITY OF KENTWOOD, KENT COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SW CORNER OF SAID SECTION 34; THENCE N00°46'42"W 1118.24 FEET ALONG THE WEST LINE OF SAID SW 1/4 AND THE EAST LINE OF BROOKFARM ESTATES (AS RECORDED IN LIBER 84 OF PLATS, PAGE 17 AND 18) TO THE POINT OF BEGINNING; THENCE N00°46'42"W 209.54 FEET ALONG SAID WEST LINE AND SAID EAST LINE; THENCE N89°13'17"E 53.98 FEET; THENCE N67°05'24"E 172.42 FEET; THENCE N89°13'17"E 119.83 FEET; THENCE S60°09'05"E 69.73 FEET; THENCE N89°13'17"E 284.00 FEET; THENCE S80°08'27"E 61.05 FEET; THENCE N89°13'17"E 142.00 FEET TO THE WEST LINE OF BRETONFIELD (KENT COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 915, AS RECORDED IN INSTRUMENT NO. 20161121-0102662) AND THE EAST LINE OF THE WEST 880 FEET OF THE WEST 1/2 OF SAID SW 1/4; THENCE S00°46'42"E 294.76 FEET ALONG SAID WEST LINE AND SAID EAST LINE; THENCE N88°54'08"W 504.59 FEET; THENCE S73°00'31"W 283.82 FEET; THENCE N12°46'27"W 140.00 FEET; THENCE WESTERLY 74.09 FEET ALONG A 330.00 FOOT RADIUS CURVE TO THE RIGHT, THE CHORD OF WHICH BEARS S83°39'28"W 73.94 FEET (CENTRAL ANGLE = 12°51'50") TO THE POINT OF BEGINNING.

#### CONTAINS 17 LOTS AND 6.16 ACRES.

THAT I HAVE MADE SUCH SURVEY, LAND DIVISION AND PLAT BY THE DIRECTION OF THE OWNERS OF SUCH LAND. THAT SUCH PLAT IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION OF IT. THAT THE REQUIRED MONUMENTS AND LOT MARKERS HAVE BEEN LOCATED IN THE GROUND OR THAT SURETY HAS BEEN DEPOSITED WITH THE MUNICIPALITY AS REQUIRED BY THE ACT. THAT THE ACCURACY OF SURVEY IS WITHIN THE LIMITS REQUIRED BY THE ACT. THAT THE BEARINGS SHOWN ON THE PLAT ARE EXPRESSED AS REQUIRED BY THE ACT AND AS EXPLAINED IN THE LEGEND.

, 2024

EXXEL ENGINEERING, INC. 5252 CLYDE PARK AVE, SW GRAND RAPIDS, MI 49509-9724

KENNETH J. VIERZEN, VICE PRESIDENT PROFESSIONAL SURVEYOR NO. 4001051491



HEYBOER ACRES, LLC, 3926 65TH STREET, HOLLAND, MICHIGAN 49423, A LIMITED LIABILITY COMPANY DULY ORGANIZED AND EXISTING UNDER THE LAWS OF THE STATE OF MICHIGAN BY MARK DEVRIES, MANAGER, AS PROPRIETOR, HAS CAUSED THE LAND DESCRIBED IN THIS PLAT TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED ON THIS PLAT AND THAT THE STREETS ARE FOR THE USE OF THE PUBLIC; THAT THE PUBLIC UTILITY EASEMENTS ARE PRIVATE EASEMENTS AND THAT ALL OTHER EASEMENTS ARE FOR THE USES SHOWN ON THE PLAT.

#### ACKNOWLEDGMENT

COMPANY.

STATE OF MICHIGAN COUNTY OF KENT THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS OF



**RECORDING CERTIFICATE** STATE OF MICHIGAN) KENT COUNTY THIS PLAT WAS RECEIVED FOR RECORD ON THE DAY \_, 20\_\_, AT \_\_\_\_\_.M. AND RECORDED IN OF INSTRUMENT NO.

HEYBOER ACRES, LLC 3926 65TH STREET HOLLAND, MI 49423

STATE FILE NUMBER 802775383 FILED ON DECEMBER 9, 2021

BY: MARK DEVRIES, MANAGER

#### TREASURER'S CERTIFICATE

THE RECORDS IN MY OFFICE SHOW NO UNPAID TAXES OR SPECIAL ASSESSMENTS FOR THE 5 YEARS PRECEDING , 20\_\_, INVOLVING THE LANDS INCLUDED IN THIS PLAT.

#### PETER F. MACGREGOR, KENT COUNTY TREASURER

#### COUNTY DRAIN COMMISSIONER'S CERTIFICATE

, 20\_\_, AS COMPLYING WITH 1967 PA 288, MCL APPROVED ON 560.192 AND THE APPLICABLE RULES AND REGULATIONS PUBLISHED BY MY OFFICE IN THE COUNTY OF KENT.

KENNETH YONKER, DRAIN COMMISSIONER

DATE:

DAY \_, 2024, BY MARK DEVRIES, MANAGER OF HEYBOER ACRES, LLC, A MICHIGAN LIMITED LIABILITY COMPANY, ON BEHALF OF THE LIMITED LIABILITY

BRENT M. FEYEN

NOTARY PUBLIC, KENT COUNTY, MICHIGAN MY COMMISSION EXPIRES: 09/14/2029

#### MUNICIPAL CERTIFICATE

I CERTIFY THAT THIS PLAT WAS APPROVED BY THE CITY COMMISSION OF THE CITY , 20 , AND WAS REVIEWED OF KENTWOOD AT A MEETING HELD AND FOUND TO BE IN COMPLIANCE WITH 1967 PA 288, MCL 560.101 TO 560.293. THE CITY DOES HAVE THE PROPERLY ADOPTED ZONING AND SUBDIVISION CONTROL ORDINANCES WITH REFERENCE TO SECTION 148(4) AND 186 OF 1967 PA 288, AND THE CITY WAIVES THE MINIMUM LOT SIZE AND WIDTH REQUIREMENTS. PUBLIC SEWER SERVICES AND PUBLIC WATER SERVICES HAVE BEEN INSTALLED AND ARE READY FOR CONNECTION. SURETY FOR THE INSTALLATION OF LOT CORNERS AND MONUMENTS HAS BEEN POSTED AND EXPIRES WITHIN ONE YEAR OF THE ABOVE DATE.

DAN KASUNIC, CITY CLERK

DATE:

LISA POSTHUMUS LYONS, REGISTER OF DEEDS

#### COUNTY PLAT BOARD CERTIFICATE

THIS PLAT HAS BEEN REVIEWED AND IS APPROVED BY THE KENT COUNTY PLAT , 20 , AS BEING IN COMPLIANCE WITH ALL OF BOARD ON THE PROVISIONS OF 1967 PA 288, MCL 560.101 TO 560.293, AND THE PLAT BOARD'S APPLICABLE RULES AND REGULATIONS.

> STAN STEK, BOARD CHAIRMAN BOARD OF COMMISSIONERS

LISA POSTHUMUS LYONS, COUNTY CLERK REGISTER OF DEEDS

PETER F. MACGREGOR KENT COUNTY TREASURER



#### CITY OF KENTWOOD PLANNING COMMISSION APPROVED FINDINGS OF FACT FEBRUARY 13, 2024

Schweitzer 1-18-2024	
PROJECT:	Andrew Anderson Rezoning Request
APPLICATION:	2-24
LOCATION:	5080, 5090, 5140 Broadmoor Avenue, and 4581 52 <sup>nd</sup> Street
HEARING DATE:	January 23, 2024
REVIEW TYPE:	Conditional Rezoning of 6 acres from I-1 Light Industrial to C-2 Community Commercial
MOTION:	Motion by Quinn, supported by Poyner, to recommend to the City Commission to find acceptable the voluntary offer from Andrew Anderson dated 12/22/2023, to conditionally rezone 6 acres of property at 5080, 5090, 5140 Broadmoor Avenue, and 4581 52 <sup>nd</sup> Street from I-1 Light Industrial to C-2 Community Commercial and to incorporate the offered conditions into a formal written Conditional Zoning Agreement acceptable to the owner and conforming in form to the provisions of Section 3.29 of the Kentwood Zoning Ordinance. Approval is conditioned on basis points 1-7 described in Schweitzer's memo date January 18, 2024.
	<ul> <li>Motion Carried (5-0) –</li> <li>Benoit, Kape, Porter, Holtrop absent -</li> </ul>
BASIS:	<ol> <li>In 2004 the State of Michigan passed Public Act 579 which made allowance for the conditional rezoning of property. In a conditional rezoning an owner of land voluntarily offers in writing, and a city may approve, certain use and development of that land as a condition of the rezoning.</li> <li>In 2006 the City of Kentwood amended the Zoning Ordinance to create Section 3.29 to allow for the consideration of Conditional Zoning requests in accord with State statutes.</li> </ol>

1 P a g<sup>4</sup>2007BRFT@NAVENUESE, PGBOX 8848 KENTW20D2MCHIGAN 49518-8848 • PHONE (616) 698-9610 Equal Opportunity Employer, Drug-Free Workplace www.ci.kentwood.mi.us On January 9, 2024, the Master Plan designation for the properties addressed 5080, 5090, 5140 Broadmoor Avenue, and 4581 52<sup>nd</sup> Street was conditionally changed from Industrial to Commercial by the Planning Commission on January 9, 2024, and approved by the City Commission on January 16, 2024.
 The conditional approval of the Master Plan change required the development as a Commercial Planned Unit Development (CPUD) to establish integrated shared access consisting of no more than one City of Kentwood approved driveway onto 52<sup>nd</sup> Street and no more than one Michigan Department of Transportation (MDOT) approved driveway onto Broadmoor Avenue. The designation to commercial shall also provide that a comparable commercial configuration may also be considered by the city if consistent with the purposes identified herein.

5. While the requested zoning is not a CPUD, the voluntary offer by the applicant qualifies as a comparable commercial configuration consistent with the purpose of integrating access onto the adjacent streets and between the properties.

6. Section 13.03C of the Zoning Ordinance contains guidelines for amendment of the official Zoning Map. In considering any proposed amendment to the official zoning map, the Planning Commission shall consider the following as a guide in making its findings, recommendations and decision:

•Consistency with the goals, policies and future land use map of the master plan, including any subarea or corridor studies. If conditions have changed since the master plan was adopted, the consistency with recent development trends in the area.

#### Consistent with Master Plan as noted in 3-5 above.

•Compatibility of the site's physical, geological, hydrological and other environmental features with the uses permitted in the proposed zoning district.

The proposed rezoning is compatible with the site's physical, geological, hydrological, and other environmental features.

•The applicant's ability to develop the property with at least one of the uses permitted under the current zoning.

Restaurants are allowed subject to Special Land Use and Stie Plan Review under the current I-1 Light Industrial zoning.

### The retail and indoor/outdoor recreational uses are not allowed in the current I-1 Light Industrial zoning.

•The compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.

There are a range of permissible commercial uses that would be compatible with the surrounding uses and zoning. In addition, there is commercial zoning in the northwest quadrant of Broadmoor Avenue and 52<sup>nd</sup> Street that already supports the surrounding industrial uses.

•Whether the city's infrastructure and services are sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety and welfare" of the city.

Existing city infrastructure is sufficient to accommodate the commercial use of the subject site including a Master Pond site west of Broadmoor that eliminates the need for stormwater detention on the subject site.

•Where a rezoning is reasonable given the above guidelines, a determination that the requested zoning district is more appropriate than another district or amending the list of permitted or special land uses within a district.

#### The requested conditional rezoning to C-2 is as appropriate as a Commercial Planned Unit Development (CPUD) zoning classification.

**7.** Discussion at the Planning Commission work sessions and public hearing.

## CITY OF KENTWOOD ORDINANCE NO. -24

#### AN ORDINANCE TO AMEND THE CITY OF KENTWOOD ZONING ORDINANCE BEING APPENDIX A OF THE CITY OF KENTWOOD CODE OF ORDINANCES, AS AMENDED, CONDITIONAL REZONING OF 6 ACRES FROM I-1 LIGHT INDUSTRIAL TO C-2 COMMUNITY COMMERCIAL

THE CITY OF KENTWOOD ORDAINS:

SECTION 1.

The Zoning Ordinance, being Appendix A of the City of Kentwood Code of Ordinances, is hereby amended to change the following described area of land from I-1 Light Industrial to C-2 Community Commercial viz:

5080 Broadmoor Avenue SE

PART SE 1/4 COM 966.5 FT NWLY ALONG FORMER ELY LINE OF BROADMOOR AVE /STL M-37 120 FT WIDE/ FROM S SEC LINE TH NELY PERP TO SD ELY LINE 264 FT TH SELY PAR WITH SD ELY LINE 165 FT TH SWLY PERP TO SD ELY LINE 264 FT TH NWLY TO BEG EX THAT PART LYING SWLY OF FOL DESC LINE - COM 832.22 FT S 89D 04M 03S E ALONG S SEC LINE FROM S 1/4 COR TH N 29D 35M 26S W 1200 FT TO PT OF ENDING \* SEC 25 T6N R11W 0.89 A.

5090 Broadmoor Avene SE

PART SE 1/4 COM 801.5 FT NWLY ALONG FORMER ELY LINE OF BROADMOOR AVE /STL M-37 120 FT WIDE/ FROM S SEC LINE TH NELY PERP TO SD ELY LINE 264 FT TH SELY PAR WITH SD ELY LINE 330 FT TH SWLY PERP TO SD ELY LINE 264 FT TH NWLY TO BEG EX THAT PART LYING SWLY OF FOL DESC LINE - COM 832.22 FT S 89D 04M 03S E ALONG S SEC LINE FROM S 1/4 COR TH N 29D 35M 26S W 1200 FT TO PT OF ENDING \* SEC 25 T6N R11W 1.70 A. (CORRECTED FROM 1.78 MAY 2011)

5140 Broadmoor Avenue SE

PART SE 1/4 COM 306.5 FT NWLY ALONG FORMER ELY LINE OF BROADMOOR AVE/ STL M-37 120 FT WIDE/ FROM S SEC LINE TH NWLY ALONG SD ELY LINE 165 FT TH NELY PERP TO SD ELY LINE 264 FT TH SELY PAR WITH SD ELY LINE TO A LINE BEARING S 88D 16M E FROM BEG TH N 88D 16M W TO BEG EX THAT PART LYING SWLY OF FOL DESC LINE - COM 832.22 FT S 89D 04M 03S E ALONG S SEC LINE FROM S 1/4 COR TH N 29D 35M 26S W 1200 FT TO PT OF ENDING \* SEC 25 T6N R11W 1.35 A. Ordinance No. -24 Broadmoor Rez April 19, 2005 Page 2

4581 52<sup>nd</sup> Street

PART OF SE 1/4 COM 801.5 FT NWLY ALONG A LINE BEING 60 FT DIST ELY FROM & PAR WITH CL OF BROADMOOR AVE FROM S SEC LINE & 264 FT NELY PERP TO SD CL TH NELY PERP TO SD CL TO A LINE BEARING N 40D 08M 12S W FROM A PT ON S SEC LINE 1375.24 FT 90D 00M E ALONG S SEC LINE FROM S 1/4 COR TH S 40D 08M 12S E TO A LINE BEARING N 30D 31M 33S W FROM A PT 1325.24 FT 90D 00M E FROM S 1/4 COR TH S 30D 31M 33S E TO S SEC LINE TH 90D 00M W TO A PT 1152.64 FT E FROM S 1/4 COR TH N 264 FT TH W 214.40 FT TO A PT 324 FT NELY PERP TO CL OF SD AVE TH NWLY PAR WITH SD CL TO BEG \* SEC 25 T6N R11W 1.62 A.

Section 2.

This Ordinance shall be effective ten (10) days following its publication.

The foregoing Ordinance was offered by Commissioner , supported by Commissioner , the vote being as follows:

YEAS: NAYS: ABSTAIN: ABSENT:

> Dan Kasunic City Clerk

I hereby certify the foregoing to be a true copy of an ordinance adopted at a regular meeting of the Kentwood City Commission held February 20, 2024.

Dan Kasunic City Clerk

STAFF REPORT	January 4, 2024
PREPARED FOR:	Kentwood Planning Commission
PREPARED BY:	Terry Schweitzer
CASE NO.:	2-24 Conditional Zoning Request of Andrew Anderson

#### GENERAL INFORMATION

2465 Cascade Springs Drive, SE Grand Rapids, MI 49546
Andrew Anderson
Petitioner by way of Buy and Sell Agreement
Conditional Rezoning to C-2 Commercial
I-1 Light Industrial
Northeast Quadrant of 52 <sup>nd</sup> Street and Broadmoor Avenue (M-37) 6+ acres
Vacant
N- Office S- Industrial Office/Warehouse E-Railroad Spur/Industrial Truck Terminal/Manufacturer W- Commercial Gas Station Convenience Store/Drive Through Restaurant
All adjoining properties are zoned I-1 Light Industrial except for

#### Proposal Overview:

The applicant, Andrew Anderson, has submitted a narrative dated 12/22/2023 for a conditional commercial rezoning as well as conceptual floor and site plans to build pickleball and Wiffleball restaurant and recreational sports courts on properties addressed 5080, 5090, 5140 Broadmoor Avenue, SE and 4581 52<sup>nd</sup> Street, SE. The restaurant, retail sales and indoor and outdoor recreation facilities use are allowed by right under the requested conditional commercial zoning.

1 | Page Case # 2-24 Anderson Conditional Zoning Request

#### Compatibility with Master Plan:

The Kentwood Master Plan designation for this site is currently industrial use. However, if the applicant's pending master plan change is approved, the requested commercial conditional rezoning may be consistent. Planning staff has prepared a master plan recommendation with conditions to go from industrial to commercial use subject to the integration of 5080, 5090, 5140 Broadmoor Avenue, SE and 4581 52<sup>nd</sup> Street with 5180 Broadmoor and 4561 52<sup>nd</sup> Street. Conditions include an integrated plan incorporating shared access and reciprocal access easements between the properties and no more than one driveway onto Broadmoor and no more than one driveway onto 52<sup>nd</sup> Street in accordance with Michigan Department of Transportation design and safety standards.

#### Relevant Zoning Ordinance Sections:

Chapter 8 contains the Commercial/Office Districts. Chapter 10 contains the Industrial Districts. Chapter 12 contains the general PUD requirements as well as the specific Commercial Planned Unit Development (CPUD) requirements.

#### Streets and Traffic

Broadmoor Avenue is a state trunkline, (M-37) and across the frontage of the site it is a four-lane boulevard within a 205-foot-wide public right-of-way. The 52<sup>nd</sup> Street frontage is a five-lane arterial roadway within an 83-100-foot-wide public right-of-way. No direct left turns are allowed at the intersection as well as along the Broadmoor frontage. The posted speed limit on Broadmoor Avenue is 55 miles per hour while the posted speed limit on 52<sup>nd</sup> Street is 50 miles per hour.

The magnitude of this proposed zoning change, especially along the M-37 State Trunkline, warrants a comprehensive review with the Michigan Department of Transportation (MDOT). During the master plan review process the city worked with the Grand Valley Metro Council staff to assemble a meeting of the East Beltline Zoning Advisory Committee to review the proposed land use change as well as discuss the Michigan Department of Transportation (MDOT) driveway design and safety standards as it would apply to this property. It was noted that industrial use of the site would likely increase traffic during the peak hours, while the traffic projected for the proposed commercial uses would have little impact on peak hour traffic.

The 2020 two-way 24-hour traffic count on 52<sup>nd</sup> Street, east of Broadmoor was 9614 vehicles. The most recent one-way 24-hour traffic count on northbound Broadmoor, north of 52<sup>nd</sup> Street was conducted in 2018. The traffic count was 11,440 vehicles, with an identical 11,440 vehicles on southbound Broadmoor, north of 52<sup>nd</sup> Street.

Regardless of the land use designation, there is a need to rely upon access control standards relative to the intersection of a major arterial street and a state trunkline as well as safely distancing private driveways from the boulevard median openings under MDOT jurisdiction. We are seeking guidance from our road agency partners to ascertain what type of traffic analysis may be desirable/necessary to factor into the project review.

#### Staff Analysis

- Planning staff feels the land use designation for this site and the two properties immediately to the south should continue to be consistent and if the land use designation is changed to commercial, we initially felt the properties should be integrated through a Commercial Planned Unit Development (CPUD). However, the staff's Master Plan change recommendation does acknowledge that a comparable commercial configuration may also be considered by the city for the northeast quadrant of 52<sup>nd</sup> Street and Broadmoor, if consistent with the purposes of integration by way of: shared access onto no more than one driveway onto each of the two street frontages; reciprocal access between all properties held by Mr. Anderson and the two other properties addressed 5180 Broadmoor and 4561 52<sup>nd</sup> Street; and access is integrated in accord with Michigan Department of Transportation (MDOT) driveway design and safety standards. Staff feels the proposed conditional rezoning is a comparable commercial configuration that meet the described purposes.
- 2. Conditional rezoning requests do not normally require an accompanying site plan. However, a site plan is desirable given the applicant's self-imposed condition that the entrance to the site off Broadmoor and the entrance to the site off 52<sup>nd</sup> Street are to be shared use driveways to allow entry to 5180 Broadmoor and 4561 52<sup>nd</sup> Street. This proposed condition will allow all interior drives to provide circulation between users.
- 3. The site plan review of the pickleball-Whiffle Ball-sports court-restaurant development will be handled on the administrative level since all the uses are allowed by right under C-2 Commercial zoning.
- 4. Given the posted 55 miles per hour speed limit on Broadmoor Avenue and the posted 50 mile per hour speed limit on 52<sup>nd</sup> Street, the Michigan Access Management Guidebook would call for a minimum distance of 460 feet for the first driveway north of the intersection and likewise a minimum distance of 460 feet for the first driveway east of the intersection. The proposed site plan will need to be modified to meet the MDOT design and safety standards.
- 5. The properties addressed 5180 Broadmoor and 4561 52<sup>nd</sup> Street are not part of this rezoning request. However, Mr. Anderson and the planning staff have been in contact with the owners of both corner properties to discuss Mr. Anderson's conditional zoning request and the planning staff conditional master plan recommendation.



#### CITY OF KENTWOOD PLANNING COMMISSION APPROVED FINDINGS OF FACT FEBRUARY 13, 2024

Golder 1/17/24

PROJECT:	Storage 5 Conditional Rezoning
APPLICATION:	1-24
REQUEST:	Conditional Zoning of 5.87 acres of land from C-2 Commercial to I-1 Light Industrial
LOCATION:	1800-1900 44 <sup>th</sup> Street SE
HEARING DATE:	January 23,2024
MOTION:	Motion by Poyner, supported by Quinn, to recommend to the City Commission approval of the request to conditionally rezone 5.87 acres of land from C-2 Commercial to I-1 Light Industrial with restrictions as submitted in the Applicant's statement dated November 20, 2023 as well as the applicant's letter dated January 16, 2023. Approval is conditioned upon basis points 1- 8 as described in Golder's memo dated January 17, 2024. - Motion Carried (5-0) – - Benoit, Kape, Holtrop and Porter absent -
BASIS:	
	<ol> <li>In 2004 the State of Michigan passed Public Act 579, allowing for the conditional rezoning of property. In a conditional rezoning, a landowner voluntarily offers to restrict use of a property as a condition of rezoning.</li> </ol>
	<ol> <li>The applicant has requested the rezoning of 5.87 acres of land located at 1800-1900 44<sup>th</sup> Street from C-2 Commercial to I-1 Industrial, subject to the self-imposed restrictions detailed within the applicant's narrative dated November</li> </ol>

4900 BRETON AVENUE SE, PO BOX 8848, KENTWOOD, MICHIGAN 49518-8848 • PHONE (616) 698-9610 Equal Opportunity Employer, Drug-Free Workplace www.ci.kentwood.mi.us

20, 2023 and letter dated January 16, 2024. The statement

Findings of Fact Case No. 1-24 Storage 5 Conditional Rezoning Page 2

includes the applicant's intent to restrict the use of the existing 116,057 square foot building to self-storage, with no building additions or expansions. The applicant also committed to improve the façade of the building and restrict other portions of the 5.87 acre site to ingress, egress, parking and utilities.

- 3. The Master Plan recommends commercial use for this site. The self-storage use is allowed only in an industrial zone. While many types of industrial uses are inappropriate for the site, the proposed conditional rezoning request only allows for self-storage use. Self-storage will have minimal impact on the surrounding property.
- 4. Self -storage facilities do not require a large amount of parking. The overall property includes over 700 parking spaces. Therefore, the out lots to the north and to the south of the existing building could be developed for commercial purposes.
- 5. The applicant has ensured that ingress and egress to the remaining commercial property on the site will be retained.
- 6. Section 10.C 4 of the Zoning Ordinance requires industrial buildings to be set back 100 feet from an adjacent residential district or boundary. Chapter 19 of the Zoning Ordinance requires a 50' wide buffer zone with a 6-foot high vertical screen and specific planting materials within the screened area. Applicant has acknowledged the requirement for a variance related to the setback between the proposed self-storage and the residential uses to the south. The approval of the variances will have a bearing on the applicant's ability to use the property for self-storage.
- 7. The proposed self-storage use will not negatively impact adjacent properties. Self-storage does not generate much traffic and the building will be staffed at all times. The applicants have stated that no fencing will be established around the property. Lighting must conform to city standards to ensure that it will not impact adjacent properties.
- 8. Discussion at the work session and public hearing.

## CITY OF KENTWOOD ORDINANCE NO. -24

AN ORDINANCE TO AMEND THE CITY OF KENTWOOD ZONING ORDINANCE BEING APPENDIX A OF THE CITY OF KENTWOOD CODE OF ORDINANCES, AS AMENDED, CONDITIONAL ZONING OF 5.87 ACRES OF LAND FROM C-2 COMMECIAL TO I-1 LIGHT INDUSTRIAL

THE CITY OF KENTWOOD ORDAINS:

SECTION 1.

The Zoning Ordinance, being Appendix A of the City of Kentwood Code of Ordinances, is hereby amended to change the following described area of land from Conditional Zoning of 5.87 acres of land from C-2 Commercial to I-1 Light Industrial viz:

That part of Lot 32, KENTWOOD MALL PLAT, according to the plat thereof recorded in Liber 77 of Plats, Page 38, described as: BEGINNING at the NW corner of said Lot 32 (common with the SW corner of Lot 37 of said Kentwood Mall Plat); thence N89°36'49"E 908.79 feet along the North line of said Lot 32 and its Easterly extension; thence S00°23'11"E 359.91 feet; thence S89°36'49"W 337.48 feet to a West line of said Lot 32; thence N02°02'11"W 30.01 feet along said West line to the NE corner of Lot 32; thence S89°36'49"W 385.94 feet along a South line of Lot 32 to a SW corner of said Lot 32; thence N02°02'11"W 300.03 feet along a West line of Lot 32; thence S89°36'49"W 175.00 feet along a South line of Lot 32 to the West line of Lot 32; thence N02°02'11"W 30.01 feet along said West line to the N2°02'11"W 30.01 feet along a South line of Lot 32; thence S89°36'49"W 175.00 feet along a South line of Lot 32 to the West line of Lot 32; thence N02°02'11"W 30.01 feet along said West line to the Place of Beginning.

Section 2.

This Ordinance shall be effective ten (10) days following its publication.

The foregoing Ordinance was offered by Commissioner , supported by Commissioner , the vote being as follows:

YEAS: NAYS: ABSTAIN: ABSENT:

> Dan Kasunic City Clerk

Ordinance No. 1-24 Storage Five February 20, 2024 Page 2

I hereby certify the foregoing to be a true copy of an ordinance adopted at a regular meeting of the Kentwood City Commission held February 20, 2024.

Dan Kasunic City Clerk

STAFF REPORT:	November 29, 2023	
PREPARED FOR:	Kentwood Planning Commission	
PREPARED BY:	Lisa Golder	
CASE NO.:	01-24 Storage Five Kentwood LLC - Conditional Rezoning	
GENERAL INFORM	IATION	
APPLICANT:	Chris Catania Storage Five Development PO Box 1942 Seabrook, TX 77586	
STATUS OF APPLICANT:	Option holder	
REQUESTED ACTI	ON: Conditional Rezoning of 5.87 acres of land from C-2 to I-1 Light Industrial	
EXISTING ZONING SUBJECT PARCEL	FOF C-2 Commercial	
GENERAL LOCAT	ION: 1800-1900 44 <sup>th</sup> Street SE	
PARCEL SIZE:	5.87 Acres	
EXISTING LAND U ON THE PARCEL:	JSE Vacant office space/call center	
ADJACENT AREA LAND USES:	N: 44th Street ROW S: Residential—Tamarisk Apartments, multifamily E: Commercial (gas station, daycare) W: Restaurant, office	
ZONING ON ADJO	INING	

PARCELS:

N-NOS Neighborhood Office Service and LDR Low Density Residential--City of Grand Rapids
S: C-2 Commercial, R-3 Medium Density Residential, R-4 High Density Residential
E: C-2 Commercial
W:C-2 Commercial

#### Compatibility with Master Plan:

The Kentwood 2020 Master Plan recommends Commercial use of this site. The applicant requested the amendment of the Master Plan to allow for Industrial use for a 8.2 acre area to be designated for industrial use. The City Commission declined to set a hearing date for the Master Plan amendment; therefore the Master Plan designation remains Commercial.

#### Zoning and Land Use History:

The site has been zoned for commercial use since at least 1976. The property has been used as a grocery store, bowling alley, and mall before being used as a call center. Earlier in 2023, the applicant submitted an application for an amendment to the Master Plan that would have allowed 8.2 acres of the property to be designated for industrial use. The City Commission declined to set a hearing date for the Master Plan amendment; therefore, the Master Plan designation will remain Commercial.

#### Project Overview:

In November of 2022, the applicant appeared before the Land Use and Zoning (LUZ) and later, to the Master Plan Subcommittees seeking feedback on the potential for rezoning of 8.2 acres of the overall 13.3-acre property from Commercial to Industrial. The building located on the property is 116,057 square feet in area and has been most recently used as a medical call center. The applicant would like to use the building for climate controlled self-storage, requiring industrial zoning.

The applicant has indicated that the call center was refurbished prior to the pandemic and then was never fully re-occupied since due to the popularity of work from home. The building has been largely vacant for three years; there has been little or no interest in leasing the building.

Despite the fact that the Master Plan will not be amended to the Industrial designation, the applicant has submitted an application for Conditional Zoning that would allow rezoning of 5.87 acres to I-1 Light Industrial, and voluntarily restricting uses to self-storage and associated parking. The applicant has also voluntarily requested the additional conditions be applied to the parcel proposed for the conditional rezoning:

- Th only industrial use permitted within the portion of the site to be rezoned to the I-1 district shall be the self-storage use, and that use shall only be permitted within the existing building footprint. The other portions of the site rezoned to the I-1 district shall be used for ingress, egress, parking and utilities to support the self-storage use.
- All storage unit doors must be fully enclosed within the building.
- No additional buildings or structures shall be permitted within the rezoned portion of the site.
- No additional stories (height) may be added, such that the height of the building shall not exceed 24'.
- The developer will improve the existing self-storage building with a new façade substantially similar to the renderings attached hereto.

#### Staff Analysis:

- 1. The applicant is requesting Conditional Rezoning to allow the existing 116,057 square foot building to be used as a self-storage facility. Self-storage facilities are considered industrial warehouses in the City of Kentwood, and therefore a use permitted by right in the I-1 and I-2 zones.
- 3. The overall property is 13.30 acres in area; only 5.87 acres of the overall 13.30-acre property would be conditionally rezoned to I-1 Light Industrial. The applicant intends to divide a 3.32-acre commercial parcel along the 44<sup>th</sup> Street frontage into four new commercial outlots. A fifth of the 4.10 acre out lot is proposed on the southeast corner of the site, also intended to remain zoned C-2 Commercial. Since the subject parcel is a platted lot, additional approvals for the land divisions would be required.
- 4. If the property is rezoned for industrial use, 77 parking spaces would be required to be retained, or deferred parking provided. The applicant shall provide information on the parking intended for the proposed use.
- 5. In accordance with Section 10.3 C 4 of the Zoning Ordinance, no industrial building or storage can be located closer than 100 feet to a residential district or boundary. A building may be permitted as close as 50 feet if that area between the building and the boundary is an unlighted landscape buffer used for no other purpose. Further, no entrance other than a required emergency door shall enter upon the area. In addition, an industrial rear yard adjoining a residential district must comply with Chapter 19 setback and screening provisions. Chapter 19 requires a 50' minimum width buffer zone, with a 6-foot vertical screen and specific required planting materials within the screening area.

The southwest corner of the existing Trinity Health call center is 34 feet from the common property line for Tamarisk Apartments. Therefore, in order to rezone the property for industrial use, the applicant will have to receive Zoning Board variances to resolve these issues, or otherwise find some way to comply with the zoning regulations.

- 6. According to the Institute of Traffic Engineers report <u>Trip Generation</u>, 11<sup>th</sup> Edition, a selfstorage facility of 116,000 square feet can generate 168 trips per day. The use can generate 10.41 trips in the AM peak hour, and 17.4 trips in the PM peak hour.
- 7. The City Engineer will determine how storm water management will be accommodated on the site. This may affect the developable area of the proposed industrial area or the outlots.
- 8. The Planning and City Commissions should review the following in considering the merits of the rezoning:

a. Consistency of the proposed rezoning with the goals, policies, and future land use map of the Master Plan, including any sub-area or corridor studies. If conditions have changed since the Master Plan was adopted, consistency with recent development trends in the area should be considered.

## The Master Plan recommends commercial use for the site. The proposed rezoning is inconsistent with the Master Plan.

b. Compatibility of the site's physical, geological, hydrological, and other environmental features with the uses permitted in the proposed zoning district.

## The site's physical, geological, hydrological and other features are compatible with the proposed rezoning.

c. The applicant's ability to develop the property with at least one (1) of the uses permitted under the current zoning.

## Under the current zoning, the site could still be used for any number of commercial or office uses. The existing 116,000 square foot building may be difficult to re-use as a call center.

d. The compatibility of all the potential uses allowed in the proposed zoning district with the surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.

# The applicant has restricted the potential uses to self-storage only. Self-storage does not generate a large amount of traffic. However, while self-storage does not create traffic or noise for the adjacent residential area, it also does not provide any vitality or benefit. Information on exterior lighting, fencing, and hours of operation have not been provided.

e. Whether the city's infrastructure and services are sufficient to accommodate the uses permitted in the requested district without compromising the "health safety and welfare" of the City.

#### The city's infrastructure is adequate to serve the site.

f. Where a rezoning is reasonable given the above the guidelines, a determination that the requested zoning district is more appropriate than another district or amending the list of permitted or Special Land Uses within a district.

The potential for amending the C-2 district to allow for self-storage has been discussed. However, it is unlikely that the concerns regarding self-storage at this site would be eliminated by amending the ordinance in this way. In

#### addition, allowing self-storage in other zones may create more redevelopment of commercial buildings in the city.

Attributes:

- Re-use of a large vacant building
- Additional commercial uses on frontage will minimize vacant parking lots.

Issues:

- Impact of self-storage facility on neighborhood
- Need clarity on parking for the use.
- Lighting, hours of operation, fencing not discussed.
- Variances required for proximity to residential.
- Self-storage adds no vitality to area; only benefit to those who need storage, otherwise limited benefit to businesses or residents.



1800-1900 44th Street SE



Zoning: 1800-1900 44<sup>th</sup> Street and vicinity Property is currently zoned C-2 Commercial

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#### Conditional Rezoning Narrative Storage Five Kentwood LLC

November 20, 2023

#### Quick Facts:

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Subject property is located at: 1800-1900 44th St. SE, Kentwood, MI 49508 PPNs: 41-18-28-125-006 and 41-18-28-125-010 Total Acres: 5.87 of 13.139 Current Zoning is: C-2 Community Commercial Proposed Conditional Zoning is: I-1 Light Industrial Proposed Use: Self Storage - Adaptive reuse of an existing building Additional Use: Retail/Commercial Pad Sites (C-2)

#### Project Description:

Storage Five Kentwood LLC (the "Developer") proposes an adaptive reuse of the existing 116,057 SF building to be converted to a Class A, climate controlled, self-storage facility. A new and updated exterior facade "look" will be part of the conversion.

The building was originally built in 1957 and was most recently used as a call center. To allow for self-storage, as shown on the attached site plan, the Developer is proposing a property division and a conditional rezoning, from C-2 to I-1, of the bare minimum amount of the property necessary to contain the existing 116,057 SF building and related parking. The Developer proposes to retain the balance of the property as C-2 and create four retail pads fronting on 44th Street (roughly 0.83-acres each) and also retain the existing C-2 zoning in the Southerly and Southeasterly portions of the property. This will allow the adaptive reuse of the existing 116,057 SF building for self-storage purposes, while also reducing the prior parking requirements for that building, thereby facilitating the creation of the new commercial outlots sized for existing market demands to stimulate commercial development and expand the tax base within the City.

#### Proposed Conditions of the Rezoning:

The following conditions shall apply to the rezoned portion of the site:

- The only industrial use permitted within the portion of the site rezoned to the I-1 District shall be self-storage use, and that use shall only be permitted within the existing building footprint. The other portions of the site rezoned to the I-1 District shall be used for ingress, egress, parking and utilities to support the self-storage use.
- All storage unit doors must be fully enclosed within the building.
- No additional buildings or structures shall be permitted within the rezoned portion of the site.
- No additional stories (height) may be added, such that the height of the building shall not exceed 24'.
- Developer will improve the existing self-storge building with a new facade substantially similar to the renderings attached hereto.

#### Master Plan Compliance:

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While acknowledging that designating a portion of the site for I-1 use contradicts the Future Land Use Map outlined in the Master Plan, the proposed conditional rezoning aligns with the overall objectives of the Master Plan for several compelling reasons.

First, the current state of the site is characterized by vacancy and unproductivity in terms of commercial use. The existing building, initially designed for use as a call center - a use no longer feasible after Covid - carries substantial parking requirements. Consequently, the current owner faces challenges in finding a suitable user while simultaneously being reluctant to develop the portions of the site fronting on 44th Street for commercial purposes due to the need to retain parking for the building until a more feasible use is identified.

By converting the building's use to self-storage, a significant reduction in parking requirements occurs. This shift enables the creation of new commercial outlots that align with current market demands. The result is the facilitation of commercial use in both the front and rear areas of the site, particularly the sections facing 44th Street, which are well-suited for commercial development. This transformative approach eliminates a large, underutilized parking lot, contributing to the revitalization of the 44th Street corridor and expanding the tax base within the City.

In essence, allowing a portion of the site to be rezoned and used for industrial purposes (self-storage) acts as a catalyst for the improvement of commercial use in other key areas of the site. This approach not only enhances the overall functionality of the site but also aligns with the Future Land Use Map's commercial designation. Therefore, the proposed I-1 rezoning serves as a strategic means to facilitate the commercial use identified in the Master Plan.

Second, there are a variety of key goals and underlying objectives set forth in the Master Plan that are fostered by the proposed conditional rezoning and self-storage use of the existing building. Chief among these is the Master Plan's goal for sustainability within the City.

As explained in Chapter 3 of the Master Plan, entitled "Issues and Policies:

[A] sustainable community 'uses its resources to meet current needs while ensuring that adequate resources are available for future generations. Communities that utilize sustainability practices will minimize waste, prevent pollution, and promote efficiency in its operations.

Sustainability has become an important aspect of communities that are successful and vibrant. People want their communities to be economically and environmentally sustainable. Sustainability will pay off in the future by reducing waste, allowing greater reliance on renewable energy, saving money, and attracting new residents to the community.

#### Master Plan, p. 32.

As noted at other points in the Master Plan, "a key aspect of sustainability is the redevelopment of vacant buildings and under-developed sites before undertaking the development of green fields." *Master Plan*, p. 65. The proposed project is, therefore, *exactly the type of development that is sought by the Master Plan*. By making an adaptive reuse of the existing building instead of demolishing the building for some other structure (which, notably, would not be economically feasible in any event) the City can reduce the consumption of raw materials and energy associated with building from scratch. This conservation of resources aligns with the Master Plan's sustainability objectives by promoting efficient use of existing structures. (See *Master Plan*, p. 49 identifying the importance of recycling for sustainability.) Additionally, reusing the existing building reduces construction waste that would otherwise be generated during demolition and new construction. This also aligns with sustainability goals in the Master Plan by minimizing the environmental impact associated with waste disposal and landfill use. (See *Master Plan*, p. 32 noting that good "sustainability practices will minimize waste.")

As a result of the foregoing, it is clear that one of the five key goals identified in Chapter Three of the Master Plan, sustainability, will be uniquely advanced by the proposed conditional rezoning.
Third and finally, permitting the adaptive reuse of the existing structure for the proposed self-storage use serves to strategically allocate I-1-zoned areas within the City for more conventional light industrial uses. These may include general manufacturing, tool and die shops, industrial retail operations, distribution facilities, R&D facilities, and similar activities.

This approach safeguards other industrially zoned areas for the development of uses crucial for job creation in the City, particularly in sectors deemed pivotal for long-term sustainability and job growth. These sectors include "alternative energy, advanced manufacturing, medical devices, information technology, and agribusiness/food processing" – all integral to the City's Master Plan, which emphasizes their promotion. See *Master Plan*, p. 30.

Consequently, the adaptive reuse of the existing building indirectly advances the Master Plan's economic development goals by preserving industrially zoned areas of the City for the growth of both new and existing manufacturing jobs. This strategic reallocation ensures that appropriate areas within the City are utilized for high-potential, job-generating activities, contributing to economic vitality and long-term sustainability.

In conclusion, although designating a portion of the site for I-1 use contradicts the Future Land Use Map portion of the Master Plan, the proposed conditional rezoning both directly and indirectly aligns with the overall objectives of the Master Plan for a number of compelling reasons.

#### Additional considerations/comments:

- According to the seller, the building has been empty and unoccupied for over 3 years. The current owner had planned on using the building as a call center and improved the building as a call center prior to the Covid-19 pandemic. The call center was never occupied and will never be occupied as a call center. Work at home has changed the business landscape. The seller's agent has indicated that there has been effectively zero interest in the property, other than for self-storage use.
- The Zoning Ordinance indicates that no industrial building shall be located closer than 100 feet to a residential district boundary. The proposed use will be less impactful than the existing use by virtue of traffic and the number of occupants and visitors to the site. Nevertheless if a variance is required, because the existing building is closer than 100 feet from the adjacent Tamarisk Apartment parcel, then the Developer requests that such a variance be made a condition of approval.
- Currently, Jiffy Lube has submitted a letter of intent to purchase the easternmost of the four future pad sites fronting 44<sup>th</sup> Street should this plan be approved. Starbucks and similar commercial/retail users are being targeted for the other 44th Street commercial sites.

Thank You,

Chris Catania Storage Five Development email: <u>chris@buonproperties.com</u> cell: (+1) 713-545-0883



ZONING NOTES:		GENERAL NOTES:
EXISTING ZONING: C-2:	11 050 55	PROPOSED PARCEL 1 - 0.84 ACRES - C-2 ZONING
MINIMUM LOT WIDTH: FRONT YARD SETBACK: SIDE YARD SETBACK:	11,030 SF 65' 35' NONE REQUIRED WHEN ADJACENT TO A C-2, C-3, I-1 OR I-2 DISTRICT.	PROPOSED PARCEL 2 - 0.83 ACRES - C-2 ZONING
REAR YARD SETBACK: MAXIMUM LOT COVERAGE: MAXIMUM BUILDING HEIGHT:	30' 75% 45' (30' WHEN ABUTTING ANY RESIDENTIAL DISTRICT).	PROPOSED PARCEL 3 - 0.83 ACRES - C-2 ZONING
MAXIMUM WAREHOUSE WITH RETAIL USE:	75%	PROPOSED PARCEL 4 - 0.83 ACRES - C-2 ZONING
PROPOSED ZONING:		
I-1: MINIMUM LOT AREA: MINIMUM LOT WDTH:	40,000 SF 200'	PROPOSED PARCEL 5 - 4.10 ACRES - C-2 ZONING
- W/ FRONT YARD PARKING - W/O FRONT YARD PARKING	BUILDING FRONT WALL < 150' :70' W/ 25' LANDSCAPE BUFFER BUILDING FRONT WALL > 150' :100' W/ 35' LANDSCAPE BUFFER BUILDING FRONT WALL <>150' :45' LANDSCAPE FRONT YARD BUILDING FRONT WALL > 150' :45' LANDSCAPED FRONT YARD	PROPOSED PARCEL 6 - 5.87 ACRES - 1-1 ZONING DUIDING SIZE: 116,371 SF - EXISTING BUILDING SIZE: 116,371 SF - NEW PARCEL SIZE LOT COVERAGE: 45.5% COVERAGE
SIDE YARD SETBACK: REAR YARD SETBACK: MAXIMUM LOT COVERAGE: MAXIMUM BUILDING HEIGHT:	20' 40' 50% 3 STORIES (OR 45')	<ul> <li>BUILDING FRONT WALL &gt; 150' W/ PARKING</li> <li>35' LANDSCAPED BUFFER ZONE PROPOSED</li> </ul>
MAXIMUM ACCESSORY RETAIL	AREA: 5% OR 1,000 SF (WHATEVER IS GREATER)	

1800 44th St			
41-18-28-125-006			
Tax Description:			12.2

THAT PART OF LOT 32 LYNG WEST OF A LINE WHICH IS 347.01 FEET EAST ALONG SOUTH LINE OF 44TH ST FROM NE CORNER OF LOT 37 & PARALEL WITH EAST LINE OF BOWEN BLVD • KENTWOOD MALL PLAT

1900 44th St 41-18-28-125-010 Tox Description: PART OF LOTS 31 AND 32 COMMENCING AT NW CORNER OF LOT 24 OF SAID PLAT; THENCE S 2D 03M 165 E 245.26 FEET ALONG EAST LINE OF LOT 32 TO A POINT 200.08 FEET NORTH ALONG WEST LINES OF LOTS 21 & 22 FROM SW CORNER OF LOT 21; THENCE S 89D 36M 49S W 632.61 FEET TO NE CORNER OF LOT 33 OF SAID PLAT; THENCE S 87D 56M 49S W 125.0 FEET TO NW CORNER OF LOT 33; THENCE N 2D 02M 115 W 233.57 FEET TO NE CORNER OF LOT 34 OF SAID PLAT; THENCE S 89D 36M 49S W ALONG NORTH LOT LINE 54.97 FEET TO A LINE WHICH EXTENDS SOUTH PARALLEL WITH EAST LINE OF BOWEN BLVD FROM A POINT WHICH IS 347.01 FEET EAST ALONG SOUTH LINE OF 44TH ST FROM NE CORNER OF LOT 37; THENCE N 89D 36M 49S E ALONG SOUTH LINE OF SAID SAID ST 418.62 FEET TO EAST LINE OF LINE VIEW TO F SAID PLAT; THENCE S ADD 418.62 FEET TO EAST LINE OF WEST 21 FEET OF SAID LOT 31; THENCE S 00 23M 11S E ALONG SAID EAST LINE & EAST LINE EXTENSION SOUTH 504.45 FEET; THENCE N 89D 36M 49S E 393.62 FEET TO BEGINNING + KENTWOOD MALL PLAT

Proposed Parcel 6: That part of Lot 32, KENTWOOD MALL PLAT, according to the plat thereof recorded in Liber 77 of Plots, Page 38, described as: BEGINNING at the NW corner of sold Lot 32 (common with the SW corner of Lot 37 of sold Kentwood Mall Plot); thence N89°36'49'E 908.79 feet along the North line of sold Lot 32 and its Easterly extension; thence S00°23'11'E 359.91 feet; thence S89°36'49'W 337.48 feet to a West line of sold Lot 32; thence N20°22'11'W 30.01 feet along sold West line to the NE corner of Lot 34; thence S89°36'49'W 335.94 feet along a South line of Lot 32 to a SW corner of sold Lot 32; thence N20°02'11'W 300.03 feet along a West line of Lot 32; thence S89°36'49'W 175.00 feet along a South line of Lot 32 to the West line of Lot 32; thence N02°02'11'W 30.01 feet along sold West line to the Place of Beginning.



LAN RE: 1 FOR:	D DIVISION MAP 800-1900 44TH ST STORAGE FIVE DEVELOPME ATTN: CHRIS CATANIA PO BOX 1042 SEABROOK, TX 77586 THE NW 1/4, SECTION 28, TEN,	ENT L	LC	ORKSHEE" 11/9/23 int county, michigan	T
11/15/23	ADD DESCRIPTIONS	BAB	DRAINN BY: BAB	engineering blanners - engineers - 252 Clyde Park, S.V Grand Rapic thome. (618) 531-365 www.exzeter PROJ. EMG: PROJ. EMG:	<b>g, inc.</b> surveyors ds, MI 49509 ngineering.com
DATE	REVISED PROPOSED LAND DIVISION REVISION	BY	FILE NO .: S231301	DATE: 05/05/2023	1 of 1



**MEMORANDUM** 

CITY OF KENTWOOD

- TO: Honorable Mayor and City Commission
- **FROM:** Chad Griffin, Director of Public Works Aaron Jansma, Grounds & Streets Supervisor Cori Derengowski, Buyer
- DATE: February 20, 2024
- **TOPIC:** Median Mowing and Trimming Services Renewal

**ACTION REQUESTED:** It is requested that the City Commission authorize the Mayor to extend a current contract for one additional year with Hoffman Lawn Care (Hoffman), for median mowing and trimming services, for an estimated annual cost of \$65,000, with funds from the Streets (Act 51) budget and DPW General Fund budget for the 2024 growing season.

**BACKGROUND:** An outside contractor performs the task of mowing and trimming turf areas of major street medians on 44th Street, Kalamazoo, Breton, Eastern and Division. As well as undeveloped, City owned properties on 44th Street and Pine Hill Cemetery.

A comprehensive bid process in 2019 resulted in the award to the low bidder, Hoffman. They have provided excellent service under this contract and have agreed to extend pricing terms for a sixth (6<sup>th</sup>) year. City staff would like to extend this contract with the purpose of aligning the timing of this competitive bid process with the City's Sidewalk Snowplowing contract, which is in year four of five, and due for bid in February of 2025.

The intent is to allow vendors the option to bid on both seasonal agreements and/or each individual agreement. Combining the two seasonal services into one solicitation will increase vendor interest and improve the competitive process to best serve the City. For this reason, it is requested that an additional one-year renewal with Hoffman be allowed under Special Circumstances<sup>1</sup>.

If you have questions, please contact Chad Griffin (616) 554-0825 or Aaron Jansma (616) 656-5294.

Thank you for your consideration of this request.



<sup>&</sup>lt;sup>1</sup> "a. <u>Special Circumstances</u>. 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

CITY OF KENTWOOD

- **TO:** Honorable Mayor and City Commission
- **FROM:** Chad Griffin, Public Works Director Jamie King, Fleet Services Supervisor Cori Derengowski, Buyer
- DATE: February 20, 2024

TOPIC: Purchase of Transmission Fluid and Air Conditioning Service Machines

**ACTION REQUESTED:** It is requested that the City Commission approve the purchase of one (1) Robinair Transmission Fluid Service Machine and two (2) Robinair Air Conditioning Service Machines for the Department of Public Works (DPW) from O'Reilly Auto Parts at a cost not to exceed \$19,165 (including 2% contingency), with funds from the FY24 DPW Equipment Fund budget.

**BACKGROUND:** The current number of fleet vehicles owned by the City is 126. These vehicles require regular maintenance for their air conditioning and transmissions. To ensure proper maintenance in a timely and cost-effective manner, the City is requesting the purchase of one transmission fluid service machine and two air conditioning machines capable of servicing both R134 and R1234 refrigerants.

Procuring this equipment will enable DPW to perform critical maintenance on vehicles without outsourcing the services. The fleet division will be able to diagnose and recharge vehicle systems inhouse, allowing the City to save money and provide a more efficient process for completing the work.

A competitive bid process was completed for the three (3) units (see Bid Tabulations below). O'Reilly Auto Parts, the low bidder, is recommended for the award.

This purchase is included in the Schedule of Capital Improvements plan and FY24 DPW Equipment Fund budget. The contingency requested will be used to accommodate any shipping surcharges, which can change daily based on a national price index.

If you have questions, please contact Chad Griffin (616) 554-0825 or Jamie King (616) 554-0793.

Thank you for your consideration of this request.



# **Bid Tabulations**

VENDOR	<b>Grand Total</b>
O'Reilly Auto Parts	\$18,791.95
Mile-X Equipment, Inc.	\$19,639.00
Advance Auto Parts	\$19,657.34
Morgan Ingland LLC	\$24,239.26
Taza Supplies Inc	\$27,532.45
Wisecom Technology	\$28,045.00

BUDGET INFORMATION				
FY24 BUDGET	\$24,500			
REQUESTED	19,165			
REMAINING	\$ 5,335			



### CITY COMMISSION CITY OF KENTWOOD KENT COUNTY, MICHIGAN

At a regular meeting of the City Commission for the City of Kentwood held at City Hall on \_\_\_\_\_\_, 2024 beginning at \_\_\_\_\_ p.m., this Resolution was offered for adoption by Commissioner \_\_\_\_\_\_ and was seconded by Commissioner \_\_\_\_\_\_:

Resolution No.

A RESOLUTION TO AUTHORIZE AN AGENCY AGREEMENT WITH FEEDING AMERICA WEST MICHIGAN FOR THE CITY TO RECEIVE AND DISTRIBUTE DONATED FOOD ITEMS TO MEMBERS OF THE COMMUNITY IN NEED AND TO AUTHORIZE A PARTNERSHIP WITH THE KENTWOOD COMMUNITY FOUNDATION TO EFFECTUATE THE AGREEMENT

### RECITALS

WHEREAS, it is a proper purpose for the City to provide for the public peace, health, safety, and general welfare of City residents; and

WHEREAS, it is proper for the City to partner with private organizations for services that the City Commission considers necessary to provide for the public peace, health, safety, and general welfare of its residents; and

WHEREAS, it is a proper purpose for the City to utilize City personnel and property to advance the welfare of its residents; and

WHEREAS, the City Commission has determined that a partnership with Feeding America West Michigan to receive and distribute donated food items to indigent members of the community is a public necessity to provide for the peace, health, safety, and general welfare of the community in that such distribution will help prevent and treat community malnutrition; and

WHEREAS, the City Commission has determined that utilization of the City's Parks and Recreation Department to receive and distribute the donated food items is necessary and proper to advance the prosperity of City residents; and

WHEREAS, the City Commission has determined that a partnership with the Kentwood Community Foundation, a non-profit organization, to allow the Kentwood Community Foundation to sponsor the City's application to become a Partner Agency of Feeding America West Michigan is necessary and proper to advance the prosperity of City residents; and WHEREAS, execution of the attached Sponsored Agency Agreement and Release, the attached Agency Partner Policies and Procedures, and the attached USDA TEFAP Agreement (together "the Agreements and Policies"), will effectuate the City becoming a Partner Agency of Feeding America West Michigan to allow the City to receive and distribute donated food items to indigent members of the community; and

WHEREAS, the City Commission has determined that the public peace, health, safety, and general welfare is served by approving the Agreements and Policies.

Now, THEREFORE, IT IS RESOLVED THAT:

- 1. The City Commission affirms as accurate the Recitals set forth above and incorporates the same as if fully set forth herein, recognizing that the activities set forth to be a proper governmental function.
- 2. The attached Sponsored Agency Agreement and Release, the attached Agency Partner Policies and Procedures, and the attached USDA TEFAP Agreement ("the Agreements and Policies") with Feeding America West Michigan are hereby approved.
- 3. The Mayor is authorized to execute the attached Agreements and Policies with Feeding America West Michigan on behalf of the City.
- 4. The Mayor is authorized to take all actions reasonably necessary to effectuate the Agreements and Policies.
- 5. The Mayor is authorized to make non-material amendments to the Agreements and Policies.
- 6. The Mayor is authorized to direct the City's Parks and Recreation Department to carry out the Agreements and Policies.
- 7. The Mayor is authorized to take all actions reasonably necessary to effectuate a partnership with the Kentwood Community Foundation to allow the Kentwood Community Foundation to sponsor the City's application to become an Agency Partner with Feeding America West Michigan.
- 8. All resolutions and parts of resolutions in conflict with this Resolution are, to the extent of such conflicts, repealed.
- 9. This Resolution is effective immediately.

The vote to adopt this Resolution was as follows:

YEAS:				
NAYS:				
ABSENT/ABST	ΓAIN:			
-				
<b>RESOLUTION</b>	DECLARED ADOPTEI	)		

Dan Kasunic, City Clerk

## CERTIFICATION

I, Dan Kasunic, the City Clerk for the City of Kentwood, hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Commission of the City of Kentwood at a regular meeting held on \_\_\_\_\_.

Dan Kasunic, City Clerk



# Sponsored Agency Agreement & Release

Agency Relations Contract

Agency # \_\_\_\_\_\_ Name: \_\_\_\_\_\_ ("The Agency")

In obtaining donated products and U.S.D.A. commodities from Feeding America West Michigan ("The Food Bank"), The Agency (listed above) confirms and agrees that:

- 1. The Agency is Sponsored by a 501(C)(3) charity corporation, a church, or a program of a church. Verifying documents must be submitted with the initial application.
- 2. The Agency will accept items it chooses to take from The Food Bank in "as in" condition.
- 3. The Food Bank, Feeding America (National) and the original product donor specifically disclaim any warranties or representations, expressed or implied, as to the purity or fitness for consumption of items obtained from The Food Bank.
- 4. The original donor, Feeding America (National) and The Food Bank are exempt from any liability resulting from the condition of the donated food. The Agency further agrees to indemnify and hold The Food Bank, Feeding America (National), and the original donor free and harmless from any and all liabilities, damages, losses, claims, causes of action, or suits of law or inequity or any obligation whatsoever arising out of any action of said agency or any personnel employed by the said agency in connection with its storage and use of the donated food.
- 5. The Agency's Sponsor will support the operation of The Food Bank with a handling fee, set by The Food Bank, as assessed by The Food Bank, for goods the Agency obtains from The Food Bank.
- 6. The Agency will adhere to the policies, procedures, additions, and revisions specified by The Food Bank.
- 7. The Agency will comply with the IRS eligibility requirements for receipt, transfer, and use of donated food and other products under section 170(e)(3).
- 8. The Agency will comply with the safe and proper handling of the donated goods, and Member Compliance Standards to all local, state and Federal regulations.
- 9. The Agency will not engage in discrimination in the provision of service against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran.
- 10. The Food Bank shall not be liable for any injuries to Agency volunteers or personnel employed by said agency. The Agency further agrees to indemnify and hold The Food Bank free and harmless from any and all liabilities, damages, losses, claims, causes of action, or suits of law or inequity or any obligation whatsoever arising out of any action of said Agency volunteers or any personnel employed by the said agency for injuries occurring at any of The Food Bank facility, vehicle or trailer.
- 11. Agencies must permit, with or without an appointment, site visits by Feeding America West Michigan staff.

The undersigned herby confirm that they are both authorized representatives of The Agency, and by their legal signatures bind The Agency to the terms, conditions, and limitations of the agreement.

The Agency will re-sign this release when either of the following situations arise: (1) The Agency is notified by the Food Bank that the content in this release has changed or (2) The Agency has had a change of leadership.

I declare under penalty of perjury that the foregoing is true and correct,

Executive or Leader*	Date

Program Contact\*

Date

\*If Program contact is Executive or Leader please have a key program volunteer or the Board President sign here instead. Two signatures are required for application process. Only one is required during monitoring process or change of personnel. Rev. 06-18-2021



# Agency Partner Policies and Procedures

#### 1. Partnership Expectations

- a. **Client Treatment Policy:** An agency partner that serves the public is expected to serve everyone in need of food and is not permitted to turn anyone away without serving. Clients reserve the right to contact the food bank to file a complaint or report an incident while visiting any agency partner. Client complaints can result in account suspension or termination upon further investigation.
- b. Civil Rights Statement: An agency partner must provide equitable service to all groups, including but not limited to, people with disabilities, members of the LGBTQ+ community, BIPOC (Black Indigenous People of Color) communities, veterans, women, formerly incarcerated individuals, groups of varying immigrant status, unhoused individuals, and communities who do not speak English as a first language.
  - i. Agency staff/volunteers found to be violating <u>civil rights guidelines</u> should be dismissed from the program.
- c. **Site visits:** An agency partner must permit, with or without appointment, site visits by food bank staff. Site visits provide time for check-ins with agency partners, examine partnership building opportunities and ensure an agency meets food safety and compliance guidelines.
- d. Record Keeping: An agency partner must maintain an accurate record of clients served.
  - i. USDA-compliant agencies must use the USDA sign-in form, provided by the food bank, without any edits. Non-USDA agencies must use a form approved by the food bank.
  - ii. An agency partner agrees to make all records available to the food bank with or without notice. Records should be kept for three (3) years plus the current year, in either physical or digital copies.
  - iii. All records must be secure and confidential.
- e. Documentation: An agency partner must collect aggregated client information detailed below.
  - i. An agency can only require clients to provide their name, address, date served, and number of children, seniors, veterans in household.
  - ii. If an agency chooses to collect additional information for other services and/or programs, the forms must identify that the additional information is optional.
  - iii. An agency is **not** permitted to collect copies of client identification, legal documents (birth certificates, social security number), proof of residency, proof of income, or any other verification for client eligibility.
- f. **Monthly Statistics Reporting:** An agency partner will report monthly the total number of clients served and/or food distributed, as is recorded on their distribution records (detailed in section 1e) on their online account. Agencies found to be falsifying distribution records will receive a warning and could be subject to suspension.
- g. **Compliance Status:** An agency contact is responsible for ensuring partnership forms, trainings, annual agency assessment and site visits are completed as requested by food bank staff. The lack of participation may result in account suspension.
- h. **Correspondence with the Food Bank:** The main agency contact is expected to return phone calls and/or emails from the food bank in a timely manner. Messages for the phone number and email address on file with the food bank should be checked on a regular basis. Agencies that are open to the public must have a publicly shared phone number. Agency partners that do not meet the terms of this correspondence policy may be subject to account suspension.
- i. Agency Updates: An agency partner must notify the food bank of any changes to agency information (contacts, hours of operation, location, phone number, etc.) within 30 days of the change. Changes to the agency account can be submitted in the <u>online form</u> or emailed to their agency representative.

- j. **Operating Schedule:** An agency partner must operate at regularly scheduled times and, in cases where it is open to the public, must post hours of operation in publicly available ways (via social media, website, signage, etc.). They must also have a process for notifying clients and the food bank of unexpected closures or changes in hours of operation.
- k. **Public Resource Sharing:** An agency partner serving the public will allow site address, phone number, hours of operation, and additional information useful to clients to be displayed on the food bank's <u>website</u>.
- I. **Distribution of Outreach Materials:** An agency partner will distribute outreach materials provided by the food bank and share other valuable resources with clients. These materials include information on food bank services/programs, SNAP and other government assistance programs, or resources provided by other partners.
- m. **Suspension or Termination Policy:** The food bank reserves the right to suspend an agency account or terminate the partnership under any circumstance that impacts service to their clients or the quality of the partnership (i.e. food safety concerns, civil rights complaints, repeat overdue balance). The agency partner will receive notice if their account is suspended as well as action steps needed to resume compliance. Once the action is completed by the agency, the suspension will be lifted, and no further action will be taken.
  - i. If an agency remains suspended for three months or more, the food bank reserves the right to terminate the partnership.
  - ii. If an agency is continuously suspended for the same issue, the food bank reserves the right to terminate the partnership.
  - iii. While suspended, an agency can receive already-processed orders, but will not be permitted to place additional orders until suspension is lifted.
- 2. Ordering and Receiving Product
  - a. **Ordering Deadlines:** An agency partner is expected to meet the order deadlines detailed in the Agency Policy Standards. Failure to meet these deadlines will result in the order not being ready until the next available date.
  - b. **Order Pickup:** An agency partner must have adequate transportation and volunteers to receive and load the order. If transporting cold products, they must have food safety practices in place, such as temperature blankets, coolers, or other means of keeping the food at a safe temperature. Missed orders will be restocked if other arrangements are not made within 48 hours as outlined in the Agency Policy Standards.
  - c. **Product Changes:** Occasionally, products on agency orders may become unavailable or unsafe for distribution. In this case, the product will be removed from the invoice and the agency partner will not be charged any fees.
  - d. **Receipt of Product:** Each order will have an accompanying pick list and invoice at the time of receipt, detailing all of the items on the order. All products (food or otherwise) must be weighed and entered on the invoice. The agency representative receiving the order will need to sign the invoice to verify the order has been received.
  - e. Product Discrepancy: The agency is responsible for verifying that all products listed on the invoice have been received. If there is a discrepancy, notify agency partnerships staff within three (3) days of receipt. Under certain circumstances, spoiled or damaged products may need to be returned to the warehouse for evaluation. A credit may be applied to the agency account after a food bank staff member has evaluated the product/claim.
  - f. **Product Quality and Safety Concerns:** If an agency partner has concerns about product quality or safety, they are expected to notify the food bank within three (3) days of receipt. The food bank's food safety officer will review the complaint and examine the product in question.
  - g. **Warehouse Standards of Conduct:** All rules and standards of conduct must be observed while visiting our main warehouse and warehouse branches. This policy maintains safety as equipment is utilized throughout the facility. These rules are posted in the warehouses and can be found in the Agency Policy Standards.

- h. Depot/Deliveries: An agency partner receiving food through a depot or delivery is expected to accept their shipment at its scheduled date and time. They must have adequate transportation and volunteers to load the order themselves. Agency representatives should not crowd the truck or driver. Rather, they should check in with the driver and then wait near their vehicle for their order. Agency representatives should verify and sign their invoice in accordance with Receipt of Product (section 2d).
  - i. Depot site hosts must ensure the lot is cleared of vehicles and other barriers. When applicable, hosts must have the lot plowed and salted. The depot host should be prepared to field phone calls or questions from other agencies using the depot.
- i. **Order Minimums:** Partnership status is contingent on regular ordering. Agency accounts may be made inactive if an agency partner has ordered fewer than 1,000 pounds of product in the previous twelve months. Agency usage is evaluated regularly by food bank staff.
- 3. Food Safety and Storage
  - a. **Food Storage:** Products must be securely stored only in areas approved by the agency partnerships team (a locked or regularly staffed space). An agency partner should regularly review their inventory to ensure food maintains quality and security (no signs of tampering or theft). No product can be stored offsite or distributed to an unapproved agency. Food must be stored at least six inches off the floor, away from chemicals and in an environment free from dampness, odors, or insect or rodent infestation.
  - b. Food Safety & Prep: An agency partner must transport, store, prepare (in the case of on-site programs) and distribute products in a safe manner, as detailed in the Food Safety Training Manual. A weekly temperature log must be kept for every refrigerator and freezer to ensure safe storage of food (0° F or less for freezers, and 41° F or less for refrigerators). They must inspect all items before distributing/serving them and must withhold any product that appears unfit for consumption. Agencies are encouraged to use or distribute food within 90 days of receipt.
  - c. Food Preparation: Agency partners that prepare food for consumption, whether in residential or public setting, must have a health department inspection posted in the facility. Community meals require a ServSafe Food Service Manager certification or equivalent course work for the staff/volunteer preparing the food.
  - d. Repacking Policy: An agency partner may not repack food unless it provides documentation of a health department inspection. Eggs may never be repacked due to inspection regulations. The food bank recommends that all donated meat comes from a licensed facility. All repacked food must include a label that includes its contents and date packed. The food bank's <u>Food</u> <u>Repackaging Guidelines</u> provide more information.
  - e. **Recall Policy:** The food bank will alert agency partners via email when it is notified of a recall. Main agency contacts should notify an agency partnerships representative if they are not receiving emails regarding food recalls. As a matter of precaution, the food bank will notify agency representatives of all food recalls, even if the food bank did not distribute that specific product. Agency partners should act as follows when food is recalled:
    - i. Agencies should check all stock to determine if they have that product. If so, they should dispose of it properly and not return it to the food bank.
    - ii. Agencies should share relevant recall notices with the people they serve via their usual means of communication.
- 4. Product Distribution
  - a. Product Recipients: Donated products obtained from the food bank may only be shared with "the ill, needy, or infants". The IRS defines a "needy" person as one who "lacks the necessities of life, involving physical, mental, or emotional well-being, as a result of poverty or temporary distress." Reg.1.170A-4A (b)(2)(ii)(D).
  - b. **Distribution Requirements:** Products must be given away for free. Food and other products cannot be sold or used for fundraising by an agency partner or given to any person who has the intention of selling or bartering the product. Selling product to anyone is a direct violation of the

U.S. Internal Revenue Code Section 170(e)(3) and with USDA commodities will be prosecuted as theft of government property.

- i. An agency partner may not solicit donations or payments for food or other products acquired from the food bank. It may accept contributions if they are voluntary and anonymous. Such contributions must be completely unconnected to the receipt of food.
- c. Target Demographic: An agency partner may serve a specific demographic. The target demographic must be defined on the agency application and may include protected classes as defined by the government (seniors, veterans, women, children, etc.). Agency partners must inform the food bank prior to any change in service.
- d. Product Usage: Product may only be used for the program identified in the agency file. Product may not be used for community-wide events or restricted events such as church events, volunteer sessions, board meetings, fundraisers, etc. No restrictions can be placed on receiving product, such as prayer, volunteering, payment or program participation.
- e. Staff/Volunteer Product Use: Items obtained from the food bank may not be given to staff or volunteers as a snack, reward, or thank you. However, staff or volunteers may receive food if they meet the same criteria and follow the same process as other recipients (intake, sign-in, waiting in line, etc.). Staff or volunteers receiving food may not receive priority or different access to it.
  - i. Donated products can be consumed on a limited basis for taste testing or demonstration cooking. Staff or volunteers of on-site meal programs are permitted to eat with residents if they are involved with food preparation or are providing other services (i.e. interaction with intended recipients) during the meal (U.S. IRS Code 170(e)(3)).
- 5. Payment Policies
  - a. Payment Policy: An invoice with all fees will be provided to the agency representative receiving the product. It is also available through the agency's online account. Invoices must be paid within 30 days to remain in good standing. If an invoice reaches 90 days past due, the agency account will be suspended until payment is received in full.
  - b. **Submitting Payment:** Payment must be made from the account of the EIN-registered agency. Payments should include a copy of the invoice and clearly identify the invoice number(s) being paid. Payment cannot be made in the form of personal checks or credit cards. Under no circumstances may a government entity make a payment. Checks can be mailed to 1950 Waldorf St., NW; Grand Rapids, MI 49544.

By signing below, the agency partner agrees to adhere to all policies and procedures detailed in this document.

Program Contact (print):	а 
Program Contact (sign):	Date:
Food Bank Representative:	Date:

# **USDA (TEFAP) Agreement**



FAWM (Feeding	America \	West Michigan	) Partner (A	Agency)	Reference #
---------------	-----------	---------------	--------------	---------	-------------

FAWM Partner:		
Address:		
FAWM Partner Contact Name:	Phone Number:	
USDA (TEFAP) Distribution Days and Times:		

In order to distribute United States Department of Agriculture (USDA) food, made available through *The Emergency Food Assistance Program (TEFAP)*, in a safe, efficient, and responsible manner,

(FAWM Partner) agrees to the following:

1. FAWM Partner holds good standing tax-exempt status.

# a. Tax Exemption Number:

- 2. FAWM Partner will comply with the requirements in 7 CFR Part <u>250</u>, <u>251</u>, and other regulations and policies referenced in the state plan and in the State agency's written agreement with FNS.
- 3. FAWM Partner hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effect uate this agreement.
- 4. FAWM Partner contact must complete full Civil Rights Training at least annually, and ensure all volunteers interacting with clients are aware of procedures. Recurring volunteers should complete full training provided by FAWM Partner. Civil Rights Training is renewed annually.
- 5. FAWM Partner must ensure proper storage and handling of USDA (TEFAP) product. Product must be stored under sanitary conditions that are free from rodent, bird, insect, or other animal infestation, in well-ventilated areas that are safeguarded against theft, spoilage, or other losses. USDA (TEFAP) foods must be stored off the floor, on pallets, racks, or shelves and organized to provide easy identification and access.
- 6. FAWM Partner may do one of two options if there is leftover USDA (TEFAP) food: 1) safely store leftover USDA (TEFAP) food until the next distribution, or 2) safely transfer it to another FAWM Partner that is authorized to distribute USDA (TEFAP). Contact CFP for more information or questions.
- 7. During program's hours of operations, FAWM Partner must be willing to distribute USDA (TEFAP) product to any eligible client who asks for food assistance. Client should have access to all USDA (TEFAP) products available and be referred to other programs if they are better suited to meet client's needs.
- 8. FAWM Partner is expected to collect, keep and share with FAWM all USDA (TEFAP) participation records that include date of distribution (issuance), participant name, address, number in household and means of eligibility using current, approved *Certification Procedures*, along with *Reporting Procedures*.
- 9. FAWM Partner does <u>not</u> ask for or require any verification of a client's identity, residency or income, e.g. no paystubs, driver's licenses, utility bills. Client takes responsibility for compliance with program eligibility requirements when they fill out the self-declaration of need form (either electronically on Link2Feed, or on

paper). Volunteers and paid staff at FAWM Partner site are relieved of both legal and all programmatic liability.

- 10. FAWM Partner, including members, staff and volunteers, must not sell, transfer, barter, or fundraise with USDA (TEFAP) products.
- 11. FAWM Partner will provide food items to eligible participants without charge of any kind.
- 12. FAWM Partner will conduct outreach that includes the program name (TEFAP), the site's name, address, distribution days/dates, times.
  - a. FAWM Partner must include the short-form of the non-discrimination statement on all pantry outreach materials, where space does not allow the long form. (The long form is on the sign-in sheet and poster).
     "This institution is an equal opportunity provider."
- 13. FAWM Partner must display pantry hours for clients to see even if pantry is closed.
- 14. FAWM Partner will notify Feeding America West Michigan before any changes, temporary or permanent, to the schedule are made throughout the year
- 15. FAWM Partner will inform the FAWM Community Food Programs team whenever a distribution disruption will take place or has taken place (closed for any reason). This information needs to be received by FAWM as early as possible, but no later than 3 business days after the event so we can document this.
  - a. If possible, post a sign on the site's recipient entrance door indicating: the closure; the day and time of the next distribution at that location; and directions to call 2-1-1 for information regarding other assistance opportunities available that same day.
    - i. Inform all new intake clients of this closure procedure
- 16. FAWM Partner must display the current "And Justice For All Poster" during USDA (TEFAP) distribution for clients to see.
- 17. FAWM Partner must post the "Notice of Beneficiary Rights" if it is a faith-based program.
- 18. FAWM Partner will have a Limited English Proficiency (LEP) plan to provide resources in the event a non-English speaking participant comes for USDA (TEFAP) food.

This agreement is permanent and may be terminated with 30 days written notice for failure to comply.

### FAWM Partner Contact Name:

Date

FAWM Partner Signature:

For Feeding America West Michigan use only:

Feeding America West Michigan Staff person approving USDA Agreement:

Title: \_\_\_\_\_ Date: \_\_\_\_\_