

**APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD CITY COMMISSION
HELD FEBRUARY 19, 2019
Commission Chambers**

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

Commissioner Brown led the Pledge of Allegiance to the Flag.

Reverend John Mondri of African Community Fellowship Church gave the invocation.

Roll Call: Present: Commissioners: Emily Bridson, Michael W. Brown, Robert Coughlin, Maurice Groce, Thomas McKelvey, and Mayor Stephen Kepley.

Motion by Bridson, seconded by Brown, to excuse Commissioner Artz with prior notification.

Motion Carried.

Staff Present: Engineering & Inspections Director Tim Bradshaw, Deputy Finance Director Bhama Cairns, Finance Director Tom Chase, Economic Development Planner Lisa Golder, Public Works Director John Gorney, Police Chief Tom Hillen, City Clerk Dan Kasunic, Fire Chief Brent Looman, Deputy Administrator Mark Rambo, Deputy Police Chief Richard Roberts, Fire Department Administrative Assistant Nancy Shane, City Treasurer Laurie Sheldon, City Attorney Jeffrey Sluggett, and City Engineer Dan VanderHeide.

Fifteen (15) citizens and members of the news media attended the meeting.

Motion by Brown, seconded by Coughlin, to **approve the agenda** with the following addendum: add 15(c) gaming license.

Motion Carried.

ACKNOWLEDGE VISITORS AND NON-AGENDA ITEMS:

Mayor Kepley welcomed Boy Scout Troop #331.

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

Motion by McKelvey, seconded by Coughlin, to approve the Consent Agenda as follows:

- A. Receive and file minutes of the Committee of the Whole Meeting held on February 5, 2019.

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- B. Receive and file Investment Performance Review (Dec. 2018), Cash & Pooled Investments reports (Sept. & Dec. 2018), and General Revenue & Expenditure Report (Dec. 2018).
- C. Approve the City of Kentwood 2019 Employee Handbook.
- D. Authorize contract with Wolverine Building Group for renovations to City Hall in an amount not-to-exceed \$103,500.00 (including a 10% contingency), and for allowance of \$30,800.00 for various other project costs defined in Tim Bradshaw's Memorandum dated February 19, 2019, for a total not-to-exceed \$134,300.00, with funds from the FY 2018-19 Property and Building Fund.
- E. Authorize Agreement for Installation of Electric Facilities with Consumers Energy for Veterans Park improvements in the amount of \$12,112.00.
- F. Payables for the City totaling \$3,154,408.72.

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

Motion Carried.

Motion by Groce, seconded by McKelvey, to **approve the minutes** of the February 5, 2019 City Commission Meeting.

Motion Carried.

PRESENTATIONS AND PROCLAMATIONS:

UPDATE FROM KENT COUNTY PROSECUTOR'S OFFICE FROM PROSECUTING ATTORNEY CHRIS BECKER.

Prosecuting Attorney Becker spoke on the topic of his diversion programs as an alternative to charging teens as sex offenders, and in educating minors on inappropriate uses of technology and other programs the office is using.

COMMUNICATIONS AND PETITIONS:

PETITION OF THE CITY OF KENTWOOD TREASURER TO STRIKE THE 2013 AND PRIOR YEARS DELINQUENT PERSONAL PROPERTY TAXES FROM THE ROLLS.

City Treasurer Sheldon reviewed the reasons for striking the 2013 and prior years personal property taxes from the rolls.

Motion by Groce, seconded by Brown, to approve the petition of the City of Kentwood Treasurer to strike the 2013 and prior years delinquent Property Taxes from the rolls.

Motion Carried.

PUBLIC HEARING:

Unist.

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Mayor Kepley opened the public hearing to adopt a resolution to establish an Industrial Development District and to approve an application for an Industrial Facilities Exemption Certificate for Unist, Inc. located at 4134-36th Street.

Following a brief presentation by Economic Development Planner Golder and Chuck Boelkins, President of Unist, Inc.

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

Motion Carried.

ADOPT RESOLUTION 5–19 TO ESTABLISH AN INDUSTRIAL DEVELOPMENT DISTRICT FOR UNIST, INC.

Motion by Coughlin, seconded by Brown, adopt Resolution 5–19 to establish an Industrial Development District for Unist, Inc. located at 4134-36th Street, SE.

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

Resolution Adopted.

ADOPT RESOLUTION 6–19 TO APPROVE AN APPLICATION FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE FOR UNIST, INC.

Motion by McKelvey, seconded by Coughlin, to adopt Resolution 6–19 to approve an Application for an Industrial Facilities Exemption Certificate for Unist, Inc. located at 4134-36th Street, SE.

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

Resolution Adopted.

BIDS:

AUTHORIZE A CONTRACT FOR SIDEWALK REPAIR WITH GROUNDHAWG EXCAVATING AND LANDSCAPING LLC.

City Engineer VanderHeide reviewed his memorandum dated February 19, 2019 regarding Sidewalk Repair Program.

Motion by Groce, seconded by Bridson, to authorize the Mayor to enter into a contract for sidewalk repair services with Groundhawk Excavating and Landscaping, LLC in the amount of \$106,900.00 (including a 10% contingency) with funding as follows:

- a) Approximately \$96,700.00 for repairs to sidewalks in the public rights-of-way which are the responsibility of the property owner, with all actual costs incurred to be billed to and paid by the property owner; and
- b) Approximately \$10,200.00 for repairs to sidewalk in the public right-of-way which are the responsibility of the city of Kentwood, with the costs to be funded as follows:
 - Approximately \$2,200.00 from the FY 2018-19 Major Street Fund,
 - Approximately \$6,800.00 from the FY 2018-19 Local Street Fund,

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- Approximately \$1,200.00 from the FY 2018-19 Property & Building Fund.

Motion Carried.

AUTHORIZE CONTRACT FOR RECONSTRUCTION OF RONDO STREET AND GERDA STREET WITH MONTGOMERY EXCAVATING, INC.

City Engineer VanderHeide reviewed his memorandum dated February 19, 2019 regarding reconstruction of Rondo and Gerda Streets.

Motion by Brown, seconded by Bridson, to authorize the Mayor to enter into a contract for the reconstruction of Rondo Street and Gerda Street, including water main replacement in Gerda Street, with Montgomery Excavating, Inc., in an amount not to exceed \$1,081,000.00 (including a 10% contingency), with funds from the FY 2018-19 and FY 2019-20 Local Street Fund and Water Fund budgets.

Motion Carried.

RESOLUTIONS:

ADOPT RESOLUTION 7-19 TO AUTHORIZE A CONTRACT WITH CONSUMERS ENERGY FOR ONE LED STREETLIGHT IN WILDFLOWER CREEK #3 SUBDIVISION.

City Engineer VanderHeide reviewed his memorandum dated February 19, 2019 regarding the Consumers Energy contracts.

Motion by Coughlin, seconded by Brown, to adopt Resolution 7-19 to and authorize the Mayor and Clerk to sign the attached “Authorization for Change in Standard Lighting Contract” and one light-emitting diode (LED) street light in the Wildflower Creek #3 subdivision.

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

Resolution Adopted.

ADOPT RESOLUTION 8-19 TO AUTHORIZE A CONTRACT WITH CONSUMERS ENERGY FOR THREE HPS STREETLIGHTS IN WILDFLOWER CREEK #3 SUBDIVISION.

Motion by Coughlin, seconded by Brown, to adopt Resolution 8-19 to and authorize the Mayor and Clerk to sign the attached “Authorization for Change in Standard Lighting Contract” forms for the addition of 3 high-pressure sodium (HPS) street lights in the Wildflower Creek #3 subdivision.

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

Resolution Adopted.

ADOPT RESOLUTION 9-19 FOR GAMING LICENSE FOR GIRLS ON THE RUN OF KENT AND MUSKEGON COUNTIES.

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Mayor Kepley and Commission Bridson explained the request for a gaming license.

Motion by Brown, seconded by Groce to adopt Resolution 9–19 for gaming license for Girls on the Run of Kent and Muskegon Counties.

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

Resolution Adopted.

APPOINTMENTS AND RESIGNATIONS:

CONFIRM APPOINTMENTS OF DARIUS QUINN AND CATHERINE BRAINERD TO THE PLANNING COMMISSION.

Motion by McKelvey, seconded by Brown, to confirm the appointments of Darius Quinn until 1/20 and Catherine Brainerd until 1/21 to the Planning Commission

Motion Carried.

COMMENTS OF COMMISSIONERS AND MAYOR:

City Deputy Administrator Rambo informed the Commission Lou Rabaut will continue the team building exercise with them at an upcoming Committee of the Whole.

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

Dan Kasunic
City Clerk

Stephen C.N. Kepley
Mayor