

**APPROVED MINUTES OF THE  
COMMITTEE OF THE WHOLE**

February 19, 2018  
Conference Room #119  
5:30 P.M.

Present: Commissioners: Mayor Pro-Tem Michael Brown, (Betsy Artz: absent) Emily Bridson, Robert Coughlin, Maurice Groce, Thomas McKelvey, and Mayor Stephen Kepley. Also present: Deputy Finance Director Bhama Cairns, Engineering & Inspections Director Tim Bradshaw, Finance Director Tom Chase, Human Resource Director Gail Dewey, 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, and City Attorney Jeff Sluggett.

**HUMAN RESOURCES DEPARTMENT:**

**A. RECOMMEND APPROVAL OF THE CITY OF KENTWOOD EMPLOYEE HANDBOOK.**

Human Resources Director Dewey noted the final changes made and some of the suggested items that had not been added and the reasons of those items not added.

Motion by Coughlin, seconded by Groce, to recommend to the City Commission to approve the City of Kentwood 2019 Employee Handbook.

Motion Carried.

**ENGINEERING DEPARTMENT:**

**A. RECOMMEND APPROVAL OF CONTRACT WITH WOLVERINE BUILDING GROUP FOR RENOVATIONS TO CITY HALL.**

Engineering & Inspections Director Bradshaw reviewed his memorandum dated February 19, 2019 regarding City Hall Renovations.

Motion by Kepley, seconded by Bridson, recommend to the City Commission that it authorize the Mayor to enter into a contract with Wolverine Building Group for renovation to City Hall in an amount not-to-exceed \$103,500.00 (including a 10% contingency), and for an allowance of \$30,800.00 for various other project costs defined in Tim Bradshaw's memorandum date February 19, 2019 regarding City Hall Renovations, for a total not-to-exceed \$134,300.00 with funds from the FY 2018-19 Property & Building Fund.

Motion Carried.

**B. RECOMMEND APPROVAL OF AGREEMENT FOR INSTALLATION OF ELECTRIC FACILITIES FOR VETERANS PARK IMPROVEMENTS.**

Engineering & Inspections Director Bradshaw explained with the removal of the storage building and the sub-feed to the Activities Building at Veterans Park this agreement that is set to begin in 30 days and the demolition to begin in 45 days with an estimate of \$12,112.00 with possible refunds in the future.

Motion by McKelvey, seconded by Groce to recommend to the City Commission to approve an agreement for installation of electric facilities for Veterans Park improvements.

Motion Carried.

**POLICE AND FIRE DEPARTMENTS:**

**A. MONTHLY REPORTS.**

**POLICE DEPARTMENT.**

Police Chief Hillen reviewed the Monthly Activities Report for January 2019. He provided a brief overview of a few incidents that resulted in arrests of individuals.

**FIRE DEPARTMENT.**

Fire Chief Looman reviewed the Monthly Activities Report for January 2019. He spoke of adding help during the Polar Vortex and of testing of potential firefighters.

Motion by Coughlin, seconded by McKelvey to receive and file the Police and Fire Departments Monthly Activities Report for January 2019.

Motion Carried.

The meeting was adjourned at 6:18 P.M.

Dan Kasunic  
City Clerk

Michael Brown  
Mayor Pro-Tem