

**APPROVED MINUTES OF THE REGULAR MEETING  
OF THE KENTWOOD CITY COMMISSION  
HELD DECEMBER, 18 2018  
Commission Chambers**

Mayor Stephen Kepley called the meeting to order at 7:20 P.M.

Commissioner Coughlin led the Pledge of Allegiance to the Flag.

DPW Director Gorney gave the invocation.

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

Staff Present: Engineering & Inspections Director Tim Bradshaw, 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, Parks and Recreation Director Val Romeo, Community Development Director Terry Schweitzer, Fire Department Administrative Assistant Nancy Shane, and City Attorney Jeffrey Sluggett.

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

Motion by Bridson, seconded by Brown, to **approve the agenda** moving 17(a) to after Closed Session.

Motion Carried.

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

Several students from South Christian High School introduced themselves.

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

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

- A. Receive and file minutes of the Committee of the Whole Meeting held on December 4, 2018.
- B. Receive and file financial statements and audit committee letter for fiscal year end June 30, 2018.
- C. Payables for the City totaling \$1,027,673.64.

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

Motion Carried.

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Motion by McKelvey, seconded by Artz, to **approve the minutes** of the December 4, 2018 City Commission Meeting.

Motion Carried.

**PRESENTATIONS AND PROCLAMATIONS:**

**PRESENTATION TO NN, INC MOBILE SOLUTIONS (AUTOCAM) AS PLATINUM COMMUNITY EVENT SPONSOR 2018.**

Mayor Kepley and Parks & Recreation Director Romeo presented the Vice President of NN, Inc. a plaque as a platinum sponsor for donating \$10,000 each year for eight years.

**COMMUNICATIONS AND PETITIONS:**

**APPROVE ADDITION OF ONE POLICE OFFICER AND AUTHORIZE CONTRACT WITH KELLOGGSVILLE PUBLIC SCHOOLS FOR SCHOOL RESOURCE OFFICER.**

Police Chief Hillen spoke of the request by Kelloggsville Public Schools to have a School Resource Police Officer at the middle school. The contract had been reviewed by City Attorney with the school paying for 60% of the cost of having a SRO at the school.

Motion by Artz, seconded by Coughlin, to approve one FTE Police Officer and authorize contract with Kelloggsville Public Schools for School Resource Officer.

Motion Carried.

**POLICE AND FIRE MONTHLY REPORTS.**

Police Chief Hillen reviewed the Monthly Activity Report for November 2108 and noted the See Something, Say Something campaign and the Tree Lighting Parade.

Fire Chief Looman reviewed the Monthly Activity Report for November 2018. He informed the Commission of the retirement of the Fire Marshall this Friday and of six new Paid On-Call Fire Fighters.

**PUBLIC HEARING:**

**CDBG funds.**

Mayor Kepley opened the public hearing to adopt a resolution to authorize use of Community Development Block Grants for Sidewalk in-fill project #1 and Sidewalk in-fill Project #2.

Following a brief presentation by Economic Development Planner Golder:

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

Motion Carried.

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**ADOPT RESOLUTION 43 –18 AUTHORIZING USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR SIDEWALK IN-FILL PROJECT #1 AND SIDEWALK IN-FILL PROJECT #2.**

Motion by Artz, seconded by Bridson, to adopt Resolution 43–18 authorizing use of Community Development Block Grant funds for Sidewalk In-fill Project #1 and Sidewalk In-fill Project #2.

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

Resolution Adopted.

**BIDS:**

**AUTHORIZE CONTRACT FOR CONSTRUCTION ENGINEERING WITH MOORE AND BRUGGINK, INC. FOR PINEWOOD MIDDLE SCHOOL SAFE ROUTES TO SCHOOL PROJECT.**

Engineering & Inspections Director Bradshaw reviewed his memorandum dated December 18, 2018 regarding the Safe Routes to School sidewalk project.

Motion by Artz, seconded by Coughlin, to authorize the Mayor to sign a contract for construction engineering services with Moore & Bruggink, Inc. for the Pinewood Middle School Safe Routes to School Project, in the amount not-to-exceed \$32,538.00 including a 10% contingency, with funds from the FY 2018-19 and FY 2019-20 Local Street budgets.

Motion Carried.

**AUTHORIZE TWO YEAR CONTRACT EXTENSION WITH MELROSE PYROTECHNICS, INC. FOR FIREWORKS DISPLAYS ON JULY 4<sup>TH</sup> OF 2019 AND 2020.**

Parks & Recreation Director Romeo reviewed her memorandum dated December 12, 2018 regarding the fireworks display and the cost increase.

Motion by Coughlin, seconded by Bridson, to authorize the Mayor to sign a two-year contract extension with Melrose Pyrotechnics, Inc. for fireworks displays on the 4<sup>th</sup> of July Celebrations, 2019 and 2020, at a total annual cost not-to-exceed \$15,675.00, with funds from the appropriate fiscal year General Fund (Parks & Recreation) Operating budget, contingent upon the Commission’s approval of funding for this purchase in each fiscal year budget.

Motion Carried.

**RESOLUTIONS:**

**ADOPT RESOLUTION 44–18 TO ACCEPT NEWLY CONSTRUCTED STREETS IN THE CITY OF KENTWOOD AS PUBLIC CITY STREETS.**

Motion by Brown, seconded by Bridson, to adopt Resolution 44–18 to accept newly constructed streets in the City of Kentwood as public streets.

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

Resolution Adopted.

**ADOPT RESOLUTION 45–18 SETTING 2019 MEETING DATES FOR BOARD OF REVIEW.**

Motion by Artz, seconded by McKelvey, to adopt Resolution 45–18 setting 2019 meeting dates for Board of Review.

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

Resolution Adopted.

**APPOINTMENTS AND RESIGNATIONS:**

**CONFIRM APPOINTMENTS OF VARIOUS BOARDS, COMMISSIONS AND COMMITTEES.**

Motion by Artz, seconded by Brown, to confirm the appointments of Various Boards, Commissions and Committees.

Motion Carried.

**CLOSED SESSION:**

Motion by Brown, seconded by Coughlin, to enter into a **Closed Executive Session** to consider the purchase or lease of real property as permitted under Section 8(d) of P.A. 267 Michigan Open Meetings Act of 1976 as amended.

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

Motion Carried.

The Commission adjourned at 8:00 p.m.

The Commission reconvened at 8:49 p.m.

**APPOINTMENTS AND RESIGNATIONS:**

**CONFIRM APPOINTMENT OF CANDIDATE AS COMMISSIONER AT-LARGE TO FULFILL TERM ENDING NOVEMBER 2019.**

The Commission continued to discuss at length the selection of Commissioner At-Large.

Motion by Coughlin, seconded by Brown, to confirm appointment of Maurice Groce as Commissioner At-Large to fulfill term ending November 2019.

Motion Carried.

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**COMMENTS OF COMMISSIONERS AND MAYOR:**

The Commission wished everyone a happy holiday and Merry Christmas..

The meeting was adjourned at 9:10 P.M.

Dan Kasunic  
City Clerk

Stephen C.N. Kepley  
Mayor