

**APPROVED MINUTES OF THE REGULAR MEETING  
OF THE KENTWOOD CITY COMMISSION  
HELD DECEMBER 19, 2017  
Commission Chambers**

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

Commissioner Clanton led the Pledge of Allegiance to the Flag.

John Helder gave the invocation.

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

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

Motion Carried.

Staff Present: IT Manager Matt Anderson, City Engineer Tim Bradshaw, Deputy Finance Director Bhama Cairns, Finance Director Tom Chase, 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, Community Development Director Terry Schweitzer, Fire Department Administrative Assistant Nancy Shane, and City Attorney Jeffrey Sluggett.

Three (3) citizens attended the meeting.

Motion by Brown, seconded by McKelvey, to **approve the agenda** with the following addenda: remove 7(d) Employee Pension Plan and move 7(e) to 10(d) ICMA agreement.

Motion Carried.

**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 Brown, to approve the Consent Agenda as follows:

- A. Receive and file minutes of the Committee of the Whole Meeting held on December 5, 2017.
- B. Receive and file July 2017 General Revenue and Expenditure Report.
- C. 2017 Corrective Action Plan.
- D. Payables for the City totaling \$596,179.55.

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

Motion Carried.

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Motion by McKelvey, seconded by Bridson, to **approve the minutes** of the December 5, 2017 City Commission Meeting.

Motion Carried.

**COMMUNICATIONS AND PETITIONS:**

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

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

**AUTHORIZE INTERGOVERNMENTAL AND ESCROW AGREEMENTS RELATING TO SANITARY SEWER DEVELOPMENT IN THE BRETONFIELD PRESERVE PROJECT.**

City Engineer Bradshaw explained the reasons for the agreement with the development of Bretonfield, north of 60<sup>th</sup> street.

Motion by Artz, seconded by Brown, to enter into an intergovernmental agreement with the City of Grand Rapids, Gaines Township, and Byron Township relating to sanitary sewer development in the proposed Bretonfield Preserve project and to authorize the Mayor to enter into an escrow agreement with Allen Edwin Homes to fund the City's fiscal responsibilities required by the intergovernmental agreement.

Motion Carried.

**APPROVE LAND DIVISION FOR LOT 17 OF THE PLAT OF WOODLAND MALL.**

City Deputy Administrator Rambo reviewed the request to split Lot 17 of the Plat of Woodland.

Motion by Brown, seconded by Clanton, to approve the land division

Motion Carried.

**AUTHORIZE EXECUTION OF ICMA RETIREMENT CORP. ADMINSTRATIVE SERVICES AGREEMENT.**

Finance Director Chase reviewed the plans that will include refreshed and updated language and the action is only for the defined Contribution Pension Plan and the 457 Plan and intended to be a five year agreement. He noted a few highlights of the agreement.

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Motion by Artz, seconded by Brown, to authorize execution of ICMA Retirement Corp. Administrative Services Agreement, subject to review by City Attorney.

Motion Carried.

**BIDS:**

**AUTHORIZE CONTRACT EXTENSION WITH RED CREEK WASTE SERVICES, INC. FOR TRASH AND RECYCLING SERVICES FOR CITY FACILITIES.**

DPW Director Gorney reviewed his memorandum dated December 11, 2017.

Motion by Artz, seconded by McKelvey, to authorize the Mayor to extend a contract with Red Creek Waste Services, Inc., for a two calendar year period (2018-2019) for City-wide trash/recycling removal services, at \$1,080.78, (with the allowance to pass along the Kent County Waste-to-Energy imposed fee increase of \$5 per ton), with funds from the applicable department General Fund budgets for each fiscal year of this contract.

Motion Carried.

**RESOLUTIONS:**

**ADOPT RESOLUTION 47-17 SETTING 2018 MEETING DATES FOR BOARD OF REVIEW.**

Motion by Clanton, seconded by Brown, to adopt Resolution 47-17 setting 2018 meeting dates for Board of Review.

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

Resolution Adopted.

**ADOPT RESOLUTION 48-17 TO ESTABLISH AN ART COMMISSION AND DISSOLVE THE ARTS ADVISORY COMMITTEE.**

Motion by Clanton, seconded by McKelvey, to adopt Resolution 48-17 for the City to establish an Art Commission to act as agent on behalf of the City to review and decide upon proposals for works of art on private properties in the City of Kentwood, and as described in the resolution and to dissolve the Arts Advisory Committee due to inactivity and to avoid confusion.

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

Resolution Adopted.

**APPOINTMENTS AND RESIGNATIONS:**

**CONFIRM REAPPOINTMENTS AND APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS AND COMMITTEES.**

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Motion by Artz, seconded by Bridson, to confirm the reappointments and appointments to various Boards, Commissions and Committees.

Motion Carried.

**COMMENTS OF COMMISSIONERS AND MAYOR:**

Mayor Kepley-reviewed 2017 and the City's 50<sup>th</sup> Anniversary year events and noted they were great events and a great year.

The meeting was adjourned at 7:30 P.M.

Dan Kasunic  
City Clerk

Stephen C.N. Kepley  
Mayor