

**VILLAGE OF KENT CITY
REGULAR COUNCIL MEETING
January 13, 2022
83 Spring Street, Kent City MI**

2022-01 CALLED TO ORDER AND ROLL CALL
The meeting was called to order at 6:00 p.m. by President Rose.
Council present: Merry Barron, Eric Blandford, Randy Clay, Linda Poling, Gabrielle Zobel, Bert Rose.
Council absent: Sue Smalley.
Officers present: Ashley Scudder, Clerk; Debra Fourth, Treasurer; Mary Portell, Sewer Administrator; Dennis Kaminski, Zoning Administrator.
Others present: Rood Vaughan, DPW.

2022-02 PUBLIC TIME OTHER THAN AGENDA ITEMS –
Dennis Kaminski, Zoning Administrator, voiced opinion on Village purchase of 200 S Main Street to be used as a new location for the Village office: This building will allow for growth and expansion and give the Village more opportunities in the future.
Let the minutes reflect that Dennis Kaminski left the meeting at 6:11 p.m.

2022-03 CORRESPONENCE – None.

2022-04 APPROVAL OF MINUTES
Motion by Barron, 2nd by Zobel, to approve the Minutes from Village of Kent City Regular December 9, 2021, Council Meeting as presented.
Vote: Ayes: 6 Nays: 0 Motion CARRIED

2022-05 APPROVAL OF AGENDA
Motion by Barron, 2nd by Clay, to approve agenda with the following additions: IT- Deb & Ashley; President's Comments; President's Repot, 200 S Main Street; Sewer, Proposals from Plummer's Environmental (sewer pipe repair and wrap- \$23,611.00) and NorthWest Kent Mechanical (lagoon valve repair - \$5,582.00 and park pump replacement - \$7,150.00).
Vote: Ayes: 6 Nays: 0 Motion CARRIED

2022-06 PUBLIC COMMENT ON AGENDA ITEMS – None.

2022-07 REPORTS
EQUIPMENT~ *Randy*
Equipment is currently in working order. Waiting for spring updates from the Kent County Road Commission for available plow trucks. Also in contact with East Grand Rapids, who may have a plow truck for sale.

HEALTH & SAFETY~ *Merry & Gabi*
Security system has been updated.

IT ~ Deb & Ashley

Reports presented on options on new programs for financial and utility billing for the upcoming FY (March 1, 2022 – February 28, 2023).

Motion by Poling, 2nd by Clay, to approve the purchase and use of QuickWater Utility Billing Program for One thousand, four hundred ninety-five (\$1,495.00) dollars and 00/100 and QuickBooks with payroll financial program for Five hundred ninety-nine dollars and 98/100 plus a two dollar per employee fee per month for payroll (\$599.98 + \$2.00/employee/month) for use beginning March 1, 2022.

Roll Call Vote: Ayes: Blandford, Clay, Poling, Zobel, Barron, Rose.

Nays: None.

Absent: Smalley.

Motion CARRIED.

SEWER/STORM~ Mary

Sewer Administrator Report from 1/09/2022 reviewed.

Sewer Report from 1/12/2022 reviewed.

Motion by Zobel, 2nd by Blandford, to accept proposal from Plummer's Environmental Services for wrapping 40' of sanitary sewer pipe with fiberglass wrap (Ball Creek/17 Mile Road) for Twenty-three thousand, six hundred eleven dollars (\$23,611.00) and 00/100 to repair the current holes and prevent new holes from forming.

Roll Call Vote: Ayes: Zobel, Barron, Blandford, Clay, Poling, Rose.

Nays: None

Absent: Smalley.

Motion CARRIED.

Motion by Barron, 2nd by Poling, to accept proposal from NorthWest Kent Mechanical to repair Gate Valve in chamber at the main lift station for Five thousand, five hundred eighty-two dollars (\$5,582.00) and 00/100.

Roll Call Vote: Ayes: Poling, Zobel, Barron, Blandford, Clay, Rose.

Nays: None.

Absent: Smalley.

Motion CARRIED.

Motion by Zobel, 2nd by Clay, to accept proposal from NorthWest Kent Mechanical to replace sewage pump at Lever Park for Seven thousand one hundred fifty dollars (\$7,150.00) and 00/100. Proposal includes charge for pulling existing pump, which has already been pulled by DPW employees. Charge should be less than quoted.

Roll Call Vote: Ayes: Poling, Barron, Blandford, Clay, Zobel, Rose.

Nays: None.

Absent: Smalley

Motion CARRIED.

Let the minutes reflect that Mary Portell left the meeting at 6:45 p.m.

STREET ADMIN. ~ Randy

Project between DTE and Kent County presented for new gas main installation on northeast side of Ball Creek/M46 installation to eliminate vault. To be completed by DTE. Village will be provided with updates as project progresses.

PRESIDENT'S REPORT

Public comments received by Rose reviewed and discussed to council satisfaction.

Parking Lot Easement has been signed by Village and Thornton. Has been returned to attorney.

Motion by Blandford, 2nd by Barron, for the Village of Kent City to place an offer with Lindsey Schab, Coldwell Banker Realty, for purchase of 200 S Main Street with the following stipulations: offer to start at \$160,000.00 and caps at \$200,000.00; offer contingent upon inspections and cost estimate for renovations. Seller to remove items still located in building.

Roll Call Vote: Ayes: Barron, Blandford, Clay, Poling, Zobel, Rose.

Nays: None.

Absent: Smalley.

Motion CARRIED.

Other Reports

- A. Clerk's 01/13/2022 Written Report.
Financial Management Policy & Procedures for the Village of Kent City, 2021 presented to bring the village into compliance with Kent County's internal controls regulations.
- B. Treasurer's 12/31/2021 Written Report.
- C. Zoning Administrator's 01/11/2022 report.
- D. The Planning Commission meeting minutes from January 6th were reviewed.
- E. Fire Department reports for December.

2022-08

APPOINTMENTS / RESIGNATIONS

A. **Village of Kent City Board Appointments**

Motion by Barron, 2nd by Blandford, to re-appoint all expiring terms on the following Village Boards: Planning Commission, Zoning Board of Appeals, Downtown Development Authority; appointment expiration 2026.

Vote: Ayes: 6 Nays: 0 Motion CARRIED.

B. **Committees**

HUMAN RESOURCES: Merry Barron, Village Trustee.

Motion by Poling, 2nd by Blandford, to add Barron to Human Resources Committee.

Vote: Ayes: 6 Nays: 0 Motion CARRIED.

IT COMMITTEE: Ashley Scudder, Village Clerk.

Motion by Barron, 2nd by Poling to add Scudder to IT Committee.

Vote: Ayes: 6 Nays: 0 Motion CARRIED.

C. **President Pro-Tem** Motion by Blandford, 2nd by Poling to accept nomination of Randy Clay as President Pro-Tem.

Vote: Ayes: 6 Nays: 0 Motion CARRIED.

2022-09

FINANCE

- A. **Motion** by Blandford, 2nd by Barron, to approve the monthly bills for Thirty-five thousand, four hundred forty-two dollars (\$35,442.98) and 98/100, including the last batch to be printed.

Roll call vote: Ayes: Clay, Poling, Zobel, Barron, Blandford, Rose.

Nays: None.
Absent: Smalley.

Motion CARRIED.

2022-10 OLD BUSINESS – None.

2022-11 NEW BUSINESS

A. Resolution 2022-01: Adoption of Financial Management Policy & Procedure
Motion by Clay, 2nd by Poling, to adopt Resolution 2022-01.

Vote: Ayes 6 Nays 0 Motion CARRIED.

B. Resolution 2022-02: To Schedule Public Hearing for Proposed Budget

Motion by Zobel, 2nd by Clay, to adopt Resolution 2022-02.

Vote: Ayes 6 Nays 0 Motion CARRIED.

C. Resolution 2022-03: Performance Resolution MDOT – 2207B

Motion by Poling, 2nd by Barron, to adopt Resolution 2022-03.

Vote: Ayes 6 Nays 0 Motion CARRIED.

2022-12 COMMISSIONER'S COMMENTS – None.

Follow up: Jay's Vacation Hours, December 2021 – Due to unforeseen circumstances, unused vacation hours for Jay Pike from January 20, 2021 – January 20, 2022, are to be paid out before the yearend. Unanimously agreed by Village Council.

2022-13 ADJOURNMENT – **Motion** to adjourn by Barron, 2nd by Blandford at 7:41 p.m.

Vote: Ayes; 6 Nays: 0 Motion CARRIED.

Respectfully submitted,

Ashley Scudder, Village Clerk

HR Meeting Scheduled for Tuesday, January 18, 2022, at 10:00 a.m.

DDA Meeting- January 18, 2022, at 6:00 p.m.