

**APPROVED MINUTES OF THE REGULAR MEETING  
OF THE KENTWOOD CITY COMMISSION  
HELD OCTOBER 17, 2023  
Commission Chambers**

Mayor Pro-Tem Coughlin called the meeting to order at 7:00 P.M.

Commissioner Artz led the Pledge of Allegiance to the Flag.

Reverend Jerry DeRuiter, Police chaplain gave the invocation.

Roll Call: Present: Commissioners: Betsy Artz, Robert Coughlin, Ron Draayer, Maurice Groce, Clarkston Morgan, and Jessica Ann Tyson.

Motion by Morgan, seconded by Tyson, to excuse Mayor Kepley with prior notification.

Motion Carried.

Staff Present: Deputy City Administrator Shay Gallagher, Finance Director Keyla Garcia Economic Development Planner Lisa Golder, Public Works Director Chad Griffin, City Clerk Dan Kasunic, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Parks and Recreation Director Val Romeo, Fire Department Administrative Assistant Nancy Shane, City Attorney Jeff Sluggett, and Sabo representative Anna Kendall.

Thirty-five (35) citizens attended the meeting.

Motion by Groce, seconded by Morgan, to **approve the agenda** with the following addenda: add 7(c) Jaycee Park Improvements Phase III increase of funds.

Motion Carried.

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

Carlos Borders, 4832 Fuller inquired about having flashing lights in school zones, stating his concern with the safety of the children.

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

- A. Receive and file minutes of the Committee of the Whole held on October 3, 2023.
- B. Payables for the City totaling \$2,402,561.50.
- C. Authorize a Jaycee Park Phase III project contingency increase of \$40,000 with funds from the Parks & Recreation Capital Fund.

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

Motion Carried.

Motion by Morgan, seconded by Tyson, to **approve the minutes** of the October 3, 2023 City Commission Meeting as distributed.

Motion Carried.

**PRESENTATIONS AND PROCLAMATIONS:**

**ADMINISTER OATH OF OFFICE FOR POLICE SERGEANTS.**

Police Chief Litwin introduced Police Sergeants Alexander Carey, Quinn D'Ascenzo, Jared Hundey, and Derrick Wolterink. City Clerk Kasunic administered the Oath of Office. They introduced their family members who were present.

**POLICE AND FIRE DEPARTMENT MONTHLY REPORTS.**

**FIRE DEPARTMENT MONTHLY REPORT.**

Fire Chief Looman reviewed the September 2023 Monthly Fire Report. Kentwood is participating in the South Kent Fire Academy beginning tonight with Kentwood instructing 20 students.

He Informed the Commission that the City of Kentwood is one of the cities installing the most smoke alarms.

**POLICE DEPARTMENT MONTHLY REPORT.**

Police Chief Litwin reviewed the September 2023 Monthly Police Report.

He highlighted the major crimes that have been resolved and spoke briefly on the shooting last week.

Motion by Groce, seconded by Morgan, to receive and file the Police and Fire Departments Monthly Reports for September 2023.

Motion Carried.

**PUBLIC HEARING:**

**Storage Five Kentwood LLC**

Mayor Pro-Tem Coughlin opened the public hearing for conditional rezoning of 1800-1900 44<sup>th</sup> Streets, SE.

Motion by Artz, seconded by Groce, to table the public hearing.

Motion Carried.

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**BIDS:**

**APPROVE PURCHASE OF MOBILE STAGE TRAILER.**

Parks & Recreation Director Romeo reviewed her memorandum dated October 17, 2023 regarding the purchase of a mobile stage system. Director Romeo reviewed cost of rentals along with concerns with availability.

Motion by Artz, seconded by Groce, to approve the purchase of a mobile stage trailer for Kentwood Parks & Recreation from Apex Specialty Vehicles in an amount not-to-exceed \$125,000.00, with funds from the Fiscal Year 2023-24 Parks & Recreation Equipment Fund.

Motion Carried.

**AUTHORIZE CONTRACT FOR ASSESSING RECORDS DIGITIZATION SERVICES.**

Deputy City Administrator Gallagher reviewed the memorandum dated October 17, 2023 regarding the digitization of records.

Motion by Draayer, seconded by Tyson, to authorize the Mayor to enter into a contract for records digitization services of real property records with Applied Innovation for an estimated total cost of \$17,800.00 (including a 15% contingency), piggy-backing on the State of Michigan MI-DEAL with funds from Fiscal Year 2023-24 General Fund (Assessor) Operating Budget.

Motion Carried.

**AUTHORIZE PURCHASE OF REPLACEMENT RIFLES AND ACCESSORIES.**

Police Chief Litwin reviewed his memorandum dated October 17, 2023 regarding the purchase of rifles and accessories.

Motion by Groce, seconded by Tyson, to authorize the purchase of replacement rifles, suppressors, and accessories from Precision Arms of Indiana in the amount of up to \$124,057.00 (including trade-in credit), with funds from the Fiscal Year 2023-24 Police Equipment budget.

Motion Carried.

**COMMENTS OF COMMISSIONERS AND MAYOR:**

Commissioner Groce-informed the Commission that Michigan State Police are offering jobs with bonuses.

The meeting was adjourned at 7:50 P.M.

Dan Kasunic  
City Clerk

Robert Coughlin  
Mayor Pro-Tem