

**APPROVED MINUTES OF THE REGULAR MEETING  
OF THE KENTWOOD CITY COMMISSION  
HELD SEPTEMBER 19, 2023  
Commission Chambers**

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

Commissioner Morgan led the Pledge of Allegiance to the Flag.

City Commissioner Jessica Ann Tyson gave the invocation.

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

Staff Present: Deputy Executive Assistant Stephanie Fox, Deputy City Administrator Shay Gallagher, Finance Director Keyla Garcia, Economic Development Planner Lisa Golder, Deputy Fire Chief Mike Hipp, Kentwood Library Director Kiosha Jeltema, City Assessor Andy Johnson, Communications Specialist Anna Kendall, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Parks & Recreation Director Val Romeo, Deputy City Clerk Becky Schultz, Fire Department Administrative Assistant Nancy Shane, City Treasurer Laurie Sheldon, and City Attorney Jeffrey Sluggett.

Twenty Nine (29) citizens attended the meeting.

Motion by Groce, seconded by Coughlin, to **approve the agenda** with the following addendum: add item 10(b) Emergency Purchase of Police Vehicle.

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 Morgan, seconded by Artz, to **approve the Consent Agenda** as follows:

- A. Receive and file minutes of the Committee of the Whole meeting held on September 5, 2023.
- B. Audit Engagement Letter distributed as information only.
- C. Payables for the City totaling \$19,886,015.87.

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

Motion Carried.

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Motion by Draayer, seconded by Groce, to **approve minutes** of the regular City Commission Meeting held on September 5, 2023 as distributed.

**PRESENTATIONS AND PROCLAMATIONS:**

**ADMINISTER OATH OF OFFICE TO FIREFIGHTERS.**

Fire Chief Looman introduced Fire Training Captain Eric DeGroot, Fire Lieutenant Paul Schemper, and Firefighter Jaxon Ward. Deputy City Clerk Schultz administered the Oaths of Office. Each introduced their family who were present.

**POLICE AND FIRE DEPARTMENT MONTHLY REPORTS.**

**FIRE DEPARTMENT MONTHLY REPORT FOR AUGUST 2023.**

Fire Chief Looman reviewed the monthly report for August 2023, with discussion on Narcan use and noting home installations of smoke detectors.

**POLICE DEPARTMENT MONTHLY REPORT FOR AUGUST 2023.**

Police Chief Litwin reviewed the monthly report for August 2023, with discussion on retail theft, police recruitment, and wellness support for officers.

Motion by Coughlin, seconded by Tyson to receive and file the Police and Fire Department reports for August 2023.

Motion Carried.

**COMMUNICATIONS AND PETITIONS:**

**APPROVAL OF BRETONFIELD PRESERVE # 6 FINAL PLAT.**

Director of Inspections and Engineering Kirkwood reviewed the memo dated September 19, 2023.

Motion by Draayer, seconded by Groce to approve the final paper plat for Bretonfield Preserve #6 platted subdivision.

Motion Carried.

**EMERGENCY PURCHASE OF POLICE VEHICLE.**

Mayor Kepley and Chief Litwin reviewed the memo dated September 19, 2023, noting the difficulty in replacing vehicles and the need to move quickly on purchases.

Information only: Report of emergency purchase of one police supervisor vehicle from Extreme Dodge/Chrysler/Jeep/Ram of Jackson, MI in the amount of \$38,000.00 with funds from the FY2024 Police Equipment Fund.

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**PUBLIC HEARING:**

SnackCraft LLC Tax Abatement, 4444 52nd St. SE

Mayor Kepley opened the public hearing to approve an Industrial Facilities Exemption Certificate for SnackCraft LLC.

Following a brief presentation by Economic Development Planner Golder and Joe Riley, SnackCraft CEO:

Motion by Artz, seconded by Morgan to close the public hearing.

Motion Carried.

**ADOPT RESOLUTION 29-23 TO APPROVE AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE FOR SNACKCRAFT LLC.**

Motion by Coughlin, seconded by Groce to adopt Resolution 29-23 to approve an Industrial Facilities Exemption Certificate for SnackCraft LLC, located at 4444 52<sup>nd</sup> Street SE.

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

Resolution Adopted.

**BIDS:**

**APPROVE PURCHASE OF AMMUNITION AND LESS-LETHAL ROUNDS.**

Police Chief Litwin reviewed his memo dated September 19, 2023.

Motion by Artz, seconded by Morgan to approve the purchase of ammunition from Kiesler Police Supply in the amount of \$30,552.00 and 40mm less-lethal rounds from Star Uniform in the amount of \$12,960.00, with funds from the FY 2024 Police Department General Fund budget.

Motion Carried.

**AUTHORIZE PURCHASE OF DRONE EQUIPMENT.**

Police Chief Litwin reviewed his memo dated September 19, 2023. Discussion on warranty and maintenance; staff training and licensing; and policy and privacy.

Motion by Artz, seconded by Tyson to authorize the purchase of drone equipment from Advexure in the amount of \$14,065.00, and for the Mayor to enter into a contract with Motorola at a cost of \$9,938.00 for the first year, for a total not-to-exceed \$25,000.00 including a 5% contingency to cover certifications and auxiliary equipment, with funds from the FY 2024 Police Equipment Fund.

Motion Carried.

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**COMMENTS OF COMMISSIONERS AND MAYOR:**

Commissioner Artz – stated The Vibe event was excellent and gets better every year and thanked Parks and Recreation for planning and hosting.

Mayor Kepley – echoed comments of Commissioner Artz and noted the Kentwood Library courtyard is a beautiful venue.

Reminder that Tuesday, September 26 is the Commission Strategic Planning session at the Library Community Room from 7am to 10am.

Congratulations to Jeff Sluggett on being named one of the Best Lawyers in America for his work in municipal law.

The meeting was adjourned at 7:54 P.M.

Becky Schultz  
Deputy City Clerk

Stephen C.N. Kepley  
Mayor