

VILLAGE OF SPARTA
Kent County, Michigan
Village Council Meeting
Monday February 13, 2023 at 7:00 PM
75 N. Union St. (Sparta Civic Center)

Present: President Robert Whalen, Council members Brenda Braybrook, Robert Carlstrom, Dave Cumings, Courtney Mais, Tom Peoples, and Bill Taylor.

Also present: Interim Village Manager Blaine Wing, Finance Director David Carpenter, Airport Manager Marty Coaker, Police Chief Andy Milanowski, and Village Clerk Katy Shelton.

1. **Call to Order:** The meeting was called to order at 7:00pm.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Roll Call:** Formal roll was taken. Those members in attendance/absent are noted above.
4. **Additions or Corrections to Consent and Business Agenda:**
Correction: Under “new business” in the January 30, 2023 minutes regarding the discussion/appointment of new village manager, “village council position” should read “village manager position.”
Addition: add “proposed contract for new village manager” as item I under New Business.
5. **Approval of Consent and Business Agenda**
 - a. Approve Regular Village Council Meeting Minutes of January 9, 2023.
 - b. Approval of Special Village Council Meeting Minutes of January 16, 2023.
 - c. Approval of Special Village Council Meeting Minutes of January 30, 2023.
 - d. Approval of Special Village Council Meeting Minutes of February 7, 2023.
 - e. Approval of Special Village Council Meeting Minutes of February 8, 2023.
 - f. Approval of the Downtown Development Authority Meeting Minutes of Jan., 10 2023.
 - g. Approval of Fire Authority Meeting Minutes from January 19, 2023.
With the above noted addition and correction, motion by Braybrook with a second by Mais to approve the agenda. Motion passed unanimously.
6. **Public Comment for Agenda Item**
Note: This Public Comment portion of the meeting is reserved for comment on agenda items.

Personal or abusive attacks on Council members, staff members, or other participants will not be tolerated and may result in the Village President taking action, up to and including, having the speaker removed from the meeting by law enforcement officers.

- a. None.

7. Public Hearing

- a. None

8. Old Business

- a. None

9. New Business

a. Designation of Street Administrator.

Motion by Cumings with a second by Peoples to appoint DPW Supervisor Dennis Brinks as the Street Administer until the new manager is in place. Motion passed unanimously.

b. Planning Commission & Zoning Board of Appeals Appointments:

The Interim Village Manager reported that several positions in the Village expired on December 31, 2022.

Motion by Braybrook with a second by Mais to approve the following appointments:

Planning Commission: Gary Moody to a term expiring on December 31, 2024 and Robert Carlstrom to a term expiring on December 31, 2024.

Zoning Board of Appeals: Gary Moody to a term expiring on December 31, 2024.

- c. Award of Copier Purchase – Ricoh \$5,335: The Village Hall’s Ricoh copier is eight years old and nearing the end of its life with replacement parts. It will also take 90 days to receive a new copier once one is ordered. The Interim Village Manager negotiated with several vendors that the previous Village Manager had contacted. He recommends financing or leasing the Ricoh IMC 3500 copier for \$5335.00 with estimated maintenance costs of \$76.28. Once obtained, the current Village Hall copier will be reallocated to the Water Department. Motion made by Carlstrom with a second by Mais to approve. Motion passed unanimously.**

- d. Award of Replacement Doors for Water Department – Fischer Door \$7,530: Three doors at the Water Plant are heavily worn and need replacement. These doors were most likely part of the originally installed doors in 1986. DPW Supervisor Brinks obtained proposals from several vendors. Motion made by Cumings with a second by Braybrook to approve an award to Fischer Door in an amount not to exceed \$7530.00. Motion passed unanimously.**

- e. **Discussion of Updating the Village’s Purchasing Ordinance and Policy:** The Village’s purchasing ordinance in 1975 set the limit on purchases by the Village at \$5000.00. It has not been updated since. Because of the increase in prices since 1975, the interim Village Manager suggested it might make sense to increase that limit. Motion made by Carlstrom with a second by Mais to table this item and bring it back up for discussion at the next Council meeting. Motion passed unanimously.
- f. **Award of Parks and Recreation Master Plan – McKenna \$10,000:** The Village’s last Parks and Recreation Master Plan expired on December 31, 2022. In order for the Village to apply for grants, a current Parks and Recreation Master Plan is needed. As the Village is currently working with McKenna on an update to the Village’s overall Master Plan, it makes sense and will save money to have the same firm assist the Village in updating the previous Parks and Recreation Plan. This was discussed at the last Planning Commission meeting. It is the recommendation of the Planning Commission and the interim Village Manager to award McKenna in an amount not to exceed \$10,000 to complete a Park and Recreation Master Plan with staff, and not the consultant, issuing surveys and meeting with the public in order to keep the costs as low as possible. Because it takes approximately nine months to complete this process, the interim Village Manager also asked the Council to authorize him to sign the agreement with McKenna. Motion by Braybrook with a second by Mais to approve both items. Motion passed unanimously.
- g. **Ordinance Addressing Flood Plain Management Provisions of the State Construction Code and Appendix G:** Both FEMA and Kent County want all communities to file the appropriate paperwork regarding the Kent County Flood hazard maps, which take effect on February 23, 2023. It was noted that if the Village doesn’t do this, Village residents will be unable to obtain flood insurance. Because of the previous omission of the ordinance related to this as well as appendix G in the “Ordinance Addressing FloodPlain Management Provision of the State Construction Code” the Council needs to approve the corrected ordinance as well as authorize staff to submit the necessary paperwork. Motion made by Taylor with a second by Cuming to approve. Motion passed unanimously.
- h. **MDOT-Aero ARPA Agreement (8D4-13222) - \$59,000 Grant:** Airport Director Coaker explained what this entails. Motion made by Mais with a second by Braybrook to accept this grant and authorize the interim Village Manager to sign the appropriate paperwork. Motion passed unanimously.
- i. **Proposed contract with the new Village Manager Jim Lower:** Council Members had been provided with a copy of the contract. It was noted that a few minor tweaks need to be made. With that in mind, the consensus of the Council was to approve the contract. The interim Village Manager’s last day will be February 21, 2023 and the new Village Manager will start

February 20, 2023. This will allow the two of them to work together to ensure a positive transition.

10. Village Manager & Department Reports: The interim Village Manager briefly discussed his written memorandum. He also thanked the Council for their help and support since he was appointed. President Whalen told him that he had done an amazing job. Council members supported that view and wished him well in the future.

11. Communications:

- a. Council member Carlstrom stated that he had several questions for DPW Supervisor Brinks who was absent tonight due to a medical procedure. His questions mainly concern costs included in the recent expense report for the Village. The interim Village Manager stated that he will look into these items.
- b. Future Agenda Items:
 - i. Public Works staffing discussion: two or three current employees are eligible for retirement. We need to have a plan to replace them with qualified candidates when they do retire.
 - ii. Lease Agreement with Township for use of Civic Center: This is 90% complete, however a few details still need to be resolved.
 - iii. Road Closures for 2023: DDA Director Elizabeth Morse requested that that be put on the agenda for the March Council meeting.
 - iv. Award of contracts for portable toilets, mulch, generator, etc.: DPW Supervisor Brinks earlier said that he wants this on the March Council agenda.
 - v. Award of spring cleanup vendor: DPW Supervisor Brinks earlier said that he has all proposals for this, and that he would like to discuss this at the March Council meeting.
 - vi. Recommendation to purchase replacement Public Work trucks: Two trucks need to be replaced, and Enterprise has government pricing.
 - vii. Discussion/Approval of Closed Session Minutes from January 30, 2023: These minutes need to be discussed and approved.

12. Payment of Bills

January Payables

PAYABLES	JANUARY
(101) General Fund	\$ 109,178.77
(202) Major Street Fund	\$ 4,917.70

(203) Local Street Fund	\$ 7,810.80
(351) Capital Improvement Bond	
(376) 2008 USDA Sewer Debt	
(381) Water Redemption Fund	
(401) Sidewalk Fund	
(581) Airport	\$ 58,768.05
(590) Sewer Department Fund	\$ 62,039.65
(591) Water Department Fund	\$ 26,624.06
(661) Equipment Rental Fund	\$ 4,531.57
Total	\$ 273,870.60

Informational:

(206) Fire Department	\$ 11,907.40
(208) SRA Park Fund	\$ 584.44
(248) Downtown Development Authority	\$ 31,729.15
Total	\$ 44,220.99

It was noted that the sewer contract is running out, and that the Village needs to finalize that with Fleis and VandenBrink.

Motion by Carlstrom with a second by Mais to approve the payment of bills in the amount of \$273,870.60. Motion passed unanimously.

13. Public Comment:

- a. Jim Lynema, 291 Doris St., noted that there is still no sidewalk in front of Rogers Park. He feels that this is a safety matter. He asked about the status of this. Council President stated that the Public Comment of the Village Council meetings is for just that: public comment. It is not the time for questions, discussion, or debate. Any resident is encouraged to talk with either President Whalen or Village Manager Jim Lower either before or after the Council meetings if they have any questions or concerns.

14. Council Member Announcements:

- a. Council Member Peoples thanked the interim Village Manager for the job he has done since he was appointed. He noted that Mr Wing had accomplished a lot in a short amount of time. Other council members supported his statement.
- b. President Whalen reiterated that the Public Comment portion in Council meetings is solely for public comment and not for questions, discussion, or debate. Anyone is free to discuss things with either him or with the Village Manager Jim Lower before or after the Council meetings or anytime in between meetings. He also said that if anyone wants to have something on the agenda that they need to discuss it with him.

15. Adjournment: Meeting adjourned by President Whalen at 8:07pm.

Submitted by Katy Shelton, Village Clerk.