

VILLAGE OF SPARTA
Kent County, Michigan
Village Council Meeting
Monday, November 18, 2024 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.

Absent: No one.

Also present: DPW Supervisor Bill Hunter, Police Chief Andy Milanowski, Office Manager Kristen Phelps, Finance Director/Treasurer Dave Carpenter, DDA Director Liz Morse, Airport Manager Mike Kryciok, Waste Water Superintendent Conrad Bowman, Village Manager Jim Lower, and 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 call was taken. Those in attendance/absent are noted above.
4. **Additions or Corrections to Consent and Business Agenda**
Consent Agenda:
 - a. Approve Regular Village Council Meeting Minutes of October 14, 2024
 - b. Approve Fire Board Meeting Minutes of October 15 &17, 2024
 - c. Approve DDA Meeting Minutes of October 8, 2024
None.
5. **Approval of Consent and Business Agenda:** Motion by Cumings with a second by Braybrook to approve. Motion passed unanimously.

6. Public Comment for Agenda Item

Please 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.

None.

7. Public Hearing

a. Proposed Fiscal year 2025 Budget, Millage Rate, and 2025-2030 Capital Improvement Plan: Public hearing opened at 7:01pm. No public comment. Public hearing closed at 7:02pm.

b. Proposed Fiscal Year 2025 & Beyond Fee Schedule for Utilities: Public hearing opened at 7:02. No public comment. Public hearing closed at 7:03pm.

8. Old Business

a. None.

9. New Business

a. Res. 24-26 A Resolution Adopting FY 2025 Village Budget, Determining Mills to be levied and adopting 2025-2030 Capital Improvement Plan: Village Manager Lower discussed this. He put together a power point presentation outlining the FY25 Budget and CIP. The Council was able to comment and ask questions. Motion by Braybrook with a second by Mais to approve. Motion passed unanimously.

b. Res. 24-27 Water/Sewer Rates: Village Manager Lower discussed this. He said this is something that the Council has previously discussed. He said that it will implement an across the board automatic yearly 2% rate increase which

can be changed at any time. Hook up fees will remain unchanged. This resolution affects ready to serve and commodity charges. Motion by Cumings with a second by Mais to approve. Motion passed unanimously.

c. **Res. 24-28 MDOT Contract Safe Routes to School:** This resolution allows the Village Manager to sign the official contract for the safe routes to school project that is being managed by MDOT. The project is currently out for bid. Motion by Braybrook with a second by Mais to approve. Motion passed unanimously.

d. **ISD Sidewalk request:** Kent ISD would like to install a sidewalk from their property over the village well property near their building at State St and 12 Mile Rd. This will improve the safety of students and staff. Motion by Carlstrom with a second by Braybrook to approve. Motion passed unanimously.

10. **Executive Session**

a. None.

11. **Village Manager & Department Reports:** DDA Director Liz Morse reported that department head meetings are being held on site at locations such as the sewer department and the airport. Finance Director Carpenter reminded everyone that a budget is a plan, and that things change. He said that the Village is still in good shape financially. Village Manager Lower and Bill Hunter discussed the recent vector truck incident at the DPW building. The Village Manager reported that a lot of staff time was taken up with dealing with this situation. Council member Carlstrom asked about installing a warning buzzer on the truck that would sound when the truck was in reverse. This will be looked into.

12. **Communications:** Council member Braybrook reported that she took a helicopter ride at the recent event at the airport and loved it. Council member Carlstrom asked about the Martindale

Road rebuild by the railroad tracks. He said that we need to coordinate with the railroad so that we don't have to redo anything.

- a. Vac Con/DPW Incident Update/Progress Report: This was discussed above.

13. Payment of Bills

October Payables

PAYABLES	
(101) General Fund	\$152,091.87
(202) Major Street Fund	\$85,916.88
(203) Local Street Fund	\$139,358.94
(581) Airport	\$87,096.68
(590) Sewer Department Fund	\$186,827.33
(591) Water Department Fund	\$65,748.72
(661) Equipment Rental Fund	\$25,331.17
Total	\$742,371.59

Informational:

(206) Fire Department	\$13,559.25
(208) SRA Park Fund	\$5,972.64
(248) Downtown Development Authority	\$31,819.09

Total	\$51,350.98
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Motion by Taylor with a second by Mais to approve the payment of bills in the amount of \$742,371.59. Motion passed unanimously.

14. **Public Comment:** DDA Director Morse said that the DDA would be holding a celebration for staff in the Civic Center on December 19th.
15. **Council Member Announcements:** President Whalen reported that former council member Gale Taylor's cancer is in remission. Council member Carlstrom said that the county Drain Commission will work on Nash Creek in 2025.
16. **Adjournment:** Meeting adjourned at 8:02pm.

Submitted by Katy Shelton, Village Clerk.