

VILLAGE OF SPARTA

Kent County, Michigan

Village Council Meeting

Monday, December 9, 2024 at 7:00 PM

75 N. Union St. (Sparta Civic Center)

Present:

President Robert Whalen, Council Members Brenda Braybrook, Robert Carlstrom, David Cumings, Courtney Mais, Tom Peoples, Bill Taylor

Absent: None

Also Present:

Village Manager James Lower, DPW Supervisor William Hunter, Police Chief Andrew Milanowski, Treasurer David Carpenter, Ken Brown (DPW), Fire Chief Dan Olney, Airport Manager Mike Krzciok, Village Clerk Kristen Phelps

1. Call to Order:

The meeting was called to order at 7:00 PM by President Robert Whalen.

2. Pledge of Allegiance:

The Pledge of Allegiance was recited.

3. Roll Call:

Formal roll call was taken. Attendance is noted above.

4. Additions or Corrections to the Consent and Business Agenda:

Consent Agenda:

- ~~a. Approve Regular Village Council Meeting Minutes of November 18, 2024. Struck from consent agenda.~~
 - b. Approve Fire Board Meeting Minutes of November 21, 2024.
 - c. Approve DDA Meeting Minutes of November 12, 2024.
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5. Approval of Consent and Business Agenda:

The consent and business agenda were approved as presented.

Motion: Carlstrom moved to approve the consent agenda with item a removed, supported by Cumings. **Motion carried unanimously.**

6. Public Comment for Agenda Items:

No comments were made.

7. Public Hearing:

None.

8. Old Business:

None.

9. New Business:

- **a. Resolution 24-29:** Appointment of Kristen Phelps as Village Clerk.
 - **Motion:** Mais moved to approve Res. 24-29, supported by Braybrook. **Motion passed 7-0.**
- **b. Resolution 24-30:** Appointment of David Carpenter as Village Treasurer.
 - **Motion:** Braybrook moved to approve Res. 24-30, supported by Cumings. **Motion passed 7-0.**
- **c. Oath of Office:** Administered for appointed officials and re-elected council members.
- **d. Selection of Village Council President Pro Tempore:**
 - **Motion:** Taylor moved to approve President Whalen's nomination of Brenda Braybrook, supported by Mais. **Motion passed 7-0.**

- **e. Committee & Board Appointments:**
President Whalen presented the following appointments to village council: **Airport Advisory Board:** Councilmembers Cumings, Taylor, & Mais, Pilots Chuck Mikowski & Chris Bloch **Fire Board** Councilmembers Peoples & Cumings, Citizen Betty Van Patten **Utilities Committee** Councilmembers Carlstrom (Chair), Mais, and Whalen **Sparta Recreation Authority** Council Members Whalen & Braybrook, Citizen Bill Dehaan. (Note Village President makes these appointments and then notifies village council)
- **f. Fire Department Budget Presentation:**
Whalen inquired about the new station, which is expected to go to bid around the start of the year pending USDA approval. An archaeology study has been completed, and its cost is included in the grant. Total funding is \$1.5 million, with \$1 million allocated for the project.
 - **Motion:** Mais moved to approve the Fire Department budget as presented, supported by Cumings. **Motion passed 7-0.**
- **g. Resolution 24-31:** Adoption of the 2025 Regular Village Council Meeting Schedule. Meetings will move to the 3rd Monday of each month. No conflicts with holidays.
 - **Motion:** Braybrook moved to approve Res. 24-31, supported by Peoples. **Motion passed 7-0.**
- **h. Resolution 24-32:** Adoption of the 2025 Regular Planning Commission Meeting Schedule.
Meetings remain on the 1st Monday, except for September (2nd Monday). The July meeting may be canceled if there is no agenda.
 - **Motion:** Mais moved to approve Res. 24-32, supported by Braybrook. **Motion passed 7-0.**
- **i. Resolution 24-33:** Amendments to the FY2024 Budget.
Treasurer Carpenter noted limited additional spending for 347 Evergreen. WWTP operations have been brought in-house, providing better service at lower costs. Equipment Pool Fund used for Vac-Con truck and street sweeper purchases. DPW implemented digital timesheets for better fund tracking.
 - **Motion:** Carlstrom moved to approve Res. 24-33, supported by Peoples. **Motion passed 7-0.**
- **j. Ordinance 24-08:** Makes minor changes to zoning ordinance. Zoning amendments were recommended for approval by Planning Commission.
 - **Motion:** Mais moved to approve Ord. 24-08, supported by Cumings. **Motion passed 7-0.**
- **k. Bond Duration Discussion/Approval:**
The Village Manager recommended a 20-year bond with approximately a 3.7% interest rate. Councilwoman Braybrook supported the recommendation, and the Council reached consensus to proceed with the 20 year duration.
- **l. Leaf Machine Purchase/Financing:**
Discussion included safety, efficiency, and cost of a new dual-purpose machine (leaf and chipper). Lease-to-own option at 4.8% over 7 years for a total cost of \$199,830.29 was presented.
 - **Motion:** Braybrook moved to approve the purchase of the machine as presented contingent on a successful demonstration of the equipment, supported by Mais. **Motion passed 7-0.**

- **m. T-Mobile Contract Renewal:**
Village manager presented a lease renewal for the T-Mobile contract.
 - **Motion:** Carlstrom moved to approve the proposed contract as presented and authorize village manager to sign, supported by Mais. **Motion passed 7-0.**
 - **n. DPW Union Contract Approval:**
 - **Motion:** Cumings moved to approve the contract and authorize village manager and president to sign, supported by Mais. **Motion passed 7-0.**
 - **o. Village Manager Contract Renewal:**
 - **Motion:** Braybrook moved to approve the contract extension as presented by President Whalen, supported by Peoples. **Motion passed 7-0.**
 - **Village Manager Review:** Council also did a formal review of the managers performance. Council members expressed gratitude for the Village Manager’s performance and achievements. They all had positive remarks regarding his performance.
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10. Executive Session:

None.

11. Village Manager & Department Reports:

The Village Manager expressed appreciation for support and highlighted operational improvements, including DPW sidewalk plowing adjustments and airport management changes to increase revenue and reduce expenses.

12. Communications:

None.

13.**November Payables**

PAYABLES	
(101) General Fund	\$106,476.68
(202) Major Street Fund	\$2,184.18
(203) Local Street Fund	\$6,122.99
(581) Airport	\$72,955.87
(590) Sewer Department Fund	\$27,542.28
(591) Water Department Fund	\$33,595.80
(661) Equipment Rental Fund	\$34,063.17
Total	\$282,940.97

Informational:

(206) Fire Department	\$149,840.21
(208) SRA Park Fund	\$9,437.02
(248) Downtown Development Authority	\$15,087.09
Total	\$174,364.32

Motion: Taylor moved to approve the payables as presented, supported by Mais. **Motion passed 7-0.**

14. Public Comment:

A resident from Grove Street provided comments.

15. Council Member Announcements:

No announcements.

16. Adjournment:

The meeting adjourned at 8:14 PM.