

**VILLAGE OF SPARTA**  
Kent County, Michigan  
**Village Council Meeting**  
**Monday, August 17, 2026 at 6:30 PM**  
**276 W. Division St. (Sparta Village Complex)**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Additions or Corrections to Consent and Business Agenda**

Consent Agenda:

- a. *Approve Regular Village Council Meeting Minutes of July 20, 2026*
- b. *Approved Special Village Council Meeting Minutes of August 3, 2026*
- c. *Approve Fireworks Display for Homecoming September 25, 2026*

**5. Approval of Consent and Business Agenda**

**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.

**7. Public Hearing**

- a. None.

**8. Old Business**

- a. None.

**9. New Business**

- a. Res. 26-04 A Resolution to Provide for the Designation of September 18, 2026 as POW/MIA Recognition Day
- b. Res. 26-05 A Resolution to accept project grant agreement with MNRTF for project TF25-0107
- c. Balyeat Bridge Bids/Contractor Selection
- d. Approve USDA Grant/Borrowing Applications
- e. Martindale Boardwalk Repair Bid

**10. Executive Session**

- a. Discuss attorney-client privileged communications & materials exempt from disclosure

**11. Village Manager & Department Reports**

**12. Communications**

**13. Payment of Bills****July Payables**

|                             |              |
|-----------------------------|--------------|
| PAYABLES                    |              |
| (101) General Fund          | \$104,660.39 |
| (202) Major Street Fund     | \$10,855.39  |
| (203) Local Street Fund     | \$22,667.97  |
| (581) Airport               | \$53,074.80  |
| (590) Sewer Department Fund | \$31,600.38  |
| (591) Water Department Fund | \$82,143.86  |
| (661) Equipment Rental Fund | \$8,185.19   |
| Total                       | \$313,187.98 |

## Informational:

|                                      |             |
|--------------------------------------|-------------|
| (206) Fire Department                | \$20,864.30 |
| (208) SRA Park Fund                  | \$4,843.61  |
| (248) Downtown Development Authority | \$6,817.38  |
| Total                                | \$32,525.29 |

**14. Public Comment****15. Council Member Announcements****16. Adjournment**

**VILLAGE OF SPARTA**  
Kent County, Michigan  
**Village Council Meeting**  
**Monday, July 20, 2026 at 6:30 PM**  
**276 W. Division St. (Sparta Village Complex)**

**Present:**

President Robert Whalen, Council Members Brenda Braybrook, Robert Carlstrom, David Cumings, Christina Owens, Tom Peoples, Bill Taylor

**Absent:**

**Also Present:**

Village Manager James Lower, Chief Andrew Milanowski, Airport Manager Mike Krzciok, Village Clerk Kristen Phelps, DPW Director Bill Hunter, Deputy DPW Director Conrad Bowman

**1. Call to Order**

- a. The meeting was called to order at 6:30 pm by President Whalen.

**2. Pledge of Allegiance**

- a. The Pledge was recited.

**3. Roll Call**

- a. Formal Roll call was taken. See above for attendance.

**4. Additions or Corrections to Consent and Business Agenda**

Consent Agenda:

- a. *Approve Regular Village Council Meeting Minutes of June 15, 2026*
- b. *Approve Regular DDA Meeting Minutes of April 21, 2026*
- c. *Approve Regular DDA Meeting Minutes of May 19, 2026*
- d. Additon to the agenda about the Library Millage by Braybrook as letter A

**5. Approval of Consent and Business Agenda**

- a. The Consent and Business Agenda was approved with the addition of letter a.
    - i. Motion: Carlstrom moved to approve the consent agenda with support of Braybrook.
- Motion passed 7-0**

**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.

- a. Jim Lynema 291 Doris Commented
- b. Emily Henry 196 Ida Red Commented
- c. Ricky Johnson 29 Centennial Commented
- d. Marcy Savage Sparta Township Clerk Commented
- e. Ed Morris 1262 12 Mile Commented
- f. Carol Hockeborn 480 Nelson Commented
- g. Mark Marsy 1276 12 Mile Commented

- h. Gerald Bierline 1290 12 Mile Commented
- i. Marshall Penland 9920 Sparta Ave Commented

7. **Public Hearing**

- a. None.

8. **Old Business**

- a. None.

9. **New Business**

- a. Library Millage
- b. Property Sale Offers
  - i. Motion: Consensus to take 27 S. Union from the market and retain the property for continued use as public parking. **Consensus was unanimous**
  - ii. Motion: Councilmember Carlstrom moved to authorize the Village Manager to negotiate the final terms and sale price for 195 Washington, with Support by Braybrook. **Motion passes 7-0**
  - iii. Motion: Councilmember Cumings moved to accept the proposal submitted by Zach Austin and Jordan Morse for purchase and development of 299 E. Gardner and authorize Village Manager to negotiate and execute a purchase agreement, with support by Braybrook. **Motion passes 6-1. Nay Vote: Peoples**
- c. Ord. 26-02 An Ordinance to amend Section 82-152 of the Village of Sparta Code of Ordinances “Zoning Map”
  - i. Motion: Braybrook moved to amend Ordinance 26-02 by removing 299 E. Gardner St. from the proposed rezoning and adopt the ordinance as amended, rezoning only 195 Washington St. from RM to B, with support by Peoples. **Motion passes 6-1. Nay Vote: Owens**
- d. Waste Water Treatment Plant Furniture
  - i. Motion: Peoples moved to approve the proposal as presented, with support by Cumings. **Motion passes 6-1. Nay Vote: Taylor**
- e. Cityhood Update/LARA Map Feedback
  - i. A consensus was taken to send the original boundary to LARA. **Yay: Peoples, Taylor, Owens, Braybrook, Cumings, Whalen. Nay: Carlstrom**

10. **Executive Session**

- a. None.

11. **Village Manager & Department Reports**

- a. Manager Lower spoke

12. **Communications**

- a. None

**13. Payment of Bills**

- a. Motion: Peoples moved to approve the payables as presented, with support from Cumings.  
**Motion passes 7-0**

**June Payables**

|                             |                |
|-----------------------------|----------------|
| PAYABLES                    |                |
| (101) General Fund          | \$157,070.63   |
| (202) Major Street Fund     | \$6,443.48     |
| (203) Local Street Fund     | \$7,084.14     |
| (581) Airport               | \$69,725.36    |
| (590) Sewer Department Fund | \$1,929,126.96 |
| (591) Water Department Fund | \$43,915.01    |
| (661) Equipment Rental Fund | \$13,143.19    |
| Total                       | \$2,226,508.77 |

## Informational:

|                                      |             |
|--------------------------------------|-------------|
| (206) Fire Department                | \$25,204.70 |
| (208) SRA Park Fund                  | \$15,157.60 |
| (248) Downtown Development Authority | \$19,686.60 |
| Total                                | \$60,048.90 |

**14. Public Comment**

- a. Jim Lynema 291 Doris Commented  
b. Kessler 480 Nelson Commented  
c. Jeff Christians 98 E. Division Commented  
d. Ricky Johnson 29 Centennial Commented  
e. Mark Moody 335 Robin's Lane Commented  
f. Gerald Bierline 1290 12 Mile Commented  
g. Susan Marsy 1276 12 Mile Commented  
h. Marcy Savage Township Clerk Commented

**15. Council Member Announcements**

- a. None

**16. Adjournment**

- a. Adjournment at 8:59 pm by President Whalen.

**VILLAGE OF SPARTA**  
Kent County, Michigan  
**Special Village Council Meeting**  
**Monday, August 3, 2026 at 5:30 PM**  
**276 W. Division St. (Sparta Village Complex)**

**Present:**

President Robert Whalen, Council Members Brenda Braybrook, Robert Carlstrom, David Cumings, Christina Owens, Tom Peoples,

**Absent:** Bill Taylor

**Also Present:**

Village Manager James Lower, Chief Andrew Milanowski, Sergeant David Price, Village Clerk Kristen Phelps

1. **Call to Order**

- a. The meeting was called to order at 5:30 pm by President Whalen.

2. **Pledge of Allegiance**

- a. The Pledge was recited.

3. **Roll Call**

- a. Formal Roll Call was taken. See above for attendance.

4. **Additions or Corrections to Business Agenda**

- a. None

5. **Approval of Business Agenda**

- a. The Consent and Business Agenda was approved.
  - i. Motion: Carlstrom moved to approve the consent agenda with support by Cumings. **Motion passed 6-0.**

6. **Public Comment for Agenda Item**

- a. 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.
  - i. Ricky Johnson 29 Centennial commented

7. **New Business**

- a. Ambulance Garage & 1055 13 Mile Rd. Trade
  - i. Motion: Cumings moved to approve the property exchange agreement with Mr. Momber and authorizing the Village Manager to execute all documents necessary to complete the transaction, with support by Carlstrom. **Motion passes 4-2 Nay votes: Owens, Peoples**

8. **Public Comment**

- a. Mark Moody 335 Robin's Lane commented.
- b. Lisa Joppie 731 13 Mile commented

9. **Adjournment**

- a. Adjournment at 6:07 pm by President Whalen

**VILLAGE COUNCIL  
VILLAGE OF SPARTA  
Kent County, Michigan**

Council member \_\_\_\_\_, supported by Council member \_\_\_\_\_, moved the adoption of the following resolution:

**RESOLUTION NO. 26-05**

**A RESOLUTION TO PROVIDE FOR THE DESIGNATION OF SEPTEMBER 18,  
2026 AS PRISONER OF WAR/MISSING IN ACTION RECOGNITION DAY**

**WHEREAS**, the United States has fought in many wars, one of the longest was the Conflict in Vietnam; and,

**WHEREAS**, Friday September 18, 2026 is a day of remembrance for those who suffered as prisoners of war or are still missing as a result of any conflict; and

**WHEREAS**, although cooperation has increased within the past few years, there are still over 1,700 American service members and civilians, including 48 service members from the State of Michigan missing and unaccounted for in Indochina. The uncertainty surrounding their fates has caused their families to suffer great hardship; and

**WHEREAS**, increasing public awareness and focusing public attention on this issue is one way to help achieve this goal;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The Council of the Village Sparta hereby designates Friday September 18, 2026 as

**“PRISONER OF WAR / MISSING IN ACTION RECOGNITION DAY”**

We urge our citizens to take notice of this important issue and remember those servicemen and civilians who were prisoners of war and those who are still missing and to commemorate the day with appropriate activities.

YEAS: Council members:

NAYS: Council members:

ABSENT: Council members:

ABSTAIN: Councilmembers:

**RESOLUTION DECLARED ADOPTED.**

**CERTIFICATION**

I certify that this is a true and complete copy of a resolution adopted by the Village Council of the Village of Sparta, Kent County, Michigan, at a regular meeting held on August 17, 2026. which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Date: August 17, 2026

\_\_\_\_\_  
Kristen Phelps, Clerk



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** August 17, 2026  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Res. 26-05 A Resolution to accept project grant agreement with MNRTF

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### **SUMMARY OF REQUEST:**

Res. 26-05 officially approves the attached grant agreement with the MNRTF for our Rogue River Park south kayak landing. It is a standard agreement required for all MNRTF grants and represents the culmination of work we have done to secure the funding for this project.

### **FINANCIAL IMPACT:**

We will receive \$275,000 in grant funding with a village match of \$96,700. The council already committed to this funding by resolution last year.

### **BUDGET ACTION REQUIRED:**

We will put the grant amount and match numbers in our fiscal year 2027 budget.

### **STAFF RECOMMENDATION:**

A motion to approve resolution 26-05.

**VILLAGE COUNCIL  
VILLAGE OF SPARTA  
Kent County, Michigan**

Council member \_\_\_\_\_ supported by Council member \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION NO. 26-06**

**RESOLUTION TO ACCEPT PROJECT GRANT AGREEMENT WITH MNRTF FOR  
PROJECT TF-25-0107**

**WHEREAS**, the Village of Sparta has received a grant request of \$275,000 from the MNRTF Program to assist in funding the \$371,700 construction project for the Rogue River Park South Kayak Landing;

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Sparta, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the Village of Sparta does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide ninety-six thousand-seven hundred (\$96,700) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

**YEAS:** Councilmembers:

**NAYS:** Councilmembers:

**ABSENT:** Councilmembers:

**ABSTAIN:** Councilmembers:

**Resolution declared adopted.**

**CERTIFICATION**

As its Clerk, I certify that this is a true and complete copy of a resolution adopted by the Village Council of the Village of Sparta, Kent County, Michigan, at a regular meeting held on August 17, 2026

Date: August 17, 2026

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Kristen Phelps, Village Clerk



## **ACTION MEMO**

### **Staff Communication**

---

**DATE:** August 17, 2026  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Balyeat Bridge Bids

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#### **SUMMARY OF REQUEST:**

We had a very successful bid process for the construction of the new pedestrian bridge at Balyeat Park. We received a total of 11 bids which are attached. The low bid is from Miller Bridge Construction of Portland, Michigan in the amount of \$175,503.00.

As you will see in the attached documents from F&VE this amount falls in line with our internal estimates. Miller Bridge Construction is a reputable local company.

Miller Bridge Construction has indicated they can likely begin construction in October.

#### **FINANCIAL IMPACT:**

The construction will cost \$175,503.00.

#### **BUDGET ACTION REQUIRED:**

We budgeted \$200,000 for this project overall. So, taken together with the design and construction oversight costs, that were previously approved, we are very close to this budget number.

#### **STAFF RECOMMENDATION:**

Staff recommends a motion to award the bid to Miller Bridge Construction in the amount of \$175,503.00.



## RECOMMENDATION OF AWARD

August 11, 2026

Via Email: [Villagemanager@spartami.org](mailto:Villagemanager@spartami.org)

Jim Lower, Village Manager  
Village of Sparta  
276 W. Division Street  
Sparta, MI 49345

**RE: Nash Creek Pedestrian Bridge**

Dear Jim,

As you are aware, the Village received bids for the Nash Creek Pedestrian Bridge project on August 11, 2026. Eleven bids were received, and a tabulation is attached. The low bid is from Miller Bridge Construction of Portland, Michigan in the amount of \$175,503.00, which is right in line with our Engineer's Estimate for the work. We have worked with Miller Bridge on a number of similar projects. They are prequalified by the Michigan Department of Transportation for this type of work, and we feel they are capable of meeting the project requirements.

Based on the above, we recommend an award to Miller Bridge Construction in the amount of \$175,503.00.

Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK

Jonathan W. Moxey, P.E.  
Project Manager

Enclosure

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
[www.fveng.com](http://www.fveng.com)

Village of Sparta  
Nash Creek Pedestrian Bridge  
Bid Tabulation



Project No.: 875830  
By: JWM  
Date: 8/11/2026

| ITEM NO. | ITEM DESCRIPTION                                                      | UNIT | ESTIMATED QUANTITY | Engineer's Estimate  |                  | Miller Bridge  |               | Tim & Sons Construction |               | Dan's Excavating |               | Apex Contractors |               | Davis Construction |               |
|----------|-----------------------------------------------------------------------|------|--------------------|----------------------|------------------|----------------|---------------|-------------------------|---------------|------------------|---------------|------------------|---------------|--------------------|---------------|
|          |                                                                       |      |                    | ESTIMATED UNIT PRICE | ESTIMATED AMOUNT | BID UNIT PRICE | BID AMOUNT    | BID UNIT PRICE          | BID AMOUNT    | BID UNIT PRICE   | BID AMOUNT    | BID UNIT PRICE   | BID AMOUNT    | BID UNIT PRICE     | BID AMOUNT    |
| 1        | General Conditions, Bonds, and Insurance, Max 10%                     | LSUM | 1                  | \$ 16,000.00         | \$ 16,000.00     | \$ 15,000.00   | \$ 15,000.00  | \$ 19,646.17            | \$ 19,646.17  | \$ 17,000.00     | \$ 17,000.00  | \$ 15,700.00     | \$ 15,700.00  | \$ 20,272.21       | \$ 20,272.21  |
| 2        | Stump, Rem, 6 inch to 18 inch                                         | Ea   | 4                  | \$ 150.00            | \$ 600.00        | \$ 150.00      | \$ 600.00     | \$ 500.00               | \$ 2,000.00   | \$ 350.00        | \$ 1,400.00   | \$ 550.00        | \$ 2,200.00   | \$ 350.00          | \$ 1,400.00   |
| 3        | Masonry and Conc Structure, Rem                                       | Cyd  | 3                  | \$ 350.00            | \$ 1,050.00      | \$ 150.00      | \$ 450.00     | \$ 165.00               | \$ 495.00     | \$ 350.00        | \$ 1,050.00   | \$ 880.00        | \$ 2,640.00   | \$ 1,995.00        | \$ 5,985.00   |
| 4        | Sidewalk, Rem                                                         | Syd  | 20                 | \$ 15.00             | \$ 300.00        | \$ 20.00       | \$ 400.00     | \$ 25.00                | \$ 500.00     | \$ 15.00         | \$ 300.00     | \$ 49.50         | \$ 990.00     | \$ 15.00           | \$ 300.00     |
| 5        | Backfill, Structure, CIP                                              | Cyd  | 70                 | \$ 35.00             | \$ 2,450.00      | \$ 45.00       | \$ 3,150.00   | \$ 28.60                | \$ 2,002.00   | \$ 100.00        | \$ 7,000.00   | \$ 111.38        | \$ 7,796.60   | \$ 68.00           | \$ 4,760.00   |
| 6        | Excavation, Fdn                                                       | Cyd  | 130                | \$ 25.00             | \$ 3,250.00      | \$ 25.50       | \$ 3,315.00   | \$ 25.55                | \$ 3,321.50   | \$ 45.00         | \$ 5,850.00   | \$ 110.00        | \$ 14,300.00  | \$ 35.00           | \$ 4,550.00   |
| 7        | Excavation, Earth                                                     | Cyd  | 90                 | \$ 15.00             | \$ 1,350.00      | \$ 19.00       | \$ 1,710.00   | \$ 25.55                | \$ 2,299.50   | \$ 45.00         | \$ 4,050.00   | \$ 66.00         | \$ 5,940.00   | \$ 32.99           | \$ 2,969.10   |
| 8        | Erosion Control, Silt Fence                                           | Ft   | 370                | \$ 3.00              | \$ 1,110.00      | \$ 3.00        | \$ 1,110.00   | \$ 4.70                 | \$ 1,739.00   | \$ 4.00          | \$ 1,480.00   | \$ 5.50          | \$ 2,035.00   | \$ 4.00            | \$ 1,480.00   |
| 9        | Subbase, CIP                                                          | Cyd  | 25                 | \$ 20.00             | \$ 500.00        | \$ 40.00       | \$ 1,000.00   | \$ 29.00                | \$ 725.00     | \$ 30.00         | \$ 750.00     | \$ 55.00         | \$ 1,375.00   | \$ 60.11           | \$ 1,502.75   |
| 10       | Reinforcement, Steel                                                  | Lb   | 1,800              | \$ 1.50              | \$ 2,700.00      | \$ 2.00        | \$ 3,600.00   | \$ 1.62                 | \$ 2,916.00   | \$ 1.50          | \$ 2,700.00   | \$ 2.75          | \$ 4,950.00   | \$ 4.81            | \$ 8,658.00   |
| 11       | Substructure Conc                                                     | Cyd  | 30                 | \$ 800.00            | \$ 24,000.00     | \$ 710.00      | \$ 21,300.00  | \$ 1,877.60             | \$ 56,328.00  | \$ 750.00        | \$ 22,500.00  | \$ 907.50        | \$ 27,225.00  | \$ 1,038.00        | \$ 31,140.00  |
| 12       | Reinforced Conc Deck                                                  | Sft  | 240                | \$ 100.00            | \$ 24,000.00     | \$ 29.70       | \$ 7,128.00   | \$ 36.25                | \$ 8,700.00   | \$ 30.00         | \$ 7,200.00   | \$ 24.54         | \$ 5,889.60   | \$ 48.23           | \$ 11,575.20  |
| 13       | Prefabricated Pedestrian Bridge, Furn and Erect                       | LSUM | 1                  | \$ 70,000.00         | \$ 70,000.00     | \$ 85,000.00   | \$ 85,000.00  | \$ 63,591.70            | \$ 63,591.70  | \$ 94,000.00     | \$ 94,000.00  | \$ 68,550.00     | \$ 68,550.00  | \$ 87,418.75       | \$ 87,418.75  |
| 14       | Timber Railing                                                        | Ft   | 90                 | \$ 75.00             | \$ 6,750.00      | \$ 58.00       | \$ 5,220.00   | \$ 46.62                | \$ 4,195.80   | \$ 10.00         | \$ 900.00     | \$ 88.00         | \$ 7,920.00   | \$ 53.00           | \$ 4,770.00   |
| 15       | Joint Waterproofing                                                   | Sft  | 30                 | \$ 10.00             | \$ 300.00        | \$ 9.00        | \$ 270.00     | \$ 31.09                | \$ 932.70     | \$ 50.00         | \$ 1,500.00   | \$ 27.50         | \$ 825.00     | \$ 14.00           | \$ 420.00     |
| 16       | Curb, Conc, Det E2                                                    | Ft   | 30                 | \$ 40.00             | \$ 1,200.00      | \$ 45.00       | \$ 1,350.00   | \$ 53.31                | \$ 1,599.30   | \$ 60.00         | \$ 1,800.00   | \$ 49.50         | \$ 1,485.00   | \$ 59.00           | \$ 1,770.00   |
| 17       | Steps, Conc                                                           | Cyd  | 4                  | \$ 1,000.00          | \$ 4,000.00      | \$ 1,500.00    | \$ 6,000.00   | \$ 1,475.00             | \$ 5,900.00   | \$ 1,125.00      | \$ 4,500.00   | \$ 1,375.00      | \$ 5,500.00   | \$ 2,945.00        | \$ 11,780.00  |
| 18       | Sidewalk, Conc, 6 inch                                                | Sft  | 910                | \$ 7.00              | \$ 6,370.00      | \$ 9.00        | \$ 8,190.00   | \$ 8.00                 | \$ 7,280.00   | \$ 12.00         | \$ 10,920.00  | \$ 13.20         | \$ 12,012.00  | \$ 8.75            | \$ 7,962.50   |
| 19       | Pavt Mrkg, Waterborne, for Rest Areas, Parks and Lots, 4 inch, Yellow | Ft   | 110                | \$ 1.25              | \$ 137.50        | \$ 10.00       | \$ 1,100.00   | \$ 10.00                | \$ 1,100.00   | \$ 5.00          | \$ 550.00     | \$ 9.90          | \$ 1,089.00   | \$ 11.00           | \$ 1,210.00   |
| 20       | Riprap, Plain                                                         | Ton  | 10                 | \$ 100.00            | \$ 1,000.00      | \$ 106.00      | \$ 1,060.00   | \$ 200.00               | \$ 2,000.00   | \$ 500.00        | \$ 5,000.00   | \$ 330.00        | \$ 3,300.00   | \$ 189.35          | \$ 1,893.50   |
| 21       | Turf Restoration                                                      | Syd  | 400                | \$ 8.00              | \$ 3,200.00      | \$ 8.15        | \$ 3,260.00   | \$ 9.75                 | \$ 3,900.00   | \$ 10.00         | \$ 4,000.00   | \$ 6.60          | \$ 2,640.00   | \$ 15.00           | \$ 6,000.00   |
| 22       | Electric Distribution System                                          | LSUM | 1                  | \$ 5,000.00          | \$ 5,000.00      | \$ 5,290.00    | \$ 5,290.00   | \$ 5,290.00             | \$ 5,290.00   | \$ 4,500.00      | \$ 4,500.00   | \$ 4,881.00      | \$ 4,881.00   | \$ 7,225.00        | \$ 7,225.00   |
| Total:   |                                                                       |      |                    |                      | \$ 175,267.50    |                | \$ 175,503.00 |                         | \$ 196,461.67 |                  | \$ 198,950.00 |                  | \$ 199,243.20 |                    | \$ 225,042.01 |

| ITEM NO. | ITEM DESCRIPTION                                                      | UNIT | ESTIMATED QUANTITY | Zupin Crane    |               | Anlaan Corporation |               | JE Kloote      |               | Riverworks Construction |               | Grand River Construction |               | LuAva, Inc     |               |
|----------|-----------------------------------------------------------------------|------|--------------------|----------------|---------------|--------------------|---------------|----------------|---------------|-------------------------|---------------|--------------------------|---------------|----------------|---------------|
|          |                                                                       |      |                    | BID UNIT PRICE | BID AMOUNT    | BID UNIT PRICE     | BID AMOUNT    | BID UNIT PRICE | BID AMOUNT    | BID UNIT PRICE          | BID AMOUNT    | BID UNIT PRICE           | BID AMOUNT    | BID UNIT PRICE | BID AMOUNT    |
| 1        | General Conditions, Bonds, and Insurance, Max 10%                     | LSUM | 1                  | \$ 20,500.00   | \$ 20,500.00  | \$ 23,000.00       | \$ 23,000.00  | \$ 20,000.00   | \$ 20,000.00  | \$ 26,000.00            | \$ 26,000.00  | \$ 25,000.00             | \$ 25,000.00  | \$ 35,000.00   | \$ 35,000.00  |
| 2        | Stump, Rem, 6 inch to 18 inch                                         | Ea   | 4                  | \$ 477.00      | \$ 1,908.00   | \$ 300.00          | \$ 1,200.00   | \$ 350.00      | \$ 1,400.00   | \$ 500.00               | \$ 2,000.00   | \$ 300.00                | \$ 1,200.00   | \$ 1,000.00    | \$ 4,000.00   |
| 3        | Masonry and Conc Structure, Rem                                       | Cyd  | 3                  | \$ 500.00      | \$ 1,500.00   | \$ 100.00          | \$ 300.00     | \$ 800.00      | \$ 2,400.00   | \$ 100.00               | \$ 300.00     | \$ 700.00                | \$ 2,100.00   | \$ 2,500.00    | \$ 7,500.00   |
| 4        | Sidewalk, Rem                                                         | Syd  | 20                 | \$ 75.00       | \$ 1,500.00   | \$ 100.00          | \$ 2,000.00   | \$ 25.00       | \$ 500.00     | \$ 100.00               | \$ 2,000.00   | \$ 30.00                 | \$ 600.00     | \$ 45.00       | \$ 900.00     |
| 5        | Backfill, Structure, CIP                                              | Cyd  | 70                 | \$ 46.00       | \$ 3,220.00   | \$ 45.00           | \$ 3,150.00   | \$ 90.00       | \$ 6,300.00   | \$ 50.00                | \$ 3,500.00   | \$ 40.00                 | \$ 2,800.00   | \$ 100.00      | \$ 7,000.00   |
| 6        | Excavation, Fdn                                                       | Cyd  | 130                | \$ 85.00       | \$ 11,050.00  | \$ 30.00           | \$ 3,900.00   | \$ 50.00       | \$ 6,500.00   | \$ 25.00                | \$ 3,250.00   | \$ 30.00                 | \$ 3,900.00   | \$ 125.00      | \$ 16,250.00  |
| 7        | Excavation, Earth                                                     | Cyd  | 90                 | \$ 93.00       | \$ 8,370.00   | \$ 50.00           | \$ 4,500.00   | \$ 50.00       | \$ 4,500.00   | \$ 50.00                | \$ 4,500.00   | \$ 30.00                 | \$ 2,700.00   | \$ 100.00      | \$ 9,000.00   |
| 8        | Erosion Control, Silt Fence                                           | Ft   | 370                | \$ 5.20        | \$ 1,924.00   | \$ 1.00            | \$ 370.00     | \$ 6.00        | \$ 2,220.00   | \$ 15.00                | \$ 5,550.00   | \$ 10.00                 | \$ 3,700.00   | \$ 10.00       | \$ 3,700.00   |
| 9        | Subbase, CIP                                                          | Cyd  | 25                 | \$ 258.00      | \$ 6,450.00   | \$ 100.00          | \$ 2,500.00   | \$ 90.00       | \$ 2,250.00   | \$ 30.00                | \$ 750.00     | \$ 50.00                 | \$ 1,250.00   | \$ 120.00      | \$ 3,000.00   |
| 10       | Reinforcement, Steel                                                  | Lb   | 1,800              | \$ 2.55        | \$ 4,590.00   | \$ 4.00            | \$ 7,200.00   | \$ 4.00        | \$ 7,200.00   | \$ 2.30                 | \$ 4,140.00   | \$ 2.02                  | \$ 3,636.00   | \$ 5.00        | \$ 9,000.00   |
| 11       | Substructure Conc                                                     | Cyd  | 30                 | \$ 653.00      | \$ 19,590.00  | \$ 1,000.00        | \$ 30,000.00  | \$ 300.00      | \$ 9,000.00   | \$ 900.00               | \$ 27,000.00  | \$ 900.00                | \$ 27,000.00  | \$ 2,700.00    | \$ 81,000.00  |
| 12       | Reinforced Conc Deck                                                  | Sft  | 240                | \$ 18.75       | \$ 4,500.00   | \$ 150.00          | \$ 36,000.00  | \$ 85.00       | \$ 20,400.00  | \$ 36.00                | \$ 8,640.00   | \$ 100.00                | \$ 24,000.00  | \$ 85.00       | \$ 20,400.00  |
| 13       | Prefabricated Pedestrian Bridge, Furn and Erect                       | LSUM | 1                  | \$ 95,000.00   | \$ 95,000.00  | \$ 82,000.00       | \$ 82,000.00  | \$ 122,000.00  | \$ 122,000.00 | \$ 130,000.00           | \$ 130,000.00 | \$ 150,700.00            | \$ 150,700.00 | \$ 105,000.00  | \$ 105,000.00 |
| 14       | Timber Railing                                                        | Ft   | 90                 | \$ 64.00       | \$ 5,760.00   | \$ 75.00           | \$ 6,750.00   | \$ 140.00      | \$ 12,600.00  | \$ 175.00               | \$ 15,750.00  | \$ 80.00                 | \$ 7,200.00   | \$ 150.00      | \$ 13,500.00  |
| 15       | Joint Waterproofing                                                   | Sft  | 30                 | \$ 20.50       | \$ 615.00     | \$ 8.00            | \$ 240.00     | \$ 15.00       | \$ 450.00     | \$ 40.00                | \$ 1,200.00   | \$ 20.00                 | \$ 600.00     | \$ 85.00       | \$ 2,550.00   |
| 16       | Curb, Conc, Det E2                                                    | Ft   | 30                 | \$ 148.40      | \$ 4,452.00   | \$ 45.00           | \$ 1,350.00   | \$ 100.00      | \$ 3,000.00   | \$ 135.00               | \$ 4,050.00   | \$ 45.00                 | \$ 1,350.00   | \$ 110.00      | \$ 3,300.00   |
| 17       | Steps, Conc                                                           | Cyd  | 4                  | \$ 795.00      | \$ 3,180.00   | \$ 1,500.00        | \$ 6,000.00   | \$ 2,000.00    | \$ 8,000.00   | \$ 4,700.00             | \$ 18,800.00  | \$ 1,500.00              | \$ 6,000.00   | \$ 3,000.00    | \$ 12,000.00  |
| 18       | Sidewalk, Conc, 6 inch                                                | Sft  | 910                | \$ 13.00       | \$ 11,830.00  | \$ 9.00            | \$ 8,190.00   | \$ 9.00        | \$ 8,190.00   | \$ 15.00                | \$ 13,650.00  | \$ 9.00                  | \$ 8,190.00   | \$ 25.00       | \$ 22,750.00  |
| 19       | Pavt Mrkg, Waterborne, for Rest Areas, Parks and Lots, 4 inch, Yellow | Ft   | 110                | \$ 8.90        | \$ 979.00     | \$ 10.00           | \$ 1,100.00   | \$ 5.00        | \$ 550.00     | \$ 5.00                 | \$ 550.00     | \$ 10.65                 | \$ 1,171.50   | \$ 10.00       | \$ 1,100.00   |
| 20       | Riprap, Plain                                                         | Ton  | 10                 | \$ 300.00      | \$ 3,000.00   | \$ 100.00          | \$ 1,000.00   | \$ 150.00      | \$ 1,500.00   | \$ 450.00               | \$ 4,500.00   | \$ 400.00                | \$ 4,000.00   | \$ 500.00      | \$ 5,000.00   |
| 21       | Turf Restoration                                                      | Syd  | 400                | \$ 8.90        | \$ 3,560.00   | \$ 20.00           | \$ 8,000.00   | \$ 15.00       | \$ 6,000.00   | \$ 5.00                 | \$ 2,000.00   | \$ 20.00                 | \$ 8,000.00   | \$ 18.00       | \$ 7,200.00   |
| 22       | Electric Distribution System                                          | LSUM | 1                  | \$ 12,720.00   | \$ 12,720.00  | \$ 8,500.00        | \$ 8,500.00   | \$ 3,500.00    | \$ 3,500.00   | \$ 8,000.00             | \$ 8,000.00   | \$ 6,100.00              | \$ 6,100.00   | \$ 25,000.00   | \$ 25,000.00  |
| Total:   |                                                                       |      |                    |                | \$ 226,198.00 |                    | \$ 237,250.00 |                | \$ 248,460.00 |                         | \$ 286,130.00 |                          | \$ 291,197.50 |                | \$ 394,150.00 |

Denotes a mathematical error in the bid form that has been corrected.



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** August 17, 2026  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Notice of Intent to Apply USDA Grant & Loan

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### **SUMMARY OF REQUEST:**

Council will recall that in March of this year, we selected an engineering firm through a competitive process to assist my team and I with the Gardner Street Sewer Collection System Project.

As a reminder, this project stems from the Village's 2020 SAW report and analysis. As part of that study, we learned that the sewer system beneath Gardner Street is nearing its maximum capacity to convey wastewater to the treatment plant. There are currently three separate sewer lines beneath Gardner Street that were installed at various points throughout the development of the Village. The time has come to comprehensively upgrade this portion of the collection system to increase capacity, improve the efficiency of flows, and position the Village for future growth.

This project has been included in our Capital Improvement Plan since the SAW report was completed in 2020. However, identifying sufficient funding to undertake a project of this magnitude has been a significant challenge.

I worked with Congressman Moolenaar to secure federal funding for the project. The Congressman was successful in securing **\$1,000,000 in Congressionally Directed Spending (CDS)** through the USDA budget. This is similar to the federal funding he previously helped Dan Olney and I secure for the Fire Department project. We are very thankful for the Congressman's continued support of Sparta and his assistance in securing this funding.

The total estimated cost of the Gardner Street sewer improvements is **\$7,710,000**. To maximize available grant opportunities and make our local dollars go as far as possible, we are dividing the overall improvement into two projects.

## **Project One – Treatment Plant to Martindale Street: \$1,440,000**

The first project will extend from the wastewater treatment plant to the Martindale Street intersection on Gardner Street. Funding will consist of:

- \$1,000,000 – USDA Congressionally Directed Spending grant
- \$440,000 – Sewer Fund reserves
- **\$1,440,000 – Total Project Cost**

This portion can move forward utilizing the federal funding already secured and existing Sewer Fund resources.

## **Project Two – Martindale Street to Gardner Street Lift Station: \$6,270,000**

The second project will continue from Martindale Street to just before the lift station on Gardner Street. We have submitted an application to the U.S. Economic Development Administration (EDA) requesting substantial grant assistance for this portion of the project. The proposed funding structure is:

- \$5,016,000 – EDA grant request
- \$1,254,000 – USDA loan
- **\$6,270,000 – Total Project Cost**

The USDA loan would be repaid through the Sewer Fund.

Dividing the overall project in this manner allows us to maximize available federal grant opportunities and leverage our local Sewer Fund dollars as effectively as possible. It also provides the Village with flexibility. If our EDA application is unsuccessful, we can still proceed with the first \$1.44 million portion from the treatment plant to Martindale while continuing to pursue other funding opportunities for the remainder of the project.

The project also has significant economic development implications. The three companies that collectively make up General Formulations are key partners in our EDA application, as the additional sewer capacity will help unlock future expansion opportunities for their operations. The improvements will also provide additional capacity for development elsewhere in the Village, including, but not limited to, the Rodeo Grounds.

Ultimately, wastewater from throughout the Village is conveyed through the Gardner Street system on its way to the treatment plant. Increasing the capacity of this critical piece of infrastructure will therefore benefit not only individual businesses or development sites, but the Village and its utility system as a whole.

The EDA grant application has already been submitted. At this time, we need to submit the corresponding USDA applications for both the \$1,000,000 CDS grant funding and the \$1,254,000 loan that will serve as the local match for the EDA project if that grant is awarded.

We are hosting our local EDA representative in Sparta on Tuesday and have been working closely with his team on this application for several months. We are hopeful that the application will be successful. If awarded, this funding will allow the Village to complete a major infrastructure improvement that has been identified as necessary since 2020 while leveraging a substantial amount of federal funding and positioning Sparta for continued residential, commercial, and industrial growth.

## **FINANCIAL IMPACT:**

If the EDA grant application is successful, the Village will complete **\$7,710,000 in sewer infrastructure improvements** with the following funding:

- **\$6,016,000 in federal grant funding**
- **\$1,254,000 in USDA loan proceeds**
- **\$440,000 from existing Sewer Fund reserves**

Federal grants would therefore fund approximately **78% of the total project cost**, with the Village leveraging **\$1.694 million in Sewer Fund resources and borrowing to secure more than \$6 million in federal grant investment**.

This represents an exceptional opportunity to complete a long-planned and necessary infrastructure project while minimizing the direct local cost to Village sewer customers.

## **BUDGET ACTION REQUIRED:**

None at this time.

## **STAFF RECOMMENDATION:**

A motion to approve the USDA grant and loan applications for the Gardner Street Sewer Collection System Project as presented.



## ACTION MEMO

### Staff Communication

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**DATE:** August 17, 2026  
**TO:** Village President Whalen and Members of Council  
**FROM:** William Hunter, Director of Public Works  
**RE:** Martindale Avenue Boardwalk Structural Repairs

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### Background

The Martindale Avenue Boardwalk has approximately 40 linear feet of section with significant vertical displacement caused by movement of the supporting structure. The requested work is intended to permanently stabilize the affected section, replace the necessary structural components and decking, restore the railing and disturbed areas, and return the boardwalk to a safe operating condition.

The original 2008 construction drawings were provided to bidders for reference, with contractors required to verify existing field conditions and propose the means and methods for a long-term repair.

### Bid Process

| Solicitation | Release       | Deadline        | Result                  |
|--------------|---------------|-----------------|-------------------------|
| First RFP    | June 29, 2026 | July 13, 2026   | No proposals received   |
| Second RFP   | July 27, 2026 | August 11, 2026 | Tucker Marine: \$44,500 |

In addition to issuing the RFPs, DPW directly contacted contractors during both solicitation periods. The available correspondence documents first-round outreach to one contractor contact and second-round outreach to at least five additional contacts, including Milbocker, Tucker Marine, Fleming Marine, Visser, Dan's Excavation and JW Dirt Works. Despite the repeated formal solicitation and direct outreach, the Village received only one proposal.

### Evaluation

Tucker Marine Construction submitted a signed lump-sum proposal dated August 11, 2026. The proposal states that the contractor visited the site and identifies no variances from the RFP. Tucker Marine proposes to repair approximately 48 linear feet of boardwalk by removing the existing decking, installing twelve 6-inch-diameter steel pipe pilings adjacent to the existing supports, driving the pilings to refusal, and through-bolting them to the existing timber beams with galvanized bolts. The proposal also includes repair

or replacement of deteriorated structural components within the work area, new 2x6 pressure-treated decking, railing reinstallation, debris removal, and site restoration.

The proposal provides the required one-year workmanship warranty and three references. It excludes concealed deterioration and repairs outside the described 48-foot work area unless approved in writing by the Village. Although the proposal lists no variances, it does not provide an estimated construction schedule or project duration.

The Village originally intended to complete the repair before Halloween, with the RFP establishing October 31, 2026, as the substantial completion date. However, the lack of contractor interest, the absence of proposals during the first solicitation, and the need to advertise the project a second time affected the original schedule. Staff will negotiate a realistic completion date with Tucker Marine and include it in the contract.

Because only one proposal was received, the \$44,500 amount cannot be compared with competing bids. However, the Village tested the market twice and supplemented the solicitations with direct outreach to contractors. A third solicitation is unlikely to produce additional competition and would further delay the repair. The Village's primary objective is to correct the heaved structure and restore the boardwalk to a safe, stable condition.

## **Funding**

The project is included in the current Capital Improvement Plan with an approved budget of \$50,000. Tucker Marine's \$44,500 proposal is within the available CIP funding and is \$5,500 below the budgeted amount.

## **Recommendation**

DPW recommends approving Tucker Marine Construction, the lone bidder, for the lump-sum amount of \$44,500. The proposal is within the \$50,000 CIP budget. The proposed piling system directly addresses movement of the existing support structure, covers the required work within an approximately 48-foot repair area, and includes a one-year workmanship warranty.

Staff will negotiate the project schedule and completion date with Tucker Marine and include those terms, along with the required insurance and other RFP requirements, in the contract executed by staff. Awarding the contract is the most practical path to accomplishing the Village's primary objective of repairing the heaved boardwalk structure and restoring it to a safe condition.



## **Sparta Municipal Airport Monthly Report – July 2026**

**To:** Sparta Village Council  
**From:** Michael Krzciok, Airport Manager  
**Date:** August 12, 2026  
**Re:** Sparta Municipal Airport – July 2026 Monthly Report

### **Summary**

July was another busy month at Paul C. Miller–Sparta Airport, with strong aircraft activity continuing throughout the month. Flying activity was temporarily impacted by wildfire smoke, which resulted in several days of otherwise favorable flying weather being lost earlier in the month. Despite the disruption, overall airport activity remained strong during the heart of the summer flying season.

July was also an especially memorable month for the airport community. Our July **Grill & Chill** event was a tremendous success and provided an opportunity to celebrate both the airport's history and the people who have been part of it over the years.

We were thrilled to have **Dr. J. Dean** join us as our guest of honor in celebration of his 100th birthday. Dr. Dean was a fixture at the Sparta Airport years ago and had expressed a desire to fly once again. With the help of Sparta Aviation and members of our airport community, we were able to make that happen. Sparta Aviation provided Dr. Dean with an airplane ride as part of the celebration, making for a very special evening for Dr. Dean, his family, and those in attendance. The flight and birthday celebration also received local media coverage from WZZM 13.

We were also pleased to welcome **Paul Miller, grandson of Paul C. Miller**, the airport's namesake. Paul is an artist who is preparing to move to Spain and generously donated several pieces of his aviation artwork and memorabilia to the airport. The donated pieces will be proudly displayed in the airport terminal. We greatly appreciate Paul's generosity and the opportunity to preserve another connection to the history and legacy of the Paul C. Miller–Sparta Airport.

The event drew an excellent turnout of airport tenants, pilots, families, and friends. The celebration of Dr. Dean's 100th birthday and the visit from Paul Miller made this month's event particularly special. Events such as the Grill & Chill continue to provide an opportunity to bring airport users together while strengthening the sense of community and connection to the airport's history.

### **Fuel Sales**

July fuel sales remained strong despite several days of unfavorable flying conditions caused by wildfire smoke. A total of **7,895 gallons of fuel** were sold during the month, consisting of **6,797 gallons of Avgas/Mogas** and **1,098 gallons of Jet A**.

| Month | Year | Transactions | Gallons<br>Avgas & Mogas | Gallons<br>Jet Fuel | TOTAL |
|-------|------|--------------|--------------------------|---------------------|-------|
| July  | 2026 | 352          | 6797                     | 1098                | 7895  |
| July  | 2025 | 387          | 7970                     | N/A                 | 7970  |
| July  | 2024 | 423          | 8604                     | N/A                 | 8604  |
| July  | 2023 | 391          | 7322                     | N/A                 | 7322  |
| July  | 2022 | 358          | 7141                     | N/A                 | 7141  |
| July  | 2021 | 359          | 7537                     | N/A                 | 7537  |

While July's total fuel volume was just **75 gallons below July 2025**, the composition of those sales illustrates the benefit of adding Jet A service. Avgas and Mogas sales were lower than last July, reflecting less favorable flying weather and the wildfire smoke that affected general aviation and flight training activity during portions of the busy summer season. Jet A sales helped offset much of that decline.

More importantly, year-to-date fuel sales remain ahead of last year's record-setting pace. From January 1 through July 31, 2025, the airport sold **40,194 gallons of Avgas and Mogas**. During the same period in 2026, combined Avgas, Mogas, and Jet A sales totaled **42,426 gallons**, an increase of **2,232 gallons, or approximately 5.6%**.

This is particularly encouraging given the weather-related impacts on piston aircraft activity this summer. Jet A sales are helping diversify the airport's fuel business, with turbine aircraft generally being less affected by the weather conditions that can significantly reduce local flight training and recreational flying. The addition of Jet A service is therefore helping the airport maintain overall fuel sales growth even during periods when traditional Avgas demand is softer.

## Hangar Development

Construction continued during July on the **Sparta Aviation expansion project**. Work began with the significant task of excavating and pouring the foundation for the new **100-foot by 120-foot hangar building**.

Work also began on the septic system and drain field that will serve Sparta Aviation's new office addition. The project also includes a new roof and main door for the hangar. This represents another significant private investment in the airport and will provide additional space to support Sparta Aviation's continued growth and operations at the field.



Sparta Aviation new 100'x 120' hangar foundation is complete.



The new addition to the current Sparta Aviation hangar is nearing completion and includes a new roof for the hangar.

## Capital Projects Update

Although the Taxiway Connector Improvement Project was not yet 100% complete, the **new taxiway connectors became operational during July**. Initial feedback from pilots and airport users has been very positive.

The new connector configuration has already improved both operational safety and efficiency. Aircraft are no longer required to brake as aggressively to make the former midfield taxiway connector, and aircraft that continue farther down the runway now have additional opportunities to exit rather than having to taxi to the end of the runway. The additional connectors provide pilots with more practical runway exit options while reducing unnecessary runway occupancy and back-taxiing.

These improvements are particularly beneficial during periods of high activity and represent a meaningful safety and operational improvement for the airport.

The remaining work on the project includes the **final lighting installation for the new taxiway connectors**, which is scheduled to be completed in September.

## Airport Events

Dr. Jay Dean's return to the skies in celebration of his 100th birthday received coverage from WZZM 13. See the full story here: <https://www.wzzm13.com/article/news/local/sparta-wwii-veteran-celebrates-100th-birthday-with-memorable-return-to-the-skies/69-81078ede-7395-44e0-8a56-f2da69ac9aaa>



Paul Miller (right), grandson of Paul C. Miller, our airport's namesake, joined us for the July Grill & Chill and generously donated several pieces of his original aviation artwork and memorabilia to the airport. During his visit, Paul was also treated to a floatplane ride with airport tenant Larry Bauer—an experience he thoroughly enjoyed!



One example of Paul's work is this detailed pen-and-ink drawing of the World War II B-24 Liberator "Yo-Yo," of the 741st Bomb Squadron, 455th Bomb Group. The artwork is made even more special by the signatures of several crew members who flew aboard the aircraft.



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** August 12, 2026  
**TO:** Village President Whalen and Members of Council  
**FROM:** William Hunter, Director of Public Works  
**RE:** DPW Monthly Update

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### **Staff Work Activity Summary**

During this reporting period, Department of Public Works staff logged a total of 1,698 hours and 36 minutes of work maintaining and improving Village infrastructure. Staff time is summarized below by major operational area to provide transparency into where department resources were utilized.

| <b>Operational Area</b>                   | <b>Manhours</b>    |
|-------------------------------------------|--------------------|
| Sewer System Operations                   | 572 hrs. 01 min.   |
| Water System Operations                   | 460 hrs. 18 min.   |
| Parks & Public Spaces                     | 228 hrs. 25 min.   |
| Streets, Stormwater & Traffic Maintenance | 182 hrs. 37 min.   |
| Administration, Planning & Special Events | 133 hrs. 49 min.   |
| Downtown (DDA) Maintenance                | 70 hrs. 14 min.    |
| Equipment & Fleet Maintenance             | 51 hrs. 12 min.    |
| Total                                     | 1,698 hrs. 36 min. |

These work accounts represent routine maintenance, utility operations, regulatory compliance, infrastructure improvements, special event support, and administrative responsibilities performed by DPW staff throughout the reporting period.

### **Water System Operations & Regulatory Compliance**

The Water Department continued routine treatment, monitoring, distribution system maintenance, regulatory sampling, and compliance activities throughout the reporting period.

## **Water Treatment Plant Operations – July MOR**

The July Monthly Operating Report (MOR) was completed for the Village of Sparta Water System in accordance with Act 399 requirements.

### **Water Production**

- Total Finished Water Produced: 21.963 million gallons
- Average Daily Production: 0.708 million gallons per day
- Maximum Daily Production: 0.886 million gallons per day
- Raw Water Pumped: 21.66 million gallons

The July MOR notes that a new finished-water meter was installed at the plant and required several days of calibration. Staff also experienced chlorine pump issues during the month.

### **Chemical Usage**

- Pre-Chlorine Used: 385.6 pounds
- Post-Chlorine Used: 210.0 pounds
- Hydrofluorosilicic Acid Used: 411.10 pounds
- Salt Used for Water Softening: 34,772 pounds

### **Treatment Performance**

Average July treatment values included:

- Finished Water Production: 0.708 MGD
- Plant Tap Free Chlorine: 1.0 mg/L
- Plant Tap Total Chlorine: 1.5 mg/L
- Plant Tap Fluoride Residual: 0.59 mg/L
- Distribution Fluoride Residual: 0.61 mg/L
- Plant Tap Hardness: 185.8 mg/L
- Plant Tap Iron: 0.02 mg/L
- Plant Tap pH: 7.3

### **Distribution System Monitoring**

Routine bacteriological sampling requirements were met during July.

- Required Routine Samples: 5
- Samples Collected: 5
- Positive Samples: 0
- Repeat Samples Required: 0

All five routine distribution samples were absent for total coliform bacteria.

July 2026 raw-water well Pumpage was 21.660 million gallons. This was the highest July Pumpage since 2020, based on the available MOR data.

**Well Pumpage (MG) 2026 difference Percent difference**

| July |        |           |        |
|------|--------|-----------|--------|
| 2026 | 21.660 | —         | —      |
| 2025 | 20.310 | +1.350 MG | +6.6%  |
| 2024 | 19.040 | +2.620 MG | +13.8% |
| 2023 | 19.840 | +1.820 MG | +9.2%  |
| 2022 | 20.260 | +1.400 MG | +6.9%  |
| 2021 | 20.140 | +1.520 MG | +7.5%  |

**Distribution Pumpage**

The July MOR also tracks water delivered to the Village's two pressure districts:

- Southwest High-Pressure District: 4.479 million gallons
- Low-Pressure District: 17.484 million gallons

This additional monitoring helps staff evaluate water demand and system operation across the Village's pressure districts.

**Sewer System Operations**

Sewer operations represented the largest allocation of DPW labor during this reporting period, totaling 572 hours and 1 minute.

Staff continued routine operation and maintenance of the wastewater collection system and lift stations. Work included system monitoring, preventive maintenance, inspections, troubleshooting, and other activities necessary to maintain reliable wastewater collection throughout the Village.

**Lift Station Performance - July 2026**

Monthly runtime data for the Village's four monitored lift stations showed the following July activity:

- Applewood Lift Station: 1.226 million gallons
- Bedford Falls Lift Station: 0.093 million gallons
- Buth Park Lift Station: 2.478 million gallons
- River Road Lift Station: 0.071 million gallons

Combined Pumpage is 3.867 million gallons. Buth Park handled the largest reported volume, followed by Applewood.

**Streets, Stormwater & Infrastructure**

Staff logged 182 hours and 37 minutes in street, stormwater, tree, and related infrastructure maintenance during the reporting period.

Activities included:

- Storm drain and catch basin maintenance
- Major and local storm drainage work
- Routine local street maintenance
- Tree trimming and maintenance within Village rights-of-way
- General traffic and infrastructure maintenance

## **Parks & Public Spaces**

Staff logged 228 hours and 25 minutes maintaining Village parks and public spaces during the reporting period.

Work included routine park maintenance, mowing and grounds care, facility upkeep, inspections, and other seasonal maintenance activities necessary during the summer months.

## **Downtown (DDA) Maintenance**

DPW staff provided 70 hours and 14 minutes of maintenance support within the Downtown Development Authority district.

This work included routine downtown maintenance, grounds care, cleanup, and support of public spaces within the DDA district.

## **Equipment & Fleet Maintenance**

Staff logged 51 hours and 12 minutes maintaining DPW vehicles and equipment.

Preventive maintenance and repairs continue to be performed in-house when practical to maintain equipment reliability and reduce downtime.

## **Administration, Planning & Special Events**

Staff logged 133 hours and 49 minutes in general DPW operations, administrative/project-related work, and special event support.

This category includes the coordination and administrative work necessary to manage DPW operations, infrastructure projects, contractors, regulatory requirements, purchasing, public inquiries, inspections, and Village activities that are not directly charged to an individual utility or maintenance account.

## **Summary**

The Department of Public Works continues to balance daily utility operations, infrastructure maintenance, regulatory compliance, parks and public-space maintenance, equipment upkeep, and capital improvement planning. During this reporting period, staff logged nearly 1,700 hours of operational work, while the Water Treatment Plant produced approximately 22 million gallons of finished drinking water and continued to meet routine bacteriological sampling requirements.



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** August 11, 2026  
**TO:** Village President Whalen and Members of Council  
Jim Lower, Village Manager  
William Hunter, Director of Public Works  
**FROM:** Conrad Bowman, Wastewater Superintendent  
**RE:** Wastewater Treatment Plant - Update

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#### **Summary:**

The following report is an overview of operations at the Village of Sparta WWTP

#### **July 2026 Flow Data**

##### **Wastewater Treatment Plant flow:**

- 16.813 Million gallons treated for the month
- 0.642 Million gallons maximum daily flow
- 0.542 Million gallons per day average flow

##### **Algoma Township flow:**

- 1,087,596 gallons treated for the month
- 44,096 gallons maximum daily flow
- 35,084 gallons per day average flow

## **Significant Events/Emergency Callouts:**

There were no violations for the month of July. We experienced a power outage on 7/27 at 4:00pm. Power was restored around 10:00pm. No major issues were observed.

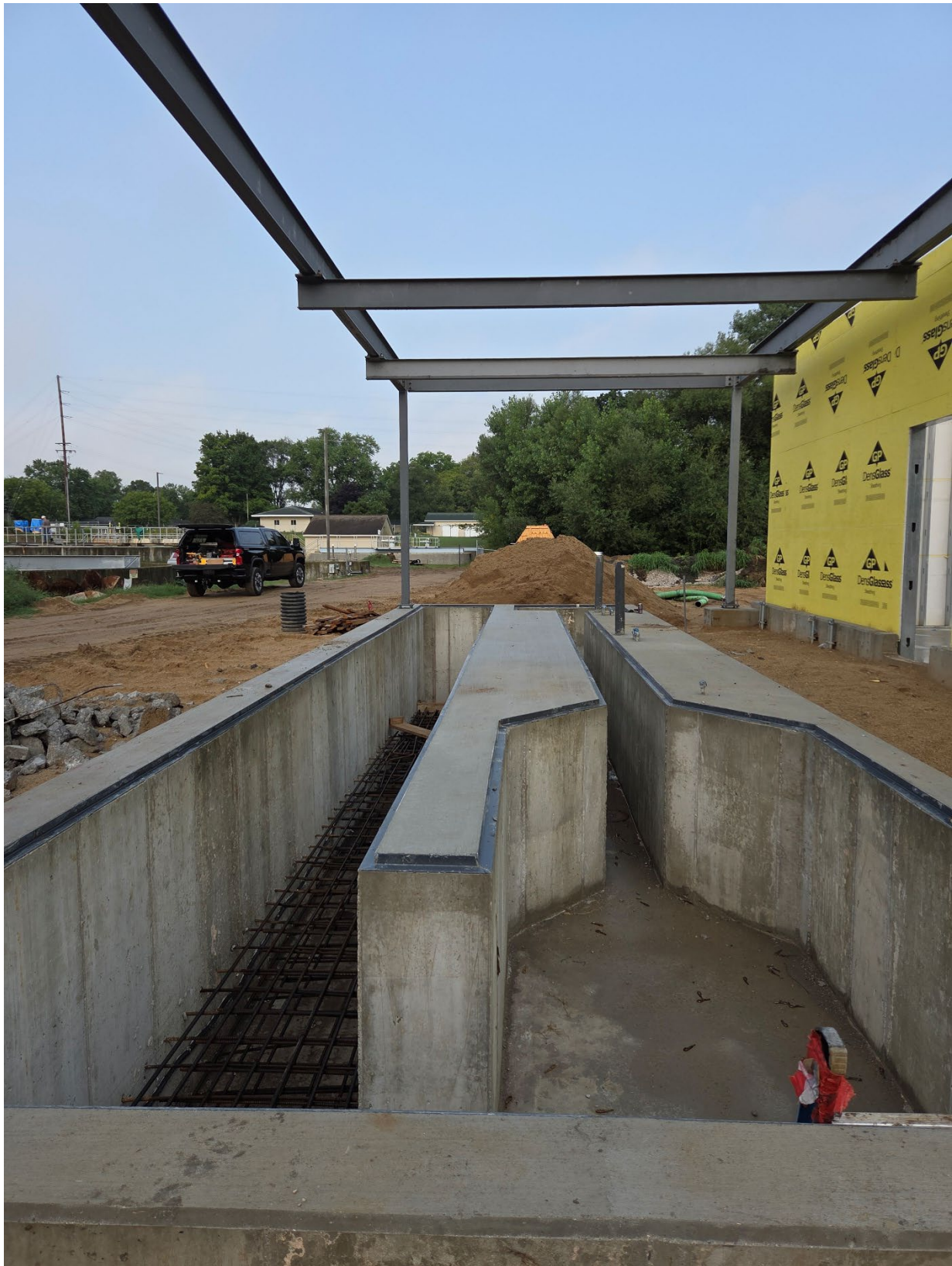
- We are continuing to write SOPs, perform preventive maintenance, and do housekeeping.
- We are continuing to update our laboratory QA/QC program. This has involved re-writing outdated approved methods and SOP's, running duplicates, spikes, reference samples, and inter-lab splits.
- We are continuing to update our laboratory chemical inventory and SDS program.
- Staff have been cross-training at the water plant and DPW garage.
- Continued cataloging our assets for an asset management program that will improve maintenance schedules.
- We are continuing to collect composite samples and run lab on Old Orchard.
- Working with Fleis and Vandenbrink and contractors on plant construction and scheduling.
- Investigating dye discharges coming into the plant from around the collection system.
- Working with Old Orchard and investigating higher BOD discharges.
- Continuing to jet our primary clarifier sludge line as needed.
- Diagnosing and adjusting our new disinfection and dechlorination plan due to detention time and flow changes.
- Submitted a revised Biosolids Residuals Management Plan to EGLE on 6/22 to account for the new processes being added at the facility.
- Working on decant lines and a plugged drain sump for Digester 4.
- Continued work on grit system.
- Quarterly Stormwater Inspection for the WWTP completed on 7/9.
- Submitted Pollutant Minimization and Source Tracking for Hexavalent Chromium Schedule to EGLE on 7/9.
- Submitted Biosolids PFAS Monitoring Report to EGLE for oxidation ditch solids on 7/13.
- Replaced ferric chloride pump with a rebuilt backup on 7/16 due to a failed diaphragm.
- Effluent sampler pump unit failed due to a stripped gear on 7/17. Replaced with a backup pump unit we had on the shelf.
- Quarterly hexchrome sampling on the collection system took place 7/20-7/24.
- Lines from the splitter box to secondary clarifiers have been plugging up. DPW was out with the vactor to jet them on 7/20 and 7/27.
- DR Labs was on site 7/23 to calibrate lab equipment.
- Trace Analytical was on site 7/27 to collect quarterly collections system mercury samples.
- Waste Recovery was out on 7/30 to vactor out accumulating grease in Applewood Liftstation.
- Working on continuing issues we've been having with our influent sampler.
- Submitted July Discharge Monitoring Report to EGLE on 8/5.
- Continuing to diagnose filamentous bacteria problems causing poor settling.
- Continuing to work through and maintain plugging TRVs and gate valves throughout the plant.

## **Construction Updates**

- Windemuller is pulling out and demoing existing electrical and running new conduit around the facility.
- Process Control Building underground utilities are done. The floor was poured. Sheathing, structural steel, and masonry is going up.
- FHC is demoing existing piping and fixtures in new Thickener Building, installing RAS pumps, and installing available valves on Oxidation Ditch 1.
- Two new blowers were started up for Digesters 1 and 4. Two spare blowers are waiting for electrical upgrades to be put online.
- Oxidation Ditch #1 has been cleaned.
- The floor in the thickener building has been cut to run new drain lines and sludge piping.



- **Process Control Building progress**



- UV Structure progress



- **Cleaned Oxidation Ditch with control gates being installed**



- **New RAS Pumps in Thickener Building**



# Sparta Police Department

Andrew M. Milanowski

*Chief of Police*

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260 W. Division - Sparta MI 49345 - Office (616) 887-8716 - Fax (616) 887-7681

## MONTHLY REPORT July 2026

### **Crime Report Information:**

The "incident Description Count Report" for July 2026 is attached.

### **Incidents of interest**

A month and a half ago Officer Bultsma responded to a trailer theft by fraud from Expert Trailer call. Two trailers were stolen using fraudulent credit cards. Last week, one was recovered in Bloomington Hills Michigan. The other trailer is outstanding.

Officer Bultsma responded to Sanilac County Michigan and picked up a fugitive on a domestic violence warrant out of our department. The subject was returned to Kent County where he will be facing not only our charge, but several others from Wyoming and the Lansing area.

### **Traffic**

The "Ticket Offense Report" for July 2026 is attached.

### **Parking Citations for July**

Two (2) and both have been paid

### **Department Issues**

We have been increasing the number of camera connections with the Virtual Crime Center and are continuing to increase the number of cameras as Sgt Price connects the new systems around the Village properties. In the overhaul of camera and internet use for services, Sgt. Price is going to save the Village roughly a \$1000.00 a month.

The 2022 which had a new engine put in it in August of 2025 is once again acting up. The vehicle is at Sparta Chevrolet where it will be repaired under the warranty.

## Incident Description Count Report

Page: 1

## Report Criteria:

| Start Date | End Date   | Status |
|------------|------------|--------|
| 07/01/2026 | 07/31/2026 | ALL    |

| Incident                            | Rprt Date  | Description                  | Area | Officer               | Status    |
|-------------------------------------|------------|------------------------------|------|-----------------------|-----------|
| <i>2 CAR CRASH</i>                  |            |                              |      |                       | Count: 1  |
| 26-001776                           | 07/28/2026 | 2 CAR CRASH                  |      | JONES, CALEB          | Closed    |
| <i>911 OPEN LINE - UNFOUNDED</i>    |            |                              |      |                       | Count: 1  |
| 26-001613                           | 07/04/2026 | 911 OPEN LINE - UNFOUNDED    |      | WYNBEEK, LEAH         | Closed    |
| <i>ABANDONED VEHICLE</i>            |            |                              |      |                       | Count: 11 |
| 26-001730                           | 07/22/2026 | ABANDONED VEHICLE            |      | KUSMIERSKI, TRAVIS    | Closed    |
| 26-001731                           | 07/22/2026 | ABANDONED VEHICLE            |      | KUSMIERSKI, TRAVIS    | Closed    |
| 26-001732                           | 07/22/2026 | ABANDONED VEHICLE            |      | KUSMIERSKI, TRAVIS    | Closed    |
| 26-001733                           | 07/22/2026 | ABANDONED VEHICLE            |      | KUSMIERSKI, TRAVIS    | Closed    |
| 26-001734                           | 07/22/2026 | ABANDONED VEHICLE            |      | KUSMIERSKI, TRAVIS    | Closed    |
| 26-001735                           | 07/22/2026 | ABANDONED VEHICLE            |      | KUSMIERSKI, TRAVIS    | Closed    |
| 26-001736                           | 07/22/2026 | ABANDONED VEHICLE            |      | KUSMIERSKI, TRAVIS    | Closed    |
| 26-001737                           | 07/22/2026 | ABANDONED VEHICLE            |      | KUSMIERSKI, TRAVIS    | Closed    |
| 26-001738                           | 07/22/2026 | ABANDONED VEHICLE            |      | KUSMIERSKI, TRAVIS    | Closed    |
| 26-001739                           | 07/22/2026 | ABANDONED VEHICLE            |      | KUSMIERSKI, TRAVIS    | Closed    |
| 26-001740                           | 07/22/2026 | ABANDONED VEHICLE            |      | KUSMIERSKI, TRAVIS    | Closed    |
| <i>ACCOSTING A JUVENILE</i>         |            |                              |      |                       | Count: 1  |
| 26-001773                           | 07/27/2026 | ACCOSTING A JUVENILE         |      | JONES, CALEB          | Open      |
| <i>ALARM</i>                        |            |                              |      |                       | Count: 1  |
| 26-001684                           | 07/15/2026 | ALARM                        |      | WYNBEEK, LEAH         | Closed    |
| <i>ALARM - DISREGARDED</i>          |            |                              |      |                       | Count: 2  |
| 26-001724                           | 07/21/2026 | ALARM - DISREGARDED          |      | SOULES, CALEB HOWARD  | Closed    |
| 26-001791                           | 07/29/2026 | ALARM - DISREGARDED          |      | SOULES, CALEB HOWARD  | Closed    |
| <i>AMMO CASINGS DUMPED IN SEWER</i> |            |                              |      |                       | Count: 1  |
| 26-001664                           | 07/12/2026 | AMMO CASINGS DUMPED IN SEWER |      | KUSMIERSKI, TRAVIS    | Closed    |
| <i>AREA CHECK</i>                   |            |                              |      |                       | Count: 1  |
| 26-001764                           | 07/26/2026 | AREA CHECK                   |      | SIETSEMA, ETHAN       | Closed    |
| <i>ASSAULT</i>                      |            |                              |      |                       | Count: 1  |
| 26-001603                           | 07/02/2026 | ASSAULT                      |      | SIETSEMA, ETHAN       | Closed    |
| <i>ASSIST</i>                       |            |                              |      |                       | Count: 2  |
| 26-001597                           | 07/02/2026 | ASSIST                       |      | SOULES, CALEB HOWARD  | Closed    |
| 26-001661                           | 07/12/2026 | ASSIST                       |      | BULTSMA, ZACHARY NEAL | Closed    |

## Incident Description Count Report

## Report Criteria:

| Start Date | End Date   | Status |
|------------|------------|--------|
| 07/01/2026 | 07/31/2026 | ALL    |

| Incident                                    | Rprt Date  | Description                          | Area | Officer              | Status      |
|---------------------------------------------|------------|--------------------------------------|------|----------------------|-------------|
| <i>ASSIST ANIMAL CONTROL</i>                |            |                                      |      |                      | Count: 1    |
| 26-001590                                   | 07/01/2026 | ASSIST ANIMAL CONTROL                |      | SOULES, CALEB HOWARD | Closed      |
| <i>ASSIST CITIZEN</i>                       |            |                                      |      |                      | Count: 1    |
| 26-001755                                   | 07/24/2026 | ASSIST CITIZEN                       |      | SIETSEMA, ETHAN      | Closed      |
| <i>ASSIST COUNTY</i>                        |            |                                      |      |                      | Count: 1    |
| 26-001612                                   | 07/04/2026 | ASSIST COUNTY                        |      | WYNBEEK, LEAH        | Closed      |
| <i>ASSIST COUNTY - DISREGARDED</i>          |            |                                      |      |                      | Count: 1    |
| 26-001614                                   | 07/04/2026 | ASSIST COUNTY - DISREGARDED          |      | WYNBEEK, LEAH        | Closed      |
| <i>ASSIST COUNTY OWI</i>                    |            |                                      |      |                      | Count: 1    |
| 26-001587                                   | 07/01/2026 | ASSIST COUNTY OWI                    |      | WYNBEEK, LEAH        | Closed      |
| <i>ASSIST FIRE</i>                          |            |                                      |      |                      | Count: 1    |
| 26-001746                                   | 07/23/2026 | ASSIST FIRE                          |      | WYNBEEK, LEAH        | Closed      |
| <i>ASSIST GRPD - SUICIDAL</i>               |            |                                      |      |                      | Count: 1    |
| 26-001808                                   | 07/30/2026 | ASSIST GRPD - SUICIDAL               |      | KUSMIERSKI, TRAVIS   | Closed      |
| <i>ASSIST KCSO</i>                          |            |                                      |      |                      | Count: 5    |
| 26-001595                                   | 07/01/2026 | ASSIST KCSO                          |      | SIETSEMA, ETHAN      | Closed      |
| 26-001635                                   | 07/07/2026 | ASSIST KCSO                          |      | SOULES, CALEB HOWARD | Turned Over |
| 26-001639                                   | 07/07/2026 | ASSIST KCSO                          |      | SIETSEMA, ETHAN      | Closed      |
| 26-001665                                   | 07/12/2026 | ASSIST KCSO                          |      | SIETSEMA, ETHAN      | Closed      |
| 26-001765                                   | 07/26/2026 | ASSIST KCSO                          |      | SIETSEMA, ETHAN      | Closed      |
| <i>ASSIST KCSO ON MISSING ENDANGERED</i>    |            |                                      |      |                      | Count: 1    |
| 26-001687                                   | 07/15/2026 | ASSIST KCSO ON MISSING ENDANGERED    |      | SOULES, CALEB HOWARD | Turned Over |
| <i>ASSIST MEDICAL</i>                       |            |                                      |      |                      | Count: 1    |
| 26-001729                                   | 07/22/2026 | ASSIST MEDICAL                       |      | JONES, CALEB         | Closed      |
| <i>ASSIST MEDICAL - 3MO GASPING FOR AIR</i> |            |                                      |      |                      | Count: 1    |
| 26-001699                                   | 07/16/2026 | ASSIST MEDICAL - 3MO GASPING FOR AIR |      | KUSMIERSKI, TRAVIS   | Closed      |
| <i>ASSIST MSP/COUNTY</i>                    |            |                                      |      |                      | Count: 1    |
| 26-001778                                   | 07/27/2026 | ASSIST MSP/COUNTY                    |      | WYNBEEK, LEAH        | Closed      |
| <i>BARKING DOG</i>                          |            |                                      |      |                      | Count: 3    |
| 26-001728                                   | 07/21/2026 | BARKING DOG                          |      | SIETSEMA, ETHAN      | Closed      |
| 26-001751                                   | 07/24/2026 | BARKING DOG                          |      | SOULES, CALEB HOWARD | Closed      |
| 26-001774                                   | 07/27/2026 | BARKING DOG                          |      | JONES, CALEB         | Closed      |

## Incident Description Count Report

## Report Criteria:

| Start Date | End Date   | Status |
|------------|------------|--------|
| 07/01/2026 | 07/31/2026 | ALL    |

| Incident                                   | Rprt Date  | Description                         | Area | Officer                 | Status            |
|--------------------------------------------|------------|-------------------------------------|------|-------------------------|-------------------|
| <i>CHECK FRAUD</i>                         |            |                                     |      |                         | Count: 1          |
| 26-001592                                  | 07/01/2026 | CHECK FRAUD                         |      | SOULES, CALEB<br>HOWARD | Open              |
| <i>CHILD CUSTODY DISPUTE</i>               |            |                                     |      |                         | Count: 3          |
| 26-001627                                  | 07/06/2026 | CHILD CUSTODY DISPUTE               |      | SIETSEMA, ETHAN         | Closed            |
| 26-001628                                  | 07/06/2026 | CHILD CUSTODY DISPUTE               |      | SIETSEMA, ETHAN         | Closed            |
| 26-001636                                  | 07/07/2026 | CHILD CUSTODY DISPUTE               |      | KUSMIERSKI,<br>TRAVIS   | Closed            |
| <i>CITIZEN ASSIST</i>                      |            |                                     |      |                         | Count: 1          |
| 26-001726                                  | 07/21/2026 | CITIZEN ASSIST                      |      | SIETSEMA, ETHAN         | Closed            |
| <i>CIVIL ASSIST</i>                        |            |                                     |      |                         | Count: 2          |
| 26-001593                                  | 07/01/2026 | CIVIL ASSIST                        |      | SOULES, CALEB<br>HOWARD | Closed            |
| 26-001801                                  | 07/30/2026 | CIVIL ASSIST                        |      | SOULES, CALEB<br>HOWARD | Closed            |
| <i>CPS LEN</i>                             |            |                                     |      |                         | Count: 1          |
| 26-001626                                  | 07/06/2026 | CPS LEN                             |      | SOULES, CALEB<br>HOWARD | Closed            |
| <i>CRIMINAL HISTORY CHECKS - LTP</i>       |            |                                     |      |                         | Count: 5          |
| 26-000095                                  | 07/02/2026 | CRIMINAL HISTORY CHECKS - LTP       |      | ALT, BROOKE L           | Closed            |
| 26-000098                                  | 07/10/2026 | CRIMINAL HISTORY CHECKS - LTP       |      | ALT, BROOKE L           | Closed            |
| 26-000100                                  | 07/17/2026 | CRIMINAL HISTORY CHECKS - LTP       |      | ALT, BROOKE L           | Closed            |
| 26-000104                                  | 07/24/2026 | CRIMINAL HISTORY CHECKS - LTP       |      | ALT, BROOKE L           | Closed            |
| 26-000106                                  | 07/31/2026 | CRIMINAL HISTORY CHECKS - LTP       |      | ALT, BROOKE L           | Closed            |
| <i>DEER</i>                                |            |                                     |      |                         | Count: 2          |
| 26-001757                                  | 07/25/2026 | DEER                                |      | SIETSEMA, ETHAN         | Closed            |
| 26-001810                                  | 07/31/2026 | DEER                                |      | JONES, CALEB            | Closed            |
| <i>DISORDERLY - RELATED TO COUNTY CALL</i> |            |                                     |      |                         | Count: 1          |
| 26-001680                                  | 07/14/2026 | DISORDERLY - RELATED TO COUNTY CALL |      | WYNBEEK, LEAH           | Closed            |
| <i>DISPUTE REGARDING SERVICE DOG</i>       |            |                                     |      |                         | Count: 1          |
| 26-001605                                  | 07/03/2026 | DISPUTE REGARDING SERVICE DOG       |      | KUSMIERSKI, TRAVIS      | Closed            |
| <i>DOMESTIC ASSAULT</i>                    |            |                                     |      |                         | Count: 1          |
| 26-001689                                  | 07/15/2026 | DOMESTIC ASSAULT                    |      | SOULES, CALEB<br>HOWARD | Cleared by Arrest |
| <i>DOMESTIC DISPUTE</i>                    |            |                                     |      |                         | Count: 1          |
| 26-001698                                  | 07/16/2026 | DOMESTIC DISPUTE                    |      | KUSMIERSKI, TRAVIS      | Closed            |
| <i>DRIVING ON REVOKED LICENSE</i>          |            |                                     |      |                         | Count: 1          |
| 26-001720                                  | 07/21/2026 | DRIVING ON REVOKED LICENSE          |      | SIETSEMA, ETHAN         | Cleared by Arrest |
| <i>DROVE WHILE LICENSE REVOKED</i>         |            |                                     |      |                         | Count: 1          |
| 26-001779                                  | 07/27/2026 | DROVE WHILE LICENSE REVOKED         |      | WYNBEEK, LEAH           | Closed            |

## Incident Description Count Report

## Report Criteria:

| Start Date | End Date   | Status |
|------------|------------|--------|
| 07/01/2026 | 07/31/2026 | ALL    |

| Incident                        | Rprt Date  | Description              | Area | Officer              | Status   |
|---------------------------------|------------|--------------------------|------|----------------------|----------|
| <i>DROVE WHILE NOT LICENSED</i> |            |                          |      |                      | Count: 1 |
| 26-001601                       | 07/02/2026 | DROVE WHILE NOT LICENSED |      | KUSMIERSKI, TRAVIS   | Closed   |
| <i>DWLR</i>                     |            |                          |      |                      | Count: 1 |
| 26-001786                       | 07/28/2026 | DWLR                     |      | WYNBEEK, LEAH        | Closed   |
| <i>FALSE ALARM</i>              |            |                          |      |                      | Count: 1 |
| 26-001632                       | 07/07/2026 | FALSE ALARM              |      | SIETSEMA, ETHAN      | Closed   |
| <i>FIELD INVESTIGATION</i>      |            |                          |      |                      | Count: 1 |
| 26-001781                       | 07/28/2026 | FIELD INVESTIGATION      |      | WYNBEEK, LEAH        | Closed   |
| <i>FIREWORKS COMPLAINT</i>      |            |                          |      |                      | Count: 3 |
| 26-001609                       | 07/03/2026 | FIREWORKS COMPLAINT      |      | KUSMIERSKI, TRAVIS   | Closed   |
| 26-001617                       | 07/04/2026 | FIREWORKS COMPLAINT      |      | KUSMIERSKI, TRAVIS   | Closed   |
| 26-001618                       | 07/05/2026 | FIREWORKS COMPLAINT      |      | KUSMIERSKI, TRAVIS   | Closed   |
| <i>FOUND HEADSTONES</i>         |            |                          |      |                      | Count: 1 |
| 26-001694                       | 07/16/2026 | FOUND HEADSTONES         |      | SOULES, CALEB HOWARD | Closed   |
| <i>FOUND PHONE</i>              |            |                          |      |                      | Count: 1 |
| 26-001741                       | 07/22/2026 | FOUND PHONE              |      | JONES, CALEB         | Closed   |
| <i>FRAUD COMPLAINT</i>          |            |                          |      |                      | Count: 1 |
| 26-001697                       | 07/16/2026 | FRAUD COMPLAINT          |      | KUSMIERSKI, TRAVIS   | Closed   |
| <i>HARASSMENT</i>               |            |                          |      |                      | Count: 1 |
| 26-001785                       | 07/28/2026 | HARASSMENT               |      | JONES, CALEB         | Closed   |
| <i>INTRUSTION ALARM</i>         |            |                          |      |                      | Count: 1 |
| 26-001777                       | 07/27/2026 | INTRUSTION ALARM         |      | WYNBEEK, LEAH        | Closed   |
| <i>KEEP PEACE</i>               |            |                          |      |                      | Count: 1 |
| 26-001754                       | 07/24/2026 | KEEP PEACE               |      | SOULES, CALEB HOWARD | Closed   |
| <i>LARCENY / THREATS</i>        |            |                          |      |                      | Count: 1 |
| 26-001678                       | 07/14/2026 | LARCENY / THREATS        |      | JONES, CALEB         | Closed   |
| <i>LIFT ASSIST</i>              |            |                          |      |                      | Count: 1 |
| 26-001704                       | 07/18/2026 | LIFT ASSIST              |      | JONES, CALEB         | Closed   |
| <i>LITTERING COMPLAINT</i>      |            |                          |      |                      | Count: 1 |
| 26-001619                       | 07/05/2026 | LITTERING COMPLAINT      |      | JONES, CALEB         | Closed   |
| <i>LOCAL RECORDS CHECK</i>      |            |                          |      |                      | Count: 7 |
| 26-000096                       | 07/09/2026 | LOCAL RECORDS CHECK      |      | ALT, BROOKE L        | Closed   |
| 26-000097                       | 07/10/2026 | LOCAL RECORDS CHECK      |      | ALT, BROOKE L        | Closed   |
| 26-000099                       | 07/15/2026 | LOCAL RECORDS CHECK      |      | ALT, BROOKE L        | Closed   |

## Incident Description Count Report

## Report Criteria:

| Start Date | End Date   | Status |
|------------|------------|--------|
| 07/01/2026 | 07/31/2026 | ALL    |

| Incident                   | Rprt Date  | Description         | Area | Officer                  | Status              |
|----------------------------|------------|---------------------|------|--------------------------|---------------------|
| <i>LOCAL RECORDS CHECK</i> |            |                     |      |                          | Count: 7            |
| 26-000101                  | 07/20/2026 | LOCAL RECORDS CHECK |      | ALT, BROOKE L            | Closed              |
| 26-000102                  | 07/23/2026 | LOCAL RECORDS CHECK |      | ALT, BROOKE L            | Closed              |
| 26-000103                  | 07/24/2026 | LOCAL RECORDS CHECK |      | ALT, BROOKE L            | Closed              |
| 26-000105                  | 07/31/2026 | LOCAL RECORDS CHECK |      | ALT, BROOKE L            | Closed              |
| <i>LOCK OUT</i>            |            |                     |      |                          | Count: 1            |
| 26-001703                  | 07/18/2026 | LOCK OUT            |      | JONES, CALEB             | Closed              |
| <i>LOCKOUT</i>             |            |                     |      |                          | Count: 3            |
| 26-001591                  | 07/01/2026 | LOCKOUT             |      | SOULES, CALEB<br>HOWARD  | Closed              |
| 26-001594                  | 07/01/2026 | LOCKOUT             |      | SOULES, CALEB<br>HOWARD  | Closed              |
| 26-001783                  | 07/28/2026 | LOCKOUT             |      | JONES, CALEB             | Closed              |
| <i>LOITERING COMPLAINT</i> |            |                     |      |                          | Count: 1            |
| 26-001656                  | 07/10/2026 | LOITERING COMPLAINT |      | SIETSEMA, ETHAN          | Closed              |
| <i>LOST AND FOUND</i>      |            |                     |      |                          | Count: 1            |
| 26-001806                  | 07/30/2026 | LOST AND FOUND      |      | SIETSEMA, ETHAN          | Closed              |
| <i>MED 1 ECHO</i>          |            |                     |      |                          | Count: 1            |
| 26-001719                  | 07/20/2026 | MED 1 ECHO          |      | SIETSEMA, ETHAN          | Closed              |
| <i>MED ECHO</i>            |            |                     |      |                          | Count: 1            |
| 26-001637                  | 07/07/2026 | MED ECHO            |      | SOULES, CALEB<br>HOWARD  | Turned Over         |
| <i>MOTORCYCLE ACCIDENT</i> |            |                     |      |                          | Count: 1            |
| 26-001657                  | 07/11/2026 | MOTORCYCLE ACCIDENT |      | BULTSMA, ZACHARY<br>NEAL | Cleared by Citation |
| <i>MOTORIST ASSIST</i>     |            |                     |      |                          | Count: 2            |
| 26-001683                  | 07/15/2026 | MOTORIST ASSIST     |      | WYNBEEK, LEAH            | Closed              |
| 26-001708                  | 07/19/2026 | MOTORIST ASSIST     |      | JONES, CALEB             | Closed              |
| <i>NOISE COMPLAINT</i>     |            |                     |      |                          | Count: 3            |
| 26-001647                  | 07/09/2026 | NOISE COMPLAINT     |      | JONES, CALEB             | Closed              |
| 26-001662                  | 07/12/2026 | NOISE COMPLAINT     |      | BULTSMA, ZACHARY<br>NEAL | Closed              |
| 26-001709                  | 07/19/2026 | NOISE COMPLAINT     |      | JONES, CALEB             | Closed              |
| <i>PDA</i>                 |            |                     |      |                          | Count: 1            |
| 26-001599                  | 07/02/2026 | PDA                 |      | SOULES, CALEB<br>HOWARD  | Closed              |
| <i>PEACE STAND BY</i>      |            |                     |      |                          | Count: 2            |
| 26-001671                  | 07/13/2026 | PEACE STAND BY      |      | KUSMIERSKI,<br>TRAVIS    | Closed              |
| 26-001797                  | 07/29/2026 | PEACE STAND BY      |      | SIETSEMA, ETHAN          | Closed              |

## Incident Description Count Report

## Report Criteria:

| Start Date | End Date   | Status |
|------------|------------|--------|
| 07/01/2026 | 07/31/2026 | ALL    |

| Incident                                       | Rprt Date  | Description                             | Area | Officer                  | Status            |
|------------------------------------------------|------------|-----------------------------------------|------|--------------------------|-------------------|
| <i>PLATE CONFISCATION</i>                      |            |                                         |      |                          | Count: 1          |
| 26-001676                                      | 07/13/2026 | PLATE CONFISCATION                      |      | WYNBEEK, LEAH            | Closed            |
| <i>PRIVATE PROPERTY ACCIDENT IN CRUISER</i>    |            |                                         |      |                          | Count: 1          |
| 26-001692                                      | 07/15/2026 | PRIVATE PROPERTY ACCIDENT IN CRUISER    |      | SIETSEMA, ETHAN          | Closed            |
| <i>PROPERTY DAMAGE ACCIDENT - FIRE HYDRANT</i> |            |                                         |      |                          | Count: 1          |
| 26-001682                                      | 07/15/2026 | PROPERTY DAMAGE ACCIDENT - FIRE HYDRANT |      | WYNBEEK, LEAH            | Closed            |
| <i>REPORT OF A DOMESTIC SITUATION</i>          |            |                                         |      |                          | Count: 1          |
| 26-001748                                      | 07/24/2026 | REPORT OF A DOMESTIC SITUATION          |      | WYNBEEK, LEAH            | Closed            |
| <i>REPORT OF RECKLESS DRIVER</i>               |            |                                         |      |                          | Count: 1          |
| 26-001793                                      | 07/29/2026 | REPORT OF RECKLESS DRIVER               |      | SOULES, CALEB<br>HOWARD  | Closed            |
| <i>RETAIL FRAUD/ VCSA</i>                      |            |                                         |      |                          | Count: 1          |
| 26-001670                                      | 07/13/2026 | RETAIL FRAUD/ VCSA                      |      | JONES, CALEB             | Open              |
| <i>REVOKED LICENSE 2ND OFFENSE</i>             |            |                                         |      |                          | Count: 1          |
| 26-001659                                      | 07/11/2026 | REVOKED LICENSE 2ND OFFENSE             |      | BULTSMA,<br>ZACHARY NEAL | Cleared by Arrest |
| <i>ROAD RAGE</i>                               |            |                                         |      |                          | Count: 1          |
| 26-001799                                      | 07/30/2026 | ROAD RAGE                               |      | SOULES, CALEB<br>HOWARD  | Closed            |
| <i>SCAM</i>                                    |            |                                         |      |                          | Count: 1          |
| 26-001679                                      | 07/14/2026 | SCAM                                    |      | JONES, CALEB             | Open              |
| <i>SECURITY CONCERNS AT TWP OFFICE</i>         |            |                                         |      |                          | Count: 1          |
| 26-001802                                      | 07/30/2026 | SECURITY CONCERNS AT TWP OFFICE         |      | KUSMIERSKI, TRAVIS       | Closed            |
| <i>SOUNDS OF A DOMESTIC</i>                    |            |                                         |      |                          | Count: 1          |
| 26-001675                                      | 07/13/2026 | SOUNDS OF A DOMESTIC                    |      | WYNBEEK, LEAH            | Closed            |
| <i>SOUNDS OF DOMESTIC</i>                      |            |                                         |      |                          | Count: 1          |
| 26-001761                                      | 07/25/2026 | SOUNDS OF DOMESTIC                      |      | SOULES, CALEB<br>HOWARD  | Closed            |
| <i>STAND BY</i>                                |            |                                         |      |                          | Count: 3          |
| 26-001669                                      | 07/13/2026 | STAND BY                                |      | JONES, CALEB             | Closed            |
| 26-001700                                      | 07/17/2026 | STAND BY                                |      | JONES, CALEB             | Closed            |
| 26-001809                                      | 07/31/2026 | STAND BY                                |      | JONES, CALEB             | Closed            |
| <i>STAND BY AS PEACE OFFICER</i>               |            |                                         |      |                          | Count: 1          |
| 26-001745                                      | 07/22/2026 | STAND BY AS PEACE OFFICER               |      | KUSMIERSKI, TRAVIS       | Closed            |
| <i>SUBJECT YELLING</i>                         |            |                                         |      |                          | Count: 1          |
| 26-001646                                      | 07/09/2026 | SUBJECT YELLING                         |      | JONES, CALEB             | Open              |
| <i>SUICIDAL, DOMESTIC, AND R+O</i>             |            |                                         |      |                          | Count: 1          |
| 26-001622                                      | 07/06/2026 | SUICIDAL, DOMESTIC, AND R+O             |      | WYNBEEK, LEAH            | Cleared by Arrest |

## Incident Description Count Report

## Report Criteria:

| Start Date | End Date   | Status |
|------------|------------|--------|
| 07/01/2026 | 07/31/2026 | ALL    |

| Incident                    | Rprt Date  | Description          | Area | Officer               | Status   |
|-----------------------------|------------|----------------------|------|-----------------------|----------|
| <i>SUSIPICIOUS</i>          |            |                      |      |                       | Count: 1 |
| 26-001589                   | 07/01/2026 | SUSIPICIOUS          |      | SOULES, CALEB HOWARD  | Closed   |
| <i>SUSPICIOUS</i>           |            |                      |      |                       | Count: 4 |
| 26-001604                   | 07/04/2026 | SUSPICIOUS           |      | JONES, CALEB          | Closed   |
| 26-001633                   | 07/07/2026 | SUSPICIOUS           |      | SIETSEMA, ETHAN       | Closed   |
| 26-001650                   | 07/10/2026 | SUSPICIOUS           |      | SOULES, CALEB HOWARD  | Closed   |
| 26-001716                   | 07/20/2026 | SUSPICIOUS           |      | SOULES, CALEB HOWARD  | Closed   |
| <i>SUSPICIOUS ITEM</i>      |            |                      |      |                       | Count: 1 |
| 26-001641                   | 07/08/2026 | SUSPICIOUS ITEM      |      | JONES, CALEB          | Closed   |
| <i>SUSPICIOUS SITUATION</i> |            |                      |      |                       | Count: 3 |
| 26-001630                   | 07/06/2026 | SUSPICIOUS SITUATION |      | SIETSEMA, ETHAN       | Closed   |
| 26-001693                   | 07/15/2026 | SUSPICIOUS SITUATION |      | SIETSEMA, ETHAN       | Closed   |
| 26-001756                   | 07/24/2026 | SUSPICIOUS SITUATION |      | SIETSEMA, ETHAN       | Closed   |
| <i>SUSUPICIOUS</i>          |            |                      |      |                       | Count: 1 |
| 26-001769                   | 07/26/2026 | SUSUPICIOUS          |      | SOULES, CALEB HOWARD  | Open     |
| <i>THREATS</i>              |            |                      |      |                       | Count: 2 |
| 26-001598                   | 07/02/2026 | THREATS              |      | SOULES, CALEB HOWARD  | Closed   |
| 26-001688                   | 07/15/2026 | THREATS              |      | SOULES, CALEB HOWARD  | Closed   |
| <i>TREE BLOCKING ROAD</i>   |            |                      |      |                       | Count: 1 |
| 26-001600                   | 07/02/2026 | TREE BLOCKING ROAD   |      | KUSMIERSKI, TRAVIS    | Closed   |
| <i>TRESPASS</i>             |            |                      |      |                       | Count: 1 |
| 26-001715                   | 07/20/2026 | TRESPASS             |      | SOULES, CALEB HOWARD  | Closed   |
| <i>TRESPASS COMPLAINT</i>   |            |                      |      |                       | Count: 1 |
| 26-001673                   | 07/13/2026 | TRESPASS COMPLAINT   |      | KUSMIERSKI, TRAVIS    | Closed   |
| <i>TRESPASSING</i>          |            |                      |      |                       | Count: 1 |
| 26-001658                   | 07/11/2026 | TRESPASSING          |      | BULTSMA, ZACHARY NEAL | Closed   |
| <i>UNFOUNDED ALARM</i>      |            |                      |      |                       | Count: 2 |
| 26-001655                   | 07/10/2026 | UNFOUNDED ALARM      |      | SOULES, CALEB HOWARD  | Closed   |
| 26-001792                   | 07/29/2026 | UNFOUNDED ALARM      |      | SOULES, CALEB HOWARD  | Closed   |

## Incident Description Count Report

## Report Criteria:

| Start Date | End Date   | Status |
|------------|------------|--------|
| 07/01/2026 | 07/31/2026 | ALL    |

| Incident               | Rprt Date  | Description     | Area | Officer               | Status            |
|------------------------|------------|-----------------|------|-----------------------|-------------------|
| <i>VEHICLE LOCKOUT</i> |            |                 |      |                       | Count: 1          |
| 26-001805              | 07/30/2026 | VEHICLE LOCKOUT |      | KUSMIERSKI, TRAVIS    | Closed            |
| <i>WARRANT ARREST</i>  |            |                 |      |                       | Count: 6          |
| 26-001606              | 07/03/2026 | WARRANT ARREST  |      | WYNBEEK, LEAH         | Closed            |
| 26-001642              | 07/08/2026 | WARRANT ARREST  |      | WYNBEEK, LEAH         | Closed            |
| 26-001672              | 07/13/2026 | WARRANT ARREST  |      | WYNBEEK, LEAH         | Closed            |
| 26-001747              | 07/24/2026 | WARRANT ARREST  |      | WYNBEEK, LEAH         | Closed            |
| 26-001782              | 07/28/2026 | WARRANT ARREST  |      | JONES, CALEB          | Closed            |
| 26-001798              | 07/29/2026 | WARRANT ARREST  |      | SIETSEMA, ETHAN       | Closed            |
| <i>WARRANT PICKUP</i>  |            |                 |      |                       | Count: 1          |
| 26-001795              | 07/29/2026 | WARRANT PICKUP  |      | BULTSMA, ZACHARY NEAL | Cleared by Arrest |
| <i>WELFARE CHECK</i>   |            |                 |      |                       | Count: 9          |
| 26-001638              | 07/07/2026 | WELFARE CHECK   |      | KUSMIERSKI, TRAVIS    | Closed            |
| 26-001640              | 07/08/2026 | WELFARE CHECK   |      | JONES, CALEB          | Closed            |
| 26-001649              | 07/09/2026 | WELFARE CHECK   |      | WYNBEEK, LEAH         | Closed            |
| 26-001690              | 07/15/2026 | WELFARE CHECK   |      | SIETSEMA, ETHAN       | Closed            |
| 26-001695              | 07/16/2026 | WELFARE CHECK   |      | SOULES, CALEB HOWARD  | Closed            |
| 26-001717              | 07/20/2026 | WELFARE CHECK   |      | SOULES, CALEB HOWARD  | Closed            |
| 26-001762              | 07/25/2026 | WELFARE CHECK   |      | SIETSEMA, ETHAN       | Closed            |
| 26-001763              | 07/25/2026 | WELFARE CHECK   |      | SIETSEMA, ETHAN       | Closed            |
| 26-001766              | 07/26/2026 | WELFARE CHECK   |      | SIETSEMA, ETHAN       | Closed            |
|                        |            |                 |      |                       | <b>Total: 155</b> |

## Ticket Offense Report

## Report Criteria:

| Start Date | End Date   | Start Offense | End Offense |
|------------|------------|---------------|-------------|
| 07/01/2026 | 07/31/2026 | .653A1A       | Y           |

| Ticket                                              | Issued Date | Ticket Type      | Location               | Officer             |        |   |
|-----------------------------------------------------|-------------|------------------|------------------------|---------------------|--------|---|
| 257.301(1) -- Drove While License Not Valid         |             |                  |                        |                     | Count: | 1 |
| S1087                                               | 07/02/2026  | Misdemeanor      | W DIVISION/CHARY LN    | KUSMIERSKI,TRAVIS   |        |   |
| 257.328 -- No Proof of Insurance on a motor vehicle |             |                  |                        |                     | Count: | 1 |
| S1177                                               | 07/07/2026  | Civil Infraction | 12 MILE AND M37 AT M37 | SOULES,CALEB,HOWARD |        |   |
| 257.627 -- Exceeded Prima Facia Speed Limit         |             |                  |                        |                     | Count: | 2 |
| S1175                                               | 07/06/2026  | Civil Infraction | W DIVISION/ANDERSON    | SOULES,CALEB,HOWARD |        |   |
| S1220                                               | 07/29/2026  | Civil Infraction | M37/ 13 MILE           | SOULES,CALEB,HOWARD |        |   |
| 257.640 -- Improper Passing/No Passing Zone         |             |                  |                        |                     | Count: | 1 |
| S1177                                               | 07/07/2026  | Civil Infraction | 12 MILE AND M37 AT M37 | SOULES,CALEB,HOWARD |        |   |
| 257.649 -- Fail to Yield                            |             |                  |                        |                     | Count: | 1 |
| S1165                                               | 07/02/2026  | Civil Infraction | M-37/10 MILE RD        | SOULES,CALEB,HOWARD |        |   |
| 257.671 -- Failed to stop for stop sign             |             |                  |                        |                     | Count: | 1 |
| S1179                                               | 07/10/2026  | Civil Infraction | RIVER/GROVE            | SOULES,CALEB,HOWARD |        |   |
|                                                     |             |                  |                        |                     | Total: | 7 |

**Minutes of the Sparta Area Fire Authority Meeting  
July 23, 2026**

**Present:** Goodfellow (twp), Cumings (village), Chief Olney, Johnson (village), Peoples (village), Anderson (twp), and Bergman (twp).

**Absent:** none

Bergman called the meeting to order @7:00 pm.

**Additions to Agenda:** Add 11A, resolution 26-7 for approval of construction payment through USDA, Add 11B, new desktop computer.

**Approval of the Agenda:**

**Motion:** Goodfellow to approve the agenda with additions

**Second:** Johnson

**Motion Passed:** 6-0

**Public Comment:** None

**Approval of the Meeting Minutes June 18, 2026:**

**Motion:** Made Goodfellow approve June 18, 2026, minutes.

**Second:** Peoples

**Motion Passed:** 6-0

**Finance Board Update:**

Anderson stated that the finance board had met twice since the last board meeting. They reviewed and approved all department invoices for \$20,742.30. The attorney invoices and audit invoices were above the normal invoices. The expenditure is currently at 28% just a little above normal expenditure through the first quarter of the year.

**Approval of the bills:**

**Motion:** Anderson to approve bills through July 21, 2026.

**Second:** Cumings

**Motion Passed:** 6-0

**Old Business:**

**Station Update:** The chief stated that there was a "Pre-Construction" zoom meeting on Wednesday with USDA, Nugent Builders, Andrus Architecture and himself. The USDA has given the OK to move forward with construction. The meeting reviewed the payment process, signage for the USDA, closing documents from Choice One and Risk Insurance.

The Builders risk insurance for the new addition will go into effect on August 1, 2026.

The Choice One closing for the loan will be around August 10, 2026

Nugent Builders has the USDA sign and will be put up in August.

The Department will have a separate banking account set up just for the new building construction.

Invoicing is a (3) step process. The General Contractor, Nugent Builders will submit invoice to Andrus Architecture for review and approval, then forward to Chief Olney for his or the board's approval and forward to USDA for final approval.

Nugent Builders are currently reviewing all the sub-contractors' bids for possible changes. The bids were only valid for 30 days after the submittal date. Nugent is reviewing cost-saving items which the board had proposed along with updating costs from subcontractors.

The estimated start date proposed by Nugent was the end of August, first part of September.

The buildings are slated for testing next week.

The USDA stated that 5% of the total cost could be for foreign material.

The Chief stated that another video has been made to describe the building project. Should be going out in the middle of August.

#### **Chief's Report:**

There were 60 calls last period and 616 calls YTD. (see attached) There were 3 fire related fire calls and 2 were mutual aid. There were several accidents for the month with some minor injuries. Several hazardous conditions report due to the high winds and weather conditions. The Chief stated that the department provide water for mud run at airport last week.

There will be a water ball tournament during the Celtic Festival which the Department will sponsor.

Next week is the Kent County Lowell 4H count fair. The Chief stated he and several other fire department representatives are "The Safety Coordinators" for the fair. He requested the use of the department Gator to be used by him for medical and fire purposes at the fair. It was the consensus of the board to allow the Chief to take Gator to the fair.

The Chief stated he will on Vacation from July 29<sup>th</sup> – August 8<sup>th</sup>.

**Resolution for USDA Reimbursement:** The resolution is required for approval of contractor's payments in agreement with USDA. Per the USDA the Chief or the Fire Board must approve all contractor's invoices. The Resolution is for the Chief to be the final approver if for any reason the fire board doesn't meet or the time frames for approval is before a scheduled fire board meeting.

**Motion: Johnson** to approve resolution #2026-7 for the authorization of the Chief to sign USDA SF-270 for payment approval.

**Second: Peoples**

**Motion Passed: 6-0**

**Request of new desktop computer:** The chief requested the purchase of a new desktop computer. The existing desktop computer is 8-10 years old and does not work well. The computer is beyond repair and was suggested by Gary Glass that a new one should be obtained. Estimated cost not to exceed \$1100.00

**Motion: Anderson** to approve the purchase of a new desktop computer not to exceed \$1100.00

**Second: Cumings**

**Motion Passed: 6-0**

**Public Comment:** None

**Next Meeting Date:** June 18<sup>th</sup> at 7:00 PM at the fire station.

**Next Finance Meeting Dates:** August 4<sup>th</sup>, 2026, and August 18<sup>th</sup>, 2026, at 4:00 PM at the fire station.

**Adjournment:**

**Motion: Johnson** to adjourn at 7:40 PM.

**Second: Cumings**

**Motion Passed: 5-0**

Minutes by Goodfellow 7-24-26.



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## Chiefs Report

### **New Business:**

1. Monthly report (from June 15, 2026, thru July 19, 2026)
  1. Fire calls (NFIRS 100 classifications)
    1. 111 N. Village: auto aid to Kent City on a cooking fire (cancelled)
    2. 12250 Long Lake Dr: garage fire (aid from Kent City, Algoma, Alpine)
    3. 10586 Northland: barn fire (mutual aid to Courtland Fire)
  2. Explosions calls (NFIRS 200 classifications)
  3. Rescue calls, including accidents (NFIRS 3- classifications)
    1. Alpine Ave and 4-mile: mutual aid to Alpine during the Chiefs Meeting
    2. 4300 block of 13-mile: accident with minor injuries
    3. M37 and 15-mile: no injuries
    4. State and Terrace: iPhone crash alert (nothing located)
    5. 9500 block of Alpine: iPhone crash alert (phone located in road)
    6. 12986 Peach Ridge Ave: iPhone crash alert (nothing located)
    7. M37 and 13-mile: minor injuries
    8. M37 and 10-mile: mutual aid to Alpine (cancelled)
    9. Long Lake and 13-mile: motorcycle accident (minor injury)
    10. M37 and Sparta Ave: two-car accident: two minor injuries
    11. M37 and 10-mile: unknown accident (motorist assist)
    12. 560 E. Division: motorcycle accident (minor injury)
  4. Hazardous Conditions (NFIRS 400 classifications)
    1. 1050 10-mile: wire down
    2. 399 S. Union: wire down
    3. M37 and 12-mile: motorist assist
  5. Service calls (NFIRS 500 classifications)
  6. Good intent calls (NFIRS 600 classifications)
    1. 350 Gunn Street: burning complaint
    2. 374 Gunn Street: illegal burn
  7. False alarms (NFIRS 700 classifications)
    1. 480 S State (ECC): smoke detector activation
    2. 9983 Sparta Ave: fire alarm
    3. 166 Maple Street: smoke alarm activation
    4. 9983 Sparta Ave: fire alarm
  8. Severe Weather incident (NFIRS 800 classifications)
  9. Special incidents (NFIRS 900 classifications)
2. Chief: out of the office – July 29<sup>th</sup> through Aug 8<sup>th</sup>
3. Waterball Tournament – Celtic Festival Aug 8<sup>th</sup>
4. Hat and T-shirt order

Filter statement

Filters

Days in Core incident onset date/time 6/15/26 to 7/19/26 | Incident status Locked, Draft

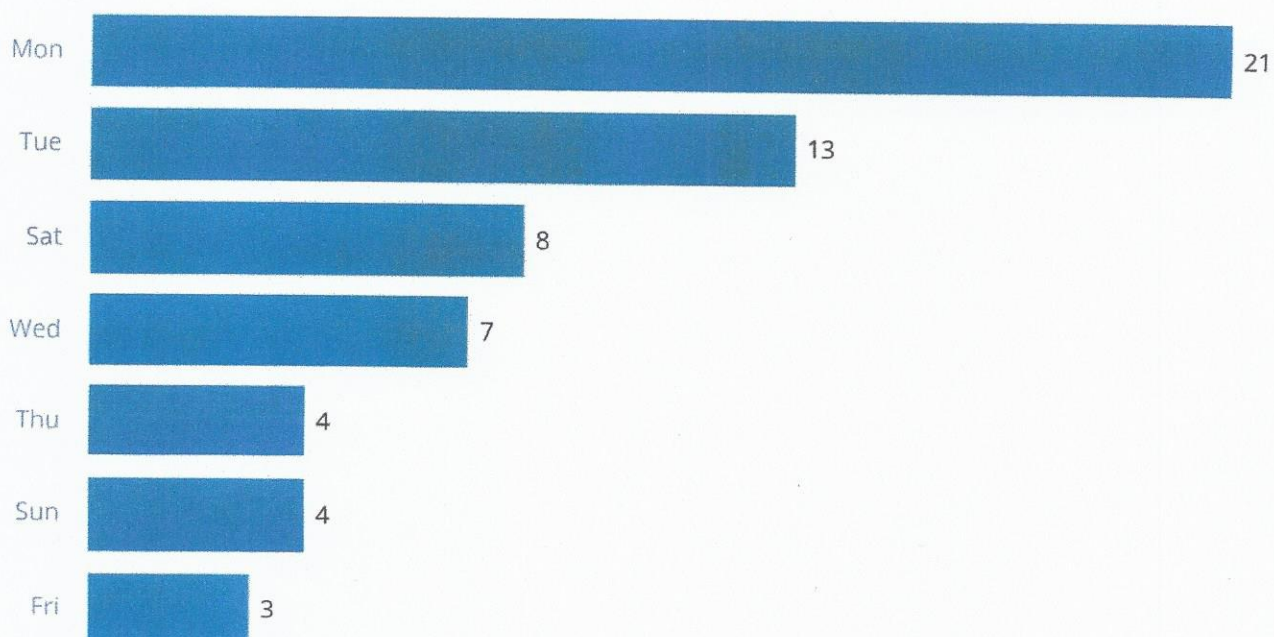
# Sparta Fire Incident Count (YTD -616)

Count of Total Incidents from June 15, 2026 through July 19, 2026

Count of Incidents

60

Incident Count by Day of Week



# Fire Incident Count (NERIS)

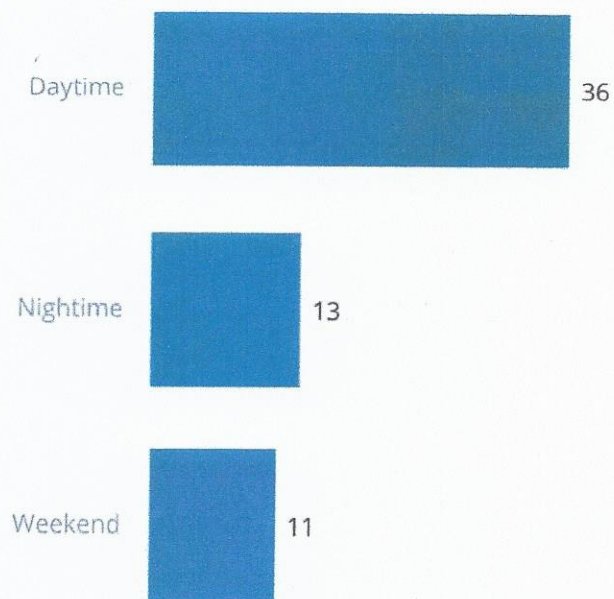
Jun 20, 2026 5:40:43 PM Fire Incidents (NERIS)

Filter statement

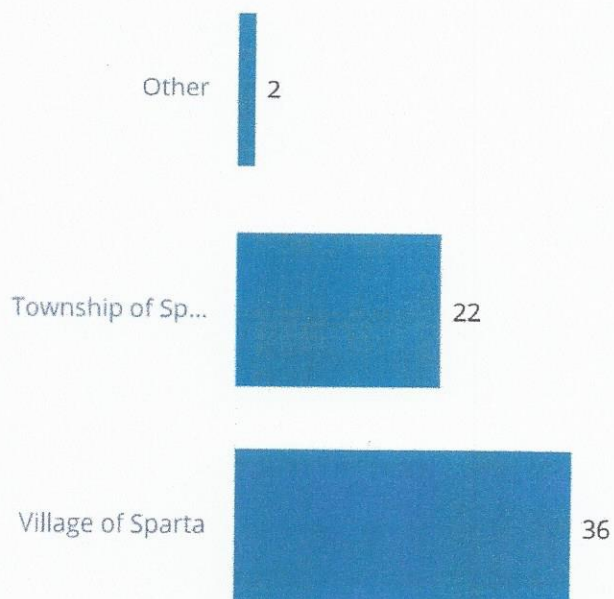
Filters

Days in Core incident onset date/time 6/15/26 to 7/19/26 | Incident status Locked, Draft

Incidents by Shift



Incidents by Zone



Filter statement

Filters

Days in Core incident onset date/time 6/15/26 to 7/19/26 Incident status Locked, Draft

Percent of Incident Responses by Incident Type

