

VILLAGE OF SPARTA
Kent County, Michigan
Regular Village Council Meeting
Monday March 14, 2022 at 7:00 PM
75 N. Union St. (Sparta Civic Center)

Present: Village President Robert Whalen, Council Members Brenda Braybrook, Robert Carlstrom, Dave Cumings, Jayne Heath, Bill Taylor, and Gale Taylor.

Also present: Finance Director David Carpenter, DPW Supervisor Dennis Brinks, Police Chief Andy Milanowski, Airport Manager Marty Coaker, Elizabeth Morse, DDA Director, Village Manager Shay Gallagher, and Village Clerk Katy Shelton.

1. Call to Order:

The meeting was called to order at 7:00pm.

2. Pledge of Allegiance:

The Pledge of Allegiance was recited.

3. Roll Call:

Formal roll call was taken. Those in attendance/absent are noted above.

4. Additions or Corrections to Consent and Business Agenda

Consent Agenda:

- a. *Approve Regular Village Council Meeting Minutes of February 14, 2022*
- b. *Approve Regular Fire Board Meeting Minutes of February 17, 2022*
- c. *Approve Downtown Development Authority Regular Meeting Minutes of February 15, 2022*
- d. *Reappoint Emilie Henry to a two-year term on the Planning Commission*
- e. *Reappoint Ryan Wolford to a two-year term on the Planning Commission*
- f. *Executive Order 2022-01 Town & Country Days Street Closure*
- g. *Executive Order 2022-02 Michigan Apple Fest Street Closure*
- h. *Executive Order 2022-03 Shop Sparta Road Closure*
- i. *Executive Order 2022-04 Celtic Festival Road Closure*
- j. *Executive Order 2022-05 Beer and Brat Fest Road Closure*
- k. *Executive Order 2022-06 Parade of Graduates Road Closure*
- l. *Executive Order 2022-07 Sparta Homecoming Parade Road Closure*

Two additions: Motion to appoint Kristy Dugan to the Zoning Board of Appeals and Betty Van Patten to the Planning Commission.

5. Approval of Consent and Business Agenda:

Motion:

Motion made by Heath with a second by Carlstrom to approve. Motion passed unanimously.

6. Public Comment for Agenda Item

Please Note: This Public Comment portion of the meeting is reserved for comment on agenda items.

None.

7. Public Hearing

a. None.

8. Old Business

a. None

9. New Business

- a. Village Stormwater Ordinance: This will update our current stormwater ordinance and allow us to receive a new stormwater permit. A handout was provided that gives background information and includes all details involved with updating this ordinance.
- b. Airport Hangar Discussion: Airport Director Marty Coaker gave a brief description of this project. It would involve expanding the hanger to house 7-9 more aircraft of mid to large size at a cost of approximately \$900,000. The airport committee supports this expansion. The consensus from the Council was to move forward with the initial stages of this project which involves soliciting bids for demolition and construction and investigating financing options.
- c. Civic Center HVAC Award: Motion was made by Braybrook with a second by Cumings to award the bid to replace the Civic Center HVAC system to Northwest Mechanical in an amount not to exceed \$22,571.00. Motion passed unanimously.
- d. R-4 District Amendment: This amends the recent change made to increase the density within the R-4 District for multi-family developments. This amendment will remove the language that limits the number of multi-family dwellings per acre. Motion made by Carlstrom with a second by Braybrook to approve this amendment. Motion passed unanimously.
- e. 465 S. Union St. Rezoning Request: Tesa Tape is in the process of completing the purchase of an additional 1.94 acres from Sparta Schools. This rezoning request would change the current zoning from R-1 to L-1 light industrial. Motion made by Cumings with a second by Gale Taylor to approve. Motion passed unanimously.
- f. Tesa Tape Easement Update: This involves an Amendment to the Utility Easement between the Village of Sparta and Tesa Tape. It would allow Tesa Tape to build a driveway/parking area within the easement area, however, the Village still retains the right to access our utility, and the Village is not responsible for the repair costs should we need to access the utility under the driveway/parking area.

Motion made by Heath with a second by Braybrook to approve this. Motion passed unanimously.

- g.** Spring Cleanup Award: Motion made by Gale Taylor with a second by Cumings to award this to Pitsch Company. Motion passed unanimously. There was a consensus from the Council to NOT allow mattresses to be accepted at the Cleanup. The estimate cost for the cleanup is approximately \$10,000.
- h.** Kent County Community Action – Low-Income Household Water Assistance Program: This program provides financial assistance to low-income households with public utility payments. Motion made by Heath with a second by Carlstrom to allow the Village Manager to execute an agreement with Kent County Community Action to enter into the Low-Income Household Water Assistance program. Motion passed unanimously.
- i.** Traffic Control Order 2022-01: Following the implementation of the truck route ordinance last year, the Village is now looking to install “No Thru Truck” signs on roadways within the Village. Motion made by Braybrook with a second by Heath to approve this order. Motion passed unanimously.
- j.** Event Assistance Request: DDA Director Elizabeth Morse gave an update on future events within the Village. She mentioned that she was very concerned about public safety at the events and requested DPW and Police Department assistance at the events. The consensus from the Council was to provide that assistance while also seeking to minimize overtime from Village employees.
- k.** Arches Parking Lot Stage: Elizabeth Morse detailed this request. The DDA would like to construct a permanent stage in the Arches parking lot for the musical acts that will be performing all summer. The estimated cost is about \$20,000. Council member Gale Taylor expressed concerns about the reduction of parking spots. Other Council members discussed all the various parking options throughout the Village. There was a consensus from the Council to move forward with this project.
- l.** Social District Request: Elizabeth Morse discussed this. Because of COVID-19, a lot of restaurants offered food and drink “to go” only. Although most places now offer in house dining and drinking, people have gotten used to buying beverages and taking them outside in order to enjoy the various activities that are offered in the Village. This proposed Social District would allow customers to purchase an alcoholic beverage from the four recommended license holders (Angela’s, Trini’s, the Eagles Club, Brick Haus, and Garden Patch) and consume the beverage on public property within the District, They see this as an economic development tool that will enhance customer and pedestrian activity in downtown Sparta. The consensus from the Council (it was not unanimous) was to go forward with this plan.

10. Village Manager & Department Reports:

Finance Director David Carpenter asked about supplying chrome books (tablets) to Council members in order to disseminate information rather than relying on

hard copies. He mentioned that this would be a cost savings. The Council members were split over this.

Airport Manager Marty Coaker mentioned that the plans for the upcoming work on the airport lighting system look fantastic. He estimates a fall start on the improvements.

Village Manager Gallagher reported on the site tour of the Old Orchard facility. He stated that there is a suspected direct connection to the Village’s sanitary sewer system and that overflow accidents are flowing into the Village system. Adam Philipp from Infrastructure Alternatives and DPW Supervisor Dennis Brinks will coordinate dye testing in the area near Old Orchard process wastewater storage tanks. Village Manger Gallagher will give updates to the Council as he receives them. He also discussed the graph that was given to the Council members regarding stormwater infiltration.

11. Communications:

None.

12. Payment of Bills

February 2022 Payables

(101) General Fund	\$ 36,125.79
(202) Major Street Fund	\$ 12,094.27
(203) Local Street Fund	\$ 5,891.23
(230) Civic Center	\$ 1,962.37
(401) Sidewalk Fund	\$0.00
(581) Airport	\$ 32,080.52
(590) Sewer Department Fund	\$ 30,969.62
(591) Water Department Fund	\$ 21,350.71
(592) Sewer Capital Improvement Fund	\$0.00
(593) Water Capital Improvement Fund	\$0.00
(661) Equipment Rental Fund	\$ 1,813.15
(378) 2008 USDA Sewer Debt	\$0.00
Total	\$ 142,287.66

Informational:

(206) Fire Department	\$ 59,141.31
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(208) SRA Park Fund	\$ 550.14
(250) Downtown Development Authority	\$ 4,712.63
Total	\$64,404.08

Motion made by Heath with a second by Cumings to approve the payment of bills in the amount of \$142,297.66. Motion passed unanimously.

13. Public Comment:

Jim Lynema (291 Doris St) asked if there would be a public hearing regarding the establishment of a downtown Social District.

It was mentioned that the fact that mattresses would not be allowed to be dropped off at the Clean Up days needs to be publicized.

It was mentioned that there is no sidewalk on North State St by Sundaes at the Park by Rogers Park. People have to walk in Street, which is not safe.

It was mentioned that with the addition of the Brick Haus outdoor area, that there is extra congestion in the area by the US mailbox. The idea of relocating the box was discussed.

14. Council Member Announcements:

None.

15. Adjournment:

Meeting was adjourned by President Robert Whalen at 8:26pm.

Submitted by Katy Shelton, Village Clerk