

VILLAGE OF SPARTA
Kent County, Michigan
Regular Village Council Meeting
Monday May 9, 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: DDA Director Elizabeth Morse, Airport Manager Marty Coaker, DPW Supervisor Dennis Brinks, Finance Director David Carpenter, 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 April 11, 2022*
- b. *Approve Regular Fire Board Meeting Minutes of April 21, 2022*
- c. *Approve Downtown Development Authority Regular Meeting Minutes of April 12, 2022*
- d. *Approve Regular Planning Commission Minutes of April 4, 2022*

One addition: item "J": Police Union Letter of Understanding – Sergeant Position

5. **Approval of Consent and Business Agenda:** With the addition of item J, motion made by Braybrook with a second by Carlstrom to approve the agenda. 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.
 - a. None
7. **Public Hearing**
 - a. None
8. **Old Business**

- a. None

9. **New Business**

- a. **Audit Presentation:** Fiscal Year 2021 Audit: Dan Veldhuizen from Siegfried Crandall P.C. gave the audit presentation.
- b. **Building Inspection/Permit Discuss:** The Village is working towards transitioning from having the Township do all inspection and permit applications to doing them ourselves. This will allow the Village to begin a rental inspection program. The Village would contract with an outside firm to perform these services. Pursuant to the initiation of these discussions, the Township has also expressed an interest in having an outside firm perform these services for the Township. After reviewing appropriate inspection/permitting agencies, the Village Manager recommended that the Village enter into a one-year contract with Professional Code Inspections (PCI). Council Member Braybrook is concerned that the permitting application process remain easily accessible. Council Member Carlstrom asked about projects which are currently under construction. He wondered who would be responsible for the inspections once the Village contracts with an outside agency. The Village Manager said that those projects would remain under the jurisdiction of the Township until the projects were complete. The consensus of the Council was to move forward with this recommendation.
- c. **Buth Field Repurposing:** Because the Sparta Sports Park is now open and in full operation, Buth Field is likely to be underutilized. Village residents have been very vocal in their desire for a dog park. Buth Park seems like a good location for that. The main improvement that will need to occur is for a sally port gate to be installed to keep dogs contained while entering and exiting. The Village also needs to make sure that our insurance coverage is adequate. The consensus of the Council was to move forward with this. The Village President strongly urged that this moves forward as quickly as possible, with a June 1st opening date preferred.
- d. **Water Shutoff Discussion:** Instead of shutting off water for non-payment, at the end of each fiscal year the Village would instead transfer past due balances to the respective property's taxes in the form of a tax lien. An administrative fee would be added to cover this. This will save office and field staff time. The consensus of the Council was to move forward with this.
- e. **South Hangar Complex Update:** The airport had planned to present mortgage terms for the new hangar complex at the south end of the ramp. Over the past month, interest rates have increased at a rate that moving forward with the project is no longer financially responsible for the airport or the village. At this point, waiting to allow the market to settle is the best course for the airport. The Village would like to revisit this project in six to twelve months or when the market allows for competitive pricing. The consensus of the Council was to put this project on hold and to move it to "unfinished business."

- f. Airport FBO1 & FBO3 Maintenance and Painting:** Both buildings are in need of power washing/repainting and roof coatings. Bids were sought from three companies. Airport Manager Coaker recommended that the work be split between two different companies in order to see how the new company did. That would expand the pool of subcontractors who are able to do work at the airport. Motion by Braybrook with a second by Bill Taylor to award a contract to Five Star Painting in the not to exceed amount of \$11,498.61 for painting services. Motion passed unanimously. Motion by Cumings with a second by Heath to award a contract to Rudy Paint in the not to exceed amount of \$17,990.00 for roof coating services. Motion passed unanimously.
- g. Police Cruiser Repair:** The 2019 Tahoe police cruiser is in need of significant repair due to a catastrophic failure of one of the engine components. This would entail replacing the engine. The vehicle is out of warranty and is not on the recall list. Motion made by Heath with a second by Braybrook to spend up to \$10,000 to replace the engine. Motion passed unanimously.
- h. Resolution 22-10: A Resolution to Authorize Signer 2022 COPS Hiring Program:** This resolution would authorize David Carpenter, the Village Finance Director, to be designated as an authorized signer for application and program requirements related to the COPS hiring grant program. Motion by Braybrook with a second by Cumings to approve this resolution. Motion passed unanimously.
- i. DDA Grant Proposal:** Sparta was selected to be one of twelve projects within West Michigan to be recommended for RAP (Revitalization and Placemaking Program) that has incentives to deploy funds to address the impacts of COVID 19 in Michigan. These programs provide funds for infrastructure development projects that address public space improvements. The Village Manager, the DDA Director, and the Public Works Supervisor have discussed this project at length and believe that this is an amazing opportunity to acquire fifty percent grant funding for resurfacing the Arches Parking lot, a project which has been discussed for several years. This would not only include a massive overhaul of the parking lot, but would also provide an opportunity to install infrastructure for future use, e.g., utility laterals and electrical conduit. The deadline to apply for the grant is May 23, 2022. The grant requires that we guarantee that we can match fifty percent of the funding for this project, which is estimated to cost \$600,000-\$800,000 in total. (The Village would have to guarantee to fund fifty percent of that cost in order for this project to move forward. Options for the DDA to pay this cost back are still being discussed. However, because of the fast-approaching deadline, the DDA needs to secure Council approval to go forward with this grant application.) Motion by Heath with a second by Braybrook to approve this proposal. Council Member Gale Taylor. Motion passed 6-1.
- j. Police Union Letter of Understanding – Sergeant Position:** This involves two issues: first, once we fill the sergeant position, does that person stay in the union and second, this establishes the hiring process, which includes, but is not limited

to: qualifications, a written test, a performance evaluation, and/or an oral board. Motion by Heath with a second by Braybrook to approve the letter of understanding. Motion passed. Note by the Village Manager: the sergeant position is scheduled to be filled by June.

10. Village Manager & Department Reports: The Village Manager reported that he anticipates holding a workshop in June regarding the water shut off issue as well as the issue of allowing the sale of marijuana/CBD in Sparta which involves a community survey which was included in the Council documents. He also discussed the 299 Gardner/pole barn as well as Shorty’s monument. It was announced that Sparta’s “Thursdays on the Square” starts this Thursday night and will continue throughout the summer. Choice One will start the remodeling of the Ann Marie’s building which will involve removing the outer surface of the building. Council member Gale Taylor asked about future plans of the empty lot across from Angela’s Restaurant. It’s anticipated that the bottom floor will be retail while the second floor will be apartments.

11. Communications: Council Member Carlstrom requested that if someone votes “no” on a proposal and gives a specific reason, that that is reflected in the Council minutes. Heretofore, the minutes only reflected the vote count without going into specificities.

12. Payment of Bills

April Payables

(101) General Fund	\$	89,994.33
(202) Major Street Fund	\$	5,975.12
(203) Local Street Fund	\$	2,253.68
(230) Civic Center	\$	89,994.33
(351) Capital Improvement Bond	\$	2,253.68
(376) 2008 USDA Sewer Debt		
(381) Water Redemption Fund		
(401) Sidewalk Fund	\$	-
(581) Airport	\$	43,226.98
(590) Sewer Department Fund	\$	54,426.00
(591) Water Department Fund	\$	23,618.97
(592) Sewer Capital Improvement Fund	\$	994.50

(593) Water Capital Improvement Fund	\$	2,972.02
(661) Equipment Rental Fund	\$	2,234.93
Total	\$	317,944.54

Informational:

(206) Fire Department	\$	9,610.39
(208) SRA Park Fund	\$	2,210.14
(250) Downtown Development Authority	\$	5,975.12
Total		\$17,795.65

- a. Motion by Braybrook with a second by Heath to approve the payment of bills in the amount of \$317,944.54. Motion passed unanimously.

13. Public Comment: Mike Lockard from Storage Control Systems thanked the Council for its help in his company's expansion plans. Joe Janga from Nature's Releaf, 700 Harmony Place, Sparta, was here in support of allowing the sale of marijuana/CBD products in Sparta. He invited all the Council members to visit his retail location on Leonard Street in Grand Rapids to see what an up-to-date retail marijuana/CBD establishment looks like.

14. Council Member Announcements: None

15. Adjournment: Meeting was adjourned by President Whalen at 8:38 pm.

Submitted by Katy Shelton, Village Clerk