

**VILLAGE OF SPARTA**  
Kent County, Michigan  
**Regular Village Council Meeting**  
**Monday July 11, 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: DPW Supervisor Dennis Brinks, Finance Director David Carpenter, Police Chief Andy Milanowski, Adam Philipp from Infrastructure Alternatives, 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 June 13, 2022
- b. Approve Regular Fire Board Meeting Minutes of June 30, 2022
- c. Planning Commission Meeting Minutes of May 2, 2022 June 6, 2022
- d. Town & Country Days Firework Approval – Balyeat Field July 23, 2022, with a rain date of July 24, 2022

Village Manager Gallagher wanted to add item “n” – Police department 2020 cruiser discussion.

5. **Approval of Consent and Business Agenda:** With the addition of item “n”, motion made by Heath with a second by Cumings 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. **Resolution 22-13 – A Resolution Authorizing the Village Manager to execute MDOT Sponsor Contract No. 22-0786:** Motion by Braybrook with a second by Carlstrom to approve. Motion passed unanimously.
- b. **Resolution 22-14 – A Resolution to Authorize the Village Manager to execute FFA MOA No. 697DCM-22-L-00111:** Motion by Braybrook with a second by Bill Taylor to approve. Motion passed unanimously.
- c. **FBO 2 Signage Award:** The airport committee was asked to provide their top pick from nine unique sign options. The majority picked the design from Gilson Graphics. Motion made by Braybrook with a second by Carlstrom to award the FBO 2 signage contract to Gilson Graphics in an amount not to exceed \$9,923.00. Motion passed unanimously.
- d. **Resolution 22-15 – A Resolution of intent to vacate Public Right-of-Way to schedule a hearing to consider objections to such action:** As discussed at an earlier session, the Village has been approached by the owner of 333 Doris St about vacating the W Mark St dead end right-of-way. The Council wished to move forward with the ROW vacation as long as the Village would retain a public utility easement for utilities that service the SRA park. This resolution is the first step in that vacation process. Staff will have an easement prior to the final step and formal vacation. Village Manager Gallagher stated that we've done similar things in the past. Motion made by Heath with a second by Bill Taylor to approve this resolution. Motion passed unanimously. A public hearing regarding this issue will be held on August 15<sup>th</sup> 2022 at 6:00pm.
- e. **Public Works Equipment Purchase:** The 2022 budget, and CIP, includes \$60,000 to purchase a replacement for the Village's aging Kubota. In researching this issue, it was discovered that a comparable model will not be available until at least 2023. In light of this, staff would like to replace the 2016 Terex equipment in 2022, as opposed to 2023 as previously planned, and then replace the Kubota in 2023 when it becomes available. The Terex would be traded in for a lightly used 2019 Bobcat 5600 or Toolcat. Staff estimates that the Terex has a \$22,000 trade in value. Motion made by Cumings with a second by Gale Taylor to approve the purchase of a 2019 Bobcat 5600 in an amount not to exceed \$33,000 following the trade in of the 2016 Terex. Motion passed unanimously.
- f. **Resolution 22-16 – A Resolution adopting revised Building permit fee schedule:** These revised permit fee schedules are due to the Village moving forward with Professional Code Inspections (PCI) becoming the Village's building official. Given that the Village does not currently have building inspection fees as part of our schedule of fees, the Council must take action to adopt such fees. Motion made by Gale Taylor with a second by Braybrook to approve this resolution. Motion passed unanimously.

- g. **Resolution 22-17 – A Resolution adopting revised Electrical permit fee schedule:** These revised permit schedules are due to the Village moving forward with Professional Code Inspections (PCI) becoming the Village’s building official. Given that the Village does not currently have building inspection fees as part of our schedule of fees, the Council must take action to adopt such fees. Motion by Braybrook with a second by Heath to approve this resolution. Motion passed unanimously.
- h. **Resolution 22-18 – A Resolution adopting revised Plumbing permit fee schedule:** These revised permit schedules are due to the Village moving forward with Professional Code Inspections (PCI) becoming the Village’s building official. Given that the Village does not currently have building inspection fees as part of our schedule of fees, the Council must take action to adopt such fees. Motion by Gale Taylor with a second by Cumings to approve this resolution. Motion passed unanimously.
- i. **Resolution 22-19 – A Resolution adopting revised Mechanical permit fee schedule:** These revised permit schedules are due to the Village moving forward with Professional Code Inspections (PCI) becoming the Village’s building official. Given that the Village does not currently have building inspection fees as part of our schedule of fees, the Council must take action to adopt such fees. Motion by Heath with a second by Carlstrom to approve this resolution. Motion passed unanimously.
- j. **Gunn/Grove Alleyway Improvements:** The alleyway between Gunn and Grove streets is unimproved. While the DPW does maintain and plow this alleyway, it is not paved. Given that it is gravel, it requires additional gravel from time to time. Staff has received a price of \$5,500.00 to add an estimated 6-inches of gravel to the alleyway base. Motion made by Gale Taylor with a second by Braybrook to approve this expenditure. Motion passed unanimously.
- k. **Lift Station SCADA Updates:** Because Muskegon County is moving away from hosting SCADA services, the Village staff has been working with Kennedy Industries to update the SCADA monitoring for the Applewood and Bedford Falls lift stations. The move to the Mission system, provided by Kennedy, will standardize all lift stations within the Village. Motion made by Carlstrom with a second by Bill Taylor to approve Kennedy Industries to install Mission systems at the Bedford and Applewood lift stations at a cost not to exceed \$8,490.00. Motion passed unanimously.
- l. **PK Contracting – Pavement Marking Proposal:** Motion made by Cumings with a second by Braybrook to award the pavement marking contract to PK Contracting in an amount not to exceed \$8,362.42. Roadways scheduled to be marked are W Spartan Dr, E Spartan Dr, the curve at Silver Creek/S Union, and N Union in the area of Division St. PK Contracting will also adjust the N Union striping to allow for on street parking. Motion passed unanimously.
- m. **Well 4 Repair and Cleaning:** Well 4 in the Village water system is the largest well with a capacity of 1,000 gallons pumped per minute. The well was inspected

this year, and it was determined that it was due for an overhaul and pumps as well as cleaning. Motion made by Carlstrom with a second by Bill Taylor to award the contract for this to Peerless Midwest in an amount not to exceed \$34,686.52.

Motion passed unanimously.

- n. **Police Department 2020 Cruiser Discussion:** The 2020 PD Tahoe is experiencing transmission issues. Manager Gallagher reported the cruiser would need extensive transmission work and given the proximity to Town and Country Days; he did not feel this should be delayed. Motion made by Heath with a second by Braybrook to approve Manager Gallagher to spend up to \$7,500 for repairs to the 2020 Sparta PD Tahoe. Motion passed unanimously.

**10. Village Manager & Department Reports:** Village Manager Gallagher stated that he had nothing to add to his previously submitted report. However, he did want to recognize airport manager Marty Coaker for the work Marty did in writing the Emergency Action Plan. The plan was needed on July 4<sup>th</sup> 2022, and it worked perfectly. Village Manager Gallagher also commended our police, fire, and public works department for the outstanding work they did on the fire that occurred on the recently sold Alt property.

Police Chief Milanowski reported that the police department has received their tasers, and officers are undergoing taser training.

Adam Philipp from Infrastructure Alternatives discussed the recent high phosphorous levels in the wastewater treatment plant effluent, the possible causes, and possible solutions. Council member Carlstrom asked several questions about the situation. The entire council then discussed the issue.

**11. Communications:**

- a. None.

**12. Payment of Bills**

**June Payables**

|                                |              |
|--------------------------------|--------------|
| (101) General Fund             | \$ 74,638.02 |
| (202) Major Street Fund        | \$ 1,328.19  |
| (203) Local Street Fund        | \$ 2,964.64  |
| (351) Capital Improvement Bond | \$ -         |
| (376) 2008 USDA Sewer Debt     | \$ -         |
| (381) Water Redemption Fund    | \$ -         |
| (401) Sidewalk Fund            | \$ -         |

|                             |           |                   |
|-----------------------------|-----------|-------------------|
| (581) Airport               | \$        | 48,925.83         |
| (590) Sewer Department Fund | \$        | 84,765.38         |
| (591) Water Department Fund | \$        | 34,571.82         |
| (661) Equipment Fund        | \$        | 5,118.82          |
| <b>Total</b>                | <b>\$</b> | <b>252,312.70</b> |

Informational:

|                                      |           |                  |
|--------------------------------------|-----------|------------------|
| (206) Fire Department                | \$        | 43,540.41        |
| (208) SRA Park Fund                  | \$        | 5,604.21         |
| (248) Downtown Development Authority | \$        | 11,141.09        |
| <b>Total</b>                         | <b>\$</b> | <b>60,285.71</b> |

- a. Motion made by Heath with a second by Carlstrom to approve the payment of bills in the amount of \$252,312.70. Motion passed unanimously.

**13. Public Comment:**

Andrew Sharp, 99 E Mark St, asked about the qualifications of the Village’s Code Enforcement (CE) officer. He also asked why some grape vines that had been growing on a fence between his property and his neighbor’s had been removed.

Eva Whitcimb, 114 S Union, stated that the four unit building behind her residence was full of raccoons and possums. The Village Manager stated that he’d relay that information to the CE officer.

**14. Executive Session**

- a. *Motion to go into closed session as permitted by Section 8(d) of Michigan’s Open Meetings Act to consider the purchase of real property.*
- b. *Motion made by Braybrook with a second by Carlstrom to go into executive session. Motion passed unanimously at 8:08pm.*
- c. *Motion made by Bill Taylor with a second by Heath to end the executive session. Motion passed unanimously at 8:34pm.*

**15. Council Member Announcements:** Council Member Carlstrom stated his concern at the phosphorous levels at the wastewater treatment facility.

**16. Adjournment:** The meeting was adjourned by President Whalen at 8:38pm.

Submitted by Katy Shelton, Village Clerk.