

VILLAGE OF SPARTA
Kent County, Michigan
Village Council Meeting
Monday December 12, 2022 at 7:00 PM
75 N. Union St. (Sparta Civic Center)

Present: President Robert Whalen, Council members Brenda Braybrook, Robert Carlstrom, Dave Cumings, Courtney Mais, Tom Peoples, and Gale Taylor.

Also present: Finance Director David Carpenter, Police Chief Andy Milanowski, Fire Chief Dan Olney, DPW Director Dennis Brinks, 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 members in attendance or absent are noted above.
4. **Additions or Corrections to Consent and Business Agenda**

Consent Agenda:

- a. Approve Regular Village Council Meeting Minutes of November 14, 2022
- b. Approve Regular Planning Commission Meeting Minutes of November 7, 2022
- c. Approve Downtown Development Authority Meeting Minutes of November 16, 2022
- d. Approve Fire Authority Meeting Minutes November 17, 2022

None.

5. **Approval of Consent and Business Agenda:** Motion by Cumings with a second by Braybrook 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.

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.

Jim Lynema, 291 Doris St, Sparta, asked about the increased rates that are mentioned in the resolutions that are on the agenda. He was told that those will be addressed in the public hearing portion of the Council meeting tonight. He also asked if public hearing notices could be published on the Village web site. The Village Manager will look into this. That should not be a problem.

7. Public Hearing

a. Public Hearing – FY Budget, Millage Rate, Fee Schedule including FY 2023 Utility Rates, and 2023-2028 Capital Improvement Plan.

Per the Village Manager and Village Council President, this public hearing will be divided into several parts.

1. Public hearing on the FY2023 Budget and 2023-2028 CIP plan was opened at 7:03pm. There was some discussion on the Doris St/Mark St project timing. Public hearing was closed at 7:05pm.
2. Public hearing on FY2023 utility rates/water usage was opened at 7:05pm. Jim Lynema asked for clarification on the increased water rates. That increase is 4.996%. It was mentioned that the SD – sewer debt bill – will be paid off in FY 2024/2025. Public hearing closed at 7:07pm.
3. Public hearing on the FY2023 sewer rates was opened at 7:07pm. Jim Lynema asked about a potential millage rate increase to cover a large sewer improvement project. The Council discussed this. Public hearing was closed at 7:09pm.

8. Old Business

- a. None

9. New Business

- a. **President Pro-Tempore Selection:** Motion by Cumings with a second by Carlstrom to appoint Council Member Brenda Braybrook as the President Pro-Tempore. Motion passed unanimously.
- b. **Sparta Fire Department FY 2023-2024 Operating Budget:** There are no changes from the previous budget. The total operating revenue remains \$384,950.00. Motion by Taylor to accept this budget. Second by Peoples. Council member Carlstrom opposed the motion. He stated that although he believes that the Fire Department and Chief Olney do a great job, he thinks that Village residents pay an unfairly high share of the costs of the Fire Department vis a vis Township residents. Motion passed 6:0.
- c. **Resolutions 22-26 – A Resolution Adopting the Village Budget for FY 2023, Determining Number of Mills to be Levied and Adopting the 2023-2028 Capital Improvement Plan:** This includes 12 mills to be levied. Motion by Braybrook with a second by Carlstrom to approve. Motion passed unanimously.
- d. **Resolution 22-27 – A Resolution Establishing Ready to Serve Water User Charges:** Motion by Carlstrom with a second by Taylor to approve. Motion passed unanimously.
- e. **Resolution 22-28 – A Resolution Establishing Ready to Serve Sewer Charges:** Motion by Braybrook with a second by Cumings to approve. Motion passed unanimously.
- f. **Resolution 22-29 – A Resolution Establishing Water Commodity Charges:** Motion by Carlstrom with a second by Taylor to approve. Motion passed unanimously.
- g. **Resolution 22-30 – A Resolution Establishing Sewer Commodity Charges:** Motion by Braybrook with a second by Cumings to approve. Motion passed unanimously.
- h. **Resolution 22-31 – A Resolution Approving the 2023 Schedule of Regular Business Meetings for the Village**

Council: Motion by Carlstrom with a second by Braybrook to approve. Motion passed unanimously.

- i. **Resolution 22-32 – A Resolution Approving the 2023 Schedule of Regular Business Meetings for the Planning Commission:** It was noted that there are two changes from the regular schedule of meeting. The January and September meetings are moved due to holidays Motion by Braybrook with a second by Carlstrom to approve. Motion passed unanimously.
- j. **River Road Lift Station Pump Install Proposal:** In April of 2022, the Village Council approved the purchase of pump #2 at the River Road lift station. Due to supply chain issues, we were very delayed in receiving the pump. At this time, the pump is almost ready for installation. Motion by Carlstrom with a second by Cumings to approve a contract with Northwest Kent Mechanical to install the pump at a not to exceed cost of \$16,794.00. Motion passed unanimously.

10. **Village Manager & Department Reports:** Manager Gallagher mentioned that the SAW and Prein and Newhof presentations will be this Thursday at 5pm. The Council will meet on the 19th to hear the other two engineering firm proposals. DPW Supervisor Brinks mentioned that his department needs additional wood chips. Village President Whalen complimented Finance Director Carpenter on his job on the budget and the finance report. Police Chief Milanowski said that his department is having on going computer support issues. The Village Manager is going to look into resolving this.

11. **Communications:** Committee assignments were made by President Whalen:
- a. Airport: Taylor, Cumings, and Mais.
 - b. Fire Board: Cumings and Peoples. VanPatten will remain the Citizen at Large.
 - c. Personnel and Public Safety: Braybrook, Carlstrom, and Peoples.
 - d. Sparta Recreation: Whalen and Braybrook.
 - e. Public Utilities: Carlstrom, Taylor, and Mais.

12. Payment of Bills

November Payables

PAYABLES	
(101) General Fund	\$ 71,269.71
(202) Major Street Fund	\$ 2,217.24
(203) Local Street Fund	\$ 2,162.57
(351) Capital Improvement Bond	
(376) 2008 USDA Sewer Debt	
(381) Water Redemption Fund	
(401) Sidewalk Fund	
(581) Airport	\$ 42,433.93
(590) Sewer Department Fund	\$ 78,524.22
(591) Water Department Fund	\$ 53,052.75
(661) Equipment Rental Fund	\$ 5,002.60
Total	\$ 254,663.02

Informational:

(206) Fire Department	\$ 21,575.58
(208) SRA Park Fund	\$ 25,484.26
(248) Downtown Development Authority	\$ 11,138.11
Total	\$ 58,197.95

Motion by Braybrook with a second by Carlstrom to approve. Motion passed unanimously.

13. **Public Comment:** Jim Lynema thanked Village Manager Gallagher for the fine job he's done over the past two years.
14. **Council Member Announcements:** Village Manager Gallagher thanked the Council for working so well with him during his tenure in Sparta. The Council wished him well in his new position as Deputy Village Manager in Kentwood,
15. **Adjournment:** The meeting was adjourned by President Whalen at 7:35pm.

Submitted by Katy Shelton, Village Clerk.