

VILLAGE OF SPARTA
Kent County, Michigan
Village Council Meeting
Monday, February 16, 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 January 19, 2026*
- b. *Approve Fire Board Meeting Minutes of January 22, 2026*
- c. *Approve Regular DDA Meeting Minutes December 9, 2025*
- d. *Appoint the Village Manager as the replacement for the “public safety committee”*

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. Village Complex Dedication
- b. Recording Policy
- c. Planning Commission Appointments
- d. Airport Rules Update
- e. Res. 26-02 A Resolution to repeal Res. 25-15
- f. Dump Truck Order/Purchase
- g. License Agreement with 171 E. Division Street

10. **Executive Session**

- a. None.

11. **Village Manager & Department Reports**

12. **Communications**

13. Payment of Bills

January Payables

PAYABLES	
(101) General Fund	\$101,426.58
(202) Major Street Fund	\$1,035.53
(203) Local Street Fund	\$7,706.10
(581) Airport	\$9,025.04
(590) Sewer Department Fund	\$19,102.30
(591) Water Department Fund	\$16,582.50
(661) Equipment Rental Fund	\$6,568.77
Total	\$161,446.82

Informational:

(206) Fire Department	\$5,385.45
(208) SRA Park Fund	\$402.08
(248) Downtown Development Authority	\$3,097.12
Total	\$8,884.65

14. Public Comment

15. Council Member Announcements

16. Adjournment

VILLAGE OF SPARTA
Kent County, Michigan
Village Council Meeting
Monday, January 19, 2026 at 6:30 PM
276 W. Division St. (Sparta Village Complex)

Present:

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

Absent:

Also Present:

Village Manager James Lower, Chief Andrew Milanowski, DPW Supervisor William Hunter, Airport Manager Mike Krzciok, Village Clerk Kristen Phelps

1. Call to Order

- a. The meeting was called to order at 6:30 pm by President Robert 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 December 15, 2025*
b. *Approve Special Planning Commission Meeting Minutes of December 15, 2025*
c. *Approve Fire Board Meeting Minutes of December 18, 2025*

5. Approval of Consent and Business Agenda

- a. The Consent and Business Agenda were approved with the additional New Business of Manager Review as Item E.
i. Motion: Braybrook moved to approve the consent agenda with support of Carlstrom. **Motion passed 6-0**

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.

7. Public Hearing

- a. None.

8. Old Business

- a. None.

9. New Business

- a. Council Vacancy
 - i. Motion: Councilmember Braybrook moved to appoint Christina Owens to fill Councilmember Mais vacancy, supported by Peoples. **Motion passed 6--0**
- b. Res. 26-01 A resolution to appoint members to the Sparta Area Fire Authority
 - i. Motion: Carlstrom moved to approve Resolution 26-01 as presented, supported by Braybrook. **Motion passed 6-0.**
- c. Draft City Boundary Map Discussion
 - i. City Boundary Map was discussed
- d. Police Chief Contract Extension
 - i. Motion: Braybrook moved to approve Police Chief's Contract Extension as presented, supported by Cumings. **Motion passed 6-0.**
- e. Village Manager review and contract Amendment
 - i. Motion: Cumings moved to approve the contract amendment as presented, supported by Braybrook. **Motion passed 6-0**

10. Executive Session

- a. None.

11. Village Manager & Department Reports

- a. Villager Manager spoke about Waste Water Project.

12. Communications

- a. Council meeting recording was talked about. Council Members want to see a policy for the recordings.

13. Payment of Bills

December Payables

PAYABLES	
(101) General Fund	\$1,427,857.58
(202) Major Street Fund	\$43,764.12
(203) Local Street Fund	\$9,987.58
(581) Airport	\$251,526.82
(590) Sewer Department Fund	\$259,068.01
(591) Water Department Fund	\$76,619.97

(661) Equipment Rental Fund	\$11,986.12
Total	\$2,080,810.20

Informational:

(206) Fire Department	\$26,380.36
(208) SRA Park Fund	\$14,888.05
(248) Downtown Development Authority	\$46,892.05
Total	\$88,160.46

- a. Motion: Peoples made a motion to approve the payables as presented, supported by Braybrook. **Motion passed 6-0.**

14. Public Comment

- a. Kristie Caine 8795 Baumhoff commented.

15. Council Member Announcements

- a. None

16. Adjournment

- a. Meeting Adjourned at 7:12 pm by President Whalen.

**Minutes of the Sparta Fire Board Meeting
January 22, 2026**

Present: Goodfellow (twp), Cumings (village), Chief Olney, Bergman (twp-chair) Anderson (twp), Peoples (village) & Deputy Chief Wood

Absent:), Van Patten (village)

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

Additions to Agenda: none

Approval of the Agenda:

Motion: Cumings to approve the agenda.

Second: Anderson

Motion Passed: 5-0

Public Comment: None

Approval of the Meeting Minutes December 18, 2025:

Motion: Made Anderson to approve December 18, 2025, minutes.

Second: Goodfellow

Motion Passed: 5-0

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 \$5418.45 with most of the invoices on auto pay. The department's operation budget is 67% for the first 10 months of the year with a fund balance of \$1,157,851. Income is currently at 68% of the budget including over \$48,628 of income from interest YTD.

Approval of the bills:

Motion: Anderson to approve bills through January 20, 2026.

Second: Cumings

Motion Passed: 5-0

Old Business:

Establish Sparta Area Fire Authority. The chief presented final state approval for the Articles of Incorporation to Establish Sparta Area Fire Authority. (attached)

Chief's Report: Chief Olney presented the **Chief's report**. (attached) There were a total of 1070 runs for 2025. The month of January had 47 calls. 2 fires and 4 accidents with no injuries. There were 4 hazardous conditions during the month. One of the fires was at the High School where linseed-soaked rags used by a painting contractor combusted. The fire was contained in several rows of the auditorium. The smoke alarm did go off, and 2 overhead sprinklers also was activated which suppressed the fire. Damage was contained to the auditorium with fire, smoke and water damage.

The Chief covered the board on the transition from NFIRS to NERIS. The new system National Emergency Report Incident System has been rolled across the country starting in 2025 and replaces the 70's system (NFIRS). The new system allows for more accurate reporting, new vehicle and fire information along with access to countrywide data. The Chief stated that the department has already started to input data into the new system.

The Chief stated that with assistance from Alpine Fire, the departments responded to a call that a dog was stuck in the river. The dog was rescued, Rover from the Rouge, the dog and its owner are doing fine. The Chief stated that a title change is required for the fire station property. The department lawyer is creating a quick claim deed so the property will be now titled to the Sparta Department/Sparta Area Fire Authority..

Appointment of Fire Authority Officers:

Motion by Anderson: to appoint Bergman as Chairperson of the Sparta Area Fire Authority.

Second: Cumings

Motion Passed: 5-0

Motion by Goodfellow: to appoint Peoples as Vice Chairperson of the Sparta Area Fire Authority.

Second: Anderson

Motion Passed: 5-0

Motion by Anderson: to appoint Goodfellow as Secretary of the Sparta Area Fire Authority.

Second: Peoples

Motion Passed: 5-0

Motion by Anderson: to appoint Cumings to as Treasure of the Sparta Area Fire Authority.

Second: Bergman

Motion Passed: 5-0

Loan Comment Letter from Choice One: The Chief presented the board with an Installment Purchase Agreement Loan Agreement from Choice One. Basic loan rate will be between 5.7 – 6.0 % depending on the date the funds are required. There will be no loan processing fee from Choice one. However, third party expenses, title work, appraisal etc. will be paid by Sparta Area Fire Authority.

Motion by Goodfellow: to sign and approve the loan comment letter.

Second: Cumings

Motion Passed: 5-0

USDA Grievance Procedure: The Chief present to the board the Sparta Area Fire Authority Grievance Procedure. Grievance Procedure section 504 is a requirement for the USDA grant.

Motion by Cumings: to sign and approve the Grievance Procedure with changes.

Second: Goodfellow

Motion Passed: 5-0

USDA Assurance Agreement: The Chief present to the board with the Assurance Agreement Form 400—4 for approval. Assurance Agreement is a USDA requirement under the Civil Rights Act.

Motion by Goodfellow: to sign and approve the Assurance Agreement with changes.

Second: Peoples

Motion Passed: 5-0

USDA Limited English Proficiency Policy Resolution: The Chief present to the board with the Sparta Area Fire Authority LEP Plan. Limited English Proficiency Plan. The USDA requires that the Fire Authority have a title VI non-discrimination plan and approved with a resolution.

Motion by Goodfellow: to sign and approve Resolution Adopting A Limited Proficiency Plan for Sparta Area Fire Authority.

Second: Cumings

Motion Passed: 5-0

Millage Renewal: The Chief, in discussion with the department attorney, a new millage is required and not just a renewal. The Sparta Fire Area Authority is now the requesting party for the millage not the village or the township. The existing millage (2) ¼ mill will expire the end of the 2026. The proposed new millage will be for (1) ½ mill for capital equipment and improvements for 6 years. The millage needs to be ready by April to be on the primary election in August. The millage statement for the August elections will be ready by the February – March meeting.

Next Meeting Date: February 19th, 2026, at 7:00 PM at the fire station.

Next Finance Meeting Dates: February 3rd and February 17th at 4:00 PM at the fire station.

Public Comment: none

Adjournment:

Motion: Anderson to adjourn at 7:50 PM.

Second: Peoples

Motion Passed: 5-0

Minutes by Goodfellow 1-24-25.

Sparta Downtown Development Authority
MEETING MINUTES
DECEMBER 9, 2025
SPARTA CIVIC CENTER

Meeting called to order at 7:49 am by Chair Cheslek

Members present: Driscoll, Cheslek, Whalen, Gray, Potes, Stoner Freeland, Shangle, Scarffe, Benham

Members Excused: Baker, Lamb

Members Absent: none.

Also Present: Elizabeth Morse, DDA Director;

Motion to accept the DDA meeting minutes November 11, 2025 by Potes, second by Stoner. All approved.

Approval of DDA Finance Report. Motion by Whalen, second by Potes. All approved.

Public Update of the DDA with time for Questions and Comments from the public.

Public Comment – None.

Unfinished Business - None

- A. Update on Town Square Construction Project

New Business

- A. Motion by Whalen, second by Gray to approve the DDA meeting Schedule for 2026.

Public Comment - None.

DDA Business Director Report

Meeting adjourned by executive privilege at 8:26 am.



ACTION MEMO

Staff Communication

DATE: February 16, 2026
TO: Members of the Village Council
FROM: James A. Lower, Village Manager
RE: Village Complex Dedication

We will be hosting an open house for members of the public from 5:00–6:30 p.m. to showcase the new facility. During that time, attendees will have the opportunity to tour the building and see firsthand the improvements that have been made.

The commemorative plaque will be installed near the front entrance of the building. While we had initially considered incorporating an outdoor element into the meeting agenda, the cold and darkness this time of year make that impractical. Residents are welcome to view the plaque during the open house or as they depart the meeting.

President Whalen and I plan to share a few brief remarks to mark the occasion. Council Members will be welcome to add comments as well. This represents an important milestone in the history of our community. I believe we can all take pride in the work that brought us to this point and feel honored to have played a role in it.



Recording Policy for Village Council & Planning Commission Meetings

Introduction

The Village of Sparta is committed to transparency and public access to its governmental process. While the Village is not required by law to record Village Council or Planning Commission meetings, it does so as a public service to enhance accessibility and understanding of Village business.

This policy establishes a uniform process for recording, reviewing, releasing, and retaining meeting recordings, while ensuring meetings are conducted in an orderly manner and recordings are managed in a legally compliant, viewpoint-neutral way.

Recording Guidelines

1. Official Recording by the Village

The Village may record audio and video of regular and special meetings of the Village Council and Planning Commission. Recording shall begin when the meeting is called to order and end when the meeting is adjourned.

2. Public Release of Recordings

When recordings are made, the Village will endeavor to publish them on the Village's official YouTube channel within forty-eight (48) hours of the meeting whenever reasonably possible.

Recordings are provided as a public service and are not required by law.

3. Delay for Review Prior to Release

In limited circumstances, the Village Council or Planning Commission may, by motion, direct staff to delay the release of a recording to allow for review of potential legal, privacy, or confidentiality concerns. Such a motion should be made prior to adjournment of the meeting whenever practicable.

4. Limited Redaction of Recordings

The Village Council or Planning Commission may, by motion, authorize the redaction or muting of specific portions of a recording prior to public release when necessary to:

- Protect the identity, privacy, or safety of a minor;
- Prevent the disclosure of confidential or legally protected information; or
- Address unprotected speech such as true threats or incitement to imminent lawless action.

Any redaction shall be narrowly tailored and limited only to the specific content necessary to address the concern. The motion shall identify the portion of the recording subject to redaction whenever possible.

This policy is not intended to limit public comment during meetings, but solely to govern the release of official Village recordings following the meeting.

5. Withholding Release of a Recording

Because the Village is not required by law to record or publish meetings, the Village Council or Planning Commission may, by motion, direct that an official recording of a meeting not be released to the public when any of the following circumstances exist:

- Release would require extensive redaction
- The recording raises significant legal or privacy concerns
- Release would not serve the intended purpose of transparency

Decisions to withhold a recording shall be made in a viewpoint-neutral manner and documented in the meeting minutes.

6. No Viewpoint-Based Editing

Official meeting recordings shall not be edited, muted, or altered based solely on the viewpoint, opinion, or subject matter of a speaker, including offensive, hateful, or discriminatory remarks, except as otherwise permitted under this policy.

7. Public and Press Recording

Members of the public and the press are permitted to audio or video record Village Council and Planning Commission meetings, provided such recording does not disrupt the meeting.

To minimize distractions, recording by non-Village equipment shall be conducted from the designated recording area within the meeting chamber. This area is depicted on the final page of this policy and will be clearly identified through signage or wall markings.

8. Retention of Recordings

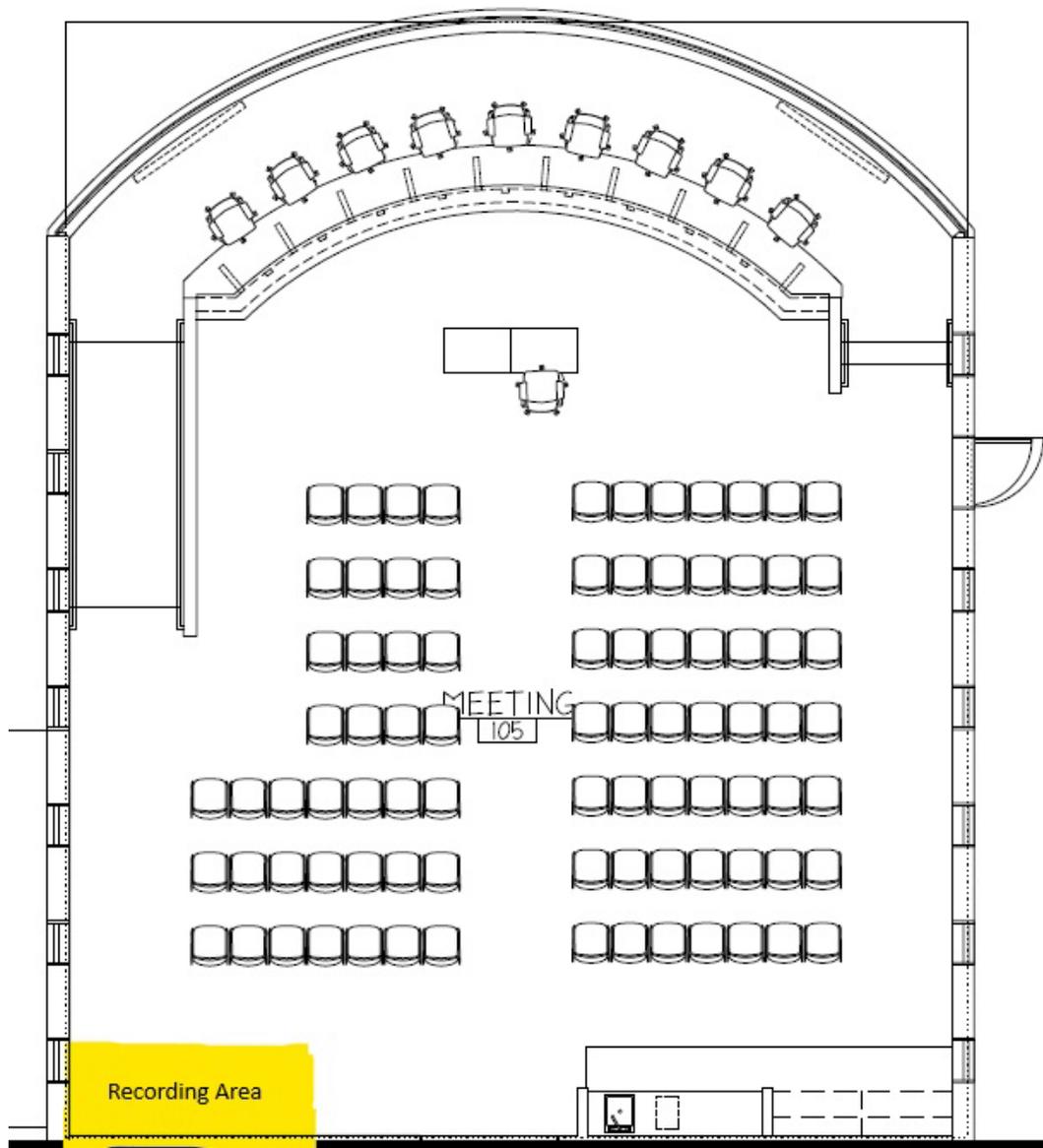
Official Village recordings that are released shall be retained and made publicly available for a period of one (1) year following the meeting date. After that time, recordings may be decommissioned in accordance with the Village's records retention practices and applicable law.

9. Equipment Limitations

From time to time, recording equipment may require maintenance or may malfunction. While Village staff will make reasonable efforts to maintain recording equipment in working order, the failure to record a meeting due to technical issues shall not invalidate the meeting or its actions.

Companion disclaimer for YouTube / website

The views expressed by members of the public during Village meetings do not reflect the views of the Village of Sparta, its Council, Planning Commission, or staff. Public comment is provided as required by law and is not moderated for content except as permitted under Village policy.





ACTION MEMO

Staff Communication

DATE: February 16, 2026
TO: Members of the Village Council
FROM: James A. Lower, Village Manager
RE: Planning Commission Appointment

SUMMARY OF REQUEST:

Planning Commission Member Gary Moody submitted his resignation effective February 10, 2026. Over the past several months, Gary has been unable to regularly attend meetings due to his personal schedule. After thoughtful consideration, he determined it would be in the best interest of the Commission to allow someone who can consistently participate to serve in his place.

Gary has been a valuable member of the Planning Commission, and we sincerely appreciate the time, effort, and insight he contributed during his tenure.

With this resignation, the President and Village Council will need to fill two positions on the Planning Commission.

The Village received applications for these positions by the February 11 deadline. Those applications are attached for your review.

President Whalen will nominate two applicants for appointment at the upcoming meeting. At his discretion, he may invite applicants to provide a brief presentation to the Council prior to consideration of the appointments.

STAFF RECOMMENDATION:

Per Village Code Chapter 2, Article 4, Section 2-262a: The Village President appoints members of the planning commission subject to the approval of the majority of members of the village council.

Therefore, a motion to accept the appointments of whichever applicants President Whalen nominates would be in order.

Village Manager James Lower

Village Hall 276 W. Division Street, Sparta, MI

Letter of Intent – Planning Commission

January 27, 2026

To Whom It May Concern,

I am submitting this letter of intent to be considered for the open position on the Planning Commission. Having lived in the Sparta community for more than 18 years, I have greatly enjoyed watching our village grow and develop. I am seeking to serve on the Planning Commission to help guide Sparta's future growth and support a long-term vision that benefits all residents.

To better understand the responsibilities of this role, I have attended multiple Planning Commission and Village Council meetings and have taken time to learn the processes and expectations of board members. Earlier in my career, I spent more than 15 years in public service and gained first-hand experience with both the challenges and opportunities that arise in community-focused work.

During college, I worked for the City of Grand Rapids Parks and Recreation Security Department, where I engaged directly with residents in a wide range of duties. I later served seven years as a law enforcement officer with the Village of Douglas and the City of Lowell. Throughout these roles, I consistently worked closely with the public sector and community stakeholders.

For the past ten years, I have been employed in the skilled trades, with responsibilities spanning customer service, quoting, and sales. My technical experience includes electrical low-voltage communications/data systems and LCU heating and cooling (HVAC). Outside of work, I have facilitated a Monday night men's basketball league at Sparta Baptist Church for the past two years.

I have developed an understanding of the Village's Master Plan, recent zoning changes, and the development challenges currently facing Sparta. I believe my professional background and personal commitment to this community have prepared me to review applications thoughtfully, base decisions on evidence, and act in the best interest of the public.

Thank you for your consideration. I welcome the opportunity to support the continued growth and success of the Village of Sparta.

Respectfully,

Ricky Johnson

Planning Commission Application

From Alex <buffoalx@gmail.com>

Date Mon 2/2/2026 12:04 PM

To Jim Lower <Villagemanager@spartami.org>

Hello,

My name is Alex Buffo, and I am interested in applying for the vacant position on the Village of Sparta's Planning Commission. I am 29 years old and I live at 141 Amelia Street in the Village of Sparta. For clarity, I've copied the questions found on the Village website and provided my answers beneath.

1) Why are you interested in serving on the Sparta Planning Commission?

I would like to serve on the Planning Commission because I would like to get involved in my local government and offer my service to support our community. The Planning Commission is responsible for ensuring that as Sparta grows, our land use patterns and regulations keep pace to ensure that our home remains a safe, pleasant place that Spartans want to be in. They play an important role in shaping our community, and I feel that I am well-suited to the task.

2) What experience/background do you bring?

Before moving to Sparta with my wife in September 2025, I worked as an Administrative Secretary for the City of East Lansing's Planning, Building and Development department. I worked for the Community & Economic Development division, while Planning & Zoning had their own division. However, I regularly collaborated with the City Planner and other Planning & Zoning staff members, including the staff liaisons for East Lansing's Planning Commission and Zoning Board of Appeals. Though I worked for the City of East Lansing for only 11 months, over that time I took a whirlwind tour of how local government works and how changes are made. I gained a deep respect and appreciation for our civil servants after seeing how hard they work to bring positive change to the community. Additionally, I have a hobby interest in urban planning and how infrastructure shapes our lives and our shared spaces.

3) Any other information you would like, such as place of employment, skills, education, etc.

I hold a B.S. in Mechanical Engineering, which I earned from the Illinois Institute of Technology in 2018. I am very familiar with Robert's Rules of Order and the structure of public meetings. Before my tenure with the City of East Lansing, I spent 5 years working as an IT Support Technician, where I honed my skills in communication and conflict management.

I'm excited for this opportunity to contribute to Sparta, my new home!

Best regards,

Alex Buffo

February 9, 2026

**To: James A. Lower, Village Manager
Village of Sparta, MI**

James,

I am writing to express my sincere interest in serving on the Village of Sparta Planning Commission.

Having lived in the Sparta area nearly my entire life, I have seen firsthand how this community supports its own. This town has been the backbone of my family and my real estate career for over 35 years. I would be grateful for the opportunity to give back by offering my time and professional experience. I have no personal agenda and my only goal is to ensure Sparta continues to be a thriving place to live and work for years to come.

I've remained deeply involved in our local governance and charitable efforts, including:

- **Sparta Village DDA Board:** Serving since 2007.
- **Sparta Township Board of Review:** Serving since 2020.
- **Silent Observer Charity Golf Classic:** Supporting Kent and Ionia Counties for 29 years (Current Chair).
- **Greater Regional Alliance of Realtors (GRAR):** Former Board Director and long-time committee member.

In my professional life as the Managing Broker for Coldwell Banker Schmidt Realtors here in the Village, I work daily with the "moving parts" of property development. I have extensive experience collaborating with developers, engineers, surveyors, and attorneys. Along with a degree in Business and several designations like GRI and CRS, I bring a practical understanding of land use and brokerage principles that I believe would be a significant asset to the Commission.

As a resident of Sparta Township and a Village property owner, I pride myself on making decisions based on objective facts and keeping an open mind to all information presented.

Thank you for your time and consideration. I look forward to the possibility of serving the Village in this capacity.

Best regards,

Mike Lamb



ACTION MEMO

Staff Communication

DATE: February 16, 2026
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: SMA Rules Update

SUMMARY OF REQUEST:

The Airport Board reviewed the proposed change and is recommending approval to the Village Council. The amendment simply removes Article 1, Section 13 from the Airport Rules. In the attached draft, the provision proposed for removal is shown in red with strike-through formatting. If approved, staff will update the numbering accordingly and publish the revised rules.

The language in this section has proven problematic in the past because it is inconsistent with the termination provisions contained in the airport lease agreements. The Airport Board, staff, and the Village Attorney all agree that the lease should be the controlling document in the event of termination, as this approach provides greater clarity and consistency for both the airport community and the Village of Sparta.

Staff will continue working with the Airport Board on additional updates and refinements to the rules later this year. However, it is important that this specific revision be adopted now to prevent further confusion or issues arising from the current inconsistency.

FINANCIAL IMPACT:

None.

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the updated Sparta Airport Rules



Sparta Municipal Airport Rules and Regulations

Adopted March 1, 2015

Article I General

- Sec_1 Federal, State rules and regulations
- Sec_2 Intergovernmental agreements
- Sec_3 Appropriations
- Sec_4 SMA Board
- Sec_5 SMA Board rules and regulations
- Sec_6 Operation of Aircraft
- Sec_7 Fees and Charges
- Sec_8 Interpretation, purpose and conflict
- Sec_9 Contracts nonexclusive
- Sec_10 Village improvements not limited
- Sec_11 Agreement with United States Government
- Sec_12 Nondiscrimination provisions
- ~~Sec_13 Revocation of contract and or lease~~
- Sec_14 Violations; remedies
- Sec_15 Reserved

Article II Sparta Municipal Airport Rules and Regulations

- Sec_16 Vehicular traffic and parking
- Sec_17 Reckless or careless operation of vehicles
- Sec_18 Field rules
- Sec_19 SMA Manager Authority
- Sec_20 Aircraft starting
- Sec_21 Aircraft taxi speed
- Sec_22 Reckless operation of aircraft

- Sec_23 Aircraft tiedown
- Sec_24 Aircraft tiedown areas
- Sec_25 Aircraft damage
- Sec_26 Aircraft transient parking
- Sec_27 Unsightly Aircraft
- Sec_28 Adherence to regulations
- Sec_29 Reserved

Article III Operator Rules

- Sec_30 Permission
- Sec_31 Fees
- Sec_32 Fixed base operations (FBO)
- Sec_33 Insurance
- Sec_34 Licensing
- Sec_35 Transfer of contracts and lease
- Sec_36 Inspections
- Sec_37 Mechanical work
- Sec_38 Other activities
- Sec_39 Compliance with Federal Airport and Airway Development Act
- Sec_40 Compliance with the Michigan Aeronautics Code.
- Sec_41 Security
- Sec_42 Airport Codes and Devices
- Sec_43 Fueling Aircraft
- Sec_44 Fuel flowage fee
- Sec_45 Fire Safety
- Sec_46 Environmental Issues and Indemnification

Sec_47 Environmental cleanup laws

Sec_48 Environmental notice

Sec_49 Environmental Survival

Sec_50 Reserved

Article I. In General

1. Federal, State rules and regulations

No person shall violate any law of the United States or of the State of Michigan nor any rule or regulation adopted by any duly authorized agency of the United States or the state pertaining to airports and landing fields, airport managers and air traffic.

2. Intergovernmental agreements

The Village Council is hereby authorized to enter agreements with other municipalities, governmental units, and agencies of the United States Government concerning the establishment and maintenance of an airport, known as Sparta Municipal airport; concerning the acquisition of land and the manner in which title thereto shall be held and concerning the maintenance of the airport.

3. Appropriations

The Village Council shall have the authority to appropriate and apportion such sums of money as it deems necessary for the purposes mentioned in the chapter.

4. SMA Board

The operation of the airport shall be reviewed by an "airport board" consisting of the Airport committee of the village council, SMA manager, and any others as deemed necessary by the village council or manager and approved by a 2/3 majority vote of the village council.

5. SMA board rules and regulations

- (a) The airport board shall, from time to time, recommend such airport rules and regulations as it shall deem necessary and in the manner hereinafter provided.
- (b) The airport board shall submit the same to the village council for consideration. The council, if it finds that such rules and regulations are proper and are not inconsistent with the Charter and general ordinance of the village, and are germane to the subject, shall approve the same by motion or resolution.
- (c) The airport board shall thereupon obtain a sufficient number of printed copies or e-copies for public distribution upon request. Not less than five (5) copies of such rules

and regulations shall be deposited with the village clerk. The Airport Manager shall make copies available to the public in his/her office.

- (d) Such rules and regulations shall be effective from and after the date of their approval by the village council.

6. Operation of aircraft

No person shall land and / or take off, or cause to land and /or take off any aircraft at any place in the village except at the airport unless the landing and / take off area has been approved by the village and a special permit issued therefore prior to the use thereof or such landing and / or take off is of emergent need, i.e.: life flight. For the purpose of this section an aircraft is defined as any contrivance now known, or hereafter invented, used or designed for navigation of or flight in the air.

7. Fees and charges

A supply of schedules of said fees, service charges etc. shall be kept in the airport manager's office and a copy thereof shall, upon request, be made available to any interested persons.

8. Interpretation, purpose and conflict

In interpreting and applying the provisions of this chapter, they shall be held to be the minimum requirements for the promotion of the public safety, health, convenience, comfort, prosperity and general welfare in connection with the operation of the airport. It is not intended by this chapter to interfere with , abrogate or annul any leased, covenants or other agreements between parties, provided, however, that where this chapter imposes a greater burden or duty upon any person to which this chapter may apply, then the provisions of this chapter shall control.

9. Contracts nonexclusive

The issuance of any contract and or lease as herein provided to any person shall not be construed to be the granting of an exclusive right within the meaning of Section 308 pf the Federal Aviation Act of 1958. (Updated 9/2009)

10. Village improvements not limited

The issuance of a contract and or lease to any person shall not in any manner limit or restrict the right of the village to improve the public portions of the airport and or all publicly owned air navigation facilities of the airport as it deems proper and desirable.

11. Agreement with United States Government

During the time of war or national emergency, the village shall have the right to enter into an agreement with the United States government for military or naval use of part or all of the airport and or its facilities, and if such agreement is executed by and between the village and the United States Government, any contract and or lease issued as herein provided,, shall be subject and subordinate to such agreement.

12. Nondiscrimination provisions

Each person granted a contract and or lease as herein provided, shall furnish tangibles and services on a fair, equal and nondiscriminatory basis to all purchasers or users thereof, and such tenant shall not on the grounds of race, sex, religion, disability or national origin discriminate or permit discrimination against any person or group of persons in any manner, as referenced in Part 21 of the Regulations of the Office of Secretary of Transportation (D.O.T.), and the village shall reserve and have the right to take such actions as the federal government may direct to enforce this obligation.

~~**13. Revocation of contract and or lease**~~

~~Any contract and or lease granted and issued pursuant to the provisions of this chapter shall be revocable by the village prior to its term of expiration, for good cause shown after due notice, in writing, is given to the tenant, and a hearing had before the village council at least twenty (20) days subsequent to the giving of such notice, at which hearing the tenant shall have the right to appear with or without legal counsel, and be heard and submit proofs, if any he/she has, on his/her own behalf.~~

14. Violations; remedies

In addition to any other remedy, the village may institute in any court of competent jurisdiction an action to enjoin, restrict, correct or abate any violations of this chapter or any of the rules, regulations or orders issued in connection with or pursuant thereto. The court may grant such relief, by way of injunction or otherwise, as may be necessary to effect the intent of this chapter and the rules, regulations and orders of the airport board issued in connection with or pursuant thereto.

15. Reserved

Article II. Airport Rules and Regulations

16. Vehicular traffic and parking

The village from time-to-time designate parking areas and roadways upon the airport and shall establish limitations and conditions applying to the use of such designated areas and roadways, and shall post such areas with adequate public signs stating the limitations and conditions on the use thereof, and the fee, if any, that is charged in connection with such use. The use of snowmobiles and other recreational vehicles is not allowed within the airport boundaries without prior coordination with the SMA Manager.

17. Reckless or careless operation of vehicles

Any person who shall operate any non-aircraft vehicle upon any part or portion of the lands constituting the airport, including designated highways thereon, carelessly and heedlessly and or with willful or wanton disregard of the rights and safety of others and or without due caution and circumspection, or at a speed or in a manner so as to endanger or be likely to endanger any person or property, shall be guilty of a misdemeanor.

18. Field rules

All persons using the services of the airport shall acquaint themselves with the applicable field rules. These rules and regulations will remain in effect unless amended by the village.

19. SMA manager authority

The SMA Manager shall have the authority to suspend flying operations when, in the managers opinion, the condition of the landing areas or weather is such as to make flying operations unsafe.

20. Aircraft starting

- (a) Aircraft engines shall not be started unless a pilot or a competent mechanic remains at the controls.
- (b) Aircraft engines shall not be started when the air stream may throw loose debris at buildings, parking areas, or spectators, or other aircraft.
- (c) In starting engines when the aircraft is not equipped with adequate brakes, block with ropes or other suitable device for removing them shall be placed in front of the wheels. These blocks or devices shall be removed from the path of other aircraft after using.

21. Aircraft taxi speed

Aircraft shall be taxied at a moderate rate of speed and with caution. Extra caution shall be taken while in the vicinity of other aircraft.

22. Reckless operation of aircraft

Any person who shall operate any aircraft within the air space over and above the airport and or upon the lands constituting the airport carelessly and heedlessly and with willful or wanton disregard of the rights or safety of others, or without due caution and circumstances, or at a speed or in a manner so as to endanger or be likely to endanger any person or property, shall be guilty of a misdemeanor.

23. Aircraft tie down

Parked aircraft shall be appropriately secured by proper tie-down or chocks. Standing aircraft shall be secured by a parking brake or chocks. The aircraft owner and or pilot is responsible for tying down and chocking his / her own aircraft.

24. Aircraft tie down areas

All based aircraft will use the tie down areas as authorized and specified by the SMA Manager.

25. Aircraft damage

The airport board or manager will not be responsible for any damage or theft to any aircraft parked or tied down at the airport.

26. Aircraft transient parking

Transient aircraft using the terminal parking aprons will park in areas designated by signs or instructions of the airport manager.

27. Unsightly aircraft

No unsightly, dismantled or inoperable aircraft will be stored on any tie down area, parking ramp, or anywhere on the airport grounds.

28. Adherence to the airport rules.

Failure to adhere to and comply with this article or flagrant violation of any part thereof will be deemed good and sufficient cause to remove any aircraft, pilot, agency or individuals from the airport and deny the same further use and privileges of the airport to safeguard the airport and public in general.

29. Reserved

Article III. Operator Rules

30. Permission

Any person based at and using the airport while conducting any or all of the following activities shall, prior to the start of operations be registered with and approved by, and secure a contract and or lease with the airport and shall meet the respective requirements set forth under section 32 relative to the particular activity involved. These activities shall include, but are not limited to:

1. Ground Schools
2. Flight Schools and Flight Instructors
3. Mechanical/Avionics Services
4. Mechanical Instruction
5. Sales, rental or leasing
6. Air Taxi, Air Ambulance and Charter Operators
7. Air Tour Operators
8. Rental of hangars, storage space or any part of the "airport" premises
9. Agricultural Spraying operations

31. Fees

The SMA shall from time to time, establish a uniform schedule of fees for the contracts and leases covering each of the operations and or services above and hereinafter referred to and the fee applicable to such classification.

32. Fixed base operations

Any person using the airport as an operation base and offering to do business for hire in any aeronautical or related activity shall first make application for the same, secure a contract and or lease with the SMA Manager, and shall further comply with the following minimum requirements and conditions.

1. The proposed tenant shall submit proof of sufficient assets which in the opinion of the Village Council and Airport Committee will be adequate to permit acquisition, construction and operation of the required facilities.
2. The tenant shall provide the following facilities

Activity	Structure
a. Ground School	Classroom Office & Restroom
b. Flight School & Flight Instructors	Classroom Office & Restroom

- | | |
|--|-----------------------------|
| c. Mechanical Services | Hangar
Office & Restroom |
| d. Mechanical Instructor | Hangar
Office & Restroom |
| e. Sales, rental or leasing | Office |
| f. Fuel Sales | |
| g. Air Taxi, Air Ambulance
and Charter operations | Office |
| h. Radio repair shop | Office |
| i. Agricultural Spraying | |

3. Prior to construction all hangars and other buildings must be approved in writing by the airport committee and building inspectors as to type of construction and location.
4. Necessary utilities will be brought from the closet source to the proposed building at the tenant's expense. In such case the necessary easements shall be obtained by the servicing utility.
5. Improvements and additions may be made by the tenant only after approval in writing by the airport board and building inspector.
6. The tenant shall provide ample ramp space for aircraft parking in front of or adjacent to the hangar, commensurate with the size of the hangar and proposed activity. Size of ramp must be approved by Airport Committee as part of overall hangar approval agreement.
7. The tenant shall provide sufficient automotive parking space for employees and customers. A minimum of one parking space (180 Square feet) shall be provided for each one thousand (1,000) square feet of building space. All parking is otherwise subject to the applicable provisions of the zoning ordinance.
8. The tenant shall provide a taxiway, subject to the approval of the airport committee, from the hangar area to the nearest public taxiway or runway.
9. The tenant shall carry such insurance coverage as agreed upon in the contract and or lease between the village and the tenant.
10. Village airport employees may not own, operate, or be financially interested in any fixed base operation at the airport.

33. Insurance

Each person applying for a contract and or lease to do business at the airport shall, prior to the issuance of such contract and or lease, furnish the village with copies of certificates of insurance providing adequate coverage against loss occasioned by bodily injury or property damage in such amounts as the village council from time to time shall determine and each class of tenant shall, if required by the village, provide indemnification to the village against any loss occasioned by bodily injury or property damage in such amounts and such manner as the village from time to time shall determine.

34. Licensing

When required by the Federal Aviation Administration (FAA) and or the state aeronautics commission, persons doing business at the airport shall be properly certified by these agencies.

35. Transfer of contracts and leases

Contacts and leases entered into pursuant to these rules and regulations are transferable and or assignable subject to the prior written approval of the village.

36. Inspections

Village personnel, the SMA Manager and the appropriate law enforcement agencies shall have the authority to make such inspections as they deem necessary to determine compliance with the provisions of this chapter.

37. Mechanical work

1. Welding shall not be done in T hangars or in hangars occupied by aircraft owned or leased by others.
2. All mechanical and or maintenance work, except welding, must be done inside of hangars unless it is impractical to do so.
3. Any hangar used for mechanical and or maintenance work shall comply with the national fire protection standards and shall be equipped with adequate fire extinguishers. Aircraft maintenance hangars shall be limited to inspections and replacement of parts and repairs incident thereto, provide such repairs to not involve appliances using open flames or highly heated parts other than an electric soldering iron.
4. T hangars will be used for storage of aircraft only. No commercial operations will be allowed to operate from the T hangars.

38. Other activities

No person shall engage in any commercial activity on or at the airport designed to produce revenue without first obtaining a contract and or lease or approve from the village.

39. Compliance with Federal Airport and Airway Development Act.

Each person operating on the airport shall comply with all the provisions of the Federal Airport and Airway Development Act and the regulations issued pursuant thereto.

40. Compliance with the Michigan Aeronautics Code

Each person operating on the airport shall comply with all the provisions of the Michigan State Aeronautic Code, as amended and the regulations issued pursuant thereto.

41. Airport Security

The Transportation Security Administration publication "Security Guidelines for *General Aviation Airports*", *Information Publication A-001 dated May 2004*, is available for reference at their website - www.tsa.gov/.

This document is used by the Airport as a guideline to security on the Airport and is incorporated as a working document.

42. Access Codes/Devices

Persons who have been provided either a code or device for the purpose of obtaining access to the Airport shall not divulge, duplicate, or otherwise distribute the same to any other person, unless otherwise approved in writing by the Airport Manager

43. Fueling Aircraft

A. All aircraft fueling, fuel equipment, and procedures will be in accordance with Manual 407 - "Standard for Aircraft Fuel Servicing, 2007 edition," (or as revised) published by the National Fire Protection Association, 1 Batterymarch Park, Quincy MA 02169-7471, 800-344-3555, <http://catalog.nfpa.org>

B. All transportation, storage and other handling of aircraft and vehicle fuel shall comply with the International Fire Code, 2000 Edition, (or current edition) as published by the International Code Council, Inc. and FAA Advisory Circular 150/5230-4, (latest change).

C. All aircraft shall be fueled clear of all hangars, other buildings, and aircraft by at least fifty (50) feet.

D. Fueling trucks shall not be parked within any building or hangar or as determined by the local Fire Marshall. Fuel trucks shall be parked with at least ten (10) feet separation between vehicles.

E. Aircraft fuel storage tanks for below-ground or above-ground use will be constructed and installed, registered as required, monitored for leakage, operated, and maintained in accordance with Federal and State statutes, rules, and regulations promulgated by the Environmental Protection Agency and the Texas Commission on Environmental Quality.

F. Aviation or auto fuels shall not be stored within a hangar or building except in approved five (5) gallon or smaller containers manufactured and marked for such purpose.

G. Fuel spills in excess of one gallon must be reported to the Airport Manager and immediate action taken by the spilling entity to clean up the spill in accordance with all local, state, and federal regulations.

44. Fuel Flowage Fee

Any person, corporation, partnership, association, or business entity of any kind, or any person acting for or through them, including, but not limited to, any wholesale fuel distribution company, who delivers fuel to an fuel storage tank or who delivers fuel obtained from a source not on the Airport directly into any aircraft on the Airport must pay the amount determined of per gallon of fuel delivered.

Payment to the City or County of all fuel flowage fees due must be made not later than the fifteenth (15th) day of the month following the date of the fuel delivery.

Payment of fuel flowage fees shall be accompanied by a report in a form approved by the Airport Manager that indicates the amount of fuel delivered to the airport during the preceding month.

Military aircraft conducting operations which require fueling from U.S. Government facilities are exempt from fuel flowage fees.

45. Fire Safety

A. Every person using the Airport or its facilities in any manner shall exercise the greatest care and caution to avoid and prevent fire.

B. Smoking or open flame within fifty (50) feet of any fuel tank, fuel pump, or fuel truck is prohibited.

C. Compressed flammable gas shall not be kept or stored upon the Airport, except at such place as may be designated by the Airport Manager.

D. No flammable substance shall be used for the cleaning of any aircraft part or anything inside a hangar, T-hangar, or other building upon the Airport.

E. Hangar entrances must be clear in a manner such that emergency or fire / rescue personnel and equipment can immediately access the hangar without hindrance.

F. The floors in all buildings shall be kept clean and free of oil. Volatile or flammable substances shall not be used to clean floors, walls or any portion of a hangar structure.

46. Environmental Issues and Indemnification

Any tenant of the Airport, its agents, employees, independent contractors, or sub lessee shall not install, store, use, treat, transport or dispose of any:

A. Asbestos in any form

B. Urea formaldehyde foam insulation.

C. Transformers or other equipment which contain dielectric fluid containing levels of polychlorinated biphenyls in excess of 50 parts per million; or

D. Any other chemical, material, air pollutant, toxic pollutant, waste, or substance which is regulated as toxic or hazardous or exposure to which is prohibited, limited or regulated by the Resource Conservation Recovery Act, the Comprehensive and

Environmental Response Compensation and Liability Act, the Hazardous Materials Transportation Act, the Toxic Substances Control Act, the Clean Air Act, and/or the Clean Water Act or any other federal, state, county, regional, local or other governmental authority or which, even if not so regulated, may or could pose a hazard to the health and safety of the occupants of the Leased Premises, and which is either:

1. in amounts in excess of that permitted or deemed safe under applicable law;
 2. or in any manner which is prohibited or deemed unsafe under applicable law.
- (The substances referred to in (A), (B), (C) or (D) are collectively referred to hereinafter as "Hazardous Materials").

47. Environmental Cleanup Laws

An Airport tenant will, at their own expense, comply with all existing or hereafter enacted laws relating to Hazardous Materials (collectively, "Cleanup Laws") in effect at the time of the lease, and all future laws thereafter. An Airport tenant will, at their own expense, make all submissions to provide all information to, and comply with all requirements of the appropriate governmental authority (the "Authority") under the Cleanup Laws. Should any Authority require that a cleanup plan be prepared and that a cleanup be undertaken because of the existence of Hazardous Materials which were installed, stored, used, treated, transported, disposed of or discharged on the leased premises, by an airport tenant, its agents, employees, independent contractors or sub lessees during the term of a lease, the Airport tenant will prepare and submit the required plans and financial assurances in accordance with such Cleanup Laws. The Airport shall be indemnified and held harmless from and against all obligations, damages, injunctions, fines, penalties, demands, claims, costs, expenses, actions, liabilities, suits, proceedings and losses of whatever nature (including, without limitation, attorneys' fees and court costs), and all cleanup or removal costs and all actions of any kind arising out of or in any way connected with the installation, storage, use, treatment, transporting, disposal or discharge of Hazardous Materials in or on the leased premises by an Airport tenant.

48. Environmental Notices

An Airport tenant shall promptly supply the City Council / Commissioners Court with copies of any notices, correspondence and submissions made or received from any governmental authorities of the United States Environmental Protection Agency, the United States Occupational Safety and Health Administration, or any other local, state or federal authority that requires submission of any information concerning environmental matters or Hazardous Materials.

49. Environmental Survival

An Airport tenant's liability pursuant to any environmental issue shall survive the expiration or earlier termination of their lease.

50. Reserved



ACTION MEMO

Staff Communication

DATE: February 16, 2026
TO: Members of the Village Council
FROM: James A. Lower, Village Manager
RE: Res. 26-02 A resolution to repeal Res. 25-15

SUMMARY OF REQUEST:

The resolution largely speaks for itself; however, the following background is provided for additional context.

A meeting was held several weeks ago between the Village President, the DDA Director, and myself with Larry Carter, Chair of the Sparta Historical Friends, at his request. The purpose of the meeting was to address logistical issues related to the Civic Center and to inform us that the Knauf family was the confidential donor that provided funding to the Sparta Historical Friends 501(c)(3), enabling the organization to purchase the building.

Mr. Carter further advised that, for a variety of reasons, it has been decided that ownership of the building will ultimately transfer from the 501(c)(3) to the Knauf family at some point later this year.

Mr. Carter acknowledged that this change has a direct impact on the funding previously set aside by the Village in support of the Historical Friends' museum efforts. It was not the Village Council's intention—nor would it likely be legal—for the Village to fund improvements to a privately owned building. Accordingly, the Sparta Historical Friends have advised that Village will have to redirect those funds to another public purpose. The resolution before Council authorizes that reallocation.

During preparation of the 2026 budget, the Council originally planned to construct the new pedestrian bridge in 2026, connecting additional sections of downtown to the Balyeat Field parking lot, and to defer construction of the new Rogers Park restrooms until 2027 in order to prioritize available funding.

However, if this resolution is adopted, it will free up approximately \$200,000. With these additional funds available, it is my intention to pursue construction of permanent restroom and changing room facilities at Rogers Park in 2026, allowing both the pedestrian bridge and the restroom project to move forward in the same year. A formal proposal, including scope, design, and cost estimates, will be brought forward for Council consideration soon.

STAFF RECOMMENDATION:

A motion to adopt Resolution 26-02.

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

Councilmember _____, supported by Councilmember _____,
moved the adoption of the following resolution:

RESOLUTION NO. 26-02

A RESOLUTION TO REPEAL RESOLUTUION 25-15

WHEREAS, the Village of Sparta adopted Resolution No. 25-15 with the intention of providing financial support to the Sparta Historical Friends/Historic Commission for upgrades to the Civic Center to be used as a museum; and

WHEREAS, at the time of adoption of Resolution No. 25-15, the Village Council understood that the building was to be owned by the Sparta Historical Friends, a 501(c)(3) nonprofit organization; and

WHEREAS, the Village Council has since been informed that the Civic Center will be transferred to private ownership at some point in 2026, and the Sparta Historical Friends have requested that the funding set aside under Resolution No. 25-15 be redirected to another public purpose;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Village Council of the Village of Sparta hereby repeals Resolution No. 25-15 and the policy contained therein in its entirety.

YEAS:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

Dated: February 16, 2026

CERTIFICATION

I certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council of the Village of Sparta at a regular meeting held on February 16, 2026 which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Kristen Phelps, Village Clerk



ACTION MEMO

Staff Communication

DATE: February 16, 2026
TO: Village President Whalen and Members of Council
FROM: William Hunter, Director of Public Works
RE: Purchase of Two International Trucks and Related Upfitting

BACKGROUND

The Village of Sparta's Capital Improvement Plan (CIP) for fiscal year 2027 includes the scheduled replacement of Truck 1 and Truck 5 due to age, condition, and increasing maintenance requirements. Heavy-duty municipal trucks currently face extended manufacturer lead times of 12 to 18 months. To ensure continuity of operations and avoid service disruptions, it is necessary to place the order in advance.

PROPOSED PURCHASE

Two International HV607 chassis will be purchased through K & R Truck Sales, utilizing the Sourcewell cooperative purchasing program. One truck will receive the existing dump box from Truck 1, while the other will be equipped with a new dump box.

Both trucks will be fully outfitted by Truck & Trailer Specialties through the MiDEAL cooperative purchasing program. Upfitting includes V-box spreaders, underbody scrapers, and 7-foot junior wing plows to improve snow and ice control efficiency.

FLEET IMPACT

Upon delivery and placement of the new trucks into service, the Village will sell Truck 1, Truck 5, and Truck 14. Proceeds from these sales will be returned to the appropriate fund and will help offset replacement costs.

FINACIAL IMPACT

Both purchases are included in the Village's approved Capital Improvement Plan (CIP) for fiscal year 2027. Cooperative purchasing through Sourcewell and MiDEAL meets our procurement requirements and provides competitively priced bids. Final costs will be confirmed upon manufacturer line-set approval and receipt of the final upfitting invoices.

RECOMMENDATION

Recommendation #1 – K & R Truck Sales (Sourcewell).

Authorize the purchase of two (2) International HV607 chassis from K & R Truck Sales through the Sourcewell cooperative purchasing program at a total cost not to exceed \$250,000, inclusive of Sourcewell-approved pricing and fees.

Recommendation #2 – Truck & Trailer Specialties (MiDEAL).

Authorize the purchase and installation of dump bodies, V-box spreaders, snow and ice control equipment, and related options from Truck & Trailer Specialties through the MiDEAL cooperative purchasing program at a total cost not to exceed \$286,000.



ACTION MEMO

Staff Communication

DATE: February 16, 2026
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: JNJ Investments License Agreement

SUMMARY OF REQUEST:

It has come to the Village's attention that the sanitary sewer lateral serving the Dollar General building is located beneath a Village-owned parking lot that was recently reconstructed. It is possible that the lateral was damaged during construction of the parking lot and the installation of utilities serving the Village's new facilities. However, the lateral should not be located on Village property, and does not appear in the MISS DIG system, and there is no recorded license or easement allowing its presence. Village records indicate that the building should instead be served by a sewer lateral located within the public right-of-way at the front of the building. That lateral appears to have been abandoned at some point in the past, for reasons we do not have a record of.

The Utilities Committee met with the property owner and their contractor to discuss the issue. At that time, they were directed to install a new sewer lateral within the public right-of-way at the front of the building and to properly abandon the existing lateral beneath the parking lot. Since that meeting, the Kent County Road Commission has indicated that it does not wish to issue a permit to cut into 13 Mile Road until a specific asphalt mix becomes available (likely a month or two from now).

Given these circumstances, staff has worked with the property owner to develop a proposed compromise to address the immediate sewer service issue. Under the proposed agreement, the property owner would be allowed to repair the existing lateral by temporarily cutting into the Village-owned parking lot, provided that the parking lot is restored to its pre-cut condition to the Village's satisfaction. The repaired lateral may be used only until one of the following occurs: (1) the building undergoes major renovations that increase sewer demand, or (2) the lateral fails, plugs, or otherwise becomes inoperable again.

This agreement would constitute a one-time, property owner-specific exception, applicable only to this repair. The authorization would not transfer to future owners without explicit Village Council approval and would not permit any additional repairs beyond this single occurrence. Any future issues with the lateral would require it to be properly abandoned and relocated to the public right-of-way.

As conditions of the agreement, the property owner would be responsible for all costs associated with preparing the license agreement, recording it so that it appears in a title search, and filing the location of the existing lateral with MISS DIG. Staff is currently working to complete the remaining blanks in the agreement, including Line 1 and Exhibit C, as part of finalizing the document.

The Village Council is under no obligation to approve this agreement or to grant use of Village property in this manner. The agreement has been drafted solely as a pragmatic means to resolve the immediate sewer service issue while deferring the cost and disruption of relocating the service line to a future project when road conditions allow. The property owner has expressed interest in changing the use of the building and remodeling it in the future. The agreement would require the existing lateral to be properly abandoned and relocated at that time assuming those changes would increase the intensity and/or volume of the sewer flows.

STAFF RECOMMENDATION:

Staff recommends a motion to authorize the Village Manager to finalize the agreement and to authorize the Village President to execute the agreement on behalf of the Village.

LICENSE AGREEMENT FOR SANITARY SEWER FACILITIES

This License Agreement for Sanitary Sewer Facilities (the “Agreement”) is made on _____, 2026 between the **VILLAGE OF SPARTA**, a Michigan municipal corporation (“Village”), whose address is 276 W. Division Street, Sparta, Michigan 49345 and **JNJ INVESTMENTS, LLC**, a Michigan limited liability company, whose address is 11255 Phelps Ave, Sparta, Michigan 49345 (“Licensee”; the Village and Licensee are referred to collectively as the “Parties”).

RECITALS

A. The Licensee is the fee simple owner of a parcel of real property located in the Village of Sparta, County of Kent, and State of Michigan more specifically described on the attached Exhibit A (“Licensee Property”).

B. The Village is the fee simple owner of a parcel of real property located in the Village of Sparta, County of Kent, and State of Michigan more specifically outlined on the attached Exhibit B (“Village Property”).

C. Licensee has constructed and currently operates a privately owned, underground, sanitary sewer lateral and related fixtures, appurtenance, and facilities (the “Sewer Lateral”) on the Village Property for which it had not previously obtained any approval or permission from the Village. The Sewer Lateral is not currently operational.

D. In exchange for Licensee’s commitments under this Agreement, and based on the Licensee’s representations and warranties made to the Village under this Agreement, the Village wishes to grant a limited license to the Licensee over the portion of the Village Property more specifically described on the attached Exhibit C (“Licensed Premises”) under the terms and conditions of this Agreement in order to conduct the necessary repairs to make the Sewer Lateral operational and then continue to operate the Sewer Lateral.

Therefore, the Parties agree as follows:

TERMS AND CONDITIONS

1. **Grant of License.** Subject to the terms and conditions of this Agreement, the Village grants to Licensee a non-exclusive, revocable License to use the Licensed Premises only for the operation of an existing, single [REDACTED] inch diameter private sanitary sewer lateral pipe to provide a sanitary sewer connection between the Licensee

Property and the Village's sanitary sewer main located in the public right of way of Division Street. Within 90 days of the Effective Date, the Licensee shall repair the Sewer Lateral as necessary to ensure the Sewer Lateral is properly functioning (the "Initial Repair"). Following the Initial Repair, the Licensee shall not repair, maintain, upgrade, or improve the Sewer Lateral. The Licensee shall not utilize the Licensed Premises for any other use or purpose not expressly authorized by this Agreement, and this Agreement grants no license or other right for the Licensee to make use of the Village Property outside of the Licensed Premises. The Licensee shall not materially increase the intensity of the sewer flow in the Sewer Lateral beyond that existing on November 30, 2025. This Agreement contemplates a license to use the Licensed Premises and does not constitute any legal, equitable, or possessory interest in the Licensed Premises and Licensee expressly disclaims and releases any legal, equitable, or possessory interest in the Village Property, including, without limitation, any rights by prescription.

2. **Use of Licensed Premises.** The Licensee shall conduct the Initial Repair and otherwise operate the Sewer Lateral on the Licensed Premises at its sole cost and expense and in compliance with all applicable federal, state, and local codes and ordinances. Following any activities within the Licensed Premises by the Licensee that disturb or damage the Licensed Premises, the Licensee shall promptly restore the Licensed Premises to that condition existing prior to the activities to the Village's reasonable satisfaction. Licensee shall ensure that the Village Property remains free and clear of all construction, mechanics', laborers', materialmen's, suppliers, liens, claims, encumbrances, security interests, or charges of any nature.

3. **Miss Dig Registration and Compliance.** Licensee shall be registered with and shall comply with all requirements of the Michigan Underground Facility Damage Prevention and Safety Act, 2013 PA 174, as amended ("MISS DIG Law") applicable to the owner or operator of private utilities. Additionally, prior to commencing any excavation or subsurface work on Village Property, Licensee shall submit all required locate requests through MISS DIG 811 and shall obtain and document all utility markings.

4. **Term; Termination.** The term of this Agreement shall commence upon the last date signed by one of the Parties below (the "Effective Date") and continue until terminated as provided in this Section.

a. *Termination for Cause.* The license granted by this Agreement may be terminated by written notice of the Village if: (i) Licensee fails to comply with any term or condition of this Agreement after written notice of default and 15-day opportunity to cure or (ii) the Sewer Lateral cannot be operated in compliance with all applicable laws, codes, and ordinances.

b. *Termination for Non-operability.* This license granted by this Agreement shall automatically terminate if: 1) the Initial Repair is not successful or the Sewer Lateral otherwise cannot be made operational, and 2) following the Initial Repair, the Sewer Lateral becomes nonfunctioning, inoperable, or fails.

c. *Termination for Licensee Property Development.* The license granted by this Agreement may be terminated by written notice of the Village in the event that the building located on the Licensee Property is demolished, materially or substantially remodeled in a manner that is anticipated to increase sewer demand, or the intensification of the use of the building on the Licensed Premises is increased.

5. **Effect of Termination.** Upon the termination of the license granted by this Agreement, Licensee shall, unless the Village otherwise consents by resolution of the Village Council, without cost to the Village, disconnect the Sewer Lateral from the sewer main located in Division Street and cause the Sewer Lateral to be plugged and abandoned in accordance with all applicable codes, ordinances and requirements of the Village, and all applicable state and federal laws, and removed at Licensee's expense. If this Agreement is terminated pursuant to Section 4(b) or (c), the Village shall waive any sewer connection fees charged by the Village occasioned by the construction of a new sewer lateral.

6. **Assignment or Use by Others Prohibited.** Licensee may not assign this Agreement or its rights, privileges, duties or obligations under this Agreement without the Village's prior written consent, which consent may be withheld in the Village's sole discretion. Any conveyance of title of the Licensee Property constitutes an assignment for which consent is required under this Section.

7. **Condition of License Premises.** This Agreement is granted on an "As Is" basis. The Village makes no representations or warranties about the condition of the Licensed Premises or its fitness for any purpose or use, and shall have no duty to maintain, repair, replace or improve any portion of the Licensed Premises or the Sewer Lateral.

8. **Taxes and Special Assessments.** Licensee shall pay all personal property taxes assessed against any personal property located on the Licensed Premises which are billed any time during the term of this Agreement. If the real property comprising the Licensed Premises is assessed, then Licensee shall pay any taxes resulting from such assessment which are billed any time during the terms of this License.

9. **Changes to Licensed Premises.** Except as permitted by this License, no changes may be made to the Licensed Premises without the Village's prior written consent, which consent may be withheld in the Village's sole discretion. The Village may require detailed plans and specifications and require that any such work be performed by a contractor acceptable to the Village. At the termination of this License, such work may, at the Village's option, become the property of the Village or, in the alternative, will be removed by Licensee at Licensee's expense. No liens arising from such work shall be placed against the Property or all or any part of the Licensed Premises.

10. **Indemnification and Insurance.** The Village shall not be responsible for any loss or damage from whatever cause to the Sewer Lateral. Licensee shall hold the Village, and its offices, employees, agents, and contractors, harmless from, indemnify it for and defend it (with legal counsel reasonably acceptable to the Village) against any demand, claim, judgment, award, legal proceeding or loss of any kind arising from Licensee's use,

occupancy, maintenance (or failure to maintain), or repair (or failure to repair) the Sewer Lateral or Licensed Premises. Licensee shall obtain and maintain a general liability insurance policy covering the Licensed Premises with coverage amounts no less than \$1,000,000 per occurrence and \$2,000,000 aggregate covering contractual liability and personal injury and property damage on the Licensed Premises. All policies shall name the Village as an additional insured and certificate holder and shall be primary and non-contributory. Copies of certificate of insurance showing the coverage to be in place, that the premiums are fully paid, and that coverage can not be terminated or modified except after 30 days prior written notice to the Village, shall be provided to the Village. Upon request, the Village shall be provided copies of the policies of insurance and all endorsements.

11. **Breach and Remedies.** All remedies in this Agreement are cumulative of all other remedies available at law or in equity. Remedies may be exercised simultaneously or sequentially. The failure to initially use any remedy is not a waiver of that remedy. To the extent not otherwise prohibited by law, the prevailing party, in any action brought pursuant to or to enforce any provision of this Agreement shall, in addition to any other remedies, be entitled to recover its actual costs including, without limitation, actual reasonable attorney fees, incurred to bring, maintain or defend such action from the first demand through any and all appellate proceedings, and jurisdiction and venue of any action brought pursuant to or to enforce this Agreement shall be solely in the state courts in Kent County, Michigan. The failure of either party to act upon any breach of this Agreement shall not be deemed a waiver of that breach.

12. **Environmental Issues.** Licensee shall not cause or permit any hazardous or toxic substances to be released, stored, produced, emitted, disposed of or used upon the Licensed Premises and/or the Property. As used in this paragraph, the term “hazardous or toxic substance or material” shall include, but not be limited to, any material or substance which is deemed a hazardous substance pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, 42 USCA §9661 et seq., or pursuant to the Michigan Natural Resources and Environmental Protection Act, MCLA 324.101, et seq., and rules and regulations promulgated under either Act. Licensee shall hold the Village harmless from, indemnify it for, and defend it against any and all costs, claims, losses, liability, damages, administrative and criminal proceedings, or other actions as a result of Licensee’s breach of such condition.

13. **Miscellaneous.**

a. This agreement is written pursuant to the laws of the State of Michigan and was made in Kent County, Michigan. The Village may record a copy of this Agreement to provide notice of its existence but this Agreement does not run with the land and is not binding on the successors or assigns of the Licensee. This is the entire agreement between the parties regarding its subject matter. There are no prior or contemporaneous agreements. It may not be modified or amended except in writing, signed by all parties. It shall not be affected by any course of dealing. The captions are for reference only and shall not affect its interpretation. More than one copy of this Agreement may be signed, but all constitute but one agreement.

b. The Licensee shall reimburse the Village for its reasonable legal costs and expenses incurred in the preparation of this Agreement not to exceed \$5,000.

c. Any notices shall be made in writing to the addresses first written above or such other addresses as indicated by notice and shall be made by personal delivery or by postage prepaid United States first-class mail and shall be deemed completed when actually received or, if by first-class mail, three business days after mailing.

d. The Parties agrees that each shall not make or publish any false, misleading, or disparaging statements about the other party, its officials, officers, employees, or agents in connection with this Agreement or the matters addressed herein. Nothing in this Section prohibits truthful statements required by law, court order, or governmental process.

e. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision shall be severed and the remaining provisions shall remain in full force and effect.

f. This Agreement is entered into solely for the benefit of the parties hereto, and nothing in this Agreement, express or implied, is intended to or shall confer upon any other person or entity any rights, benefits, or remedies of any kind.

g. This Agreement is exempt from real estate transfer tax pursuant to MCL 207.505(a) and MCL 207.526(a) as the consideration exchanged is less than \$100.

The parties have caused this Agreement to be executed as of the date first above written.

[remainder intentionally left blank; signature page to follow]

LICENSEE

JNJ INVESTMENTS, LLC, a
Michigan limited liability company

Date: _____

Print Name: _____

Its: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me on the _____ day of _____,
202__, by _____, of JNJ Investments, LLC, a Michigan limited liability
company, for the company.

*
Notary Public, _____, County, MI
Acting in _____ County, MI
My commission expires: _____

Village of Sparta, a Michigan municipal corporation

Date: _____

By: Robert Whalen
Village President

Date: _____

By: Kristen Phelps
Village Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me on the _____ day of _____, 202__, by Robert Whalen, President, Village of Sparta, a Michigan municipal corporation, for the corporation.

*
Notary Public, _____, County, MI
Acting in _____ County, MI
My commission expires: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me on the _____ day of _____, 202__, by Kristen Phelps, the Clerk, of the Village of Sparta, a Michigan municipal corporation.

*
Notary Public, _____, County, MI
Acting in _____ County, MI
My commission expires: _____

Prepared by and after recorded return to:

Jim Lower
Village Manager
Village of Sparta
276 W. Division St.
Sparta, Michigan 49345

DRAFT

EXHIBIT A
Licensee Property

Parcel Number: 41-05-14-353-026

Property Address: 171 E DIVISION ST NW

Legal Description: E 1/2 OF LOT 7 & W 6 FT OF LOT 8 ALSO THAT PT OF LOTS 18
& 21 COM AT NE COR OF LOT 7 TH W 99 FT TH N 72 FT TH E 105 FT TH S 105 FT
TO A PT 6 FT E OF NW COR OF LOT 8 TH W 6 FT TH N 33 FT TO BEG BLK 2 *
VILLAGE OF SPARTA

DRAFT

EXHIBIT B
Village Property

Parcel Number: 41-05-14-353-072

Property Address: 177 E DIVISION ST NW

Legal Description: 410514353072 PART OF LOTS 18 & 21 BLK 2 & PART OF SW 1/4 SEC 14 T9N R12W COM 62 FT N & 360 FT E FROM NW COR OF LOT 1 TH S TO A PT 335 FT N FROM S LINE OF SD BLK 2 TH W TO NE COR OF LOT 1 TH S ALONG E LOT LINE TO A PT 6 FT N OF SE COR OF SD LOT TH E PAR WITH S LINE OF SD LOT 204 FT TH S TO N LINE OF LOT 8 TH E ALONG SD N LINE TO E LINE OF W 31 FT OF LOT 9 TH N TO NASH CREEK TH NWLY ALONG SD CREEK TO E LINE OF LOT 18 TH N ALONG SD LOT LINE TO A PT 36 FT E OF BEG TH W TO BEG ALSO S 72 FT OF E 64 FT OF W 99 FT OF LOT 21 BLK 2 ALSO E 93 FT OF LOT 8 & W 31 FT OF LOT 9 BLK 2 * VILLAGE OF SPARTA

DRAFT

EXHIBIT C
Licensed Premises

[Need Depiction of Description]

DRAFT



Sparta Municipal Airport Monthly Report – January 2026

To: Sparta Village Council
From: Michael Krzciok, Airport Manager
Date: February 12, 2026
Re: Sparta Municipal Airport – January 2026 Monthly Report

Executive Summary

Severe winter weather significantly impacted flight activity in January, resulting in lower monthly fuel sales compared to recent years. Near-constant snow removal efforts by staff and Waterworks LLC kept the airport operational during periods when many smaller airports were forced to close.

Maintaining safe operational capability is critical, particularly in the event of an aircraft emergency requiring diversion to the nearest available airport. Following a significant Friday evening snow event, staff coordinated early Saturday morning snow removal to accommodate a pilot traveling to Sparta due to a family medical emergency. The pilot and his family expressed sincere appreciation for the airport's efforts.

Slow but steady progress continued on key infrastructure projects, including the Jet Fuel Farm and new hangar development, while several major capital and maintenance projects have been scheduled for 2026.

Fuel Sales

January 2026 fuel sales were down compared to 2025 and 2022, but remained consistent with other lower-activity winter months such as 2024. Reduced activity was largely attributable to prolonged snow events and weather-related operational limitations.

Month	Year	Transactions	Gallons
January	2026	90	1685
January	2025	113	2324
January	2024	61	1381
January	2023	130	2220
January	2022	141	3127

Jet Fuel Farm Update

The harsh January weather continued to hamper progress on the jet fuel farm. Electrical work has now been completed and inspected and the system has been powered up. Final

inspection and approval by LARA is slated for early to mid-February followed by functional and leak testing.

Hangar Development

Construction of the Todd Vriesenga private/public hangar continued in January though progress was impacted by weather conditions. Our Airport Engineering consultant (P&N) began coordinating with Sparta Aviation Flight School and Gordon Gilchrist to submit project proposals to the FAA and MDOT Aeronautics for the required airspace and environmental reviews.

Coming in 2026 – New Aircraft Maintenance Options

As our current on-field aircraft mechanic prepares for retirement in late 2026, both Tramper Avionics and Sparta Aviation are positioning themselves to provide expanded aircraft maintenance, repair, and inspection services. They are currently training employees and pursuing necessary certifications to ensure continuity of this vital aviation service at Sparta Municipal Airport.

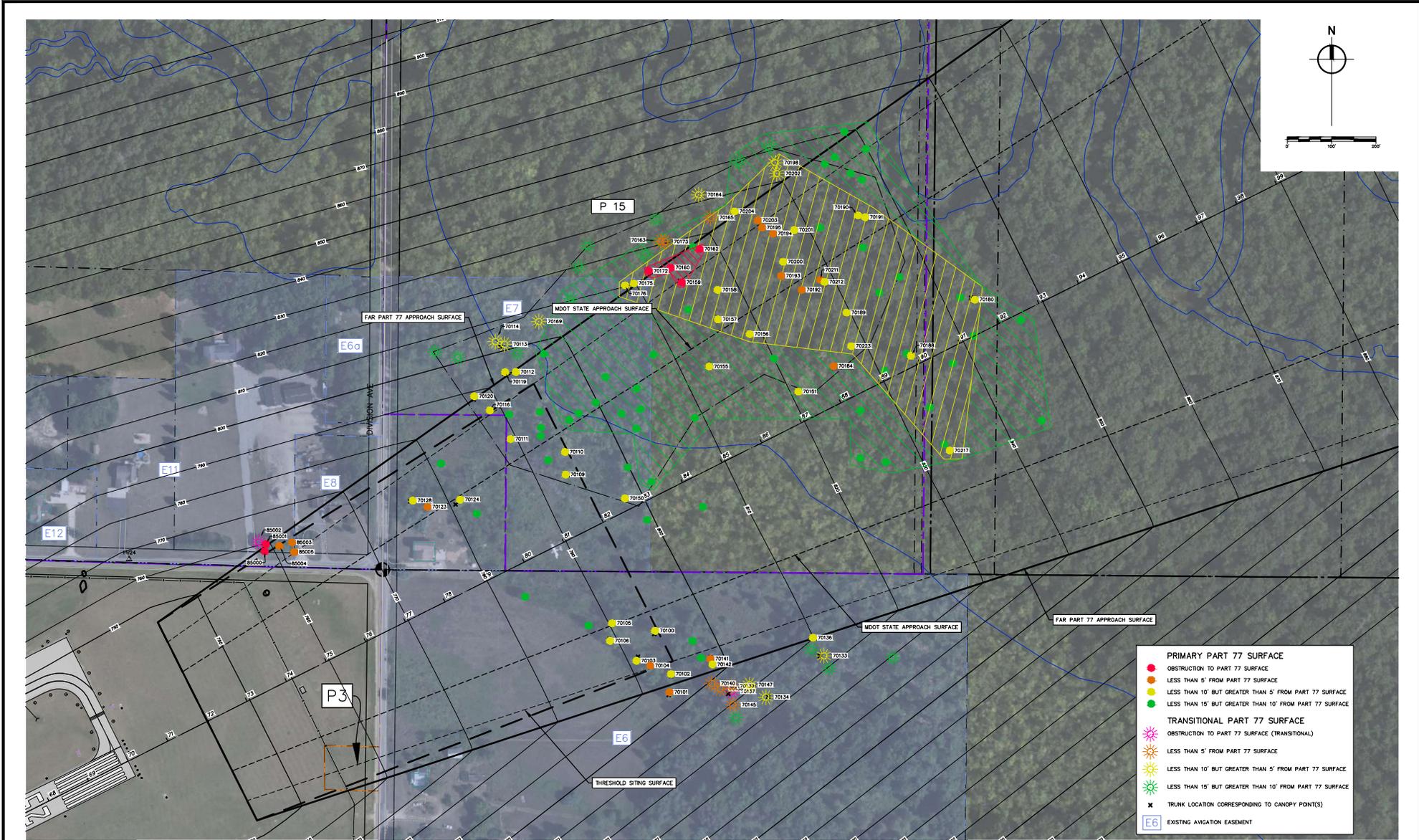
2026 Upcoming Projects

Several major safety, infrastructure, and capacity projects are scheduled for 2026, including:

- Final inspection and commissioning of the Jet Fuel Farm (February)
- Tree removal continues on airport property east of the runway (when conditions allow)
- Construction of two new taxiway connectors (June)
- Reconstruction of the taxiway connecting the apron to Taxiway Alpha (June)
- Removal of the midfield taxiway connector as mandated by the FAA (July)
- Construction of two new taxi lanes to facilitate a new t-hangar and new private/public hangars (September)
- Construction of new four-unit T-hangar (October and November)
- Completion of the Vriesenga and Gilchrist hangars
- Demolition of the old H-row t-hangars (six units) to facilitate flight school expansion in that area per the Airport Layout Plan (ALP)
- Construction of a new Sparta Aviation Flight School hangar for aircraft storage
- Construction of an addition to the existing flight school hangar to provide office space for ground instruction along with breakroom and restroom facilities.

Despite challenging winter conditions, Sparta Municipal Airport remains financially stable, operationally resilient, and well-positioned for continued growth in 2026.

Removal of obstructions depicted in orange (within 5' of approach surface) slated for 2026. The trees depicted in red were removed in 2024.



- PRIMARY PART 77 SURFACE**
- OBSTRUCTION TO PART 77 SURFACE
- LESS THAN 5' FROM PART 77 SURFACE
- LESS THAN 10' BUT GREATER THAN 5' FROM PART 77 SURFACE
- LESS THAN 15' BUT GREATER THAN 10' FROM PART 77 SURFACE
- TRANSITIONAL PART 77 SURFACE**
- ✱ OBSTRUCTION TO PART 77 SURFACE (TRANSITIONAL)
- ✱ LESS THAN 5' FROM PART 77 SURFACE
- ✱ LESS THAN 10' BUT GREATER THAN 5' FROM PART 77 SURFACE
- ✱ LESS THAN 15' BUT GREATER THAN 10' FROM PART 77 SURFACE
- ✱ TRUNK LOCATION CORRESPONDING TO CANOPY POINT(S)
- E6** EXISTING AVIATION EASEMENT

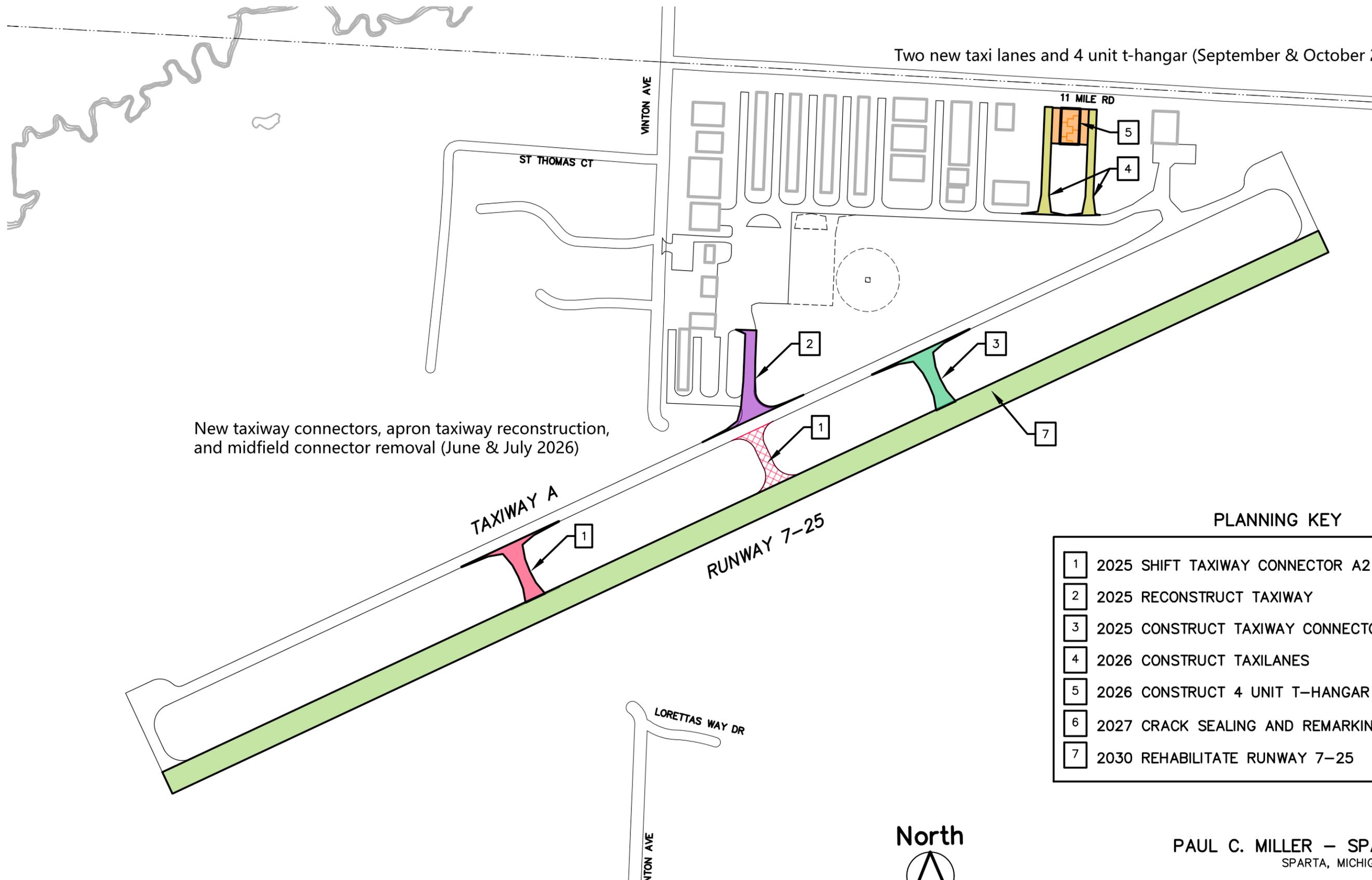
\\\s\GIS\PROJECTS\2022\75_APPROACH_SURVEY\DRAWINGS\75_APPROACH_SURVEY_2022\75_APPROACH_SURVEY_2022.dwg - 10/10/2023 - 10:00am - P:\miller - Paul C. Miller

NO.	REVISIONS	BY	DATE	DRAWN
				STAFF
				DATE
				JUL '23
				CHECKED
				B.J.M.
				DATE
				JUL '23



PAUL C. MILLER — SPARTA AIRPORT SPARTA, MICHIGAN	PROJECT NO. 2211067
RUNWAY 7-25 APPROACH SURVEY RUNWAY 25 OBSTRUCTIONS	SHEET NO. 2 OF 3

Two new taxi lanes and 4 unit t-hangar (September & October 2026)



New taxiway connectors, apron taxiway reconstruction, and midfield connector removal (June & July 2026)

PLANNING KEY

1	2025 SHIFT TAXIWAY CONNECTOR A2
2	2025 RECONSTRUCT TAXIWAY
3	2025 CONSTRUCT TAXIWAY CONNECTOR
4	2026 CONSTRUCT TAXILANES
5	2026 CONSTRUCT 4 UNIT T-HANGAR
6	2027 CRACK SEALING AND REMARKING (NOT SHOWN)
7	2030 REHABILITATE RUNWAY 7-25

North



SCALE: 1" = 300'

PAUL C. MILLER — SPARTA AIRPORT
SPARTA, MICHIGAN

2025 ACIP SKETCH

Prein&Newhof
2240833
MAY 2025

P:\AIRPORT\CLIENTS\SPARTA - SPARTA PAUL C MILLER AIRPORT\ACIP\2025 ACIP_2025-05-20.DWG - BUREAU - May 20 2025 - 10:30am - Paul Miller

MICHIGAN STATE BLOCK GRANT PROGRAM
AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP)

Airport Name: Paul C. Miller-Sparta

Date Prepared: 10/17/2025

Associated City: Sparta

Sponsor Name: City of Sparta

Airport Identifier: 8D4

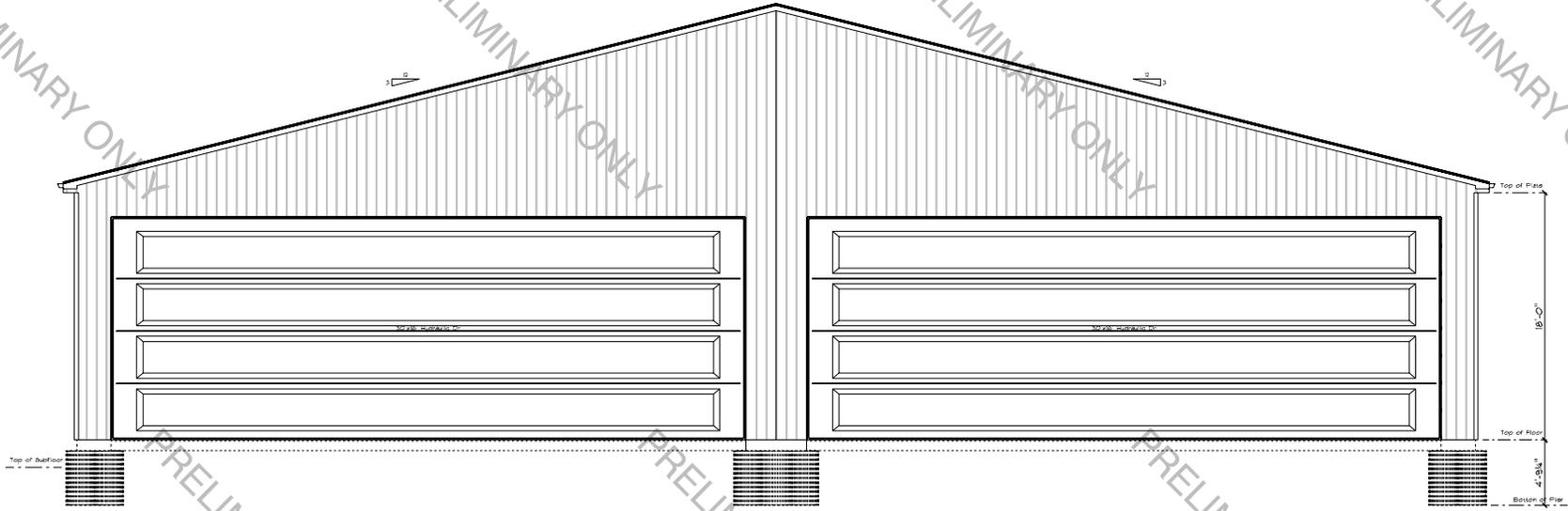
Dev. Year	Project Description	Concept #	ACIP Code	IJA Entitlement	Apportionment	Discretionary	State	Local	Total	Project Description (Long)
2026	Construct/Modify/Improve/Rehab Hangar-3 Unit T-Hangar-Construction	221599	OTRVHG	\$497,135			\$26,165	\$76,700	\$600,000	No Rev-Gen docs required since using IJA. Will have bid alt for an additional hangar unit if budget allows.
2026	Construct Taxiway-400' (to TDG 1A/1B stds)-Construction	221598	STTLCO	\$161,500			\$8,500		\$170,000	
2026	Construct Taxiway-400' (to TDG 1A/1B stds)-Construction	225317	STTLCO		\$235,125		\$6,188	\$6,188	\$247,500	
2027	Reconstruct Airfield Signage/Markings-Remarking Only-Construction	219824	RCAFSG		\$18,000		\$1,000	\$1,000	\$20,000	
2027	Reseal Runway-Airfield Crack Sealing-Construction	219823	RSRWIM		\$34,650		\$1,925	\$1,925	\$38,500	
2029	Rehabilitate Runway-7/25-Design	213246	RERWIM		\$108,000		\$6,000	\$6,000	\$120,000	2024 PCI = 71. Ex. 4,033 x 75'.
2030	Rehabilitate Runway-7/25-Construction	202077	RERWIM		\$440,870	\$1,089,130	\$85,000	\$85,000	\$1,700,000	2024 PCI = 71. Ex. 4,033 x 75'.
2031	Rehabilitate Taxiway-A-Design	225318	RETWIM		\$72,000		\$4,000	\$4,000	\$80,000	2024 PCI = 69. Ex 4500' x 35'.
2032	Rehabilitate Taxiway-A-Construction	225319	RETWIM		\$228,000	\$762,000	\$55,000	\$55,000	\$1,100,000	2024 PCI = 69. Ex. 4500' x 35'.

PRELIMINARY ONLY

PRELIMINARY ONLY

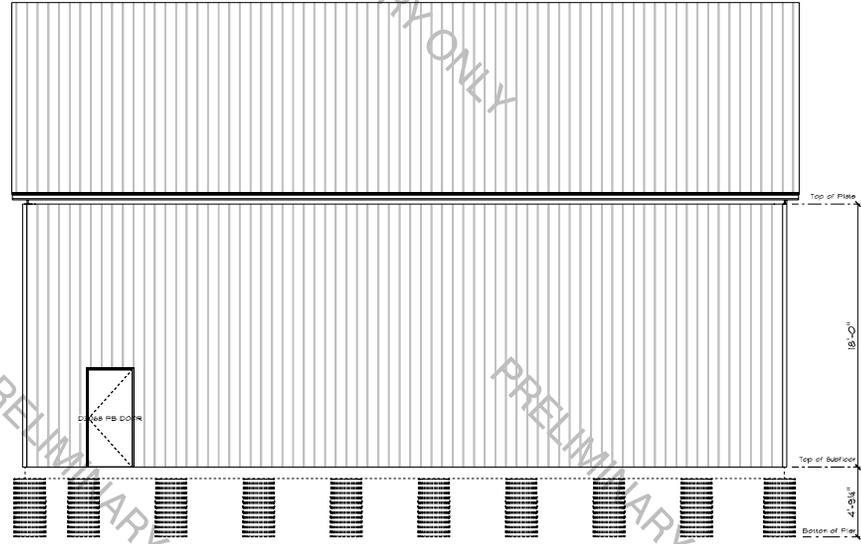
PRELIMINARY ONLY

PRELIMINARY ONLY



FRONT ELEVATION

SCALE: 1/4" = 1'-0"



RIGHT ELEVATION

SCALE: 1/4" = 1'-0"

PRELIMINARY ONLY

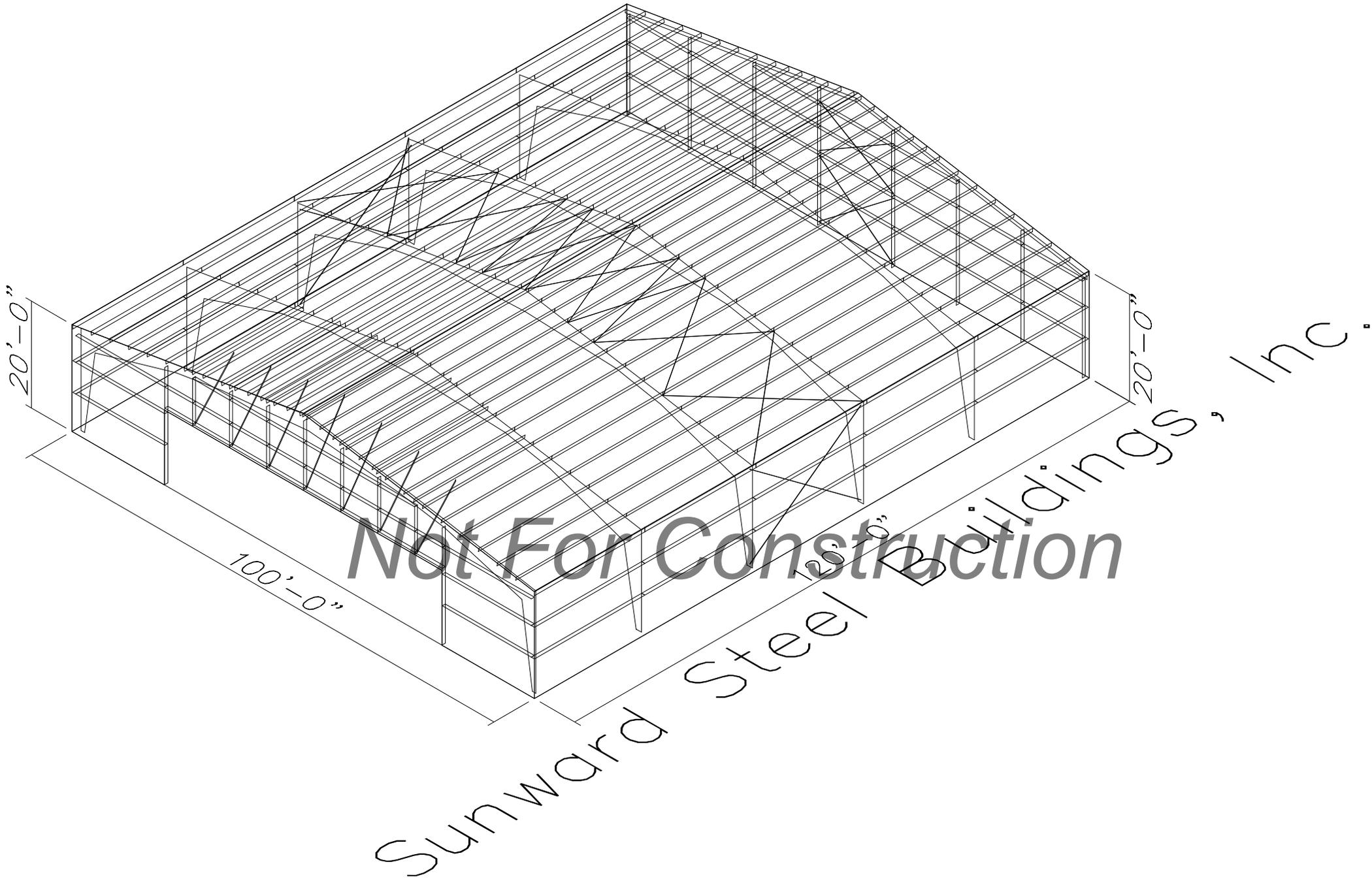
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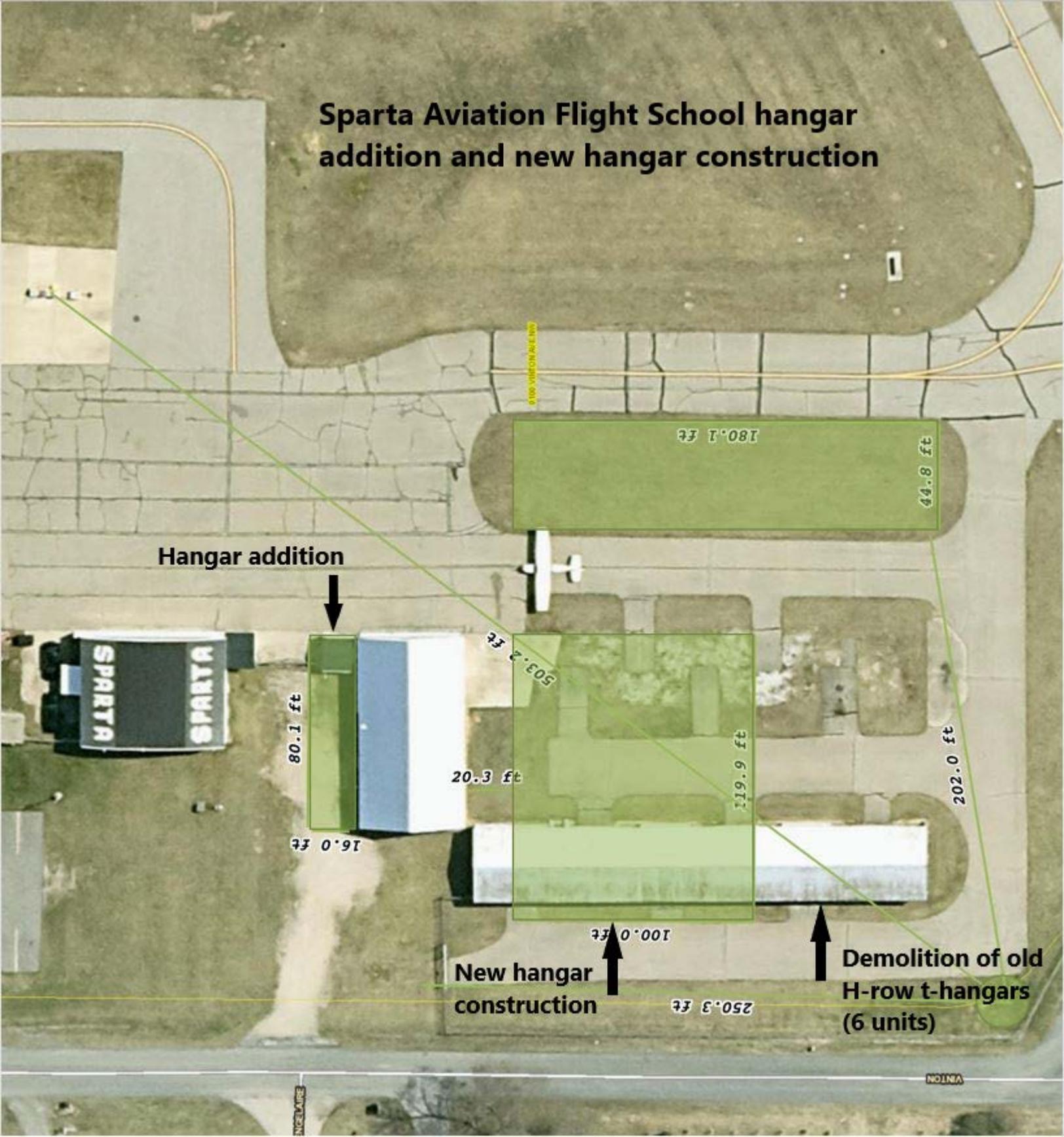
PRELIMINARY ONLY

 DeWitt Lumber Co. PHONE: 562-945-2400 725 Spring St. Baraband MI 48310 MOBILE: 562-945-1626 buyn@dwittlumber.com	APPROVED: _____ CHECKED BY: _____	PAGE: 4/5 ELEVATIONS: 1
	SCALE: 1/4" = 1'-0" DRAWN BY: Lonnie Hugin DATE: Monday, October 27, 2025	TOTAL BUILDING SFP: 5324.0 PHONE: _____ EMAIL: _____ 290 N Mill Rd Sparta Michigan 49345

Sparta Aviation Flight School hangar concept proposed for 2026 construction



Sparta Aviation Flight School hangar addition and new hangar construction



Hangar addition

80.1 ft

16.0 ft

20.3 ft

509.2 ft

119.9 ft

180.1 ft

44.8 ft

202.0 ft

New hangar construction

100.0 ft

250.3 ft

Demolition of old H-row t-hangars (6 units)

VINTON

ENCLOSURE



ACTION MEMO

Staff Communication

DATE: February 10, 2026
TO: Village President Whalen and Members of Council
FROM: William Hunter, Director of Public Works
RE: DPW Monthly Update

Water Treatment Plant – January 2026 MOR Summary

Pumpage

- Total Water Treated: 11.342 million gallons
- Average Daily Pumpage: 0.366 million gallons per day (MGD)
- Maximum Daily Pumpage: 0.664 million gallons

Chlorination

- Pre-Chlorine Applied: 144.97 lbs.
- Post-Chlorine Applied: 188.2 lbs.

These values represent total monthly chlorine usage, not daily averages or combined dosing.

- Average Distribution System Residuals:
 - Free Chlorine: 0.70 mg/L
 - Total Chlorine: 0.90 mg/L
- Distribution Residual Range:
 - Free: 0.42 – 1.05 mg/L
 - Total: 0.79 – 1.10 mg/L

Fluoride

- Hydrofluorosilicic Acid Applied: 60.98 lbs
- Average Plant Tap Fluoride Residual: 0.52 mg/L

Iron Removal, Softening, and Operations

- Iron removal and softening systems operated throughout January.

- The MOR documents:
 - Chlorine pump issues
 - Control and wiring issues
 - Calibration period for the new finished water meter

These operational limitations required additional staff intervention and are directly related to the water plant control panel and UPS modification proposal currently under review.

Bacteriological Compliance

- All required bacteriological samples were collected.
- No total coliform detected.
- No repeat samples were required.

Water, Sewer, and Utility Operations

- January 16 – Boil Water Advisory was officially lifted for the 100–200 block of Division Street following required sampling and verification.
- January 22 – February 10 – Significant troubleshooting at the Water Treatment Plant related to:
 - Faulty underground wiring to the chlorine room
 - Mixing valve control wiring issues
 - Control faults preventing proper plant reset following emergency conditions

These issues explain recent manual operation requirements and support the need for proposed control system upgrades.

- January 31 – Continued work on telemetry and communications issues at the Water Treatment Plant.
- February 1 – Emergency response to a reported private sewer backup; investigation and follow-up completed.

Capital Projects, Planning, and Engineering

- January 18 – Worked with Visser Brothers to investigate a roof leak at the Village Complex; issue identified as a seam failure and repaired by the contractor.
- January 19 – Submitted a road resurfacing summary to the Kent County Road Commission for FY 2026, including asphalt tonnage estimates and pavement core data.
- January 19 – Updated construction cost estimates for projects under consideration for future grant funding.
- January 21 – Coordinated with neighboring property owner at the Wastewater Treatment Plant to obtain a construction easement for upcoming work.
- January 22 – Prepared and released an RFP for the Ecklin Street Project.
 - Bids scheduled to be opened March 11
 - Recommendation anticipated for the March Village Council meeting
- January 23 – Prepared and released an RFP for relocation of an existing natural gas generator from the Wastewater Treatment Plant to the Applewood Lift Station, which will place at least half of the Village’s lift stations on generator backup.
- January 26 – Worked with Wolverine Power Systems to address generator issues at multiple sites.
 - At the Police Station, a generator faulted due to low gas pressure.

- Coordinated with DTE to replace a faulty regulator; the generator returned to service.

Winter Maintenance & DPW Operations

DPW crews continued extensive winter operations throughout the reporting period, including plowing, salting, ice control, and equipment upkeep.

- January 15 – Equipment maintenance and sewer lift station checks
- January 16–23 – Snow removal and ice control on local and major streets; equipment maintenance
- January 26–30 – Continued snow and ice control operations and general DPW maintenance
- February 2–6 – Snow removal, ice control, equipment maintenance, and general DPW work
- February 9 – Snow removal and ice control; park maintenance; sewer collection system maintenance; general DPW maintenance
- February 10 – Snow removal and ice control; general DPW maintenance

Public Communication

- January 26 – Prepared and issued a public notice explaining that sidewalk snow removal is being completed using blowers rather than plows, and that this method requires additional time to complete.



ACTION MEMO

Staff Communication

DATE: February 10, 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

Summary:

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

January 2026 Flow Data

Wastewater Treatment Plant flow:

- 18.073 Million gallons treated for the month
- 1.205 Million gallons maximum daily flow
- 0.583 Million gallons per day average flow

Algoma Township flow:

- 1,076,052 gallons treated for the month
- 61,656 gallons maximum daily flow
- 34,711 gallons per day average flow

Significant Events/Emergency Callouts:

We had a significant rain event starting overnight on 1/8 and into 1/9. Our average flow for the day was 1.205 MGD with peak flows of 3 MGD. This is substantially higher than our design flow of 1.2 MGD, and that is with a fully functioning facility. Due to this we had solids that washed over the weirs of our final clarifiers causing high effluent total suspended solids and high phosphorous, resulting in violations with EGLE.

- 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.
- Started quarterly hexavalent chromium sampling on 1/12.
- Primary clarifier Telescoping Return Valve was plugged on 1/14, potentially caused by the heavy rain event bringing in excess grit. Plumbers Environmental was out 1/16 to assist in jetting the line. Waste Recovery was out 1/27 and 1/29 to continue jetting.
- Biotech Agronomics was on-site 1/16 to grab annual Biosolids PFAS sample.
- Activated Sludge waste line going into Digester 4 was frozen the morning of 1/19 due to in-ground valves leaking by. There is no easy way to thaw this line out. We are still able to use Digester 1.
- Asset Management Plan Annual Report was submitted to EGLE on 1/20.
- Bleach line was frozen on 1/24 and 1/25. We made some improvements to the system and that seems to have fixed the issue.
- Plumbers was on-site taking sludge for the Allendale WRRF seeding project.
- Wolverine was on-site 1/29 doing semi-annual maintenance on our three generators.
- Finished quarterly hexchrome testing on 1/30.
- Submitted Biosolids PFAS Monitoring Report to EGLE on 2/3.
- Power outage on 2/6.
- Continuing to work through primary clarifier TRV plugging issues.
- Diagnosing and adjusting our new disinfection and dechlorination plan due to detention time and flow changes.
- Continuing to diagnose filamentous bacteria problems causing poor settling.
- Continuing to work through and maintain plugging TRVs and gate valves throughout the plant.

WWTP Construction Updates:

- The Village and F&V have been converting our existing Train 2 RAS building into temporary laboratory space while the new process control building is being built.
- Windemuller on-site starting 2/2 to assist with temporary lab setup, looking into running temporary power for new Digester blowers in existing lab, and Train 1 thickener building demolition.

Sparta Area Business Owners Welcome

Sparta
Chamber Of
Commerce



Presents...

OUTLAWS NIGHT

THURSDAY, MARCH 5
5 P.M. - 8 P.M.



*Kick up your
heels for easy
step-by-step
line dance
instruction!*

At a Sparta Chamber Member:
The Casnovia Barn

14118 Kenowa Avenue
Casnovia, MI 49318

**Buffet Dinner, Drinks,
Entertainment, & Raffle items**

**Best Dressed Western Attire
Prizes Awarded**

RSVP your leadership team to:
SpartaToday@spartami.org
No later than Feb. 27th 2026





Chiefs Report January 22, 2026

New Business:

1. Year-end:
 1. We ended with 1070 calls for service for 2025
 2. Annual report will be available in February

2. NFIRS transition to NERIS:
 1. The National Fire Incident Report System (NFIRS) was started in the mid 70's, and the system has not seen many changes. A new system was designed, and it's called the National Emergency Report Incident System (NERIS) and has been rolling out across the country since mid-2025. On January 1, 2026, we transitioned into the new system. This allows for more accurate reporting of incidents that were not possible with NFIRS.
 2. We can get more real-time data and see what other departments in the area or of our size are responding to
 3. This system allows us to enter information more accurately:
 1. A vehicle fire in NFIRS was only a car fire
 2. NERIS will allow us to add information such as an EV or a hybrid type vehicle
 4. With this transition, there will be some learning curves, and pulling data will take some time to learn and access

3. Monthly report (from December 15, 2025 thru January 18, 2026)
 1. Fire calls (NFIRS 100 classifications)
 1. 475 W. Spartan Drive (High School) – fire in the auditorium
 2. 89 Pearl St – fire in the stove (out upon or arrival) – Auto aid from Kent City and Alpine
 - 3.

 2. Explosions calls (NFIRS 200 classifications)

 3. Rescue calls, including accidents (NFIRS 3- classifications)
 1. M37 and 13-mile – no injuries; however, one driver fled the scene on foot
 2. Alpine Ave north of 12-mile – slide off in the ditch with no injuries
 3. 9700 block of Fruit Ridge – slide off with no injuries
 4. Sparta Ave and 17-mile – mutual aid to Kent City on an unknown accident: no injuries
 - 5.

 4. Hazardous Conditions (NFIRS 400 classifications)
 1. 129 Gardner – gas leak
 2. 9740 Laubach – carbon monoxide incident
 3. Alpine Ave north of 12-mile – tree across the road
 4. 203 Harper Dr – wire down

5. Service calls (NFIRS 500 classifications)

6. Good intent calls (NFIRS 600 classifications)
 1. 2 - cancelled call after being dispatched
 2. 35 Anderson – odor of smoke (nothing located)

7. False alarms (NFIRS 700 classifications)
 1. 235 E. Spartan Dr. (Appleview School)
 2. 65 S. Union – fire detector activation (bad detector)
 3. 240 Harper Dr – smoke detector activation from cooking
 4. 291 Clark – CO Alarm activation (false)
 5. 8770 N Division – CO alarm activation (false)
 - 6.
 - 7.

8. Severe Weather incident (NFIRS 800 classifications)

9. Special incidents (NFIRS 900 classifications)



STATE OF MICHIGAN
JOCELYN BENSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

January 2, 2026

Sparta Area Fire Authority
Attn: Mark E. Nettleton
900 Monroe Ave NW
Grand Rapids, Mi 49503

RE: Articles of Incorporation to Establish Sparta Area Fire Authority

Dear Mark E. Nettleton:

This letter acknowledges receipt on December 26, 2025, a certified copy of the Articles of Incorporation establishing the Sparta Area Fire Authority for the Township of Sparta and the Village of Sparta, in accordance with the provisions of Act 57, Public Acts of 1988.

Sincerely,

Michigan Department of State
Office of the Great Seal
(517) 241-1832

JAN 12 2025



Sparta Police Department

Andrew M. Milanowski
Chief of Police

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

MONTHLY REPORT January 2026

Crime Report Information:

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

Incidents of interest

Sgt. Price was contact by the Sparta school district in reference to a larceny case. He was able to identify the subject in a matter of hours, made contact with the subject who confessed to stealing from the school. He then met with the suspect and obtained the property back. Charges were filed and a warrant was issued. The suspect will now be summoned into court.

Traffic

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

Parking Citations for January

Thirty-seven (37)

Department Issues

I hired another part-time officer. Her name is Carissa Morgan. She has passed the background investigation and been sworn in; however, I am still waiting for MCOLES to put her on my roster.

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
01/01/2026	01/31/2026	ALL

Incident	Rprt Date	Description	Area	Officer	Status
					Count: 1
26-000361	01/07/2026			NATHAN, ALEXANDER WELSH	Closed
<i>2 CAR CRASH</i>					Count: 1
26-000534	01/31/2026	2 CAR CRASH		JONES, CALEB	Closed
<i>2 CAR PDA</i>					Count: 1
26-000438	01/17/2026	2 CAR PDA		JONES, CALEB	Closed
<i>ACCIDENTAL TASER DISCHARGE</i>					Count: 1
26-000539	01/31/2026	ACCIDENTAL TASER DISCHARGE		KUSMIERSKI, TRAVIS	Closed
<i>ALARM</i>					Count: 1
26-000357	01/07/2026	ALARM		NATHAN, ALEXANDER WELSH	Closed
<i>ALARM - UNFOUNDED</i>					Count: 2
26-000377	01/08/2026	ALARM - UNFOUNDED		WYNBEEK, LEAH	Closed
26-000378	01/08/2026	ALARM - UNFOUNDED		WYNBEEK, LEAH	Closed
<i>AREA CHECK</i>					Count: 1
26-000388	01/10/2026	AREA CHECK		BULTSMA, ZACHARY NEAL	Closed
<i>ASSAULT AND BATTERY</i>					Count: 1
26-000352	01/06/2026	ASSAULT AND BATTERY		BULTSMA, ZACHARY NEAL	Closed
<i>ASSAULT NON COOPERATIVE</i>					Count: 1
26-000532	01/31/2026	ASSAULT NON COOPERATIVE		WYNBEEK, LEAH	Closed
<i>ASSIST</i>					Count: 4
26-000382	01/09/2026	ASSIST		NATHAN, ALEXANDER WELSH	Closed
26-000464	01/21/2026	ASSIST		PRICE, DAVE	Closed
26-000478	01/24/2026	ASSIST		SOULES, CALEB HOWARD	Closed
26-000518	01/29/2026	ASSIST		SOULES, CALEB HOWARD	Open
<i>ASSIST / FIREARM PARTS</i>					Count: 1
26-000011	01/26/2026	ASSIST / FIREARM PARTS		ALT, BROOKE L	Open
<i>ASSIST CITIZEN</i>					Count: 4
26-000411	01/13/2026	ASSIST CITIZEN		NATHAN, ALEXANDER WELSH	Closed
26-000440	01/17/2026	ASSIST CITIZEN		NATHAN, ALEXANDER WELSH	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
01/01/2026	01/31/2026	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>ASSIST CITIZEN</i>					Count: 4
26-000441	01/17/2026	ASSIST CITIZEN		NATHAN, ALEXANDER WELSH	Closed
26-000498	01/27/2026	ASSIST CITIZEN		NATHAN, ALEXANDER WELSH	Closed
<i>ASSIST COUNTY WITH DOMESTIC</i>					Count: 1
26-000432	01/15/2026	ASSIST COUNTY WITH DOMESTIC		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST COUNTY WITH OWI</i>					Count: 1
26-000328	01/01/2026	ASSIST COUNTY WITH OWI		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST CPS</i>					Count: 1
26-000514	01/28/2026	ASSIST CPS		SOULES, CALEB HOWARD	Closed
<i>ASSIST EMS</i>					Count: 1
26-000537	01/31/2026	ASSIST EMS		NATHAN, ALEXANDER WELSH	Closed
<i>ASSIST FIRE W/ DOG WATER RESCUE</i>					Count: 1
26-000462	01/21/2026	ASSIST FIRE W/ DOG WATER RESCUE		JONES, CALEB	Closed
<i>ASSIST GRPD</i>					Count: 1
26-000471	01/22/2026	ASSIST GRPD		JONES, CALEB	Closed
<i>ASSIST KCSO</i>					Count: 1
26-000375	01/08/2026	ASSIST KCSO		NATHAN, ALEXANDER WELSH	Closed
<i>ASSIST KCSO SLIDE OFF</i>					Count: 1
26-000472	01/22/2026	ASSIST KCSO SLIDE OFF		BULTSMA, ZACHARY NEAL	Closed
<i>ASSIST KENT COUNTY</i>					Count: 1
26-000451	01/18/2026	ASSIST KENT COUNTY		WYNBEEK, LEAH	Closed
<i>ASSIST MEDICAL</i>					Count: 2
26-000523	01/29/2026	ASSIST MEDICAL		KUSMIERSKI, TRAVIS	Closed
26-000533	01/31/2026	ASSIST MEDICAL		JONES, CALEB	Closed
<i>ASSIST MSP</i>					Count: 1
26-000474	01/23/2026	ASSIST MSP		SOULES, CALEB HOWARD	Turned Over
<i>ASSIST OTHER LE AGENCY</i>					Count: 1
26-000493	01/26/2026	ASSIST OTHER LE AGENCY		NATHAN, ALEXANDER WELSH	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
01/01/2026	01/31/2026	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>ASSIST WITH CRASH / OWI</i>					Count: 1
26-000527	01/30/2026	ASSIST WITH CRASH / OWI		KUSMIERSKI, TRAVIS	Closed
<i>ATL STOLEN VEHICLE</i>					Count: 1
26-000468	01/22/2026	ATL STOLEN VEHICLE		JONES, CALEB	Closed
<i>BARKING DOG</i>					Count: 1
26-000429	01/15/2026	BARKING DOG		KUSMIERSKI, TRAVIS	Closed
<i>BLOCKING VEHICLE</i>					Count: 1
26-000469	01/22/2026	BLOCKING VEHICLE		JONES, CALEB	Closed
<i>BROADCAST</i>					Count: 1
26-000373	01/08/2026	BROADCAST		NATHAN, ALEXANDER WELSH	Closed
<i>CHILD CUSTODY</i>					Count: 1
26-000503	01/27/2026	CHILD CUSTODY		NATHAN, ALEXANDER WELSH	Closed
<i>CHILD CUSTODY EXCHANGE</i>					Count: 1
26-000381	01/09/2026	CHILD CUSTODY EXCHANGE		NATHAN, ALEXANDER WELSH	Closed
<i>CIVIL ASSIST</i>					Count: 1
26-000356	01/07/2026	CIVIL ASSIST		BULTSMA, ZACHARY NEAL	Closed
<i>CIVIL ISSUE</i>					Count: 3
26-000346	01/05/2026	CIVIL ISSUE		NATHAN, ALEXANDER WELSH	Closed
26-000422	01/14/2026	CIVIL ISSUE		SOULES, CALEB HOWARD	Closed
26-000482	01/25/2026	CIVIL ISSUE		SOULES, CALEB HOWARD	Closed
<i>CRIMINAL HISTORY CHECKS</i>					Count: 5
26-000001	01/05/2026	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
26-000004	01/12/2026	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
26-000008	01/16/2026	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
26-000010	01/20/2026	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
26-000014	01/29/2026	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
<i>CRIMINAL HISTORY CHECKS LTP</i>					Count: 1
26-000006	01/14/2026	CRIMINAL HISTORY CHECKS LTP		ALT, BROOKE L	Closed
<i>CRUISER VS DEER</i>					Count: 1
26-000481	01/25/2026	CRUISER VS DEER		SIETSEMA, ETHAN	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
01/01/2026	01/31/2026	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>CSC</i>					Count: 1
26-000340	01/04/2026	CSC		WYNBEEK, LEAH	Closed
<i>DEER</i>					Count: 1
26-000389	01/12/2026	DEER		NATHAN, ALEXANDER WELSH	Closed
<i>DISORDERLY SUBJECT</i>					Count: 1
26-000516	01/28/2026	DISORDERLY SUBJECT		SIETSEMA, ETHAN	Closed
<i>DOG LEFT IN VEHICLE</i>					Count: 1
26-000334	01/02/2026	DOG LEFT IN VEHICLE		KUSMIERSKI, TRAVIS	Closed
<i>DOMESTIC</i>					Count: 1
26-000435	01/16/2026	DOMESTIC		NATHAN, ALEXANDER WELSH	Open
<i>DOMESTIC ASSAULT</i>					Count: 1
26-000436	01/17/2026	DOMESTIC ASSAULT		BULTSMA, ZACHARY NEAL	Closed
<i>DOMESTIC SITUATIONS / THREATS</i>					Count: 1
26-000339	01/03/2026	DOMESTIC SITUATIONS / THREATS		WYNBEEK, LEAH	Closed
<i>DRIVING VIOLATION (NO OPS)</i>					Count: 1
26-000484	01/25/2026	DRIVING VIOLATION (NO OPS)		BULTSMA, ZACHARY NEAL	Cleared by Arrest
<i>DRIVING WHILE LICENSE SUSPENDED</i>					Count: 1
26-000433	01/16/2026	DRIVING WHILE LICENSE SUSPENDED		NATHAN, ALEXANDER WELSH	Closed
<i>ECHO / DOA</i>					Count: 1
26-000434	01/16/2026	ECHO / DOA		JONES, CALEB	Open
<i>FALSE ALARM</i>					Count: 1
26-000360	01/07/2026	FALSE ALARM		KUSMIERSKI, TRAVIS	Closed
<i>FOUND WALLET</i>					Count: 1
26-000486	01/26/2026	FOUND WALLET		JONES, CALEB	Closed
<i>FRAUDULENT DEBIT CARD USE</i>					Count: 1
26-000362	01/07/2026	FRAUDULENT DEBIT CARD USE		KUSMIERSKI, TRAVIS	Open
<i>HANDICAP PARKING</i>					Count: 1
26-000452	01/18/2026	HANDICAP PARKING		JONES, CALEB	Closed
<i>HIT & RUN</i>					Count: 1
26-000428	01/15/2026	HIT & RUN		KUSMIERSKI, TRAVIS	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
01/01/2026	01/31/2026	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>HIT AND RUN</i>					Count: 1
26-000515	01/28/2026	HIT AND RUN		SOULES, CALEB HOWARD	Closed
<i>JUVENILE ASSIST</i>					Count: 1
26-000454	01/18/2026	JUVENILE ASSIST		WYNBEEK, LEAH	Closed
<i>JUVENILE CSC</i>					Count: 1
26-000526	01/30/2026	JUVENILE CSC		JONES, CALEB	Open
<i>JUVENILE RUNAWAY</i>					Count: 1
26-000420	01/13/2026	JUVENILE RUNAWAY		WYNBEEK, LEAH	Closed
<i>LARCENY</i>					Count: 1
26-000504	01/27/2026	LARCENY		NATHAN, ALEXANDER WELSH	Closed
<i>LARCENY FROM AUTO</i>					Count: 1
26-000500	01/27/2026	LARCENY FROM AUTO		JONES, CALEB	Closed
<i>LARCENY FROM VEHICLE</i>					Count: 1
26-000380	01/09/2026	LARCENY FROM VEHICLE		WYNBEEK, LEAH	Closed
<i>LARCENY/THEFT</i>					Count: 1
26-000386	01/09/2026	LARCENY/THEFT		NATHAN, ALEXANDER WELSH	Closed
<i>LOCAL RECORDS CHECK</i>					Count: 8
26-000002	01/12/2026	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
26-000003	01/12/2026	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
26-000005	01/13/2026	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
26-000007	01/15/2026	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
26-000009	01/20/2026	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
26-000012	01/26/2026	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
26-000013	01/28/2026	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
26-000015	01/30/2026	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
<i>LOCKOUT</i>					Count: 2
26-000475	01/23/2026	LOCKOUT		SOULES, CALEB HOWARD	Closed
26-000513	01/28/2026	LOCKOUT		SOULES, CALEB HOWARD	Closed
<i>LOST DOG</i>					Count: 1
26-000353	01/06/2026	LOST DOG		BULTSMA, ZACHARY NEAL	Closed
<i>MED - ECHO</i>					Count: 1
26-000327	01/01/2026	MED - ECHO		SOULES, CALEB HOWARD	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
01/01/2026	01/31/2026	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>MONEY DISPUTE</i>					Count: 1
26-000535	01/31/2026	MONEY DISPUTE		JONES, CALEB	Open
<i>OBSTRUCTING JUSTICE</i>					Count: 2
26-000404	01/12/2026	OBSTRUCTING JUSTICE		NATHAN, ALEXANDER WELSH	Closed
26-000412	01/13/2026	OBSTRUCTING JUSTICE		NATHAN, ALEXANDER WELSH	Closed
<i>PDA</i>					Count: 2
26-000351	01/06/2026	PDA		BULTSMA, ZACHARY NEAL	Closed
26-000455	01/19/2026	PDA		SOULES, CALEB HOWARD	Closed
<i>PDHR</i>					Count: 1
26-000490	01/27/2026	PDHR		NATHAN, ALEXANDER WELSH	Closed
<i>POSSIBLE LARCENY FROM DROP OFF BIN</i>					Count: 1
26-000341	01/02/2026	POSSIBLE LARCENY FROM DROP OFF BIN		KUSMIERSKI, TRAVIS	Closed
<i>PPDA</i>					Count: 3
26-000421	01/14/2026	PPDA		SOULES, CALEB HOWARD	Closed
26-000476	01/23/2026	PPDA		SOULES, CALEB HOWARD	Closed
26-000488	01/26/2026	PPDA		JONES, CALEB	Closed
<i>PRIVATE PROPERTY PDA</i>					Count: 1
26-000519	01/29/2026	PRIVATE PROPERTY PDA		PRICE, DAVE	Closed
<i>PROVATE PROPERTY ACCIDENT</i>					Count: 1
26-000463	01/21/2026	PROVATE PROPERTY ACCIDENT		JONES, CALEB	Closed
<i>R&O / DISORDERLY</i>					Count: 1
26-000531	01/30/2026	R&O / DISORDERLY		KUSMIERSKI, TRAVIS	Closed
<i>RECKLESS DRIVING</i>					Count: 1
26-000439	01/18/2026	RECKLESS DRIVING		JONES, CALEB	Closed
<i>RUNAWAY JUVENILE</i>					Count: 2
26-000425	01/14/2026	RUNAWAY JUVENILE		SOULES, CALEB HOWARD	Closed
26-000470	01/22/2026	RUNAWAY JUVENILE		JONES, CALEB	Closed
<i>SUICIDAL STATEMENTS</i>					Count: 1
26-000342	01/04/2026	SUICIDAL STATEMENTS		JONES, CALEB	Closed
<i>SUICIDAL SUBJECT</i>					Count: 2
26-000355	01/06/2026	SUICIDAL SUBJECT		BULTSMA, ZACHARY NEAL	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
01/01/2026	01/31/2026	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>SUICIDAL SUBJECT</i>					Count: 2
26-000525	01/29/2026	SUICIDAL SUBJECT		KUSMIERSKI, TRAVIS	Closed
<i>SUSPICIOUS</i>					Count: 4
26-000329	01/02/2026	SUSPICIOUS		BULTSMA, ZACHARY NEAL	Closed
26-000359	01/07/2026	SUSPICIOUS		NATHAN, ALEXANDER WELSH	Closed
26-000473	01/23/2026	SUSPICIOUS		SOULES, CALEB HOWARD	Closed
26-000502	01/27/2026	SUSPICIOUS		NATHAN, ALEXANDER WELSH	Closed
<i>SUSPICIOUS PERSON</i>					Count: 1
26-000430	01/15/2026	SUSPICIOUS PERSON		KUSMIERSKI, TRAVIS	Closed
<i>SUSPICIOUS SITUATION</i>					Count: 3
26-000326	01/01/2026	SUSPICIOUS SITUATION		BULTSMA, ZACHARY NEAL	Closed
26-000477	01/24/2026	SUSPICIOUS SITUATION		SIETSEMA, ETHAN	Closed
26-000480	01/24/2026	SUSPICIOUS SITUATION		SIETSEMA, ETHAN	Closed
<i>SUSPICIOUS SUBJECT</i>					Count: 1
26-000333	01/02/2026	SUSPICIOUS SUBJECT		JONES, CALEB	Closed
<i>THEFT FROM AUTO</i>					Count: 1
26-000501	01/27/2026	THEFT FROM AUTO		JONES, CALEB	Closed
<i>TRAFFIC STOP (NO OPS)</i>					Count: 1
26-000450	01/18/2026	TRAFFIC STOP (NO OPS)		NATHAN, ALEXANDER WELSH	Closed
<i>TRAFFIC STOP / WARRANT ARREST</i>					Count: 1
26-000345	01/05/2026	TRAFFIC STOP / WARRANT ARREST		WYNBEEK, LEAH	Closed
<i>TRESPASS</i>					Count: 2
26-000354	01/06/2026	TRESPASS		BULTSMA, ZACHARY NEAL	Closed
26-000492	01/26/2026	TRESPASS		NATHAN, ALEXANDER WELSH	Closed
<i>UNFOUNDED ALARM</i>					Count: 3
26-000437	01/18/2026	UNFOUNDED ALARM		JONES, CALEB	Closed
26-000467	01/22/2026	UNFOUNDED ALARM		JONES, CALEB	Closed
26-000487	01/26/2026	UNFOUNDED ALARM		JONES, CALEB	Closed
<i>UNKNOWN ACCIDENT</i>					Count: 1
26-000461	01/20/2026	UNKNOWN ACCIDENT		KUSMIERSKI, TRAVIS	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
01/01/2026	01/31/2026	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>VERBAL DOMESTIC</i>					Count: 1
26-000457	01/19/2026	VERBAL DOMESTIC		BULTSMA, ZACHARY NEAL	Closed
<i>VIN VERIFICATION</i>					Count: 1
26-000485	01/26/2026	VIN VERIFICATION		JONES, CALEB	Closed
<i>WARRANT ARREST / DWLS</i>					Count: 1
26-000385	01/09/2026	WARRANT ARREST / DWLS		PRICE, DAVE	Closed
<i>WARRANT PICK UP</i>					Count: 1
26-000479	01/24/2026	WARRANT PICK UP		SOULES, CALEB HOWARD	Cleared by Arrest
<i>WARRANT PICKUP - DISREGARDED</i>					Count: 1
26-000347	01/05/2026	WARRANT PICKUP - DISREGARDED		NATHAN, ALEXANDER WELSH	Closed
<i>WELFARE - DISREGARDED</i>					Count: 1
26-000456	01/19/2026	WELFARE - DISREGARDED		SOULES, CALEB HOWARD	Closed
<i>WELFARE CHECK</i>					Count: 3
26-000343	01/04/2026	WELFARE CHECK		JONES, CALEB	Closed
26-000379	01/08/2026	WELFARE CHECK		WYNBEEK, LEAH	Closed
26-000453	01/18/2026	WELFARE CHECK		WYNBEEK, LEAH	Closed
<i>WIRE</i>					Count: 1
26-000383	01/09/2026	WIRE		NATHAN, ALEXANDER WELSH	Closed
					Total: 132

Ticket Offense Report

Report Criteria:

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

Ticket	Issued Date	Ticket Type	Location	Officer	Count:
<i>257.215 -- Unregistered motor vehicle</i>					1
43936	01/09/2026	Misdemeanor	188 CLARK/S UNION ST	PRICE,DAVE	
<i>257.301(1) -- Drove While License Not Valid</i>					1
44577	01/25/2026	Misdemeanor	590 S STATE/12 MILE RD	BULTSMA,ZACHARY,NEAL	
<i>257.328 -- No Proof of Insurance on a motor vehicle</i>					3
43936	01/09/2026	Misdemeanor	188 CLARK/S UNION ST	PRICE,DAVE	
44556	01/13/2026	Civil Infraction	S STATE ST / E SPARTAN DR NW	WYNBEEK,LEAH	
44576	01/19/2026	Civil Infraction	PROSPECT/E DIVISION	BULTSMA,ZACHARY,NEAL	
<i>257.612 -- Disregarded Stop and Go Light</i>					3
44555	01/08/2026	Civil Infraction	12 MILE /M37	WYNBEEK,LEAH	
43646	01/13/2026	Warning	E DIVISION/N UNION	JONES,CALEB	
44557	01/30/2026	Civil Infraction	S STATE ST / 12 MILE RD NW	WYNBEEK,LEAH	
<i>257.614 -- Disregarded Red Flashing Stop and Go Light</i>					1
44554	01/08/2026	Civil Infraction	STATE/DIVISION	WYNBEEK,LEAH	
<i>257.709 -- Obstructed Vision</i>					1
44604	01/16/2026	Misdemeanor	276 GROVE	NATHAN,ALEXANDER,WELSH	
<i>257.904 -- Drove While License Suspended/Denied/Revoked</i>					2
43936	01/09/2026	Misdemeanor	188 CLARK/S UNION ST	PRICE,DAVE	
44604	01/16/2026	Misdemeanor	276 GROVE	NATHAN,ALEXANDER,WELSH	
Total:					12