

VILLAGE OF SPARTA
Kent County, Michigan
Special Village Council Meeting
Thursday, December 15, 2022 at 5:00 PM
75 N. Union St. (Sparta Civic Center)

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

Also present: DPW Supervisor Dennis Brinks, Village Manager Shay Gallagher, and Village Clerk Katy Shelton.

1. **Call to Order:** The meeting was called to order at 5:00pm.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Roll Call:** Formal roll call was taken. Those in attendance/absent are noted above.
4. **Additions or Corrections to Consent and Business Agenda:**
Consent Agenda:
 - a. None.
5. **Approval of Consent and Business Agenda:**
Motion by Carlstrom with a second by Mais to approve. Motion passed unanimously.
6. **Public Comment for Agenda Item**
Please Note: This Public Comment portion of the meeting is reserved for comment on agenda items.

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.
 - a. None.
7. **Public Hearing**
 - a. None.
8. **Old Business**
 - a. None
9. **New Business**
 - a. Prein & Newhof WWTP Engineer Interview: Mark Prein and Nate VerHeul from Prein & Newhof were present to explain why their company should be the

Engineer of Record for the WWTP in Sparta. They gave a Power Point presentation and then took questions from the Village Manager and Council Members.

- b. SAW Grant Report Presentation (Stormwater/Asset Management/Wastewater program): Kevin Koster, Brian Vilmont, and Peyton Novak from Prein & Newhof discussed the SAW report. They gave a historical account of the SAW program overall since 2002, and then discussed the findings that resulted from that study as they pertained specifically to Sparta.

**The Council recessed after the SAW presentation at 6:29pm for a short break and officially reconvened at 6:34pm.

- c. **Police Chief Contract Discussion:** Police Chief Milanowski's current contract is set to expire in April 2023. When that contract was entered into, it was the Chief's intention to retire at the end of that contract. However, the Chief now would like the Council to consider a contract extension. Having the Chief stay on would provide a number of benefits to the Village with no downside. An 18-month contract extension was originally presented to the Council members. However, after some discussion, the Council thought that a three-year contract, with yearly raises of 3.23%, 3.25%, and 3.25%, would be the best option. Motion by Cumings with a second by Peoples to approve a three-year contract extension for Chief Milanowski with the option for the Chief to retire prior to that if circumstances change. Motion passed unanimously.
- d. **Sparta Police Union Contract Discussion:** Currently, new hires to the Sparta Police Department are not eligible for any vacation time until after one full year of service with the department. In the Village Personnel Manual, as regards nonunion staff, new hires are granted 40 hours of paid vacation at their time of hire. Staff would like to align the Police Officers Association with the Village Personnel Manual as it relates to new hires and vacation allotment. This should help with recruiting and retaining police officers in the department. Motion by Carlstrom with a second by Mais for the Village to draft a LOU (letter of understanding) to formally make this change. Motion passed unanimously. Council President Whalen wanted it noted that the Village apologized to the Police Department about the original vacation policy, and said that the Council was unaware that that was what had been the policy for new hires.

10. Public Comment

- a. None.

- 11. **Council Member Announcements:** The posting of the Village agendas on the Village web site was discussed. The Council also discussed where hard copies of the agenda needed to be posted throughout the Village in order to comply with appropriate regulations.

12. Adjournment: The meeting was adjourned by President Whalen at 6:51pm.

Submitted by Katy Shelton, Village Clerk