VILLAGE OF SPARTA

COUNCIL BUSINESS SESSION OF SEPTEMBER 10, 2018 7:00 PM

Held at Sparta Township Chambers, 160 East Division, Sparta MI

1-2. The meeting was called to order by President Kristi Dougan at 7:00 pm followed by the Pledge of Allegiance.

3. **Roll Call:** Council persons Brenda Braybrook, Christine Robinson, Ryan Hayes, Gale Taylor, Robert Whalen, Kristi Dougan. Absent Councilmember Betty VanPatten.

Also Present: Village Manager Julius Suchy, Airport Manager Vic Johnston, Police Chief Andrew Milanowski, Village Engineer Kevin Koster from Prein & Newhof and DPW Supervisor Dennis Brinks.

4. **Additions or corrections to Business and Consent Agendas**

Consent Agenda:

a. Approve Regular Village Council Meeting Minutes of August 13, 2018

b. Accept Regular Fireboard Meeting Minutes of August 16, 2018

c. Resolution #18-16: A Resolution Designating September 21, 2018 as Prisoner of

War/Missing in action Recognition Day

5. **Approval of Consent AND Business Agendas**

Moved by Whalen, supported by Braybrook, to approve Business and Consent Agendas. Motion carried 6-0.

6. **Public Comment for Agenda Items**

Please note: This Public Comment portion of the meeting is reserved for comment on agenda items.

7. **Public Hearing** – None

8. **Old** **Business** - None

9. **New Business**

a. FY 2017 Audit Presentation – Dan Veldhuizen

Dan Veldhuizen, Siegfried Crandall gave a detailed report of the Sparta Village

finances.

b. Village Gateway Signage Follow Up – Universal Sign Systems

Nate Zevenbergen from Universal Sign Systems presented maps and images of the

signs superimposed in the proposed locations. MDOT has pushed back on the sign

in the ROWA on M-37, Manager Suchy and Nate will be setting up an appointment

with MDOT to discuss our options.

c. Recommendation from Prein & Newhof to Approve Pay Application #1 for West

Michigan Dirtworks Inc for an amount not to exceed $28,680.98.

Moved by Robinson, second by Braybrook to approve payment for Application #1 to

West Michigan Dirtworks Inc for an amount not to exceed $28,680.98.

Motion carried 6-0.

d. Consider Prein & Newhof S. Elm Street Design Engineering Proposal for an amount

not to exceed $38,900.

Moved by Whalen, second by Braybrook to approve Prein & Newhof Elm Street

Design Engineering Proposal for an amount not to exceed $38, 900.

Motion carried 6-0.

e. Street Parking Traffic Control Order Policy Progress Update.

Mr. Koster our engineer from Prein & Newhof indicated that Section 82-468 of our

Village Code of Ordinances lays out the size requirements the Village has for

parking spaces and should be the first place to start. He indicated an industry

standard for low volume roads is to reduce the maneuvering line to 10 feet.

Our staff will begin the process of measuring roadway widths to determine how

this would impact streets with existing no park signage or other streets that no

park signage had been considered. When we have the information we can better

proceed with creating a policy that indicates how traffic control order related to no

park signage is handed by the Village. Staff will also be creating a map of all the no

park locations in the Village to have a better understanding of the entire issue as

opposed to only how it impacts South St.

The following residents attended the council meeting and wanted to express their

concerns:

Laura Traxler at 69 South Street wants to be able to study the results from the

engineer and how they evaluated it. Manager Suchy said that the Village would

adopt a policy, not an ordinance to address the traffic control order process. The

potential policy would make sure residents would be notified of a traffic control

order change on their street and would be able to have input at the council meeting

when a decision is reviewed.

Gary Moody at 155 South Street would like to see odd/even parking year round

not just during the winter.

John Nelson at 107 South Street is confused about the odd/even parking and

received a ticket last year.

Jennifer Nunez at 79 South Street why waste money for signs without talking to

the residents first.

Lisa Chapman at 58 South Street is concerned about the children safety. Could we

consider putting speed bumps in the road?

f. Prein & Newhof Memo regarding Village asking Ownership of Private Sewer

Systems.

In a memo from Prein & Newhof the Village Engineers considering accepting

ownership and maintenance of existing private sewer systems on a case by case

basis. If council accepts the responsibility to ownership and maintenance should

be based on certain criterias. After much discussion the council at this time feel

they do not want to take on ownership and maintenance of private sewer

systems.

g. Award Water Radio Quote to West Michigan Instrumentation Systems for an

amount not to exceed $23,077.

Moved by Whalen, supported by Robinson, to award the Radio replacements at

water towers to West Michigan Instrumentation Systems for an amount not to

exceed $23,077. Motion carried 6-0.

h. Consider Approval of Avigation Easement Purchase for 840 S. Sunset Pines for an

amount not to exceed $53,000.

Moved by Whalen, supported by Robinson, to approve Avigation Easement

Purchase for 840 S. Sunset Pines for an amount not to exceed $53,000.

Motion carried 5-1 with Dougan providing the negative vote.

i. Award Village Hall Flooring Bid to Rockford Floor Covering for an amount not to

exceed $3,525.95.

Moved by Whalen, supported by Robinson, to award Village Hall flooring bid to

Rockford Floor Covering for an amount not to exceed $3,525.95.

Motion carried 6-0.

j. 2018 Village Council Goal Progress Report

Work with the Township on the Fire Department Issues using the Fire Study

Report. Council will be hold a joint meeting on September 27, 2018 to discuss the

subcommittee recommendations and the joint agreement. We need to move

towards approval of revised joint agreement between Village and Township.

Village Council will need to determine other steps they would like to take if there

is additional work they would like to do regarding the Fire Study report.

Work with Sparta Township and the Village to determine what barriers are present

when discussing effective collaboration between the two units of government.

k. Civic Center Ownership Feasibility Study

The operation of the rental space seems to be self-sustaining and the Village may

be able to fold some of the administration into its existing day to day operation

without much issue. Staff will have to review the operations in more depth once

it takes ownership of the building to determine if there are any efficiencies that

can be identified in the rental process. Staff would also recommend the Village to

continue to operate the Civic Center as it is currently operating with a tenant and

the public rental space.

Moved by Whalen, supported by Hayes, to have Village Manager Suchy to begin

the process to take ownership of the Sparta Civic Center. Motion carried 6-0.

10. **Committee Reports**

The Fire Board will be holding interviews for the Fire Chief job on Tuesday, September

11, 2018. The have 5 applications and interviews will start at 5:00 p.m. and will go for

about 30 to 45 minutes per applicant.

11. **Village Manager Report**

Saw Grant Smoke Testing post cards were mailed out on Monday September 10th to

notify residents of smoke testing that will take place throughout the Village.

12. **Communications** –

a. Request for Sidewalk Letter – Homestead Acres Association

Our Sparta Avenue Sidewalk CDBG Application had been turned down. Communication with Kent County Community Action we were trying to determine why our grant application not accepted. Community Action staff indicated that because the south west corner of 12 Mile Road & Sparta Ave has an ADA ramp and there is an ADA ramp on the northwest corner of Homestead Acres Road & Sparta Ave the project did not meet the ADA requirement. If the Village is to move forward on this stretch of sidewalk in FY 2019 it will have to be through our general fund or sidewalk fund dollars.

13. **Payment of Bills**

Approval of Accounts Payable and Fund Transfers.

Moved by Braybrook, supported by Robinson, to approve Accounts Payable and Fund Transfers. Motion carried 6-0.

14. **Public Comment**

John Nelson at 107 South Street would like to have on the October agenda a discussion on Odd/Even Parking.

Cathy Runyon from the Advance Newspaper introduced herself to the council and would like them to contact her if they have anything they would like in the Advance.

Laura Traxler at 69 South Street has property on Hickory and had question concerning her sewer line. She was wondering when they worked on Martindale Street would they also be fixing 2 spots on Hickory Street?

Tom Alt business at 275 Hickory Street what progress is being made on it? Manager Suchy indicated that the Code Enforcement Officer has been working with the Fire Department to look at all avenues for enforcement before contact is made with the property owner.

15. **Executive Session** -

a. For Strategy and Negotiation Session Connected with the Negotiation of a Collective

Bargaining Agreement

Moved by Taylor, supported by Whalen, to go into an Executive Session for

Strategy and Negotiation Session Connected with the Negotiation of a

Collective Bargaining Agreement. Motion carried 6-0.

Moved by Taylor, supported by Robinson to return to regular session at 9:48 p.m.

Motion carried 6-0.

16. **Council Member Announcements**

Freedom Cruise will be coming to Sparta on Sunday, September 23, 2018. They will be

leaving 53rd ball park at 2:00 p.m. and arrive back at 53rd ball park approximately at

3:15 p.m.

On Thursday, September 20, 2018 at the Fire Board Meeting Peter MacGregor will be paying a tribute to former fire chief Jerry Bolen.

17. **Adjournment**

The meeting was adjourned by President Dougan at 9:53 p.m. by executive privilege.

Pam Buchanan

Sparta Village Clerk