

**VILLAGE OF SPARTA**  
Kent County, Michigan  
**Village Council Meeting**  
**Monday, January 20, 2025 at 7:00 PM**  
**75 N. Union St. (Sparta Civic Center)**

**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 November 18, 2024*
- b. *Approve Regular Village Council Meeting Minutes of December 9 2024*
- c. *Approve Fire Board Meeting Minutes of December 19, 2024*
- d. *Approve DDA Meeting Minutes of December 12, 2024*
- e. *Approve Planning Commission Appointments: Gary Moody- 3 Year Term, Christina Owens 3 Year Term, & Robert Carlstrom until is current council term expires*
- f. *Approve DDA Appointments: Andrea Gray, Thomas Cheslek, and Nathan Benham*

**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. Res. 25-01 Notice of Intent to Bond CWSRF
- b. Res. 25-02 Authorizing the Issue of General Obligation Bond Re: Village Complex
- c. Bond Sale & Size Process Discussion
- d. Res. 25-03 Street Administrator Appointment
- e. Revised leaf machine proposal
- f. Rouge River Park Engineering, Grant Admin, and Oversight Proposal
- g. Ord. 25-01 An ordinance to amend the planning commission membership, appointment, & terms

**10. Executive Session**

- a. None.

**11. Village Manager & Department Reports**

**12. Communications****a. Outstand Performance Recognition****13. Payment of Bills****December Payables**

PAYABLES	
(101) General Fund	\$106,476.68
(202) Major Street Fund	\$2,184.18
(203) Local Street Fund	\$6,122.99
(581) Airport	\$72,955.87
(590) Sewer Department Fund	\$27,542.28
(591) Water Department Fund	\$33,595.80
(661) Equipment Rental Fund	\$34,063.17
Total	\$282,940.97

**Informational:**

(206) Fire Department	\$149,840.21
(208) SRA Park Fund	\$9,437.02
(248) Downtown Development Authority	\$15,087.09
Total	\$174,364.32

**14. Public Comment****15. Council Member Announcements****16. Adjournment**

**VILLAGE OF SPARTA**  
Kent County, Michigan  
**Village Council Meeting**  
**Monday, November 18, 2024 at 7:00 PM**  
**75 N. Union St. (Sparta Civic Center)**

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

**Absent:** No one.

**Also present:** DPW Supervisor Bill Hunter, Police Chief Andy Milanowski, Office Manager Kristen Phelps, Finance Director/Treasurer Dave Carpenter, DDA Director Liz Morse, Airport Manager Mike Kryciok, Waste Water Superintendent Conrad Bowman, Village Manager Jim Lower, and Clerk Katy Shelton.

1. **Call to Order:** The meeting was called to order at 7:00pm.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Roll Call:** Formal roll call was taken. Those in attendance/absent are noted above.
4. **Additions or Corrections to Consent and Business Agenda**  
Consent Agenda:
  - a. Approve Regular Village Council Meeting Minutes of October 14, 2024
  - b. Approve Fire Board Meeting Minutes of October 15 & 17, 2024
  - c. Approve DDA Meeting Minutes of October 8, 2024  
None.
5. **Approval of Consent and Business Agenda:** Motion by Cumings with a second by Braybrook 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.

None.

## **7. Public Hearing**

### **a. Proposed Fiscal year 2025 Budget, Millage Rate, and**

**2025-2030 Capital Improvement Plan:** Public hearing opened at 7:01pm. No public comment. Public hearing closed at 7:02pm.

### **b. Proposed Fiscal Year 2025 & Beyond Fee Schedule for**

**Utilities:** Public hearing opened at 7:02. No public comment. Public hearing closed at 7:03pm.

## **8. Old Business**

a. None.

## **9. New Business**

### **a. Res. 24-26 A Resolution Adopting FY 2025 Village Budget, Determining Mills to be levied and adopting**

**2025-2030 Capital Improvement Plan:** Village Manager

Lower discussed this. He put together a power point presentation outlining the FY25 Budget and CIP. The Council was able to comment and ask questions. Motion by Braybrook with a second by Mais to approve. Motion passed unanimously.

**b. Res. 24-27 Water/Sewer Rates:** Village Manager Lower discussed this. He said this is something that the Council has previously discussed. He said that it will implement an across the board automatic yearly 2% rate increase which



can be changed at any time. Hook up fees will remain unchanged. This resolution affects ready to serve and commodity charges. Motion by Cumings with a second by Mais to approve. Motion passed unanimously.

**c. Res. 24-28 MDOT Contract Safe Routes to School:** This resolution allows the Village Manager to sign the official contract for the safe routes to school project that is being managed by MDOT. The project is currently out for bid. Motion by Braybrook with a second by Mais to approve. Motion passed unanimously.

**d. ISD Sidewalk request:** Kent ISD would like to install a sidewalk from their property over the village well property near their building at State St and 12 Mile Rd. This will improve the safety of students and staff. Motion by Carlstrom with a second by Braybrook to approve. Motion passed unanimously.

**10. Executive Session**

a. None.

**11. Village Manager & Department Reports:** DDA Director Liz Morse reported that department head meetings are being held on site at locations such as the sewer department and the airport. Finance Director Carpenter reminded everyone that a budget is a plan, and that things change. He said that the Village is still in good shape financially. Village Manager Lower and Bill Hunter discussed the recent vector truck incident at the DPW building. The Village Manager reported that a lot of staff time was taken up with dealing with this situation. Council member Carlstrom asked about installing a warning buzzer on the truck that would sound when the truck was in reverse. This will be looked into.

**12. Communications:** Council member Braybrook reported that she took a helicopter ride at the recent event at the airport and loved it. Council member Carlstrom asked about the Martindale

Road rebuild by the railroad tracks. He said that we need to coordinate with the railroad so that we don't have to redo anything.

- a. Vac Con/DPW Incident Update/Progress Report: This was discussed above.

### 13. Payment of Bills

#### October Payables

PAYABLES	
(101) General Fund	\$152,091.87
(202) Major Street Fund	\$85,916.88
(203) Local Street Fund	\$139,358.94
(581) Airport	\$87,096.68
(590) Sewer Department Fund	\$186,827.33
(591) Water Department Fund	\$65,748.72
(661) Equipment Rental Fund	\$25,331.17
Total	\$742,371.59

#### Informational:

(206) Fire Department	\$13,559.25
(208) SRA Park Fund	\$5,972.64
(248) Downtown Development Authority	\$31,819.09

Total	\$51,350.98
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Motion by Taylor with a second by Mais to approve the payment of bills in the amount of \$742,371.59. Motion passed unanimously.

14. **Public Comment:** DDA Director Morse said that the DDA would be holding a celebration for staff in the Civic Center on December 19<sup>th</sup>.
15. **Council Member Announcements:** President Whalen reported that former council member Gale Taylor's cancer is in remission. Council member Carlstrom said that the county Drain Commission will work on Nash Creek in 2025.
16. **Adjournment:** Meeting adjourned at 8:02pm.

Submitted by Katy Shelton, Village Clerk.

# **VILLAGE OF SPARTA**

Kent County, Michigan

## **Village Council Meeting**

**Monday, December 9, 2024 at 7:00 PM**

**75 N. Union St. (Sparta Civic Center)**

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### **Present:**

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

### **Absent:** None

### **Also Present:**

Village Manager James Lower, DPW Supervisor William Hunter, Police Chief Andrew Milanowski, Treasurer David Carpenter, Ken Brown (DPW), Fire Chief Dan Olney, Airport Manager Mike Krzciok, Village Clerk Kristen Phelps

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## **1. Call to Order:**

The meeting was called to order at 7:00 PM by President Robert Whalen.

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## **2. Pledge of Allegiance:**

The Pledge of Allegiance was recited.

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## **3. Roll Call:**

Formal roll call was taken. Attendance is noted above.

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## **4. Additions or Corrections to the Consent and Business Agenda:**

### **Consent Agenda:**



- ~~a. Approve Regular Village Council Meeting Minutes of November 18, 2024. Struck from consent agenda.~~
  - b. Approve Fire Board Meeting Minutes of November 21, 2024.
  - c. Approve DDA Meeting Minutes of November 12, 2024.
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## 5. Approval of Consent and Business Agenda:

The consent and business agenda were approved as presented.

**Motion:** Carlstrom moved to approve the consent agenda with item a removed, supported by Cumings. **Motion carried unanimously.**

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## 6. Public Comment for Agenda Items:

No comments were made.

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## 7. Public Hearing:

None.

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## 8. Old Business:

None.

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## 9. New Business:

- a. **Resolution 24-29:** Appointment of Kristen Phelps as Village Clerk.
  - **Motion:** Mais moved to approve Res. 24-29, supported by Braybrook. **Motion passed 7-0.**
- b. **Resolution 24-30:** Appointment of David Carpenter as Village Treasurer.
  - **Motion:** Braybrook moved to approve Res. 24-30, supported by Cumings. **Motion passed 7-0.**
- c. **Oath of Office:** Administered for appointed officials and re-elected council members.
- d. **Selection of Village Council President Pro Tempore:**
  - **Motion:** Taylor moved to approve President Whalen's nomination of Brenda Braybrook, supported by Mais. **Motion passed 7-0.**

- **e. Committee & Board Appointments:**  
President Whalen presented the following appointments to village council: **Airport Advisory Board:** Councilmembers Cumings, Taylor, & Mais, Pilots Chuck Mikowski & Chris Bloch **Fire Board** Councilmembers Peoples & Cumings, Citizen Betty Van Patten **Utilities Committee** Councilmembers Carlstrom (Chair), Mais, and Whalen **Sparta Recreation Authority** Council Members Whalen & Braybrook, Citizen Bill Dehaan.  
(Note Village President makes these appointments and then notifies village council)
- **f. Fire Department Budget Presentation:**  
Whalen inquired about the new station, which is expected to go to bid around the start of the year pending USDA approval. An archaeology study has been completed, and its cost is included in the grant. Total funding is \$1.5 million, with \$1 million allocated for the project.
  - **Motion:** Mais moved to approve the Fire Department budget as presented, supported by Cumings. **Motion passed 7-0.**
- **g. Resolution 24-31:** Adoption of the 2025 Regular Village Council Meeting Schedule. Meetings will move to the 3rd Monday of each month. No conflicts with holidays.
  - **Motion:** Braybrook moved to approve Res. 24-31, supported by Peoples. **Motion passed 7-0.**
- **h. Resolution 24-32:** Adoption of the 2025 Regular Planning Commission Meeting Schedule.  
Meetings remain on the 1st Monday, except for September (2nd Monday). The July meeting may be canceled if there is no agenda.
  - **Motion:** Mais moved to approve Res. 24-32, supported by Braybrook. **Motion passed 7-0.**
- **i. Resolution 24-33:** Amendments to the FY2024 Budget.  
Treasurer Carpenter noted limited additional spending for 347 Evergreen. WWTP operations have been brought in-house, providing better service at lower costs. Equipment Pool Fund used for Vac-Con truck and street sweeper purchases. DPW implemented digital timesheets for better fund tracking.
  - **Motion:** Carlstrom moved to approve Res. 24-33, supported by Peoples. **Motion passed 7-0.**
- **j. Ordinance 24-08:** Makes minor changes to zoning ordinance. Zoning amendments were recommended for approval by Planning Commission.
  - **Motion:** Mais moved to approve Ord. 24-08, supported by Cumings. **Motion passed 7-0.**
- **k. Bond Duration Discussion/Approval:**  
The Village Manager recommended a 20-year bond with approximately a 3.7% interest rate. Councilwoman Braybrook supported the recommendation, and the Council reached consensus to proceed with the 20 year duration.
- **l. Leaf Machine Purchase/Financing:**  
Discussion included safety, efficiency, and cost of a new dual-purpose machine (leaf and chipper). Lease-to-own option at 4.8% over 7 years for a total cost of \$199,830.29 was presented.
  - **Motion:** Braybrook moved to approve the purchase of the machine as presented contingent on a successful demonstration of the equipment, supported by Mais. **Motion passed 7-0.**

- **m. T-Mobile Contract Renewal:**

Village manager presented a lease renewal for the T-Mobile contract.

- **Motion:** Carlstrom moved to approve the proposed contract as presented and authorize village manager to sign, supported by Mais. **Motion passed 7-0.**

- **n. DPW Union Contract Approval:**

- **Motion:** Cumings moved to approve the contract and authorize village manager and president to sign, supported by Mais. **Motion passed 7-0.**

- **o. Village Manager Contract Renewal:**

- **Motion:** Braybrook moved to approve the contract extension as presented by President Whalen, supported by Peoples. **Motion passed 7-0.**
  - **Village Manager Review:** Council also did a formal review of the managers performance. Council members expressed gratitude for the Village Manager's performance and achievements. They all had positive remarks regarding his performance.
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## **10. Executive Session:**

None.

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## **11. Village Manager & Department Reports:**

The Village Manager expressed appreciation for support and highlighted operational improvements, including DPW sidewalk plowing adjustments and airport management changes to increase revenue and reduce expenses.

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## **12. Communications:**

None.

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**13.**

**November Payables**

PAYABLES	
(101) General Fund	\$106,476.68
(202) Major Street Fund	\$2,184.18
(203) Local Street Fund	\$6,122.99
(581) Airport	\$72,955.87
(590) Sewer Department Fund	\$27,542.28
(591) Water Department Fund	\$33,595.80
(661) Equipment Rental Fund	\$34,063.17
Total	\$282,940.97

**Informational:**

(206) Fire Department	\$149,840.21
(208) SRA Park Fund	\$9,437.02
(248) Downtown Development Authority	\$15,087.09
Total	\$174,364.32

**Motion:** Taylor moved to approve the payables as presented, supported by Mais. **Motion passed 7-0.**

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#### **14. Public Comment:**

A resident from Grove Street provided comments.

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#### **15. Council Member Announcements:**

No announcements.

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#### **16. Adjournment:**

The meeting adjourned at 8:14 PM.



**Minutes of the Sparta Fire Board Meeting  
December 19, 2024**

**Present:** Bergman (twp-chair), Cumings (village), Goodfellow (twp), Anderson (twp), Cumings (village), Van Patten (village) & Chief Olney.

**Absent:** Peoples (village)

**Also Present:** Deputy Chief Woods

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

**Additions to Agenda:** none

**Approval of the Agenda:**

**Motion:** Anderson to approve agenda

**Second:** Cumings

**Motion Passed:** 5-0

**Public Comment:** None

**Approval of the Meeting Minutes November 21, 2024:**

**Motion:** Goodfellow to approve November 21, 2024, minutes.

**Second:** VanPatten

**Motion Passed:** 5-0

**Finance Board Update:**

Anderson stated that the finance board has met once since the last board meeting. They reviewed and approved all department invoices of \$21,792.29. The department has a current fund balance of \$951,839.41. Anderson stated that most invoices are electronic payments. The month-end financial statement for expenditures and revenues is well within the current budget. The operational budget is currently at 75% for 9 months. Total revenue is 67% of the budget. The department has accumulated over \$41,482 in interest for the year. The Chief stated that Quantum Leep service is now on auto pay.

**Approval of the bills:**

**Motion:** Made by VanPatten to approve bills through December 17, 2024

**Second:** Cumings

**Motion Passed:** 5-0

**Old Business:** The Chief stated the Archaeology study had been completed and sent to the State of Michigan pending their review.

A new Architecture Agreement (AIA) was required by USDA and has been completed by Andrus Architecture and sent to the USDA.

The USDA now requires a copy of all the deeds for the property the Fire Department owns. Two properties (the old houses that the department purchased) have been located. The original property deed for the fire station has not been located. Bergman will try to locate the deed in the township office. It was the consensus of the board that the Chief get a title company to do a title search on the property.

The USDA requires a letter of Credit, the Chief, working with David Carpenter discussed the possibility of getting "BONDS" to ensure the fire department has the total financial funds available to meet the USDA requirements. After discussion with the board, it was the consensus of the board we try and work with Choice One for a letter of credit. Bergman and Chief Olney will set up a meeting with Choice One.

The Chief presented the department's annual budget for 2025-2026 to the Village. The Village approved the budget at their December 9<sup>th</sup> meeting.

**Chief's Report:** Chief Olney presented the Chief's report. (attached) There were 1117 calls YTD with 90 this past period. There were 3 fire calls this month. There were 2 hazardous condition calls and 10 accidents, with minor injuries.

The Chief stated he has submitted an AFG grant for SCBA equipment. This is a joint application between 6 township fire departments for a total of \$1.39M.

**Meeting Schedule for 2025:** The chief submitted the meeting schedule for 2025.

**Motion: Made by Anderson** to approve the meeting schedule for 2025.

**Second: VanPatten**

**Motion Passed: Passed 5-0**

**Annual Review:** Goodfellow presented the board and Chief Olney with the results of the Chief's annual review. The final performance review was a very positive account of the Chief's performance.

**Other Information:**

**Fire Department Web Site:** In reviewing the township web site, Goodfellow stated that the link to the Fire Department web site worked fine but the web site information needed a lot of corrections and updates. The Chief stated he's aware of the issues and will be addressing and having the site updated and corrected. The chief stated he's been in contact with the township clerk for a location in storing the township's enclosed trailer at the fire station. The trailer is used for all the election equipment.

**Next Meeting Date:** January 23, 2025, at 7:00 PM in the fire station.

**Next Finance Meeting Dates:** January 7<sup>th</sup> and January 21<sup>st</sup> at 4:00 PM at the fire station.

**Public Comment:** none

**Adjournment:**

**Motion: Cumings** to adjourn at 7:35 PM.

**Second: VanPatten**

**Motion Passed: 5-0**

Minutes by Goodfellow 12-21-24.

Filter statement

Filters

Alarm Date Range 11/18/24 to 12/15/24

Is Locked true

Is Active true

# Incident Type Breakdown

Date Range: November 18, 2024 thru December 15, 2024  
(calls year to date: 1117)

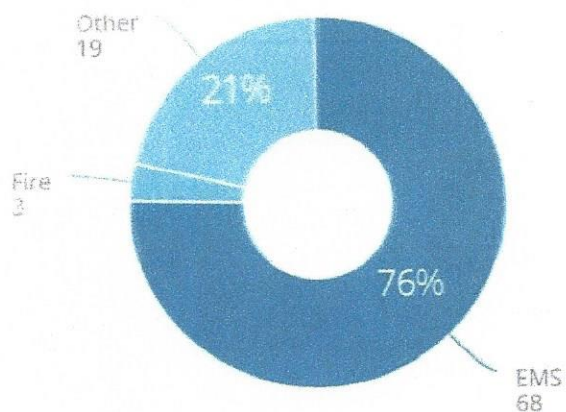
Count of Total Incidents & Exposures

Count of Incidents

90

Count of Exposures 90

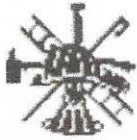
EMS/Fire Incident Breakdown



Count of Incidents by Incident Type







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## **Chiefs Report** **December 19, 2024**

### **Previous meeting information and updates:**

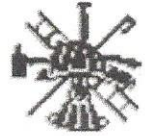
1. Station grant updates
2. Medic #10 – cab ordered

### **New Business:**

1. Monthly report
  - a. Fire calls (NFIRS 100 classifications)
    1. 156 Ida Red – gas fire place issue (fire out upon arrival of crew)
    2. 1325 12-mile rd nw – vehicle fire (electrical fire in the alternator)
    3. 100 Ida Red – overheated electrical motor in the entry door lock mechanism
  - b. Explosions calls (NFIRS 200 classifications)
  - c. Rescue calls including accidents (NFIRS 3- classifications)
    1. Sparta Ave and Glen Park – car vs. deer no injuries
    2. 12000 block of Fruit Ridge – no injuries
    3. M37 north of 15-mile – no injuries
    4. Fruit Ridge and 16-mile – slide off no injuries
    5. Sparta Ave north of 15-mile – roll over – no injuries
    6. Sparta Ave north of O'Connor – roll over – minor injuries
    7. Alpine Ave south of 13-mile – head on accident – no injuries (cost recovery)
    8. Fruit Ridge south of 12-mile – slide off no injuries
    9. Kenowa and 16-mile – rollover – no injuries
    10. 400 block of S State – one minor injuries
  - d. Hazardous Conditions (NFIRS 400 classifications)
    1. 13-mile and Long Lake – wire down
    2. 200 block of 11-mile – burning complaint
  - e. Service calls (NFIRS 500 classifications)
    1. 109 E Division – lock out
    2. 450 W Division – lock out
    3. 15700 Simmons – assist to Solon Fire w/Gator
    4. Assist to Casnovia Fire Dept – back fill their station
  - f. Good intent calls (NFIRS 600 classifications)
    1. We had 2 calls - canceled enroute to the incident or before going in service
  - g. False alarms (NFIRS 700 classifications)
    1. We had 3 – false CO detector alarms
    2. We had 4 – false fire alarms
  - h. Severe Weather incident (NFIRS 800 classifications)
  - i. Special incidents (NFIRS 900 classifications)

# Sparta Fire Department

36 Elmwood Street  
Sparta, MI 49345  
(616)-813-9625



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## 2025 Meeting Schedule

### Board Meeting

(7:00pm at the fire station)

January 23<sup>rd</sup> (4<sup>th</sup> Thursday)

February 20<sup>th</sup>

March 20<sup>th</sup>

April 17<sup>th</sup>

May 22<sup>nd</sup> (4<sup>th</sup> Thursday)

June 19<sup>th</sup>

July 17<sup>th</sup>

August 21<sup>st</sup>

September 18<sup>th</sup>

October 23<sup>rd</sup> (4<sup>th</sup> Thursday)

November 20<sup>th</sup>

December 18<sup>th</sup>

### Finance Meetings

(4:00pm at the fire station)

January 7<sup>th</sup> and January 21<sup>st</sup>

February 4<sup>th</sup> and February 18<sup>th</sup>

March 4<sup>th</sup> and 18<sup>th</sup>

April 1<sup>st</sup> and April 15<sup>th</sup>

May 6<sup>th</sup> and May 20<sup>th</sup>

June 3<sup>rd</sup> and June 17<sup>th</sup>

July 1<sup>st</sup> and July 15<sup>th</sup>

August 5<sup>th</sup> and 12<sup>th</sup>

September 2<sup>nd</sup> and September 16<sup>th</sup>

October 7<sup>th</sup> and October 21<sup>st</sup>

November 4<sup>th</sup> and 18<sup>th</sup>

December 2<sup>nd</sup> and December 16<sup>th</sup>



Sparta Downtown Development Authority  
MEETING MINUTES  
DECEMBER 10, 2024  
SPARTA CIVIC CENTER

Meeting called to order at 7:49am by Cheslek

Members present: Whalen, Cheslek, Driscoll, Freeland, Potes, Stoner, Scarffe,

Members Absent: Knauf, Lamb, Baker, Shangle, Benham

Also Present: Elizabeth Morse, DDA Director; Jim Lower, Village Manager,

Motion to accept the DDA meeting minutes of November 12, 2024 by Whalen, second by Potes. All approved.

Approval of DDA Finance Report with 4<sup>th</sup> Quarter Amendments. Motion by Whalen, second by Potes. All approved.

**Public Comment – None**

**Unfinished Business - None**

**New Business**

- 1) Discussion of the Memorandum of Understanding draft, discussion will take place over the agenda item in December for questions and comments. Consensus to simplify and rework the agreement and present new version in January at the DDA meeting.
- 2) Discussion on Strategic Plan & Alignment Draft discussion. Official adoption opportunity will take place at the joint board meeting in February.
- 3)

**Public Comment - None.**

**DDA Business Director Report**

- A) Director report attached. Also attached is the press release from Michigan Downtown Association for the award presented to the Sparta DDA as the State of Michigan recognized “On the Rise” downtown management organization.
- B) The date for the joint DDA/Chamber/Events Board meeting is scheduled for Tuesday, February 11, 2025.

Meeting adjourned by executive privilege at 8:30 am.



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** January 20, 2025  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Res. 25-01 Notice of Intent to Bond

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### **SUMMARY OF REQUEST:**

The attached resolution will allow the village to issue municipal securities later this year for the waste water treatment plant project. The notice will give us authority to bond up to \$24,000,000 for the project. However, we are planning on a much smaller project. Likely in the 12M range. We will also be using funds the village has set aside in the sewer fund to help defray some of the cost. There will also be the 12% principal forgiveness. Therefore, the final amount we borrow will be much lower than the 24M cap. However, our financial team advised that we issue notice for a much higher amount just in case costs end up higher than we planned. The resolution simply will allow us to provide the public notices of our plans and start the bond process formally. We will vote on the actual bond amounts and details once they are known at a later date. The CWSRF is underwriting the bonds and providing the funding, but they still require us to go through this process to ensure the debt is official considered investment grade.

### **FINANCIAL IMPACT:**

The interest rate will be 2%. The duration will be 30 years and we will receive 12% principal forgiveness (grant). The final size of the bond will be determined by the finalized scope of the project and the bids we receive from contractors.

### **BUDGET ACTION REQUIRED:**

None.

### **STAFF RECOMMENDATION:**

A motion to approve resolution 25-01

**VILLAGE OF SPARTA  
Kent County, Michigan**

**RESOLUTION NO. 25-01**

**RESOLUTION TO PURCHASE, ACQUIRE AND CONSTRUCT  
IMPROVEMENTS TO THE SANITARY SEWER SYSTEM AND TO  
PUBLISH NOTICE OF INTENT TO ISSUE REVENUE BONDS**

Minutes of a regular meeting of the Village Council of the Village of Sparta, Kent County, Michigan, held at the Village Hall, on January 20, 2025, at 7:00 p.m., local time.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

WHEREAS, the Village Council deems it to be in the best interests of the Village of Sparta (the "Village") to design, purchase, acquire and construct certain improvements to the Village's Sanitary Sewer System, including without limitation, wastewater treatment plant improvements, including without limitation, rehabilitation of existing tanks, buildings, and equipment, rehabilitation of the raw wastewater pumping system, secondary treatment biological and hydraulic capacity improvements, upgrading chemical feed systems, new ultraviolet disinfection and effluent reaeration system, aerobic digestion and solids handling and storage improvements, electrical and SCADA system improvements, site improvements, and laboratory/administration building improvements related and facilities, as well as all work, equipment, and appurtenances necessary or incidental to these improvements and such other improvements to the Sanitary Sewer System as the Village may determine to make (the "Improvements"), and to finance the Improvements by the issuance of bonds pursuant to Act 94, Public Acts of Michigan, 1933, as amended ("Act 94"); and

WHEREAS, pursuant to Section 33 of Act 94, it is necessary to publish a Notice of Intent to Issue Bonds for the Improvements; and

WHEREAS, the Village may proceed with the Improvements prior to the issuance of the bonds; and

WHEREAS, the Village may incur substantial capital expenditures for the Improvements prior to the issuance of the bonds, and desires to be reimbursed for such expenditures from the proceeds of the bonds.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Village Council determines to design, purchase, acquire and construct the Improvements and to pay the cost through the issuance of one or more series of revenue bonds pursuant to Act 94 for the Improvements in an amount not to exceed \$24,000,000 (the “Bonds”).

2. A Notice of Intent to issue the Bonds be published in accordance with Section 33 of Act 94, and the Clerk of the Village is authorized and directed to publish the Notice of Intent to Issue Bonds in a newspaper of general circulation in the Village, which Notice shall be substantially in the form on the attached Exhibit A, with such changes as may be approved by the Village Manager of the Village.

3. The Village may proceed to acquire and construct the Improvements using available funds of the Village from the Sanitary Sewer System Fund, which is a fund for the Sanitary Sewer System of the Village, and other funds of the Village.

4. At such time as the Village issues the Bonds for the long-term financing of the Improvements, the Village shall be reimbursed for its expenditures for the Improvements out of the proceeds of the Bonds.

5. This resolution and the expression of intent to seek reimbursement from future proceeds of the Bonds is intended to satisfy the requirements of Section 150 of the Internal Revenue Code of 1986, as amended.

6. The firm of Dickinson Wright PLLC is hereby employed as bond counsel to the Village to prepare the documents for the issuance of the Bonds for financing acquisition of the Improvements and the officers of the Village are authorized to enter into an engagement letter with bond counsel.

7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are rescinded.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Kristen Phelps, Clerk

**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, Kent County, Michigan, at a regular meeting held on January 20, 2025, and that public notice of that meeting was given pursuant to Act 267, Public Acts of Michigan, 1976, as amended.

January 20, 2025

\_\_\_\_\_  
Kristen Phelps, Clerk



***[NOTE TO PUBLISHER – PLEASE PUBLISH AT 1/4 PAGE SIZE]***

**EXHIBIT A**

**NOTICE OF INTENT TO ISSUE  
SANITARY SEWER SYSTEM REVENUE BONDS  
TO THE ELECTORS OF THE VILLAGE OF SPARTA**

PLEASE TAKE NOTICE that the Village Council of the Village of Sparta (the “Village”) intends to issue bonds, in one or more series, in an amount of not to exceed \$24,000,000 (the “Bonds”).

The Bonds shall be issued to pay the cost to design, purchase, acquire and construct improvements to the Village’s Sanitary Sewer System, including without limitation, wastewater treatment plant improvements, including without limitation, rehabilitation of existing tanks, buildings, and equipment, rehabilitation of the raw wastewater pumping system, secondary treatment biological and hydraulic capacity improvements, upgrading chemical feed systems, new ultraviolet disinfection and effluent reaeration system, aerobic digestion and solids handling and storage improvements, electrical and SCADA system improvements, site improvements, and laboratory/administration building improvements related and facilities, as well as all work, equipment, and appurtenances necessary or incidental to these improvements and such other improvements to the Sanitary Sewer System as the Village may determine to make, and to pay the costs of issuing the Bonds and capitalized interest, if any.

The Bonds of this issue shall mature within the maximum terms permitted by law with interest on the unpaid balance at a rate not to exceed the maximum rate permitted by law payable over not more than forty (40) years from the date of issuance of the Bonds. The Bonds shall be issued pursuant to Act 94, Public Acts of Michigan, 1933, as amended.

**SOURCE OF PAYMENT**

The principal of and interest on the Bonds shall be payable from the net revenues derived from the operation of the Sanitary Sewer System. In addition, the Bonds may be secured by the full faith and credit of the Village as limited by applicable constitutional and statutory limitations on the taxing power of the Village. In addition, the Bonds may be secured by a pledge of the state revenue sharing payments that the Village is eligible to receive from the State of Michigan.

**RIGHT OF REFERENDUM**

The Bonds will be issued without a vote of the electors approving such Bonds, unless, within 45 days from the date of publication of this Notice of Intent, a petition requesting a referendum, signed by not less than 10% or 15,000 of the registered electors residing within the limits of the Village, whichever is lesser, shall have been filed with the Clerk of the Village or other recording officer of the Village requesting a referendum upon the question of the issuance of the Bonds. If such a petition is filed, the Bonds shall not be issued until approved by the vote of a majority of the electors residing within the Village qualified to vote and voting thereon at a general or special election.

This Notice is published pursuant to the requirements of Section 33 of Act 94.

Kristen Phelps, Clerk



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** January 20, 2025  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Res 25-02 Authorizing the Issue General Obligation Bond Re: Village Complex

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### **SUMMARY OF REQUEST:**

We are nearing the completion of the bonding process for the village complex. Resolution 25-02 officially authorizes the issuance and sale of the bonds. It authorizes the village president and clerk to sign the issuance and bonds.

The village received a double A (AA) bond rating from the ratings agency. This is way up from the A- rating the village previously had. It is a result of the council's conservative fiscal practices and strong financial management from staff. The ratings agents, our bond counsel, and financial planner were all very impressed with the fiscal condition of the village. There were no factors within the villages control that could be changed for a higher rating. Essentially, this is the highest rating possible given our size and area income levels. I cannot overstate how important of an accomplishment this is for the village. It is going to result and a very competitive interest rate which will ultimately save residents a lot of money.

### **FINANCIAL IMPACT:**

TBD

### **BUDGET ACTION REQUIRED:**

TBD

### **STAFF RECOMMENDATION:**

Staff Recommends a motion to approve Resolution 25-02

**VILLAGE OF SPARTA  
(Kent County, Michigan)**

**Resolution No. 25-02**

**RESOLUTION TO AUTHORIZE ISSUANCE OF  
GENERAL OBLIGATION LIMITED TAX BONDS, SERIES 2025**

Minutes of a regular meeting of the Village Council of the Village of Sparta, Kent County, Michigan, held in the Sparta Civic Center, 75 N Union St., Sparta, MI 49345, on January 20, 2025, at 7:00 p.m., local time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

WHEREAS, pursuant to Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”), the Village of Sparta (the “Village”) has the authority to issue bonds to pay the costs of any capital improvement items; and

WHEREAS, the Village desires to design, acquire, and construct certain capital improvements, including without limitation, a new Village complex including, without limitation, village hall, council chambers and department of public works facilities and other building improvements, together with all related work, facilities, site work, parking improvements, furnishings, equipment, appurtenances and related facilities necessary or incidental thereto and such other capital improvements the Village shall determine to make (the “Improvements”); and

WHEREAS, the Improvements will enable the Village to provide more efficient and better quality public services to Village residents; and

WHEREAS, to finance the cost of making the Improvements, the Village Council deems it necessary to borrow funds and to issue its General Obligation Limited Tax Bonds, Series 2025 therefor pursuant to the provisions of Act 34.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. NECESSITY. It is necessary for the public health, safety, and welfare of the Village to make the Improvements and issue bonds of the Village, pursuant to Act 34, to finance the Improvements.

2. ESTIMATED COST - PERIOD OF USEFULNESS. The cost of the Improvements to be financed, including the payment of engineer's fees, legal, and financial expenses and other expenses incident to the financing of the Improvements, which is currently estimated not to exceed \$4,000,000 is hereby approved and confirmed, and the estimated period of usefulness of the Improvements is determined to be in excess of twenty (20) years.

3. ISSUANCE OF BONDS. To defray a portion of the cost of the Improvements, including legal, engineering, financial, and other expenses, the Village shall issue its bonds known as "General Obligation Limited Tax Bonds, Series 2025" (the "Bonds") in the aggregate principal sum of not to exceed \$4,000,000 as finally determined by the Authorized Officer (defined below) at the time of sale. The balance of the cost of acquiring the Improvements, if any, shall be paid by grants or funds appropriated by the Village.

4. BOND TERMS. The Bonds shall be issued in fully registered form as to both principal and interest, in the denomination of \$5,000 each, or any whole multiple thereof or such other denominations determined by the Authorized Officer. The Bonds shall be numbered consecutively in the order of their registration, shall be dated the date of delivery or such other date approved by the Authorized Officer, and shall be payable serially or as term bonds on such dates, in such years and in such amounts as determined by the Authorized Officer at the time of sale. The Bonds shall bear interest as determined by the Authorized Officer, payable as determined by the Authorized Officer. The Authorized Officer may alter or determine the bond terms within the parameters of this resolution as hereafter provided.

5. PAYMENT OF PRINCIPAL AND INTEREST. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America to the person appearing on the Bond registration books as the registered owner thereof. Payment of principal on the Bonds shall be made at the principal office of the Paying Agent (defined below), upon surrender of the Bonds. Payment of interest on the Bonds shall be paid to the registered owner at the address as it appears on the registration books as of the determination date. Initially the determination date shall be the date as of the fifteenth (15<sup>th</sup>) day of the month prior to the payment date for each interest payment; however, the determination date may be changed by the Village to conform to market practice.



6. PLEDGE OF FULL FAITH AND CREDIT, GENERAL OBLIGATION. The Village hereby pledges its limited tax, full faith and credit, general obligation for the prompt payment of the principal of and interest on the Bonds as and when due. Each year, the Village shall be obligated, as a first budget obligation, to advance money from its general funds to pay the principal of and interest on the Bonds as they become due. In the event there are insufficient moneys for the payment of principal of and interest on the Bonds, the Village shall levy a tax on all taxable property in the Village for the prompt payment of principal and interest on the Bonds, which tax shall be limited as to rate and amount by applicable constitutional, statutory, and charter limitations on the taxing power of the Village.

7. PRIOR REDEMPTION.

(a) Mandatory Redemption. Principal designated as a term bond maturity shall be subject to mandatory redemption, in part, by lot, at par plus accrued interest, on the redemption dates and in the amounts determined by the Authorized Officer. When term bonds are purchased by the Village and delivered to the Paying Agent for cancellation or are redeemed in a manner other than by mandatory redemption, the principal amount of the term bonds affected shall be reduced by the principal amount of the Bonds so redeemed in the order determined by the Village.

(b) Optional Redemption. The Bonds shall be subject to optional redemption prior to maturity as determined by the Authorized Officer at the time of sale.

(c) Notice of Redemption. Notice of redemption of Bonds shall be given by mail to the Registered Owners of the Bonds to be redeemed not less than thirty (30) days prior to the date fixed for redemption, addressed to the Registered Owner at the registered address shown on the registration books of the Village maintained by the Paying Agent. Bonds so called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the Paying Agent to redeem the same. So long as the book-entry-only system remains in effect, the Paying Agent will give notice to Cede & Co., as nominee of the Depository Trust Company, New York, New York ("DTC"), and only Cede & Co. will be deemed to be a holder of the Bonds.

8. PAYING AGENT AND REGISTRATION.

(a) Appointment of Paying Agent. From time to time the Authorized Officer shall designate and appoint a paying agent, transfer agent and bond registrar (the “Paying Agent”) and is authorized to remove the Paying Agent and appoint a successor Paying Agent. The initial Paying Agent shall be appointed by the Authorized Officer. In the event of a change in the Paying Agent, notice shall be given in writing, by certified mail, to each Registered Owner not less than sixty (60) days prior to the next interest payment date. The Paying Agent shall keep the official books for the recordation of the Registered Owners of the Bonds.

(b) Book-Entry-Only. At the option of the original purchaser of the Bonds, the Bonds may be issued initially in book-entry-only form as one fully registered bond per maturity and will be registered in the name of Cede & Co., as bondholder and nominee for DTC. If this option is selected, DTC will act as securities depository for the Bonds, purchase of the Bonds will be made in book-entry-only form, in the denomination of \$5,000 or any integral multiple thereof, and purchasers will not receive certificates representing their interest in Bonds purchased. Payment of principal and interest will be made by the Paying Agent to DTC. While the Bonds are held in book-entry-only form, then the Bonds shall be transferred in accordance with the procedures established by DTC. So long as the Bonds are registered to DTC or another bond depository, the Paying Agent or bond registrar shall have no responsibility with respect to such transfers. The Authorized Officer shall have the authority from time to time to appoint a successor depository trustee to serve in the place of DTC. While the Bonds are issued in book-entry-only form the Paying Agent shall serve as paying agent only. The Authorized Officer is authorized to sign a Blanket Issuer Letter of Representations or any other related document on behalf of the Village in such form approved by the Authorized Officer.

(c) Discontinuance of Book-Entry-Only. In the event the book-entry-only system is not chosen or is discontinued, the following provisions would apply to the Bonds. Registration of the Bonds shall be recorded in the registration books of the Village kept by the Paying Agent. Bonds may be transferred only by submitting the same to the Paying Agent, together with a satisfactory instrument of transfer signed by the Registered Owner or the Registered Owner’s legal representative duly authorized in writing, after which a new Bond or Bonds shall be issued by the Paying Agent to the transferee (new registered owner) in

denominations of \$5,000 or any integral multiple thereof, in the same outstanding aggregate principal amount as the Bond submitted for transfer. No transfer of Bonds shall be valid unless and until recorded on the bond registration books in accordance with the foregoing. The person in whose name any bond is registered may for all purposes, notwithstanding any notice to the contrary, be deemed and treated by the Village and the Paying Agent as the absolute owner thereof, and any payment of principal and interest on any Bond to the Registered Owner thereof shall constitute a valid discharge of the Village's liability upon such Bond to the extent of such payment. No Bond shall be transferred less than fifteen (15) days prior to an interest payment date nor after the Bond has been called for redemption. So long as the Bonds are registered to DTC or another bond depository, the Paying Agent, acting as bond registrar, shall have no responsibility with respect to such transfers.

9. BOND FORM. The Bonds shall be substantially in the form attached hereto as Exhibit A, and incorporated herein, with such completions and changes as are recommended by the Village's Bond Counsel and approved by the officers of the Village signing the Bonds, whose signature thereon shall be conclusive evidence of such approval.

10. EXECUTION OF BONDS. The President or the President Pro-Tempore and the Clerk or the Deputy Clerk of the Village are hereby authorized and directed to sign the Bonds, either manually or by facsimile signature, on behalf of the Village. Upon execution, the Bonds shall be delivered to the purchaser thereof upon receipt of the purchase price in accordance with the accepted bid therefor.

11. BONDS MUTILATED, LOST, OR DESTROYED. If any Bond shall become mutilated, the Village, at the expense of the holder of the Bond, shall execute, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution for the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this Resolution shall be lost, destroyed or stolen, evidence of the loss, destruction, or theft may be submitted to the Paying Agent and, if this evidence is satisfactory to both the Village and the Paying Agent and indemnity satisfactory to the Paying Agent shall be given, the Village, at the expense of the owner, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Bond of like tenor, which shall bear the statement required by Act 354, Public Acts of Michigan, 1972, as amended, or any applicable law hereafter enacted, in

lieu of and in substitution for the Bond so lost, destroyed, or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

12. BOND PAYMENT FUND. For payment of principal of and interest on the Bonds, there shall be established and maintained a debt service fund for the Bonds (the “Bond Payment Fund”). The accrued interest, if any, and capitalized interest, if any, received at the time of delivery of the Bonds and such amount of any premium determined by the Authorized Officer shall be placed into the Bond Payment Fund. The Village shall budget annually a sufficient amount to pay the annual principal of and interest on the Bonds and deposit such amount in the Bond Payment Fund as needed to make payments of principal and interest as they become due. Moneys in the Bond Payment Fund shall be expended solely for payment of principal and interest on the Bonds that first come due. Any monies remaining in the Bond Payment Fund after the annual payments of principal of and interest on the Bonds shall be transferred to the General Fund or other appropriate fund and shall no longer be pledged hereunder.

13. CONSTRUCTION FUND. Prior to delivery and sale of the Bonds, there shall be established a construction fund (the “Construction Fund”). After deducting the sums that are required to be deposited in the Bond Payment Fund, the balance of the proceeds of the Bonds shall be deposited into the Construction Fund. The moneys on deposit in the Construction Fund from time to time shall be used solely for the purpose for which the Bonds were issued. Any unexpended balance shall be used for such purposes as allowed by law. Any monies remaining in the Construction Fund after payment of all such costs shall be transferred to the Bond Payment Fund. After completion of the Improvements and disposition of any remaining Bond proceeds, pursuant to the provisions of this Section, the Construction Fund shall be closed.

14. INVESTMENT OF FUNDS. Moneys in the funds and accounts established herein may be invested by the Village as allowed by law subject to the limitations imposed by arbitrage regulations and Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”).

15. DEPOSITORY AND FUNDS ON HAND. Monies in the several funds and accounts maintained pursuant to this Resolution may be kept in one or more accounts at financial institutions designated by resolution of the Village, and if kept in one account, the monies shall

be allocated on the books and records of the Village in the manner and at the times provided in this Resolution.

16. ADDITIONAL BONDS. In accordance with the provisions of Act 34, the Village reserves the right to issue additional bonds, which shall be of equal standing and priority with the Bonds.

17. SALE OF BONDS. The Bonds shall be sold at a competitive sale. The Authorized Officer shall set the date and time for sale of the Bonds, which date shall be at least seven (7) days after the publication of the official notice of sale. The Authorized Officer shall cause notice of the sale of the Bonds to be published in *The Bond Buyer*, which notice shall be in substantially the form attached hereto as Exhibit B, with such changes as are approved by the Authorized Officer. Following the receipt of such bids, the Authorized Officer is authorized to award the Bonds to the successful bidder therefor or reject all bids and negotiate the sale of the Bonds with a selected Purchaser.

18. AUTHORIZED OFFICER. Notwithstanding any other provision of this Resolution, the President, Village Manager, and Treasurer/Finance Director of the Village, or any one of them acting alone or any number of them acting together (the “Authorized Officer”) are authorized within the limitations set forth below to determine the title of the Bonds, the interest rate or rates, maximum interest rate, amount of discount or premium, amount of maturities, principal amount, amount of good faith deposit, if any, denominations, dates of issuance, dates of maturities, interest payment dates, optional and mandatory redemption rights, and term bond options. The authority granted to the Authorized Officer by this Section, is subject to the following limitations:

- (a) The par amount of the Bonds shall not exceed \$4,000,000.
- (b) The Bonds shall not be sold at a price that would make the true interest cost of the Bonds exceed 6.00%.
- (c) The final maturity date of the Bonds shall not be later than December 1, 2045.
- (d) The Bonds shall not be sold at a price that is less than 98% of the par value of the Bonds.

The Authorized Officer is hereby authorized for and on behalf of the Village, without further Village Council approval, to: (a) approve the circulation of a preliminary and a final Official Statement describing the Bonds; (b) award the bid for the sale of the Bonds or enter into a bond purchase agreement; (c) purchase municipal bond insurance, if considered necessary, as additional security for the bondholders; (d) apply to rating agencies for a rating on the Bonds; (e) make any elections or designations relating to the Bonds pursuant to the Code; and (f) do all other acts and take all other necessary procedures required to effectuate the sale, issuance, and delivery of the Bonds.

Approval by the Village of the matters delegated in this section or any other sections may be evidenced by execution or approval of an order or of such documents by the Authorized Officer. The Authorized Officer, together with the Clerk or any one or more of them, are authorized to execute any documents or certificates necessary to complete the transaction, including, but not limited to, any applications including applications to the Michigan Department of Treasury (including an Application for State Treasurer's Approval to Issue Long-Term Securities, applications for waivers, and the submission of any supporting or related documents), any certificates, receipts, orders, agreements, instruments, security reports, a blanket letter of representations, and any certificates relating to federal or state securities laws, rules or regulations, and to pay any fees required by the State of Michigan. The Authorized Officer shall have the power to approve such policies as deemed necessary to comply with federal securities and tax laws, which shall be binding on the Village.

19. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional or mandatory redemption, the principal of, premium, if any, and interest on the bonds, shall be deposited in trust, this Resolution shall be defeased and the owners of the bonds shall have no further rights under this Resolution except to receive payment of the principal of, premium, if any, and interest on the bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange bonds as provided herein.

20. TAX COVENANT. The Village covenants to comply with all requirements of the Code necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes. The Authorized Officer and other appropriate officials of the Village are authorized to do all things necessary (including the making of such covenants of the Village as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

21. MUNICIPAL BOND INSURANCE. The Authorized Officer is hereby authorized to acquire municipal bond insurance to enhance the marketability of the Bonds. If the Village or the purchaser of the Bonds, acquires municipal bond insurance from a municipal bond insurer (the “Insurer”), the Authorized Officer, the Clerk, or any one or more of them, are hereby authorized to take all actions, including the payment of membership fees of a mutual insurance company, and to execute any documents, certificates, orders, applications, agreements, conditions, covenants, or other instruments necessary to effectuate the issuance of the policy of bond insurance, including, but not limited to the execution of an order or agreement containing such provisions as the Insurer may require with respect to the insurance and the Insurer, which shall be binding on the Village in the same manner as if contained herein.

22. CONTINUING DISCLOSURE. The Village agrees to provide or cause to be provided, in accordance with the requirements of Rule 15c2-12 (the “Rule”) promulgated by the Securities and Exchange Commission (a) on or prior to the date determined by the Authorized Officer, commencing with the first fiscal year ending after the issuance of the Bonds, certain annual financial information and operating data, including audited financial statements for the preceding fiscal year (or if audited financial statements are not available, unaudited financial statements), generally consistent with certain information that was contained or cross-referenced in the Official Statement relating to the Bonds, (b) timely notice of the occurrence of certain material events with respect to the Bonds, and (c) timely notice of a failure by the Village to provide the required annual financial information on or before the date specified in (a) above.

23. OFFICIAL STATEMENT. The Preliminary Official Statement relating to the Bonds is hereby authorized and approved with such changes, completions, and revisions as the Authorized Officer shall approve. The Authorized Officer and the Clerk, or any one or more of them, are hereby authorized and directed to approve, execute, and deliver the Official Statement

on behalf of the Village with such changes or modifications as they deem necessary in order to assure that the statements therein are true, and that it does not contain any untrue statement or material fact and does not omit a material fact necessary in order to make the statements, in light of the circumstances under which they were made, not misleading.

24. BOND COUNSEL. The firm of Dickinson Wright PLLC is hereby approved as bond counsel to the Village for the issuance of the Bonds and the Authorized Officer is authorized to sign an engagement letter with bond counsel with such fee as is provided in the financial report prepared for the Bonds. The Village acknowledges that Dickinson Wright PLLC represents a number of financial institutions and underwriters in public finance matters, including financial institutions or underwriters that may potentially purchase the Bonds, and consents to Dickinson Wright PLLC's representation of the Village as bond counsel and, and waives any conflict of interest arising from such representation of a financial institution or underwriter that may purchase the Bonds in other matters not involving the Village.

25. MUNICIPAL ADVISOR. MFCI, LLC is appointed as registered municipal advisor for the issuance of the Bonds.

26. RESOLUTION SUBJECT TO MICHIGAN LAW. The provisions of this Resolution are subject to the laws of the State of Michigan.

27. SECTION HEADINGS. The section headings in this Resolution are furnished for convenience of reference only and shall not be considered to be a part of this Resolution.

28. SEVERABILITY. If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other provisions of this Resolution.

29. CONFLICT. Except as provided above, all resolutions or parts thereof, insofar as the same may be in conflict herewith, are hereby repealed; provided, that the foregoing shall not operate to repeal any provision thereof, the repeal of which would impair the obligation on the Bonds.



30. EFFECTIVE DATE OF RESOLUTION. This Resolution is determined by the Village Council to be immediately necessary for the preservation of the peace, health, and safety of the Village and shall be in full force and effect from and after its passage.

YEAS: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Kristen Phelps, Clerk  
Village of Sparta

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Village Council of the Village of Sparta, Kent County, Michigan, at a meeting held on January 20, 2025, the original of which is on file in my office. The public notice of the meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Dated: January 20, 2025

\_\_\_\_\_  
Kristen Phelps, Clerk

**EXHIBIT A**

No. \_\_\_\_

**UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF KENT**

**VILLAGE OF SPARTA  
GENERAL OBLIGATION LIMITED TAX BONDS, SERIES 2025**

<b><u>Interest Rate</u></b>	<b><u>Date of Maturity</u></b>	<b><u>Date of Original Issue</u></b>	<b><u>CUSIP No.</u></b>
[Insert Rate]	[Insert Date]	[Insert Issue Date]	[Insert CUSIP]

---

Registered Owner: Cede & Co.

Principal Amount: [Insert Amount]

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The Village of Sparta, Kent County, Michigan (the “Village”), acknowledges itself indebted and, for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Date of Maturity specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, payable on the first day of [Insert Dates] of each year beginning [Insert Date], except as the provisions hereinafter set forth with respect to redemption of this Bond prior to maturity may become applicable hereto.

This Bond is one of a total authorized issue of bonds of even date and like tenor except as to date of maturity, amount and rate of interest, numbered in order of registration, aggregating the principal sum of \$[Insert Amount] issued in accordance with the provisions of Act 34 of the Public Acts of Michigan of 2001, as amended (“Act 34”) and a resolution adopted by the Village Council on January 20, 2025, for the purpose of paying the cost of designing, acquiring, and constructing certain capital improvements, including without limitation, a new Village complex including, without limitation, village hall, council chambers and department of public works facilities and other building improvements, together with all related work, facilities, site work, parking improvements, furnishings, equipment, appurtenances and related facilities necessary or incidental thereto and such other capital improvements the Village shall determine to make.

The Village has pledged the limited tax, full faith, credit and resources of the Village for the prompt payment of the principal of and interest on the Bonds, in which event the Village may levy a tax on all taxable property in the Village for the payment of principal and interest on the Bonds, which tax shall be limited as to rate and amount by applicable constitutional, statutory, and

charter limitations on the taxing power of the Village. The Village reserves the right to issue additional bonds in accordance with the provisions of Act 34 that shall be of equal standing and priority with the Bonds.

Principal of this Bond is payable at the principal office of The Huntington National Bank, Grand Rapids, Michigan, or such other Paying Agent as the Village may hereafter designate (the “Paying Agent”) by notice mailed to the Registered Owner not less than sixty (60) days prior to the next interest payment date. Interest on this Bond is payable to the Registered Owner of record as of the fifteenth (15<sup>th</sup>) day of the month preceding the payment date as shown on the registration books of the Village maintained by the Paying Agent, by check or draft mailed to the Registered Owner at the registered address.

Bonds or portions of Bonds maturing on [Term Bond Maturities] (the “Term Bonds”) are subject to mandatory redemption prior to maturity in part, by lot, and will be redeemed at the par value thereof plus accrued interest to the redemption date on December 1 of each of the following years in the amounts as follows:

Redemption Date

Principal Amount

[Insert Table for Each Term Bond]

Term Bonds purchased by the Village and delivered to the Paying Agent for cancellation or that are redeemed in a manner other than by mandatory redemption, shall reduce the principal amount of the Term Bonds subject to mandatory redemption by the amount of the Bonds so redeemed, in the order determined by the Village.

Bonds maturing on or before December 1, 2035, shall not be subject to redemption prior to maturity. Bonds maturing on or after December 1, 2036, are subject to redemption prior to maturity as a whole or in part, at the option of the Village, in such order as the Village shall determine, on any dates, on or after December 1, 2035. Bonds called for redemption shall be redeemed at the par value thereof and accrued interest to the date of redemption, without a premium.

Notice of the call of any Bonds for redemption shall be given by first class mail not less than thirty (30) days prior to the date fixed for redemption, to the Registered Owner at the registered address. Bonds called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the Paying Agent to redeem such Bonds. Bonds shall be called for redemption in multiples of \$5,000, and Bonds of denominations of more than \$5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the Bond by \$5,000, and such Bonds may be redeemed in part. The notice of redemption of Bonds redeemed in part shall state that upon surrender of the Bond to be redeemed, a new Bond or Bonds in aggregate principal amount equal to the unredeemed portion of the Bond surrendered shall be issued to the Registered Owner thereof. So long as the book-entry-only system remains in effect, the Paying Agent will give notice to Cede & Co., as nominee of The Depository Trust

Company, a New York corporation, only, and only Cede & Co. will be deemed to be a holder of the Bonds.

This Bond shall be registered in the name of the Registered Owner on the registration books kept by the Paying Agent and such registration noted hereon, and thereafter no transfer shall be valid unless made upon the registration books and likewise noted hereon. This Bond is exchangeable at the request of the Registered Owner hereof, in person or by his attorney duly authorized in writing, at the office of the Paying Agent, but only in the manner, subject to the limitations and at his sole expense, for other bonds of an equal aggregate amount, upon surrender of this Bond to the Paying Agent. Upon such transfer, a new registered bond or bonds of the same series and the same maturity of authorized denomination will be issued to the transferee in exchange therefor.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this Bond, exist and have been done and performed in regular and due time and form as required by law and that the total indebtedness of the Village including this Bond, does not exceed any applicable constitutional, statutory, or charter limitation.

IN WITNESS WHEREOF, the Village of Sparta, Kent County, Michigan, by its Village Council, has caused this Bond to be signed, by the manual or facsimile signatures of its President and its Clerk, all as of the Date of Original Issue set forth above.

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Robert Whalen, President

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Kristen Phelps, Clerk

#### **CERTIFICATE OF REGISTRATION AND AUTHENTICATION**

This Bond is one of the Village of Sparta \$[Insert Amount] General Obligation Limited Tax Bonds, Series 2025 and has been registered in the name of the Registered Owner designated on the face thereof in the bond register maintained for the Village.

THE HUNTINGTON NATIONAL BANK

Authentication Date: \_\_\_\_\_

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As Paying Agent/Bond Registrar/Transfer Agent

### **WRONGFUL USE OF CERTIFICATE**

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation (“DTC”), to the Village or its agent for registration of transfer, exchange, or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

## **ASSIGNMENT**

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_

(please print or type social security number or taxpayer identification number and name and address of transferee)

the within bond and all rights thereunder, and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_, 20\_\_

**Notice:** The signature to this assignment must correspond with the name as it appears upon the face of the within bond in every particular, without alteration or enlargement or any change whatever. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of his/her capacity to act must accompany the bond.

In the presence of: \_\_\_\_\_

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guaranty program.

Signature Guaranteed: \_\_\_\_\_

## **EXHIBIT B**

### **OFFICIAL NOTICE OF SALE**

**\$[INSERT AMOUNT]\***

\*(subject to adjustment as described below)

**VILLAGE OF SPARTA  
COUNTY OF KENT  
STATE OF MICHIGAN**

### **GENERAL OBLIGATION LIMITED TAX BONDS, SERIES 2025**

**BIDS:** for the purchase of the above bonds (the “Bonds”) will be received by an agent of the undersigned, on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, until \_\_\_\_\_ .m., Eastern Daylight time, at which time said bids will be read. Bids may be submitted to the Municipal Advisory Council of Michigan by email only at [munibids@macmi.com](mailto:munibids@macmi.com). No bid will be received after the time for receiving bids specified above and the bidder bears all risks of transmission failure.

**IN THE ALTERNATIVE:** Bids may be submitted electronically via PARITY pursuant to this Notice on the same date and until the same time, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in PARITY conflict with this Notice, the terms of this Notice shall control. For further information about PARITY, potential bidders may contact the Municipal Advisor (identified below) or PARITY at (212) 849-5021.

**BOND DETAILS:** The bonds will be fully registered bonds of the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof, dated the date of their delivery, and will bear interest from their date payable on June 1, 2025, and semiannually thereafter.

The bonds will mature on the first day of December as follows (provided, however, that the amounts set forth below may be adjusted as described under “ADJUSTMENT IN PRINCIPAL AMOUNT” herein):

<b>YEAR</b>	<b>AMOUNT</b>	<b>YEAR</b>	<b>AMOUNT</b>
2025		2035	
2026		2036	
2027		2037	
2028		2038	
2029		2039	
2030		2040	
2031		2041	
2032		2042	
2033		2043	
2034		2044	

TERM BOND OPTION: Bidders shall have the option of designating bonds as serial bonds or term bonds, or both. The bid must designate whether each of the principal amounts shown above represents a serial maturity or a mandatory redemption requirement for a term bond maturity. There may be more than one term bond designated. In any event, the principal amount scheduled for maturity in the years shown above shall be represented by either serial bond maturities or mandatory redemption requirements, or a combination of both. Any such designation must be made within one (1) hour of sale.

PRIOR REDEMPTION:

A. MANDATORY REDEMPTION. Bonds designated as term bonds shall be subject to mandatory redemption at par and accrued interest on the dates and in the amounts corresponding to the annual principal maturities hereinbefore set forth. The bonds or portions of bonds to be redeemed shall be selected by lot.

B. OPTIONAL REDEMPTION. Bonds maturing on or before December 1, 2034, are not subject to redemption prior to maturity. Bonds maturing on and after December 1, 2035, are subject to redemption prior to maturity, at the option of the Village of Sparta (the "Village"), in such order as determined by the Village, in whole or in part at any time on and after December 1, 2034, in integral multiples of \$5,000 and by lot within a maturity, at par value of the bond or portion of the bond called to be redeemed, plus accrued interest to the redemption date, without a premium.

C. NOTICE OF REDEMPTION. Not less than thirty (30) days' notice of redemption shall be given by first class mail to the registered owner at the registered address. Failure to receive notice of redemption shall not affect the validity of the proceedings for redemption. Bonds or portions of bonds called for redemption shall not bear interest after the redemption date; provided, funds are on hand with the bond registrar and paying agent to redeem the bonds called for redemption.

INTEREST RATE AND BIDDING DETAILS: The bonds shall bear interest at a rate or rates not exceeding 6% per annum, to be fixed by the bids therefor, expressed in multiples of 1/8 or 1/100 of 1%, or both. Bonds maturing on or after 2035 shall bear interest at a minimum coupon rate of 4.00%. The interest on any one bond shall be at one rate only and all bonds maturing in any one year must carry the same interest rate. No proposal for the purchase of less than all of the bonds or at a price less than 100% of their par value will be considered.

BOOK-ENTRY-ONLY: At the option of the purchaser, the bonds will be issued in book-entry-only form as one fully-registered bond per maturity and will be registered in the name of Cede & Co., as nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository for the bonds. Purchase of the bonds will be made in book-entry-only form, in the denomination of \$5,000 or any multiple thereof. Purchasers will not receive certificates representing their interest in bonds purchased. The bonds will not be issued in book-entry form if the purchaser is willing to accept physical delivery of the bonds in denominations equal to the aggregate principal amount for each maturity and, if necessary, transfer the bonds only in such denominations. If requested by the purchaser of the bonds and determined by an authorized officer of the Village, the bonds may be issued in the form of a single bond with an exhibit



containing the principal maturity amounts and applicable interest rates and due dates. The book-entry-only system is described further in the preliminary official statement for the bonds.

**BOND REGISTRAR AND PAYING AGENT:** The bonds shall be payable as to principal in lawful money of the United States upon surrender thereof at the corporate trust office of The Huntington National Bank, Grand Rapids, Michigan, the bond registrar and paying agent. Interest shall be paid to the registered owner of each bond as shown on the registration books at the close of business on the 15<sup>th</sup> day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address. As long as DTC, or its nominee Cede & Co., is the registered owner of the bonds, payments will be made directly to such registered owner. Disbursement of such payments to DTC participants is the responsibility of DTC and disbursement of such payments to the beneficial owners of the bonds is the responsibility of DTC participants and indirect participants as described in the preliminary official statement for the bonds. The Village from time to time as required may designate a successor bond registrar and paying agent. Alternatively, a Village official may serve as bond registrar and paying agent for the bonds.

**PURPOSE AND SECURITY:** The bonds are to be issued pursuant to the provisions of Act 34, Public Acts of Michigan, 2001, as amended, to defray all or part of the cost of various capital improvements to the public facilities of the Village. The full faith and credit of the Village have been pledged to the prompt payment of the principal of and interest on the bonds. The principal of and interest on the bonds are payable as a first budget obligation of the Village from its general funds. The ability of the Village to raise such funds is subject to applicable constitutional, statutory, and charter limitations on the taxing power of the Village.

**ADJUSTMENT IN PRINCIPAL AMOUNT:** Following receipt of bids and prior to final award, the Village reserves the right to increase or decrease the principal amount of the bonds. Such adjustment, if necessary, will be made in increments of \$5,000, and may be made in one or more maturities. The purchase price will be adjusted proportionately to the adjustment in the principal amount of the bonds, but the interest rates specified by the successful bidder will not change. The successful bidder may not withdraw its bid as a result of any changes made as provided in this paragraph.

**GOOD FAITH:** A good faith deposit in the form of a certified or cashier's check drawn upon an incorporated bank or trust company, or wire transfer, in the amount of \$\_\_\_\_\_ and payable to the order of the Village will be required of the successful bidder. If a check is used, it must accompany the bid. If a wire transfer is used, the successful bidder is required to wire its good faith deposit to the Village not later than Noon, prevailing Eastern Time, on the next business day following the sale using the wire instructions provided by the Municipal Advisor. The good faith deposit will be applied to the purchase price of the Bonds. In the event the purchaser fails to honor its accepted bid, the good faith deposit will be retained by the Village. No interest shall be allowed on the good faith deposit, and checks of the unsuccessful bidders will be promptly returned to such bidder's representative or by registered mail. The good faith check of the successful bidder will be cashed and payment for the balance of the purchase price of the Bonds shall be made at the closing.

AWARD OF BONDS: The bonds will be awarded to the bidder whose bid produces the lowest true interest cost to the Village. True interest cost shall be computed by determining the annual interest rate (compounded semiannually) necessary to discount the debt service payments on the bonds from the payment dates thereof to \_\_\_\_\_, 2025, and to the price bid.

LEGAL OPINION: Bids shall be conditioned upon the approving opinion of Dickinson Wright PLLC, attorneys of Grand Rapids, Michigan, the original of which will be furnished without expense to the purchaser at the delivery of the bonds. The fees of Dickinson Wright PLLC for services rendered in connection with such approving opinion are expected to be paid from bond proceeds. Except to the extent necessary to issue its approving opinion as to the validity of the above bonds, Dickinson Wright PLLC has made no inquiry as to any financial information, statements or material contained in any financial documents, statements, or materials that have been or may be furnished in connection with the authorization, issuance, or marketing of the bonds and, accordingly, will not express any opinion with respect to the accuracy or completeness of any such financial information, statements or materials. By submitting a bid, the bidder consents to the engagement of Dickinson Wright PLLC as bond counsel to the Village notwithstanding any representation of the bidder by such firm in matters unrelated to the issuance of the Bonds.

TAX MATTERS: The approving opinion of bond counsel will include an opinion to the effect that under existing law, as enacted and construed on the date of the initial delivery of the bonds, the interest on the bonds is excludable from gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"). Interest on the Bonds is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals; however, interest on the Bonds is included in the "adjusted financial statement income" of certain corporations that are subject to the federal corporate alternative minimum tax under Section 55 of the Code. The opinion set forth above will be subject to the condition that the Village comply with all requirements of the Code, that must be satisfied subsequent to the issuance of the bonds in order that interest thereon be (or continue to be) excludable from gross income for federal income tax purposes. Failure to comply with certain of such requirements could cause the interest on the bonds to be included in gross income retroactive to the date of issuance of the bonds. The Village has covenanted to comply with all such requirements. The opinion will express no opinion regarding other federal tax consequences arising with respect to the bonds.

The Village will not designate the bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.

If the successful bidder will obtain a municipal bond insurance policy or other credit enhancement for the bonds in connection with their original issuance at its expense, the successful bidder will be required, as a condition of delivery of the bonds, to certify that the premium therefor will be less than the present value of the interest expected to be saved as a result of such insurance or other credit enhancement. The form of an acceptable certificate will be provided by bond counsel.

In addition, the approving opinion of bond counsel will include an opinion to the effect that under existing law, as enacted and construed on the date of the initial delivery of the bonds, the bonds and the interest thereon are exempt from all taxation by the State of Michigan or a political subdivision thereof, except estate taxes and taxes on gains realized from the sale, payment, or other disposition thereof.

**ISSUE PRICE:** The winning bidder shall assist the Village in establishing the issue price of the bonds and shall execute and deliver to the Village at Closing an “issue price” or similar certificate setting forth the reasonably expected initial offering price to the public or the sales price or prices of the bonds, together with the supporting pricing wires or equivalent communications, substantially in the form provided by Bond Counsel, with such modifications as may be appropriate or necessary, in the reasonable judgment of the winning bidder, the Village, and Bond Counsel. All actions to be taken by the Village under this Notice of Sale to establish the issue price of the bonds may be taken on behalf of the Village by the Village’s Municipal Advisor and any notice or report to be provided to the Village may be provided to the Village’s Municipal Advisor.

The Village intends that the provisions of Treasury Regulation Section 1.148-1(f)(3)(i) (defining “competitive sale” for purposes of establishing the issue price of the bonds) will apply to the initial sale of the bonds (the “competitive sale requirements”) because:

- (1) the Village is disseminating this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;
- (2) all bidders shall have an equal opportunity to bid;
- (3) the Village anticipates receiving bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and
- (4) the Village anticipates awarding the sale of the bonds to the bidder who submits a firm offer to purchase the bonds at the lowest true interest cost, as set forth in this Notice of Sale.

Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the bonds, as specified in the bid.

In the event that competitive sale requirements are satisfied, the winning bidder shall be expected to certify as to the reasonably expected initial offering price of the bonds to the public.

In the event that the competitive sale requirements are not satisfied, the Village shall so advise the winning bidder. The Village shall treat (i) the first price at which 10% of a maturity of the bonds (the “10% test”) is sold to the public as of the sale date as the issue price of that maturity and (ii) the initial offering price to the public as of the sale date of any maturity of the bonds not satisfying the 10% test as of the sale date as the issue price of that maturity (the “hold-the-offering-price rule”), in each case applied on a maturity-by-maturity basis (and if different interest rates apply within a maturity, to each separate CUSIP number within that maturity). The winning bidder shall advise the Village if any maturity of the bonds satisfies the 10% test as of the date and time

of the award of the bonds. Any maturity of the bonds (and if different interest rates apply within a maturity, to each separate CUSIP number within that maturity) that does not satisfy the 10% test as of the date and time of the award of the bonds shall be subject to the hold-the-offering-price rule. Bids will not be subject to cancellation in the event that any maturity of the bonds is subject to the hold-the-offering-price rule. Bidders should prepare their bids on the assumption that some or all of the maturities of the bonds will be subject to the hold-the-offering-price rule in order to establish the issue price of the bonds.

By submitting a bid, each bidder confirms that, except as otherwise provided in its bid, it has an established industry reputation for underwriting new issuances of municipal bonds, and, further, the winning bidder shall (i) confirm that the underwriters have offered or will offer the bonds to the public on or before the date of award at the offering price or prices (the “initial offering price”), or at the corresponding yield or yields, set forth in the bid submitted by the winning bidder and (ii) agree, on behalf of the underwriters participating in the purchase of the bonds, that the underwriters will neither offer nor sell unsold bonds of any maturity to which the hold-the-offering-price rule shall apply to any person at a price that is higher than the initial offering price to the public during the period starting on the sale date and ending on the earlier of the following:

- (1) the close of the fifth (5<sup>th</sup>) business day after the sale date; or
- (2) the date on which the underwriters have sold at least 10% of that maturity of the bonds to the public at a price that is no higher than the initial offering price to the public.

The winning bidder shall promptly advise the Village when the underwriters have sold 10% of that maturity of the bonds to the public at a price that is no higher than the initial offering price to the public, if that occurs prior to the close of the fifth (5<sup>th</sup>) business day after the sale date.

The Village acknowledges that, in making the representation set forth above, the winning bidder will rely on (i) the agreement of each underwriter to comply with the hold-the-offering-price rule, as set forth in an agreement among underwriters and the related pricing wires, (ii) in the event a selling group has been created in connection with the initial sale of the bonds to the public, the agreement of each dealer who is a member of the selling group to comply with the hold-the-offering-price rule, as set forth in a selling group agreement and the related pricing wires, and (iii) in the event that an underwriter is a party to a retail distribution agreement that was employed in connection with the initial sale of the bonds to the public, the agreement of each broker-dealer that is a party to such agreement to comply with the hold-the-offering-price rule, as set forth in the retail distribution agreement and the related pricing wires. The Village further acknowledges that each underwriter shall be solely liable for its failure to comply with its agreement regarding the hold-the-offering-price rule and that no underwriter shall be liable for the failure of any other underwriter, or of any dealer who is a member of a selling group, or of any broker-dealer that is a party to a retail distribution agreement to comply with its corresponding agreement regarding the hold-the-offering-price rule as applicable to the bonds.

By submitting a bid, each bidder confirms that: (i) any agreement among underwriters, any selling group agreement and each retail distribution agreement (to which the bidder is a party) relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling

group, and each broker-dealer that is a party to such retail distribution agreement, as applicable, to comply with the hold-the-offering-price rule if and for so long as directed by the winning bidder and as set forth in the related pricing wires, and (ii) any agreement among underwriters relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter that is a party to a retail distribution agreement to be employed in connection with the initial sale of the bonds to the public to require each broker-dealer that is a party to such retail distribution agreement to comply with the hold-the-offering-price rule if and for so long as directed by the winning bidder or such underwriter and as set forth in the related pricing wires.

Sales of any bonds to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this Notice of Sale. Further, for purposes of this Notice of Sale:

- (i) “public” means any person other than an underwriter or a related party,
- (ii) “underwriter” means (A) any person that agrees pursuant to a written contract with the Village (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the bonds to the public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the bonds to the public),
- (iii) a purchaser of any of the bonds is a “related party” to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (A) at least 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (B) more than 50% common ownership of their capital interests or profit interests, if both entities are partnerships (including direct ownership by one partnership of another), or (C) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other), and
- (iv) “sale date” means the date that the bonds are awarded by the Village to the winning bidder.

**OFFICIAL STATEMENT:** An electronic copy of the Village’s preliminary official statement relating to the bonds may be obtained by contacting the Municipal Advisor at the address referred to below. The preliminary official statement is in a form deemed final by the Village for purposes of paragraph (b)(1) of SEC Rule 15c2-12 (the “Rule”), but is subject to revision, amendment, and completion in a final official statement.

After the award of the bonds, the Municipal Advisor will provide the winning bidder with an electronic version of the final official statement, as that term is defined in paragraph (f)(3) of the Rule, within 7 business days from the date of sale to enable the successful bidder or bidders to comply with paragraphs (b)(3) and (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Council. Copies of the Official Statement will be supplied by the Municipal Advisor,

upon request and agreement by the purchaser to pay the cost of the copies. Requests for copies should be made to the Municipal Advisor within 24 hours of the time of sale.

CONTINUING DISCLOSURE: In order to assist bidders in complying with paragraph (b)(5) of the Rule, the Village will undertake, pursuant to a resolution adopted by its governing body and a continuing disclosure certificate, to provide annual reports and notices of certain events. A description of these undertakings is set forth in the preliminary official statement and will also be set forth in the final official statement.

CUSIP: It is anticipated that CUSIP numbers will be printed on the bonds, at the option of the purchaser, but neither the failure to print CUSIP numbers nor any improperly printed CUSIP numbers shall be cause for the purchaser to refuse to take delivery of and pay the purchase price for the bonds. The CUSIP Service Bureau's charge for the assignment of CUSIP identification numbers shall be paid by the purchaser.

BIDDER CERTIFICATION: NOT "IRAN-LINKED BUSINESS": By submitting a bid, the bidder shall be deemed to have certified that it is not an "Iran-Linked Business" as defined in Act 517, Public Acts of Michigan, 2012; MCL 129.311 et seq.

DELIVERY OF BONDS: The Village will furnish bonds ready for execution at its expense. Bonds will be delivered without expense to the purchaser through DTC in New York, New York, or such other place or by such other means as may be agreeable to the purchaser and the Village. The usual closing documents, including a continuing disclosure certificate (to the extent that the purchaser is subject to the Rule) and a certificate that no litigation is pending affecting the issuance of the bonds, will be delivered at the time of the delivery of the bonds. If the bonds are not tendered for delivery by twelve o'clock noon, prevailing Eastern Time, on the 45<sup>th</sup> day following the date of sale, or the first business day thereafter if said 45<sup>th</sup> day is not a business day, the successful bidder on that day, or any time thereafter until delivery of the bonds, may withdraw its proposal by serving notice of cancellation, in writing, on the undersigned, in which event the Village shall return the good faith deposit. Payment for the bonds shall be made in Federal Reserve Funds.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

REGISTERED MUNICIPAL ADVISOR: Further information regarding the bonds may be obtained from MFCI, LLC, 435 Union Street, Milford, Michigan 48381. Telephone: (313) 782-3011.

Kristen Phelps, Clerk  
Village of Sparta



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** January 20, 2025  
**TO:** Village President Whalen and Members of Council  
**FROM:** William Hunter, Director of Public Works & James Lower, Village Manager  
**RE:** Res. 25-03 Street Administrator Appointment

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### **BACKGROUND**

Under the provisions of Public Act 51 of 1951, as amended (commonly referred to as Act 51), the Village of Sparta must designate a Street Administrator. This individual is responsible for managing and overseeing the Village's Street funds and ensuring compliance with Act 51 reporting requirements, which are vital for maintaining eligibility for state transportation funding.

The Street Administrator is the primary liaison with the Michigan Department of Transportation (MDOT) regarding Act 51 funding and reporting. This position must be formally appointed by resolution to ensure proper administration of street-related activities and funding.

### **PROPOSED ACTION:**

We recommend that the Village Council appoint William Hunter, as the Street Administrator for the Village of Sparta in accordance with Act 51. This appointment will provide continuity in managing street funds and ensure compliance with MDOT requirements.

### **RESOLUTION:**

A resolution to appoint the Street Administrator in compliance with Act 51 has been prepared and is attached for Council review and adoption.

### **RECOMMENDATION:**

Staff Recommends approval of Res. 25-03 appointing William Hunter as Street Administrator.

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

Councilmember \_\_\_\_\_, supported by Councilmember \_\_\_\_\_, moved the adoption of the following resolution:

**RESOLUTION NO. 25-03**

**A RESOLUTION APPOINTING WILLIAM HUNTER STREET ADMINISTRATOR FOR THE  
VILLAGE OF SPARTA**

**WHEREAS**, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

**NOW, THEREFORE, BE IT RESOLVED THAT:**

be it resolved, that this Honorable Body designate James A. Lower as the single Street Administrator for the Village of Sparta in all transactions with the State Transportation Department as provided in Section 13 of the Act effective January 20, 2025.

**YEAS:** Councilmembers:

**NAYS:** Councilmembers:

**ABSENT:** Councilmembers:

**ABSTAIN:** Councilmembers:

**RESOLUTION DECLARED ADOPTED.**

Dated: January 20, 2025

**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 January 20, 2025 which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Date: January 20, 2025

\_\_\_\_\_  
Kristen Phelps, Village Clerk





## **ACTION MEMO**

### **Staff Communication**

---

**DATE:** January 20, 2025  
**TO:** Village President Whalen and Members of Council  
**FROM:** James Lower, Village Manager  
**RE:** Purchase and Rehab of 2016 Leaf Machine

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### **BACKGROUND**

Last month, the Village Council approved the purchase of a leaf machine vehicle on the condition that staff felt comfortable moving forward after the machine was demonstrated. However, after seeing the machine in action, we realized it did not have enough power to meet our needs. Therefore, we are abandoning the idea of using a vehicle that does not require a CDL.

We would still like to switch to a vehicle that can be run by a single operator for safety and efficiency reasons. Last year we successfully purchased quality used equipment and refurbished it to meet our needs. We believe we have found a solution for leaves using the same method. At the auction, a 2016 model leaf machine needs work and can, therefore, be acquired inexpensively. Purchasing a similar unit, already refurbished, would cost 200,000+ according to our obtained quotes. We believe we can purchase the unit below, have it shipped to the village, and have it refurbished for under \$100,000. Once complete, the unit would be practically new and last for many seasons. A brand-new unit would be in the high \$300,000 to \$400,000 range.

If we move forward with this plan, we will sell one of our aging dump trucks and current leaf machines, which will help defray some of the cost. It also helps us address the need to replace one of our dump trucks that is already scheduled/budgeted in our CIP. The timing is also ideal because we will have many months to have the vehicle refurbished before leaf pick-up starts.

### **RECOMMENDATION**

Staff recommends a motion to authorize the expenditure of up to \$150,000 for the purchase, shipping, and refurbishment of a 2016 vacuum truck presented or a similar make-a-model.

### **ATTACHMENT**

2016 Freightliner M2 106 Medium Duty Vacuum Truck: <https://www.govdeals.com/asset/174/3862>



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** January 20, 2025  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Rouge River Park Engineering, Grant Admin, and Oversight Proposal

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#### **SUMMARY OF REQUEST:**

We are very pleased to have been awarded the MNRTF Grant for the Rogue River Park project. We planned on having the village engineer partner with our staff team on the engineering work, grant compliance paperwork, permitting, and construction oversight if the application was successful.

Attached you will find the proposal from Prien & Newhof as well as tentative schedule for the project. Staff believes this is a fair proposal and would like to continue to work with Prien & Newhof on the next phase of this project.

#### **FINANCIAL IMPACT:**

The proposal costs \$43,000. These costs will count towards the \$100,000 required match for the village and were assumed in the grant submission.

#### **BUDGET ACTION REQUIRED:**

The \$100,000 match is assumed in the FYI25 budget. However, this will be only \$43,000 of that cost. The rest will actually likely be spent in 2026. The budget will be adjusted accordingly at the end of year given the project schedule. We will program the remaining \$57,000 into the 2026 budget.

#### **STAFF RECOMMENDATION:**

A motion to approve the proposal as presented and authorize the village manager to execute the agreement with Prien & Newhof.

January 10, 2025

James Lower, Village Manager  
Village of Sparta  
156 E. Division St.  
Sparta, MI 49345

RE: Engineering & Grant Administration Services  
Rogue River Park - 2025 MDNR Trust Fund Grant Improvements

Dear Mr. Lower:

Congratulations on being awarded your MDNR Trust Fund Grant for Rogue River Park. Thank you for allowing us to help you on this successfully grant application. We are providing a proposal to be your prime professional leading the design, engineering, bidding, and construction of the project according to MDNR Trust Fund Grant Guidelines.

**Grant Construction Scope & Cost Estimate**

The scope of the 2025 MDNR Trust Fund Grant includes: Construct a trailhead parking lot with barrier free kayak launch, concrete pad for portable restrooms, concrete sidewalks, picnic tables, kiosk, signage, amenities, rain garden, native plants, and site restoration.

Based on the scope outlined in the grant application, the estimated complete cost for the project is \$381,400. The grant will reimburse \$281,400 and the Village of Sparta is responsible for the remainder of the project costs. We cannot guarantee construction costs will not exceed grant funding but will help you understand this potential as the design develops.

**Pre-Engineering Services**

The pre-engineering phase of the project includes getting topographic survey, soil borings, and wetland delineation. This information is critical to developing construction plans and designing for the longevity of the proposed improvements.

**Engineering / Bidding / Grant Administration**

The engineering phase includes site civil construction document development, cost estimate updates, preparation of construction pay items, project specifications, bid/contract documents and project bid and award activities. We have included only (4) design review meetings in our fee.

In addition, we will serve as the “prime professional” as required by the MDNR Trust Fund Development Guide. As “prime professional” we will coordinate as needed with the MDNR Grant Staff, submit plans and specifications to the MDNR for review prior to bidding, as well as after bidding to approve contractors, and other required grant tasks.

**Construction Administration / Observation**

The construction engineering phase of the work would start after the Village Council awards the construction project and would continue through project completion. Construction engineering work includes a preconstruction meeting, coordination of the construction schedule, part-time construction observation (8 site visits) and coordination, preparation of monthly partial pay estimates, preparation of change order documents, coordination of township approval of pay estimates and change orders, and other tasks necessary to complete and close out the project.

**Project Schedule**

According to the MDNR Trust Fund Grant Agreement, the township will have two years to complete the construction project and finalize the reimbursement. Grantees are allowed to incur costs for prime professional services prior to the grant agreement being fully executed. We are prepared to be able to complete plans and specifications and go out to bid in late 2025 after your grant agreement is fully executed. We would expect that construction could begin in fall and be completed in the spring of 2026. Changes to the design or scope may affect project schedule.

**Estimated Cost of Services**

Pre-Engineering	\$ 10,000
Engineering/Architectural/Bidding/Grant Administration	\$ 25,000
Construction Administration	\$ 8,000

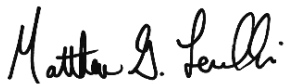
Our fee is based on the grant scope and costs outlined above and as shown in sketch attached. Scope changes or difficulty obtaining an EGLE permit may require additional fee. We will seek your approval for additional fee prior to completing any out-of-scope services.

We propose to provide the professional services outlined above on a time and material basis based on our current rates for a total estimated fee of \$43,000

We appreciate the opportunity to partner with you and the Village of Sparta on this project. If you have any questions or comments, please do not hesitate to call us at your convenience.

Sincerely,

**Prein&Newhof**



Matthew G. Levandoski, P.L.A.  
Landscape Architect IV



Brian Vilmont, P.E.  
Team Leader

MGL/ml

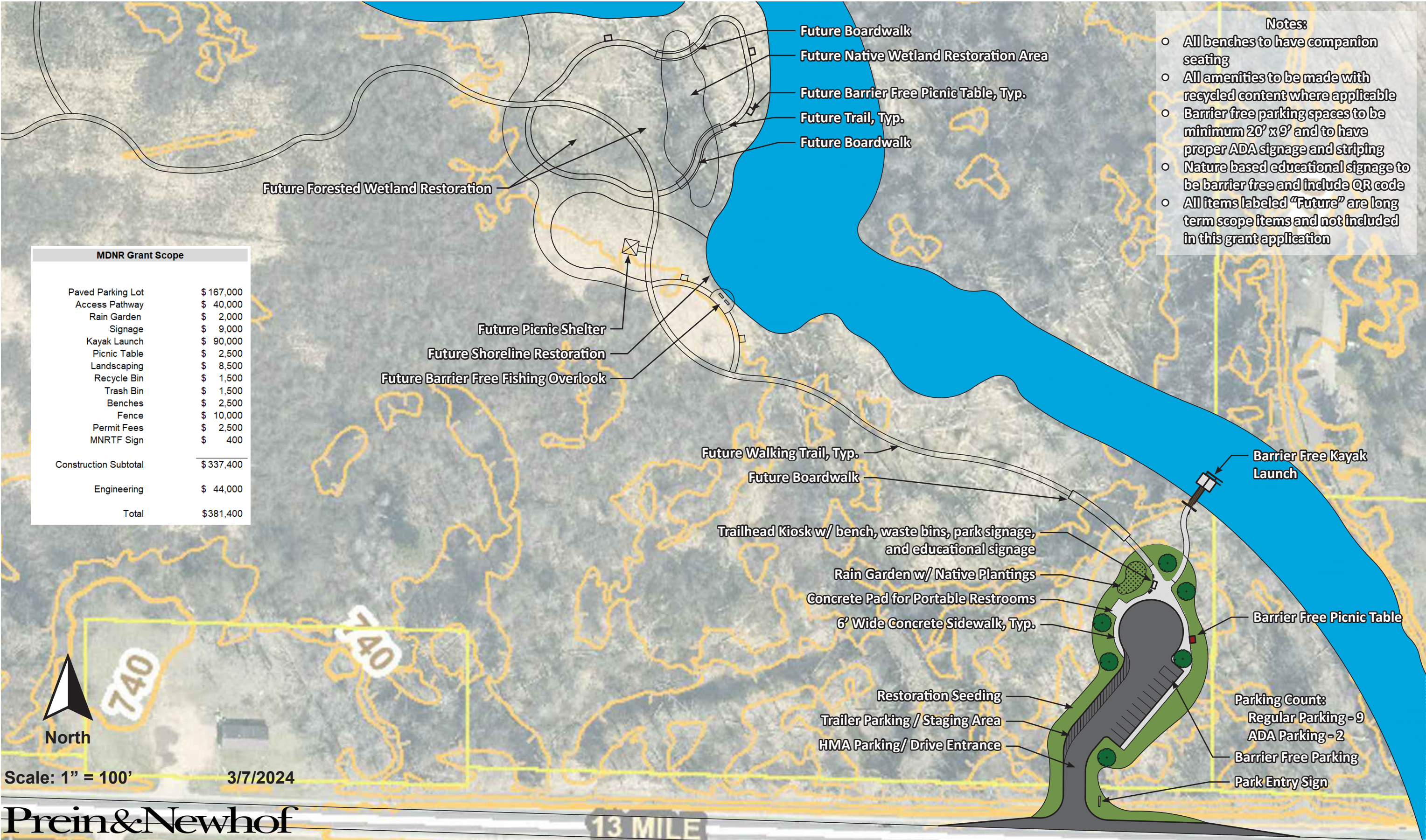
cc: Kevin Koster, PE – Prein & Newhof

Enclosures: Site Development Plan & Grant Cost Estimate



# Rogue River Park - Trust Fund Development Plan

## Village of Sparta





Village of Sparta - Rogue River Park
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MDNR Trust Fund Grant Improvements Project Schedule		Months
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### Grant Agreement Timelines

[illegible]



#9g

## **ACTION MEMO**

### **Staff Communication**

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**DATE:** January 20, 2025  
**TO:** President Whalen & Council Members  
**FROM:** James A. Lower Village Manager  
**RE:** Ord. 25-01: An Ordinance to Amend the Planning Commission Membership, Appointment, and Terms

### **SUMMARY OF REQUEST:**

We have previously discussed cleaning up the ordinance governing the planning commission membership, appointment and terms.

The ordinance before you simplifies and streamlines section 2-262 of the ordinances and makes the following specific changes:

- a. Reduces the planning commission membership from 9 members to 7 members.
- b. Reduces the ex officio members from 3 to 2. The old ordinance required a member of village staff to serve as an ex officio member. This has not been done in years and likely went away when the requirement of the manager and/or staff to live in the village was ruled unenforceable by the courts.
- c. Eliminates old unneeded language used when the planning commission was transition from an even older planning commission format.
- d. Eliminates language specifying the types of backgrounds of people who should be selected to serve on the planning commission. This language was hard to enforce, not generally followed, and could limit the pool of applicants unnecessarily.

### **STAFF RECOMMENDATION:**

Staff recommends the following motion: Motion to adopt of Ord. 25-01

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

Council member \_\_\_\_\_ supported by Council member \_\_\_\_\_, moved the adoption of the following ordinance

**ORDINANCE NO. 25-01**

**AN ORDINANCE TO AMEND THE PLANNING COMMISSION  
MEMBERSHIP, APPOINTMENT, & TERMS SECTION OF CHAPTER 2,  
ARTICLE IV, DIVISION 2 OF THE VILLAGE OF SPARTA CODE OF  
ORDINANCES.**

**THE VILLAGE OF SPARTA ORDAINS:**

Section 1. Amendment. That Chapter 2, Article IV, Division 2, Section 2-262 of the Code of Ordinances of the Village of Sparta, Michigan, is amended to read in its entirety as follows:

**Sec. 2-262-. Membership; appointment and terms**

A. The commission shall consist of seven members appointed by the village president subject to approval of the majority of the members of the village council. Two members shall be ex officio members who shall include the village president and a member of the village council. The terms of the village president and the council member shall correspond with their official tenure as elected officials.

To be qualified to be a member and remain a member of the commission, the individual shall meet the following qualifications:

(1) Shall be a qualified elector of the Village of Sparta, except that one member may be a non-qualified elector who lives outside the boundaries of the village;

(2) Shall not be an employee of the Village of Sparta.

B. Members shall be appointed for three-year terms. If a vacancy occurs, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment such that, as nearly as possible. A member shall hold office until his or her successor is appointed.

C. An ex officio member of the planning commission shall not serve as the chairperson of the planning commission.



- D. Removal from office. The village council may remove a member of the commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Failure to disclose a potential conflict of interest shall be considered malfeasance in office. Failure to repeatedly attend commission meetings shall be considered nonfeasance in office.
- E. Membership compensation. All members of the planning commission, except the ex officio members, shall serve as such with compensation as established by the Sparta Village Council

Section 2. Effective Date. This Ordinance shall take effect twenty (20) days after its adoption or upon its publication in a newspaper of general circulation within the Village, whichever occurs later.

YEAS: Council members:  
NAYS: Council members:  
ABSENT: Council members:  
ABSTAIN: Council members:

ORDINANCE DECLARED ADOPTED.

#### **CERTIFICATION**

I certify this is a true and complete copy of an ordinance adopted at a regular meeting of the Village Council of the Village of Sparta, Kent County, Michigan, held on January 20, 2025.

Date: January 20, 2025

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Kristen Phelps, Clerk

Published:  
Effective:

**To:** Sparta Village Council  
**From:** Michael Krzciok, Airport Manager  
**Date:** January 15, 2025  
**RE:** Sparta Municipal Airport Monthly Report, December 2024



### **December Recap:**

Compared to the December 2023 which was very mild, we had more “normal” December weather this year. Even so, our flight operations and fuel sales were up over past Decembers.

- Three snow events required plowing operations this December as opposed to zero in 2023. Our snow removal vendor, Waterworks LLC, did a great job. The owner, Steve Shmid, communicates very well which allows for good coordination and minimal impact on operations.
- Phase 1 and 1A of our Apron Expansion and Reconstruction Project were completed and paint markings applied! This completed phase has already shown the benefit of safer, less congested operations around the fuel pumps. We should see even greater positive impact with the additional parking spaces this spring when the pace of operations picks up again.

### **Fuel Sales:**

Month	Year	Total Transactions	Total Gallons
December	2024	143	3197
December	2023	145	2939
December	2022	135	2275
December	2021	142	2991

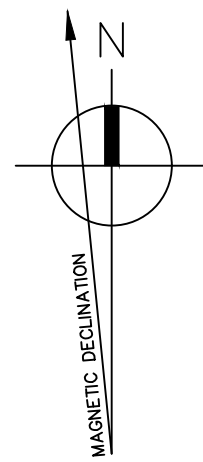
### **Year End Fuel Sales Recap:**

Overall, the weather in 2024 was very good (for Michigan) and conducive to increased flying activity. Both Flights Schools had excellent years which helped drive increased fuel sales.

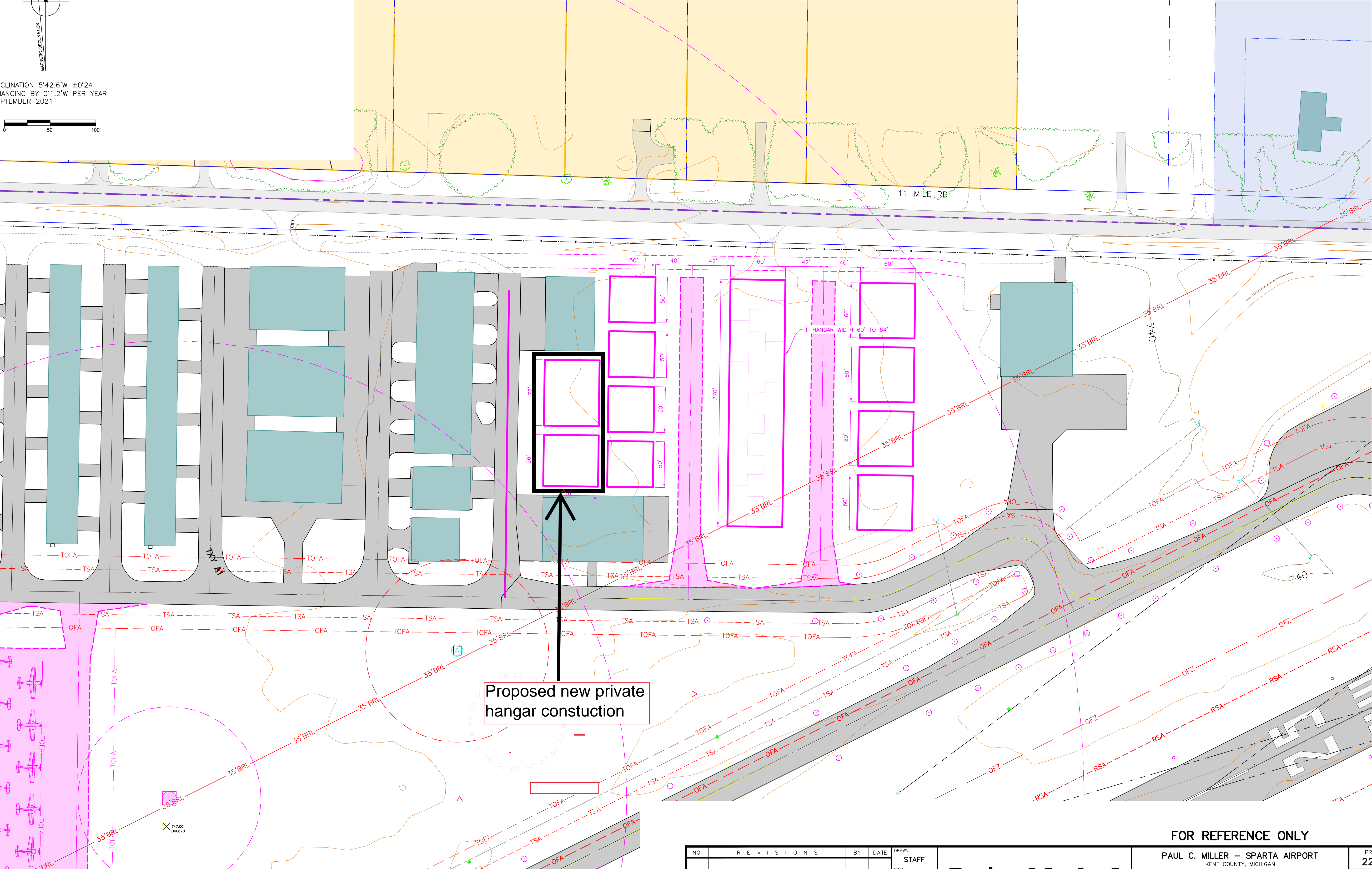
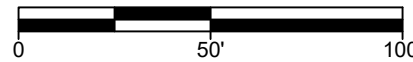
Year	Total Transactions	Total Gallons
2024	3370	68,554
2023	3147	60,446
2022	3076	61,557
2021	3262	67,369

### **Hangar Demand:**

Demand for hangar space is still high but we do have one hangar available. As I mentioned last month, this is one of our oldest hangars and is one of three that does not have a door. This will be difficult to fill



DECLINATION 5°42.6'W ±0°24'  
CHANGING BY 0°1.2'W PER YEAR  
SEPTEMBER 2021



Proposed new private  
hangar construction

NO.	REVISIONS	BY	DATE

DRAWN STAFF
DATE APR. '23
CHECKED B.J.M.
DATE APR. '23

**Prein&Newhof**  
Engineers • Surveyors • Environmental • Laboratory

FOR REFERENCE ONLY  
PAUL C. MILLER — SPARTA AIRPORT  
KENT COUNTY, MICHIGAN  
AIRPORT LAYOUT PLAN  
T-HANGAR EXHIBIT

PROJECT NO.  
2200595  
SHEET NO.  
**EXHIBIT  
4A**



# Michigan Airport Economic Benefits Analysis (EBA) Tool

Department of Transportation

## Michigan Department of Transportation

Office of Aeronautics

EBA Assessment

SPARTA (8D4)

### Airport Characteristics

City	<b>Sparta</b>	Evaluated for Year	<b>2023</b>
County	<b>Kent</b>		
Ownership	<b>Public</b>	MASP Tier	<b>Tier 1</b>
Current FAA ARC	<b>B-II</b>	MASP ARC	<b>C-II</b>
Service Area County	<b>Kent</b>		
Primary Runway Length	<b>4,032</b>	Instrument Approach	<b>NPI</b>
Primary Runway Width	<b>75</b>	Fuel Sales (in gallons)	<b>82,580</b>

### Operations

Total Operations	<b>58,550</b>	Total Passengers	<b>124,000</b>
Total Aircraft	<b>102</b>	Total Cargo Tons	<b>0</b>

### Capital Expenditures

Expenditure Year	Total	Federal	State	Local
2023	\$288,644	\$259,778	\$14,433	\$14,433

## Ongoing Economic Contribution - 2022\$

	Jobs		Labor Income		Output	
	Local	State	Local	State	Local	State
<b>Direct Effect</b>	<b>54</b>	<b>54</b>	<b>\$3,667,040</b>	<b>\$3,659,003</b>	<b>\$6,394,561</b>	<b>\$6,278,867</b>
On-Airport - Aviation Related	32	32	\$2,490,900	\$2,490,900	\$3,830,011	\$3,526,818
On-Airport - Not Air Related	1	1	\$38,911	\$38,911	\$93,579	\$91,551
Off-Site - Visitor Spending	2	2	\$70,684	\$70,684	\$188,808	\$188,808
Off-Site - Air-Related or Reliant	18	18	\$978,904	\$978,904	\$2,053,017	\$2,240,288
Capital Expenditures	1	1	\$87,642	\$79,604	\$229,146	\$231,402
<b>Multiplier Effect</b>	<b>44</b>	<b>55</b>	<b>\$2,656,357</b>	<b>\$3,271,529</b>	<b>\$7,744,868</b>	<b>\$9,831,928</b>
On-Airport - Aviation Related	31	38	\$1,904,469	\$2,264,839	\$5,421,707	\$6,647,449
On-Airport - Not Air Related	0	0	\$24,145	\$29,670	\$73,829	\$92,833
Off-Site - Visitor Spending	1	1	\$48,702	\$58,891	\$148,633	\$184,734
Off-Site - Air-Related or Reliant	10	14	\$624,586	\$851,877	\$1,935,667	\$2,692,167
Capital Expenditures	1	1	\$54,454	\$66,251	\$165,032	\$214,744
<b>Total Effect</b>	<b>98</b>	<b>109</b>	<b>\$6,323,397</b>	<b>\$6,930,532</b>	<b>\$14,139,429</b>	<b>\$16,110,795</b>

## Ongoing Tax Contribution - 2022\$

	On-Airport		Off-Site	
	Local	State	Local	State
State income tax	\$56,476	\$68,898	\$160,334	\$161,244
State sales tax	\$48,600	\$59,016	\$149,495	\$157,622
Tax generated by fuel sales	\$2,477	\$2,477	\$0	\$0

this time of year. With no door to protect the airplane from blowing and drifting snow people are passing on it for now. I am confident we can fill it this spring. We added one name to the waitlist.

<b>Available Hangars</b>	1
<b>Upcoming Availability</b>	0
<b>T-hangar Waitlist</b>	54

I am currently working with two individuals on two new private hangar projects that are moving along nicely. I am hoping to have plans in hand and land lease agreements completed by the end of the first quarter. See attached layout plan.

**Airport Economic Benefit:**

MDOT Aeronautics recently completed their Economic Benefits Assessment for airports based on 2022 & 2023 numbers. The Sparta Airport Analysis is attached for your review. A huge THANK YOU to the Village Council, Village staff, Airport Committee, and the Sparta Community for their support. The continued growth of the airport will help to assure that it remains an economic driver for the local community and that it continues to be an ever more important piece of the West Michigan transportation infrastructure.



- 1) Between the 3 boards (Events, DDA, Chamber), we are locking in a joint annual meeting on Tuesday, Feb. 11, 2025 at the Civic Center. The agenda will include board updates from each group including upcoming planned activities, formally adopting the Memorandum of Understanding and reviewing the Strategic Objectives & Alignment document together.
- 2) The Chamber board is preparing for the Annual Sparta Chamber Business event which will be held Feb. 24 at Apple Valley Events venue on 12 mile. All businesses are welcome to attend to see buzz about what is happening in the Sparta Business Community!
- 3) Staff is tentatively planning the State of Sparta luncheon on Tuesday, May 6 and will be hosted at Stoney Ridge Vineyard. This will be confirmed by next meeting.
- 4) Staff is busy preparing for the Event Season ahead with the background work that it takes to host festivals and events.
- 5) The Chamber has secured the next several month dates of coffee meetings, the 3<sup>rd</sup> Thursday of the month! All are welcome to join, this is a great opportunity to have an intimate Q/A session with some of the community leaders and meet local businesses.
- 6) Sponsorship drive 2025 is coming along, we have made contact with our current partners and continuing to reach out to new potential partners for the benefit of our vibrant community!
- 7) Sparta Community Works (the previously known Rotary Club) is a subcommittee of Sparta Events, running under our 501c3 organization. The group has been fundraising ongoing with a meat raffle, kickball league, and golf outing, raising around \$8500 and working through grant distribution processes to make positive impacts to organizations and individuals doing great work in Sparta.



 We went Mobile!

*What's Brewin' With The Sparta Chamber*

Join us once a month  
anytime from 9am - 10 am  
See the line-up

Interested in hosting one?  
please email  
spartatoday@spartami.org  
and we will get you on the  
calendar for 2025!

*A great way to  
meet your business  
neighbors &  
hear about  
Sparta news!  
Be "in the know!"*



Save the 3<sup>rd</sup> Thursday of  
the Month!

**SAVE THESE THURSDAYS!**

January 16th 2025  
at **PALERMO PIZZA OF SPARTA**  
466 E. Division

February 20th 2025  
at **THE HOT SPOT**  
94 N. Union St.

March 20th, 2025  
at **CHOICE ONE WEALTH**  
129 E. Division

April 17th 2025  
at **SPEC TOOL**  
389 E. Division Street

May 15th 2025  
at **THE SASSY CHICKEN**  
77 E. Division Street

June 19th 2025  
at **RENT SMART**  
9430 Sparta Avenue

July - No Host

August 21st 2025  
at **HOWARD CHRISTENSEN NATURE CENTER**  
16190 Red Pine Drive-Kent City

September, October, & November are  
available to host!



E: SPARTATODAY@SPARTAMI.ORG  
P: 616-887-2454



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** January 14, 2025  
**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 Plant-update

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#### **Summary:**

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

#### **December 2024 Flow Data**

##### **Wastewater Treatment Plant flow:**

- 15.067 M gallons treated for the month
- 0.772 M gallons max daily flow
- 0.486 M gallons per day average

##### **Algoma Township flow:**

- 1,227,239 gallons treated for the month
- 57,634 gallons max daily flow
- 39,588 gallons per day average



## **Significant Events/Emergency Callouts:**

There were no violations for the month of December.

- We are continuing to write SOPs, perform preventive maintenance, and do housekeeping.
- Continually updating our laboratory QA/QC program.
- Staff have been cross-training at the water plant and DPW garage.
- Assisting the garage in their move of materials to the wastewater plant.
- Started cataloging of assets for an asset management program required by the state.
- Continued updating and maintaining a proper maintenance record manual. Performing oil changes on major plant equipment.
- Final effluent composite sampler control board failed, was able to replace with a spare we had on hand.
- Working on finding a suitable contractor for Digester 4 diffuser replacement.
- Continuing to grab and run Old Orchard samples.
- Continuing pollutant minimization program to track down mercury discharges.
- Finished quarterly sampling for Hexavalent Chromium for the village as required in our new permit.

Please feel free to contact me with any questions or comments.  
Conrad Bowman 248-882-2873



## **ACTION MEMO**

### **Staff Communication**

---

**DATE:** January 16, 2025  
**TO:** Village President Whalen and Members of Council  
**FROM:** William Hunter, Director of Public Works  
**RE:** DPW Monthly Update

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Key Dates: December 5, 2024 – January 14, 2025

#### Leaf & Brush Site Operations

- 12/5: Contractor ground up leaf and brush piles. The site is closed until further notice.
- 12/19: Drafted a press release announcing the rubbish site closure effective January 1, 2025.

#### Water System Projects & Maintenance

- 12/8-12/12: Hydrant flushing was conducted throughout the Village.
- 12/9: Buth lift station generator installed and operational.
- 12/11:
  - Completed chlorine booster pump piping project.
  - Updated Emergency Response Plan for the water system.
  - Collaborated with consultants to replace the auto-dialer and remote access at the water plant.
- 12/12:
  - Updated the Designated Operator Certification with the State of Michigan.
  - Drafted Standard Operating Procedures (SOP) for water plant operations.

#### Union Contract & Policies

- 12/11: Drafted and issued a PPE policy.
- 12/13: Drafted clarification policy for a clothing allowance in the union contract.

#### Roadway Maintenance & Coordination

- 12/5: Followed up with Surf Internet about roadway heaving; repairs planned for spring.
- 12/10: Followed up on a private property sewer lateral repair caused by Surf Internet.
- 1/8: Submitted the annual Kent County Road Commission permit for work on Division and State Streets.

### Special Projects

- 12/23: Recommended Robert Downs for hire as a DPW Operator.
- 12/24: Drafted an RFP for the 276 W. Division (DPW building) demolition.
- 1/2: Conducted a pre-bid meeting with contractors for the DPW building demo.
- 1/6: Ordered 40-foot Connex boxes for storage.
- 1/9: Organized staff training for VAC-Con and sweeper equipment.

### Winter Maintenance & Snow Removal

- 12/4 – 1/14: Conducted routine winter maintenance, including plowing, salting, and snow removal on major and local streets and sidewalks. Regularly responded to Miss Dig calls during snow events.
- 12/13 & 12/16-12/18: Supported special events with snow removal, salting, and clean-up.

### Equipment Maintenance

- 12/4 – 1/10: Ongoing equipment maintenance, including preparing vehicles for snow events and auctions.
- 1/7: Took 2005 Sterling to MHK for exhaust repairs.
- 1/1 – 1/14: Focused on garage clean-up in preparation for DPW demo.

### Resident & Property Support

- 12/17: I investigated a resident's claim about driveway damage from arborvitae; no evidence of tree impact was found.



# Sparta Police Department

Andrew M. Milanowski

*Chief of Police*

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

## MONTHLY REPORT

### December 2024 & Year End Totals

#### **Crime Report Information:**

The "Incident Description Count Report" for the entire year of 2024 is attached.

#### **Incidents of interest**

On 1/8/25 Officer Jones was dispatched to a car into a house. Upon arrival he found that a female driver had left the roadway and struck a house. She then attempted to back up over the lawn cross the street and almost ran into another house, however the vehicle was stopped by shrubbery. After an investigation, the driver was arrested for OWI 1<sup>st</sup> offense and lodged. The breath test administered revealed a very high BAC.

#### **Traffic**

The "Ticket Offense Report" for the entire year of 2024 is attached.

#### **Parking Citations for November**

There were Thirty-Seven (37) parking citations in the month of December

#### **Department Issues**

The 2019 is once again down. After we thought the problems were fixed, the transmission was shifting very hard. A preliminary check of the vehicle revealed a problem. It is sitting in our garage awaiting the approval from the company who sold the transmission as it is under warranty.