

VILLAGE OF SPARTA
Kent County, Michigan
Village Council Meeting
Monday, July 21, 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 June 16, 2025*
- b. *Approve Fire Board Meeting Minutes of June 19, 2025*
- c. *Approve DDA Minutes June 10, 2025*

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. 25-07 A Resolution to Tentatively Award a Construction Contract for Waste Water System Improvements
- b. Res. 25-08 A Resolution to Authorize Issuance of Sanitary Sewer System Bonds
- c. Res. 25-09 A Resolution to Authorize the Village Manager to Award Bids, Sign Contracts, and Provide Cash Flow for the 2025 Town Square Project
- d. Res. 25-10 A Resolution to Expand the Social District in Downtown Sparta
- e. Approval Jet-A Fuel Farm project
- f. Village Complex IT/Security Systems RFQ Award
- g. Civic Center/Historic Commission Trade Proposal
- h. Village Hall Offers Discussion
- i. Cityhood Committee Update from Chairman Carlstrom

10. Executive Session

- a. None.

11. Village Manager & Department Reports

12. Communications

13. Payment of Bills

June Payables

PAYABLES	
(101) General Fund	\$641,663.82
(202) Major Street Fund	\$792.86
(203) Local Street Fund	\$8,603.93
(581) Airport	\$66,934.01
(590) Sewer Department Fund	\$214,684.88
(591) Water Department Fund	\$39,100.05
(661) Equipment Rental Fund	\$1,437.30
Total	\$973,216.85

Informational:

(206) Fire Department	\$7,009.18
(208) SRA Park Fund	\$12,435.24
(248) Downtown Development Authority	\$8,036.06
Total	\$27,480.48

14. Public Comment

15. Council Member Announcements

16. Adjournment

VILLAGE OF SPARTA
Kent County, Michigan
Village Council Meeting
Monday, June 16, 2025 at 7:00 PM
75 N. Union St. (Sparta Civic Center)

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, Village Clerk Kristen Phelps, Police Chief Andrew Milanowski, Airport Manager Mike Krzciok

1. Call to Order

- a. The meeting was called to order at 7:00 pm by President Robert Whalen

2. Pledge of Allegiance

- a. The Pledge was recited at 7 pm.

3. Roll Call

- a. Formal Roll call was taken. Attendance is noted above.

4. Additions or Corrections to Consent and Business Agenda

Consent Agenda:

- a. *Approve Regular Village Council Meeting Minutes of May 19, 2025*
- b. *Approve Fire Board Meeting Minutes of May 22, 2025*
- c. *Approve DDA Minutes May 13, 2025*

5. Approval of Consent and Business Agenda

- a. The Consent and Business Agenda were approved as presented
 - i. Motion: Braybrook Moved to approve the consent agenda support by Carlstrom. **Motion Carried 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.

7. Public Hearing

- a. None.

8. Old Business

- a. None.

9. New Business

- a. Nash Creek Drain Assessment
 - i. Motion to pay lump sum made by Cumings with support by Mais. **Motion Passed 7-0.**
- b. Storm Water Nesting Agreement with Sparta Area Schools
 - i. Braybrook move to approve the agreement with support by Mais. **Motion Passed 7-0.**
- c. Cityhood Committee Update from Chairman Carlstrom
 - i. Chairman Carlstrom spoke about the Cityhood meeting.
 - 1. Barb Johnson 9210 Alpine Ave Commented on Cityhood

10. Executive Session

- a. None.

11. Village Manager & Department Reports

- a. Village Manger Lower spoke about happenings in the Village.

12. Communications

13. Payment of Bills

May Payables

PAYABLES	
(101) General Fund	\$363,619.31
(202) Major Street Fund	\$11,238.38
(203) Local Street Fund	\$31,116.30
(581) Airport	\$10,960.33
(590) Sewer Department Fund	\$444,578.24
(591) Water Department Fund	\$46,927.68
(661) Equipment Rental Fund	\$12,720.90
Total	\$921,161.14

Informational:

(206) Fire Department	\$5,991.55
(208) SRA Park Fund	\$6,279.20
(248) Downtown Development Authority	\$2,929.60
Total	\$15,200.35

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

14. Public Comment

- a. None

15. Council Member Announcements

- a. None

16. Adjournment

- a. Meeting adjourned at 7:16 pm by President Whalen.

**Minutes of the Sparta Fire Board Meeting
June 19, 2025**

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

Absent: Peoples (village)

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

Additions to Agenda: Fire Authority Village – Township with Jim Lower Input

Approval of the Agenda:

Motion: Cumings to approve the agenda with addition.

Second: Bergman

Motion Passed: 4-1

Public Comment: None

Approval of the Meeting Minutes May 22, 2025:

Motion: Made Van Patten to approve May 22, 2025, minutes.

Second: Cumings

Motion Passed: 5-0

Finance Board Update:

Cumings stated that the finance board has met once since the last board meeting. They reviewed and approved all department invoices of \$7,009.18. Cumings stated that most of all invoices were autopay. The department has accumulated \$19,429.03 in interest YTD with a fund balance of \$1,109,383.

Approval of the bills:

Motion: Made Anderson to approve bills through June 17, 2025

Second: Cumings

Motion Passed: 5-0

Fire Authority Village – Township: The discussion included the fire board, public attendee, and Jim Lower (Village Manager). Michigan Act 57 of 1988 allows for the creation of emergency services subject to all state laws and regulations. (Fire Authority)

Fire authority is an intergovernmental entity that serves as an organization where multiple agencies (township, village) can provide fire protection services. Main advantages of a fire authority is economy of scale modeled by two or more tax-based fire jurisdictions come to agreement on a budget and the jurisdictions when a contract is formed. A fire authority is considered a governmental agency which can issue bonds, use building and equipment as collateral for a commercial loan and have the ability to request the voters for a tax millage to fund the Fire Authority. In the development of a fire authority, the village and township would need to agree on a format, transfer of assets to the authority and a funding arrangement. Once a fire authority is agreed upon between the village and township, a fire authority board would be elected/selected to manage and run the fire authority. As discussed, the current funding would continue at the same rate and sources until such time that Village may become a city and the current fire department millages expires. At such time, the fire authority would have to review the funding sources and terms of the funding going forward.

Chief Olney will check with USDA if there will be any problems/issues with changing from a fire department to a fire authority as it pertains to the grant.

Motion: Made Cumings to move forward with forming a “Fire Authority”, using the current funding sources, transfer of assets to the fire authority, appointing a Fire Authority Board, using the fire department lawyer.

Second: VanPatten

Motion Passed: 5-0

Old Business:

The USDA grant update: The chief received several documents from the USDA. Request for obligation of funds, Letter of Conditions and Letter of intent to meet conditions and projected costs. The Chief will contact the USDA to review the current funding obligations.

Motion: Made Goodfellow to have the Chief to sign and return the Letter of Intent to the USDA

Second: VanPatten

Motion Passed: 5-0

Motion: Made Goodfellow to have the Chief to sign and return the Request for Obligation of Funds Certification Approval.

Second: Cumings

Motion Passed: 5-0

Chief’s Report: Chief Olney presented the **Chief’s report**. (attached) There were 514 runs YTD. There were 3 mutual aid calls. There were 3 accidents, with 2 minor injuries this past month. Several alarms and hazardous conditions due to the latest storm which swept through the township.

The fire department **audit** is underway with an on-site meeting last week.

The Chief covered the fire board on the on-going issues at **event venues** and the amount of people allowed at each venue. The Chief met with Dale Bergman, Ashley Johnson, Steve Boluyt, Kevin Yeomans and representatives from Briar Barns, Whippoorwill Farm and Apple Valley Events. The Chief stated that the capacity of the event buildings and fire codes were discussed and reviewed. The Chief made it clear he was the person who determined how many people there could be at an event and if there were any issues he is the township point of contact. In setting up the requirements for the buildings, all the event venues representatives agreed to the fire chief’s requirements for floor plans, event crowd managers, fire department on site along with the number of people attending a event. The Chief suggested that the township and village include these requirements as part of their venue plans. (attached are the recommendations/requirements that the fire chief will be implementing).

Self- Storage Facilities: In response to a med call at a storage facility it was apparent that the storage unit was being used for personal housing. The Chief stated that this is not the first time the department has been called to a storage facility. The Chief has contacted Kevin Yeomans (township) the village to have “Planners” send out letters to storage facility owner stating that these sites are not to be used a living quarter.

Next Meeting Date: July 17th , 2025, at 7:00 PM at the fire station.

Next Finance Meeting Dates: July 1st and July 15th at 4:00 PM at the fire station.

Public Comment: Rob Steffens stated that he thought that the proposed fire authority would work well for everyone.

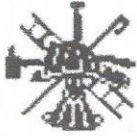
Adjournment:

Motion: Cumings to adjourn at 8:30 PM.

Second: Van Patten

Motion Passed: 5-0

Minutes by Goodfellow 6-20-25.



Chiefs Report **June 19, 2025**

Previous meeting information and updates:

1. Station Grant update
2. Audit – started
3. Event venue meeting
4. Self-storage buildings

New Business:

1. Monthly report
 1. Fire calls (NFIRS 100 classifications)
 1. 867 9-mile - auto aid to Alpine for a garage fire (fire out upon arrival)
 2. M37 and Peach Ridge – mutual aid to Kent City on a dumpster fire full of tires
 3. 4243 Alpenhorn – auto aid to Alpine for an apartment fire (mattress fire Alpine units handled and we were cleared)
 2. Explosions calls (NFIRS 200 classifications)
 3. Rescue calls including accidents (NFIRS 3- classifications)
 1. S. State and Spartan Drive: (no injuries)
 2. M37 and 10-mile: (one minor injury) units assisted with traffic
 3. M37 and Sparta Ave: (one injury) single motorcycle accident-cost recovery
 4. Hazardous Conditions (NFIRS 400 classifications)
 1. 190 15-mile: power line down
 5. Service calls (NFIRS 500 classifications)
 1. S. State and Division: assist to PD with traffic on an accident
 2. 118 Ida Red: assist to PD with the search for a missing subject
 6. Good intent calls (NFIRS 600 classifications)
 1. 3 – dispatched errors
 2. 1- cancelled call after being dispatched
 7. False alarms (NFIRS 700 classifications)
 1. 142 Homestead Acres – faulty detector
 2. 140 E Averill - fire alarm (false trip)
 8. Severe Weather incident (NFIRS 800 classifications)
 9. Special incidents (NFIRS 900 classifications)

- For a non-sprinklered building, the travel distance from any given point in the building to an exit can not exceed 75' (for reference, this distance is doubled for a suppression system)
- All exit points from a building must lead to an open, unobstructed area. If the exit path leads down a set of stairs to exit onto a level surface, additional provisions and exits may be required.
- The occupancy load is based on the arrangements of the building. I have found it best to have a couple of different floor plan layouts to choose from, so you are setting things up consistently the same every time, based on the plan.
- Suppression standard
 - Any assembly occupancy over 99 people requires a suppression system (this is in both the building and fire codes)
- Options
 - Event less than 99 – no action needed
 - Event with between 100-200 – add a crowd manager
 - Event with between 200-300 – add a second crowd manager
 - Events over 300 – will require contact with the Fire Chief and Township for approval. Additional resources may be required, and a potential cost could be for this event. This will include outdoor events.
 - Ensure that there is an adequate number of fire extinguishers on-site.
 - Crowd managers are for managing events to prevent injury or property damage in the event of an emergency. Crowd managers are to be trained people who are not directly involved with event attendees. Their duties include keeping the aisles clear, ensuring the maximum occupancy capacity is being held to, and making sure all exits are always clear and unobstructed

<https://www.iafc.org/topics-and-tools/resources/resource/crowd-manager-training>

https://alison.com/course/mastering-crowd-management#google_vignette

Filter statement

Filters **Alarm Date Range** 5/19/25 to 6/15/25 **Is Locked** true **Is Active** true

Incident Count

Count of Total Incidents Year to Date: 501

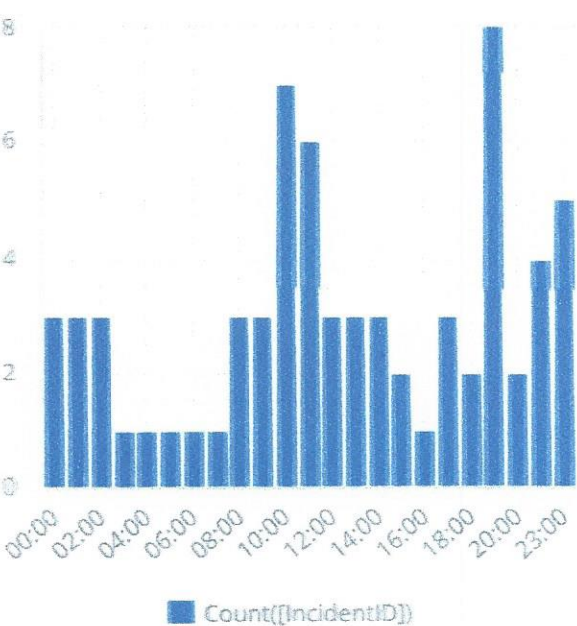
Count of Incidents

69

Incident Count by Month (This Year)



Incident Count by Hour of Day

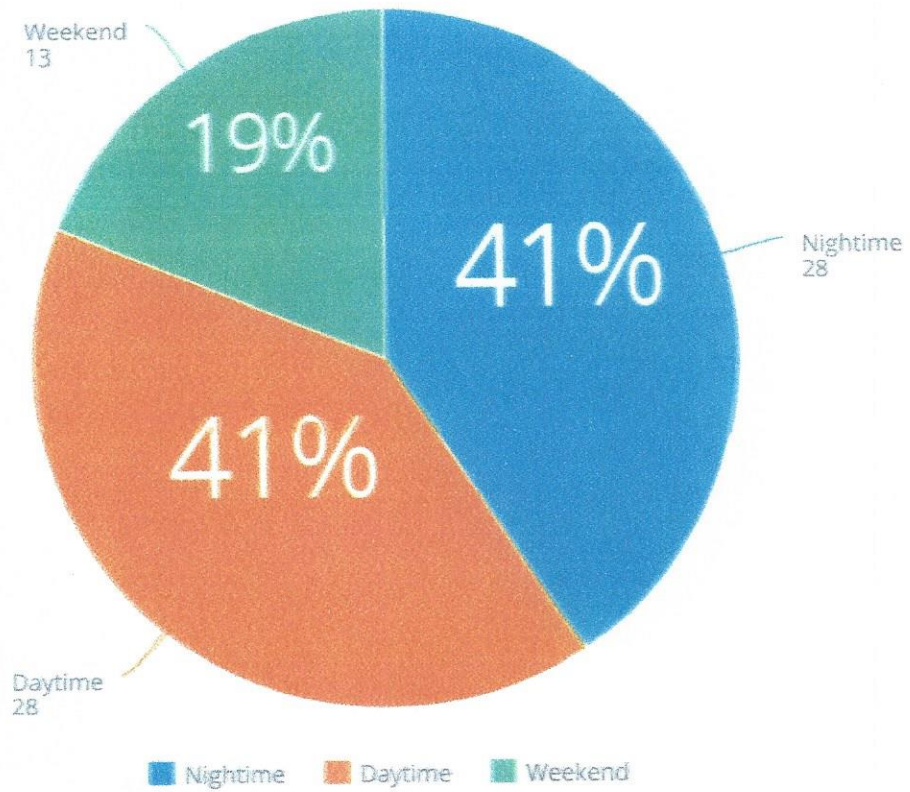


Filter statement

Filters

Alarm Date Range 5/19/25 to 6/15/25 | **Is Locked** true | **Is Active** true

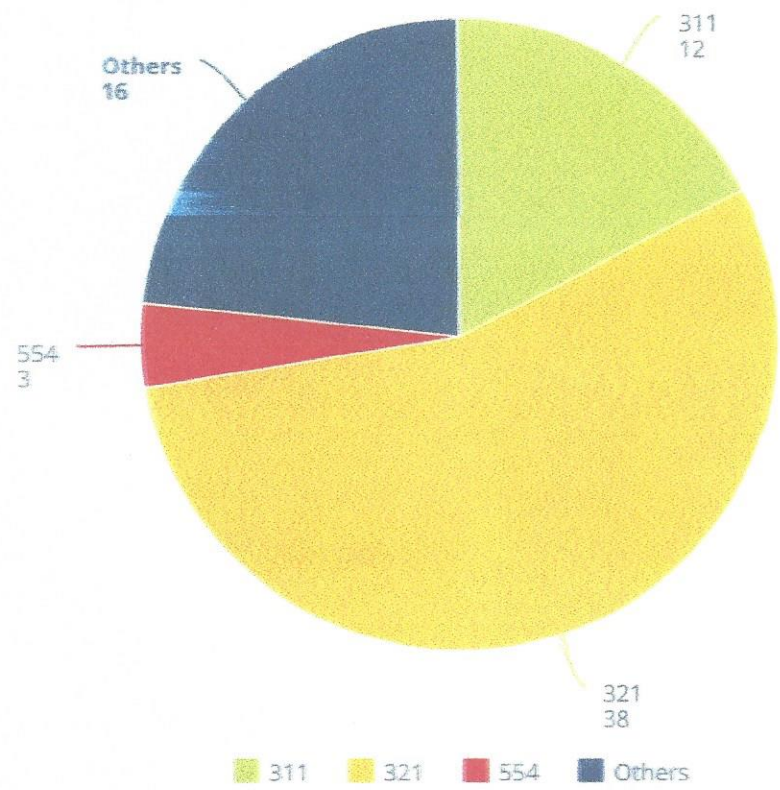
Incident Count by Shift



Filter statement

Filters **Alarm Date Range** 5/19/25 to 6/15/25 | **Is Locked** true | **Is Active** true

Percent of Incident Responses by Incident Type





Sparta Fire Department

36 Elmwood Street
Sparta, MI 49345
Telephone: 616-887-0900
www.spartafiremi.org

First off, thanks for taking the time out of your schedule to sit down and talk with us about your venues. The end goal for everyone is to have a safe venue that everyone can enjoy. I have included some of the code reference information that we use to determine the occupancy of these types of occupancies.

I have also included a couple of links for crowd manager training. One of the classes is a free online class, and the other has a minor cost. Once your staff has completed the training, can you please send me a copy of the certificate that we can also keep on file. As we discussed at the meeting, could we have a list of contact people and event dates so we can get hold of someone if needed during an event (event planner, crowd manager, etc.), this can be on a monthly or bi-monthly basis.

At some point, I would like to schedule a time to come visit your venue and walk around to discuss an emergency/safety plan that we can put together that is specific to your venue.

Daniel Olney – Fire Chief
Sparta Fire Department
36 Elmwood Street
Sparta, MI 49345

Office (616) 887-0900 ext. 100
Cell (616) -813-9625
danolney@spartafire.com

Reference information:

Michigan Building Code and Fire Code (both NFPA and IFC)

- All the codes provide guidance on the number of people allowed to occupy a given space based on the square footage and set-up.
- All of the following factors must be considered when determining the occupancy load:
 - number of exits
 - arrangement of the floor plan (chairs only, tables and chairs, standing room)
 - suppression system
 - travel distance to an exit point
 - where do the exit points lead to (referred to as the exit discharge)
- General Information:
 - A building that has a room with fewer than 50 people only needs one exit
 - Once the number of people increases, the number of exits will also increase to handle the occupants. The code states that the main entry doors should be able to handle 50% of the building's occupants.

Sparta Downtown Development Authority
MEETING MINUTES
JUNE 10, 2025
SPARTA CIVIC CENTER

Meeting called to order at 7:45 am by Chair Cheslek

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

Members Excused: Scarffe, Baker

Members Absent: None.

Also Present: Elizabeth Morse, DDA Director;

Motion to accept the DDA meeting minutes May 13, 2025 by Lamb, second by Potes. All approved.

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

Public Comment – Jackie Barber from 77 E. Division and Jeff Christians from 98 E. Division, and Scott Grossmeyer were in attendance.

Unfinished Business - None

- A. Discussion of expanding the social district boundaries. Consensus to pursue the larger boundary as discussed and to ask Township if they would like Library area in the social district.
- B. Discussion on the new layout for Sparta Town Square public gathering space and railroad historic depot. After some logistical changes, the new layout increases the area of the gathering space and changes the arrangement of the depot to face the gathering space. The project is awaiting the approval of the State Historic Preservation Office before proceeding to bidding the project out.

New Business

- A. Discussion of constructing a new pedestrian bridge across Nash Creek to the new Balyeat Parking lot. Consensus to pursue for a future agenda item and to include items to make the bridge decorative and aesthetically pleasing.

Public Comment - None.

DDA Business Director Report

- A) Attached.
- B) Discussion on adding more info onto the webpage about board members, board meetings, and providing an annual “update” to the businesses in the DDA district that could be emailed or mailed out. There could be a question to the businesses who may be interested to get more involved and could provide the business-needed dates for involvement (hay bale registration, etc.)

Meeting adjourned by executive privilege at 8:19 am.



ACTION MEMO

Staff Communication

DATE: July 21, 2025
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Res. 25-07 & 25-08 Waste Water Treatment Plant Upgrades

SUMMARY OF REQUEST:

Phase One of the design-build portion of the Wastewater Treatment Plant (WWTP) upgrade project is nearly complete. Bids were opened on June 30, and the Utilities Committee met on July 15 to review the attached memo and all bid submissions. After careful consideration, the Committee reached a final Guaranteed Maximum Price (GMP) of \$22,115,000 for the project.

The Village will receive \$2,275,200 in grant funding, reducing the net loan amount to \$19,839,800. Additional no-cost funding support has been requested from the State Legislature, and if approved, would further reduce the loan amount.

The Utilities Committee recommends proceeding with the project as designed and accepting the bids. While cost-saving alternatives were reviewed, those options would only defer necessary upgrades, resulting in higher long-term expenses. All elements of this project are required for the plant to operate properly and meet current and future needs.

The Village has secured favorable financing terms—a 2% interest rate, 30-year bond, and 12% principal forgiveness. It is unlikely that such terms would remain available in the future, and delaying the project would also expose the Village to rising construction costs. Therefore, while significant, the investment is financially prudent at this time.

The Village's engineer will attend the meeting to assist staff with any technical or detailed questions. A full briefing memo reviewed by the Utilities Committee is attached.

FINANCIAL IMPACT:

Interest rate: 2%

Bond term: 30 years

Principal forgiveness: 12% (grant)

Resolution placeholder: \$24M for logistical purposes; final loan amount will not exceed \$19,839,800.

Staff has evaluated the projected utility rate impacts. Partial payments will not begin until April 2026, with full payments starting in April 2028, allowing time for customer base growth and the retirement of other existing debt. Rate adjustments can be phased in over several years to minimize impacts on customers. A detailed rate analysis will be presented as part of the upcoming budget process later this year.

BUDGET ACTION REQUIRED:

None. This project was included in the 2025 Budget.

STAFF RECOMMENDATION:

Approval of Resolution 25-07 and Resolution 25-08 through separate motions.

AGENDA
Village of Sparta
CWSRF Project Discussion
Utilities Committee Meeting
Tuesday, July 15, 2025
5:00 PM

1. CWSRF Update:

- Received bids on 6/30/2025.
- Submittal of CWSRF Application Part III was completed 07/07/2025.
- MFA Loan Closing: 08/28/2025.
- Notice to Proceed Issuance: By 10/27/2025.

2. Bidding Update:

- The apparent low bidders are as follows:
 - Contract 1 – Site Work & Excavation: Dean's Landscaping & Excavation, Inc.
 - Contract 2 – Concrete: Jelsema Concrete
 - Contract 3 – General Trades: BCI Construction, LLC.
 - Contract 4 – Painting: Murray Painting Co.
 - Contract 5 – Mechanical: Franklin Holwerda Company
 - Contract 6 – Electrical, Controls, and Instrumentation: Windemuller Electric, Inc.
 - Contract 7 – Biosolids Storage Tank: Lipp America Tank Systems

<u>Contract Number:</u>	<u>As-Bid Pricing:</u>
1) Sitework and Excavation	\$1,301,700
2) Concrete	\$725,875
3) General Trades	\$1,260,000
4) Painting	\$445,771
5) Mechanical	\$8,143,000
6) Elec., Controls. & Inst.	\$4,228,000
7) Biosolids Storage Tank	\$835,475
Total:	\$16,939,821

3. Project Scope:

- Base project scope per the Project Planning Document:
 - Raw Sewage Pump No. 3.
 - Oxidation Ditch No. 1 Equipment.
 - Upgrades to Train No. 1 RAS/WAS Systems.
 - Installation of Clarifier No. 1 and No. 2 drives (Originally by Infrastructure Alternatives).
 - Closure of the existing Polishing Pond.
 - UV System.
 - Aerobic digestion system improvements (blowers, diffusers, mixers).
 - Thickening system replacement.
 - SCADA Improvements.
 - Miscellaneous Site Improvements.

- Additional scope:
 - New Lab/Administration Building.
 - UV Disinfection System Canopy.
 - Replacement of all three raw sewage pumps and check valves.
 - New Raw Sewage Wet Well access to meet current codes.
 - Replacement of telescoping valve at the Primary Clarifier.
 - Replacement of stop plates at the Oxidation Ditch Splitter box.
 - Replacement of Oxidation Ditch equipment in Ditch No. 2.
 - Complete mechanism replacement of all four Final Clarifiers.
 - Painting of all four Final Clarifiers.
 - Density Current Baffles on all four Final Clarifiers.
 - New 545,000-gallon Biosolids Storage Tank.
 - Miscellaneous Building Improvements.
 - Additional site piping and plant drain lines.
 - Replacement of all six RAS/WAS pumps, associated piping, and valves.
 - New flow meters associated with RAS/WAS pumps No. 1 through No. 3.
 - Three new sludge pumps.
 - New valves, piping and associated instrumentation.
 - New ferric feed skid, pumps, and instrumentation.
 - New Electrical Distribution
 - New generator.
 - Site Fencing.

4. Review Guaranteed Maximum Price:

- Cost Savings/Scope Overlap Identified \$203,957.00 in savings (w/o change in scope).
- **GMP: \$21,780,555.00**
 - Includes cash allowances for utility connections and bypass pumping along with unit price work and contingencies.
- General Conditions:
 - Permits
 - Bonds/Insurance
 - Equipment Rentals/Vehicles
 - Wage Rate Interviews (EGLE Requirement for Prevailing Wages)
 - Materials Testing (Soils, Concrete, HMA)
 - Special Inspections
 - Sampling/Testing for lagoon closure plan
 - Job Trailers
 - Dumpsters
 - Temporary Heat & Weather Protection
 - Temporary Sanitary Facilities
 - Reproduction/Printing of Documents for contractors and permit applications
 - Project Signs/Traffic Control
 - Cleaning/Waste Management
- Design Builder Fee:
 - In accordance with Article 7 of the Agreement – fixed at 8.5%.
- Design Phase Services:
 - Design costs have already been approved and are included.
- Construction Phase Services:
 - Includes construction engineering and construction supervision costs. Considers 18 months of heavy construction with roughly a 24-month contract for project completion.
- Contingency:
 - This is set at 5% of subtotal costs and comes out of the 6% project contingency mandated by EGLE. Unused contingency is returned to the Village upon Substantial Completion in accordance with the Agreement.

5. Financial/Rate Impacts:

- Loan Sizing:
 - Project Costs: \$22,115,000 (including all contingencies).
 - Less \$2,275,200 in Principal Forgiveness (grant).
 - **Net Loan: \$19,839,800.**
 - EGLE is drafting Order of Approvals to determine loan sizing.
- Interest Payments beginning in April 2026.
- Principal Payments beginning in April 2028.
- Rate Comparison.

6. Next Steps:

- Resolution of Tentative Award by Village Council.
- Loan Closing.
- Issue Notices of Award.
- Issue Notice to Proceed.
- Substantial Completion anticipated by September 2027.
- Final Completion is anticipated by November 2027.

7. Attachments:

- Bid Tabulation
- Cost Savings
- Exhibit C, Step 2 (Guaranteed Maximum Price)
- Loan Sizing Spreadsheet
- Bond Schedule
- Rate Comparison
- Tentative Award Resolution (to be approved 7/21/2025)
- Bond Issuance Resolution (to be approved 7/21/2025)

Village of Sparta
CWSRF FY25 Water Reclamation Facility
F&V Project No. 860251
FVC Project No. 1237



Contract 1 - Site Work & Excavation
Bid Tabulation
Monday, June 30th, 2025 at 2:00 PM

	Base Bid					
Contractor Name	Amount	Bid Form Signed	Bid Security Included	Addendum No. 1 Acknowledged	Addendum No. 2 Acknowledged	Addendum No. 3 Acknowledged
Dean's Landscaping & Excavating Inc.	\$ 1,301,700.00	X	X	X	X	X
Georgetown Construction	\$ 1,778,560.00	X	X	X	X	X

Apparent Low Bid	\$ 1,301,700.00
Apparent Low Contractor	Dean's Landscaping & Excavating Inc.

Village of Sparta
CWSRF FY25 Water Reclamation Facility
F&V Project No. 860251
FVC Project No. 1237



Contract 2 - Concrete
Bid Tabulation
Monday, June 30th, 2025 at 2:00 PM

	Base Bid					
Contractor Name	Amount	Bid Form Signed	Bid Security Included	Addendum No. 1 Acknowledged	Addendum No. 2 Acknowledged	Addendum No. 3 Acknowledged
Jelsema Concrete	\$ 725,875.00	X	X	X	X	X

Apparent Low Bid	\$ 725,875.00
Apparent Low Contractor	Jelsema Concrete

Village of Sparta
CWSRF FY25 Water Reclamation Facility
F&V Project No. 860251
FVC Project No. 1237



Contract 3 - General Trades
Bid Tabulation
Monday, June 30th, 2025 at 2:00 PM

	Base Bid					
Contractor Name	Amount	Bid Form Signed	Bid Security Included	Addendum No. 1 Acknowledged	Addendum No. 2 Acknowledged	Addendum No. 3 Acknowledged
BCI Construction LLC	\$ 1,260,000.00	X	X	X	X	X
VanderKodde Construction	\$ 1,434,000.00	X	X	X	X	X

Apparent Low Bid	\$ 1,260,000.00
Apparent Low Contractor	BCI Construction LLC

Village of Sparta
CWSRF FY25 Water Reclamation Facility
F&V Project No. 860251
FVC Project No. 1237



Contract 4 - Painting
Bid Tabulation
Monday, June 30th, 2025 at 2:00 PM

	Base Bid					
Contractor Name	Amount	Bid Form Signed	Bid Security Included	Addendum No. 1 Acknowledged	Addendum No. 2 Acknowledged	Addendum No. 3 Acknowledged
Murray Painting Co.	\$ 445,771.00	X	X	X	X	X

Apparent Low Bid	\$ 445,771.00
Apparent Low Contractor	Murray Painting Co.

Village of Sparta
 CWSRF FY25 Water Reclamation Facility
 F&V Project No. 860251
 FVC Project No. 1237



Contract 5 - Mechanical
 Bid Tabulation
 Monday, June 30th, 2025 at 2:00 PM

	Base Bid					
Contractor Name	Amount	Bid Form Signed	Bid Security Included	Addendum No. 1 Acknowledged	Addendum No. 2 Acknowledged	Addendum No. 3 Acknowledged
Allied Mechanical Services	\$ 8,770,000.00	X	X	X	X	X
DHE Plumbing & Mechanical	\$ 8,747,900.00	X	X	X	X	X
Franklin Holwerda Company	\$ 8,143,000.00	X	X	X	X	X

Apparent Low Bid	\$ 8,143,000.00
Apparent Low Contractor	Franklin Holwerda Company

Village of Sparta
CWSRF FY25 Water Reclamation Facility
F&V Project No. 860251
FVC Project No. 1237



Contract 6 - Electrical, Controls and Instrumentation
Bid Tabulation
Monday, June 30th, 2025 at 2:00 PM

	Base Bid					
Contractor Name	Amount	Bid Form Signed	Bid Security Included	Addendum No. 1 Acknowledged	Addendum No. 2 Acknowledged	Addendum No. 3 Acknowledged
Windemuller Electric, Inc.	\$ 4,228,000.00	X	X	X	X	X

Apparent Low Bid	\$ 4,228,000.00
Apparent Low Contractor	Windemuller Electric, Inc.

Village of Sparta
CWSRF FY25 Water Reclamation Facility
F&V Project No. 860251
FVC Project No. 1237



Contract 7 - Biosolids Storage Tank
Bid Tabulation
Monday, June 30th, 2025 at 2:00 PM

	Base Bid					
Contractor Name	Amount	Bid Form Signed	Bid Security Included	Addendum No. 1 Acknowledged	Addendum No. 2 Acknowledged	Addendum No. 3 Acknowledged
Lipp America Tank Systems	\$ 835,475.00	X	X	X	X	X
Statewide Aquastore, Inc.	\$ 1,275,000.00	X	X	X	X	X

Apparent Low Bid	\$ 835,475.00
Apparent Low Contractor	Lipp America Tank Systems

Post Bid Cost Savings		
Contract 1 - Site Work		
Original Bid	\$	1,301,700.00
No Changes		
Final Contract Price	\$	1,301,700.00
Contract 2 - Concrete		
Original Bid	\$	725,875.00
No Changes		
Final Contract Price	\$	725,875.00
Contract 3 - General Trades		
Original Bid	\$	1,260,000.00
Metal Roof Revisions	\$	(80,100.00)
Delete lab dishwasher, water unit, and vacuum pump provided by C5	\$	(33,150.00)
Delete fume hood provided by C5	\$	(19,500.00)
Final Contract Price	\$	1,127,250.00
Contract 4 -Painting		
Original Bid	\$	445,771.00
No Changes		
Final Contract Price	\$	445,771.00
Contract 5 - Mechanical		
Original Bid	\$	8,143,000.00
Delete iso rings provided by C6	\$	(5,000.00)
Final Contract Price	\$	8,138,000.00
Contract 6 - Electrical		
Original Bid		\$4,228,000.00
Delete Parshall Flume provided by C5	\$	(6,525.00)
Delete effluent sampler provided by C5	\$	(6,152.00)
Third Party Testing Requirements	\$	(28,600.00)
Final Contract Price	\$	4,186,723.00
Contract 7 - Biosolids Storage Tank		
Original Bid		\$835,475.00
No Changes		
Final Contract Price	\$	835,475.00

Total Deducts:	\$	(179,027.00)
Markup/Contingency:	\$	(24,930.00)
Total Savings:	\$	203,957.00

EXHIBIT C - Step 2 Construction

Client Name:	Village of Sparta, Michigan	Estimator:	CBT	Date:	July-25
Job Name:	Water Reclamation Facility Improvements, CWSRF No. 5826-01	Design By:	F&V	Bid Date:	June 30, 2025
Location:	156 E Division, Sparta, MI	Check By:	RWW		
Job Number:	860251 1237				
Description:	Water Reclamation Facility Improvements				
Duration:	Construction lasting approximately 24 months to reach Substantial Completion				

<u>Trade Category</u>		<u>Subcontractor / Location</u>	<u>Budget</u>
Contract 1	Site Work & Excavation	Dean's Landscaping & Excavation, Inc.	\$1,301,700.00
Contract 2	Concrete	Jelsema Concrete Construction, Inc.	\$725,875.00
Contract 3	General Trades	BCI Construction, LLC.	\$1,127,250.00
Contract 4	Painting	Murray Painting Co.	\$445,771.00
Contract 5	Mechanical	Franklin Holwerda Company	\$8,138,000.00
Contract 6	Electrical, Instrumentation & Control	Windemuller Electric, Inc.	\$4,186,723.00
Contract 7	Biosolids Storage Tank	Lipp America Tank Systems	\$835,475.00

Total of Trades	\$16,760,794.00
General Conditions - Lump Sum	\$561,100.00
Sub Total	\$17,321,894.00
Design Builder's Fee - Lump Sum	\$1,472,361.00
Sub Total	\$18,794,255.00
Design Phase Services - Lump Sum	\$962,000.00
Construction Phase Services - Lump Sum	\$987,300.00
Sub-Total Cost	\$20,743,555.00
Design-Builder Contingency	\$1,037,000.00
Total	\$21,780,555.00

	<u>Initial</u>	<u>Date</u>
OWNER:	_____	_____
FVC:	_____	_____

Village of Sparta
Water Reclamation Facility Improvements
SRF Project 5826-01
Part III - Detailed Breakdown of Project Costs

Item	Description	Total
1	Asset Management Program Fiscal Sustainability Costs	\$ -
2	Planning Costs:	\$ -
3	Rate Methodology Development Costs	\$ -
4	Design Engineering Costs:	
	F&V Design & Bidding (FVC)	\$ 962,000
	Subtotal:	\$ 962,000
5	Legal/Financial Service Fees:	
	Michigan Department of Treasury - Filing Fee	\$ 1,000
	MFCI Financial Advisory Fees	\$ 44,302
	MAC Fee	\$ 450
	Standard & Poor's - Rating Fees	\$ 22,313
	Subtotal:	\$ 68,065
6	Administrative Costs:	\$ -
7	Bond Counsel Fees	
	Dickinson Wright - Bond Counsel	\$ 52,120
	Subtotal:	\$ 52,120
8	Bond Advertisement Costs	\$ -
9	Bid Advertisement Costs	\$ -
10	Capitalized Interest	\$ -
11	Land Acquisition/Relocation Costs	\$ -
12	Land Purchase Costs	\$ -
13	Construction Engineering Costs:	Included in Item 14
14	Construction Costs:	
	FVC	\$ 19,781,555
15	Construction Costs (force account)	\$ -
16	Equipment Costs	\$ -
17	Other Project Costs	\$ -
18	SRF Project Cost Subtotal	\$ 20,863,740
19	Project Contingencies (6%)	\$ 1,251,260
20	LESS Non-SRF Funding (other federal or state grants or loans, cash on hand, etc.)	\$ -
21	Approved Project Cost to be Funded by SRF Assistance	\$ 22,115,000
22	Less Principal Forgiveness	\$ (2,275,200)
23	Net CWSRF Loan	\$19,839,800

Village of Sparta

Sanitary Sewer System Junior Lien Revenue Bonds, Series 2025

\$20,034,800

This will change to \$19,839,800.00 after cost savings.

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
10/01/2025	-	-	-	-
04/01/2026	-	-	524.33	524.33
10/01/2026	-	-	37,145.50	37,145.50
04/01/2027	-	-	110,485.67	110,485.67
10/01/2027	-	-	171,691.33	171,691.33
04/01/2028	495,000.00	2.000%	199,109.67	694,109.67
10/01/2028	-	-	195,398.00	195,398.00
04/01/2029	505,000.00	2.000%	195,398.00	700,398.00
10/01/2029	-	-	190,348.00	190,348.00
04/01/2030	515,000.00	2.000%	190,348.00	705,348.00
10/01/2030	-	-	185,198.00	185,198.00
04/01/2031	525,000.00	2.000%	185,198.00	710,198.00
10/01/2031	-	-	179,948.00	179,948.00
04/01/2032	535,000.00	2.000%	179,948.00	714,948.00
10/01/2032	-	-	174,598.00	174,598.00
04/01/2033	545,000.00	2.000%	174,598.00	719,598.00
10/01/2033	-	-	169,148.00	169,148.00
04/01/2034	555,000.00	2.000%	169,148.00	724,148.00
10/01/2034	-	-	163,598.00	163,598.00
04/01/2035	565,000.00	2.000%	163,598.00	728,598.00
10/01/2035	-	-	157,948.00	157,948.00
04/01/2036	580,000.00	2.000%	157,948.00	737,948.00
10/01/2036	-	-	152,148.00	152,148.00
04/01/2037	590,000.00	2.000%	152,148.00	742,148.00
10/01/2037	-	-	146,248.00	146,248.00
04/01/2038	600,000.00	2.000%	146,248.00	746,248.00
10/01/2038	-	-	140,248.00	140,248.00
04/01/2039	615,000.00	2.000%	140,248.00	755,248.00
10/01/2039	-	-	134,098.00	134,098.00
04/01/2040	625,000.00	2.000%	134,098.00	759,098.00
10/01/2040	-	-	127,848.00	127,848.00
04/01/2041	640,000.00	2.000%	127,848.00	767,848.00
10/01/2041	-	-	121,448.00	121,448.00
04/01/2042	650,000.00	2.000%	121,448.00	771,448.00
10/01/2042	-	-	114,948.00	114,948.00
04/01/2043	665,000.00	2.000%	114,948.00	779,948.00
10/01/2043	-	-	108,298.00	108,298.00
04/01/2044	680,000.00	2.000%	108,298.00	788,298.00
10/01/2044	-	-	101,498.00	101,498.00
04/01/2045	690,000.00	2.000%	101,498.00	791,498.00
10/01/2045	-	-	94,598.00	94,598.00
04/01/2046	705,000.00	2.000%	94,598.00	799,598.00
10/01/2046	-	-	87,548.00	87,548.00
04/01/2047	720,000.00	2.000%	87,548.00	807,548.00
10/01/2047	-	-	80,348.00	80,348.00
04/01/2048	735,000.00	2.000%	80,348.00	815,348.00
10/01/2048	-	-	72,998.00	72,998.00
04/01/2049	750,000.00	2.000%	72,998.00	822,998.00
10/01/2049	-	-	65,498.00	65,498.00
04/01/2050	765,000.00	2.000%	65,498.00	830,498.00
10/01/2050	-	-	57,848.00	57,848.00
04/01/2051	780,000.00	2.000%	57,848.00	837,848.00
10/01/2051	-	-	50,048.00	50,048.00
04/01/2052	795,000.00	2.000%	50,048.00	845,048.00
10/01/2052	-	-	42,098.00	42,098.00
04/01/2053	810,000.00	2.000%	42,098.00	852,098.00
10/01/2053	-	-	33,998.00	33,998.00
04/01/2054	825,000.00	2.000%	33,998.00	858,998.00
10/01/2054	-	-	25,748.00	25,748.00
04/01/2055	845,000.00	2.000%	25,748.00	870,748.00
10/01/2055	-	-	17,298.00	17,298.00
04/01/2056	860,000.00	2.000%	17,298.00	877,298.00
10/01/2056	-	-	8,698.00	8,698.00
04/01/2057	869,800.00	2.000%	8,698.00	878,498.00
10/01/2057	-	2.000%	-	-
Total	\$20,034,800.00	-	\$6,918,340.50	\$26,953,140.50

Yield Statistics

Bond Year Dollars	\$371,892.72
Average Life	18.562 Years
Average Coupon	1.8603054%
Net Interest Cost (NIC)	1.8603054%
True Interest Cost (TIC)	1.8323521%
Bond Yield for Arbitrage Purposes	1.8323521%
All Inclusive Cost (AIC)	1.8715354%

IRS Form 8038

Net Interest Cost	1.8603054%
Weighted Average Maturity	18.562 Years

2025 CWSRF 5826-01-wDrawS | SINGLE PURPOSE | 7/9/2025 | 8:49 AM

Village of Sparta

Sanitary Sewer System Junior Lien Revenue Bonds, Series 2025

\$20,034,800

Operation Of Project Construction Fund

Date	Principal	Rate	Receipts	Disbursements	Cash Balance
09/01/2025	1,000.00	-	1,000.00	1,000.00	-
03/01/2026	314,600.00	-	314,600.00	314,600.00	-
04/01/2026	743,000.00	-	743,000.00	743,000.00	-
05/01/2026	849,100.00	-	849,100.00	849,100.00	-
06/01/2026	934,000.00	-	934,000.00	934,000.00	-
07/01/2026	1,273,600.00	-	1,273,600.00	1,273,600.00	-
08/01/2026	1,379,800.00	-	1,379,800.00	1,379,800.00	-
09/01/2026	1,379,800.00	-	1,379,800.00	1,379,800.00	-
10/01/2026	1,273,600.00	-	1,273,600.00	1,273,600.00	-
11/01/2026	1,167,500.00	-	1,167,500.00	1,167,500.00	-
12/01/2026	1,167,500.00	-	1,167,500.00	1,167,500.00	-
01/01/2027	1,167,500.00	-	1,167,500.00	1,167,500.00	-
02/01/2027	1,167,500.00	-	1,167,500.00	1,167,500.00	-
03/01/2027	1,061,400.00	-	1,061,400.00	1,061,400.00	-
04/01/2027	1,061,400.00	-	1,061,400.00	1,061,400.00	-
05/01/2027	955,200.00	-	955,200.00	955,200.00	-
06/01/2027	955,200.00	-	955,200.00	955,200.00	-
07/01/2027	849,100.00	-	849,100.00	849,100.00	-
08/01/2027	849,100.00	-	849,100.00	849,100.00	-
09/01/2027	530,700.00	-	530,700.00	530,700.00	-
10/01/2027	424,500.00	-	424,500.00	424,500.00	-
11/01/2027	318,400.00	-	318,400.00	318,400.00	-
12/01/2027	212,300.00	-	212,300.00	212,300.00	-
Total	\$20,035,800.00	-	\$20,035,800.00	\$20,035,800.00	-

Investment Parameters

Investment Model [PV, GIC, or Securities]	GIC
Default investment yield target	Unrestricted
First Deposit Date	9/01/2025

Cost of Investments Purchased with Bond Proceeds	20,035,800.00
Total Cost of Investments	\$20,035,800.00

Target Cost of Investments at bond yield	\$19,571,162.75
Actual positive or (negative) arbitrage	(464,637.25)

Yield to Receipt	-
Yield for Arbitrage Purposes	1.8323521%

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

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

RESOLUTION NO. 25-07

**A RESOLUTION TO TENTATIVELY AWARD
A CONSTRUCTION CONTRACT
FOR WASTEWATER SYSTEM IMPROVEMENTS**

WHEREAS, the Village of Sparta wishes to construct improvements to its existing Water Reclamation Facility; and

WHEREAS, the Water Reclamation Facility Improvements project formally adopted on April 25, 2024 will be funded through Michigan's Clean Water State Revolving Fund (CWSRF) program; and

WHEREAS, the Village of Sparta has sought and received construction bids for the proposed improvements and has received a guaranteed maximum price for construction in the not to exceed amount of \$21,780,555.00 from F&V Construction; and

WHEREAS, the Owner's Representative, James Lower, has recommended awarding the contract to F&V Construction.

NOW THEREFORE BE IT RESOLVED, that the Village of Sparta tentatively awards the contract for construction of the proposed Water Reclamation Facility Improvements project to F&V Construction, contingent upon successful financial arrangements with the CWSRF program.

Yeas:

Nays:

Abstain:

Absent:

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 July 21, 2025 which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Date: July 21, 2025

Kristen Phelps, Village Clerk

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

Resolution No. 25-08

**A RESOLUTION TO AUTHORIZE ISSUANCE OF
SANITARY SEWER SYSTEM JUNIOR LIEN REVENUE BONDS, SERIES 2025**

Minutes of a regular meeting of the Village Council of the Village of Sparta, Kent County, Michigan, held in the Civic Center on July 21, 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 94, Public Acts of Michigan, 1933, as amended (the “Act”) the Village Council of the Village Sparta (the “Village”) has determined to make improvements to the Village’s sanitary sewer system; and

WHEREAS, the improvements will enable the Village to provide more efficient and better quality public services to the users of the sanitary sewer system; and

WHEREAS, the improvements shall be financed in part by the issuance of revenue bonds or other evidences of indebtedness in accordance with the Act; and

WHEREAS, the Act permits the Village to authorize, within limitations which shall be contained in the authorizing resolution, an officer to sell, deliver, and receive payment for obligations, and to approve interest rates or methods for fixing interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, optional or mandatory redemption rights or tender rights, obligations to be exercised by the Village or the holder of the bonds, place of delivery and payment, and other matters and procedures necessary to complete an authorized transaction.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. DEFINITIONS. Except as provided in this Resolution, the definitions contained in the Prior Resolution (defined below) shall apply to the terms in this Resolution. In addition, whenever used in this Resolution except when otherwise indicated by context, the following definitions shall apply to the terms in this Resolution:

(a) “Authorized Officer” means the President, the Village Manager, and the Treasurer and Finance Director of the Village, or any one of them acting alone or more of them acting together.

(b) “Additional Junior Lien Bonds” means any additional Junior Lien Bonds issued in the future.

(c) “Authority” means the Michigan Finance Authority created by Executive Order 2010-2, which, among other things, transferred to the Michigan Finance Authority the powers, duties and functions of the Michigan Municipal Bond Authority, created and established pursuant to Act 227, Public Acts of Michigan, 1985, as amended.

(d) “Bonds” as defined in the Prior Resolution shall include the Series 2025 Bonds which are being issued as Junior Lien Bonds under Section 22 of the Prior Resolution.

(e) “Code” means the Internal Revenue Code of 1986, as amended, and the rules and regulations promulgated thereunder.

(f) “Construction Fund” shall mean the 2025 Sanitary Sewer System Junior Lien Revenue Bonds Construction Fund created pursuant to Section 13.

(g) “Contract Documents” means the Purchase Contract between the Village and the Authority, the Supplemental Agreement by and among the Village, the Authority, and the State of Michigan acting through the Department of Environment, Great Lakes, and Energy, and the Issuer’s Certificate for the Series 2025 Bonds or such other closing documents required by the Authority for the issuance of the Series 2025 Bonds.

(h) “Council” means the Village Council of the Village, the legislative and governing body thereof.

(i) “Improvements” means the design, purchase, acquisition, and construction of improvements to the 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 System as the Village may determine to make.

(j) “Prior Resolution” means Resolution No. 18-09.

(k) “Resolution” means this Resolution and all amendments hereto.

(l) “Series 2025 Bonds” means the Village’s Sanitary Sewer System Junior Lien Revenue Bonds, Series 2025 issued pursuant to this Resolution.

Section 2. NECESSITY, PUBLIC PURPOSE: It is hereby determined to be necessary for the public health, safety, and welfare of the Village to acquire and construct the Improvements to the System in accordance with the maps, plans, and specifications therefore prepared by the Village’s engineers, which are hereby approved.

Section 3. ESTIMATED COST; PERIOD OF USEFULNESS: The cost of the Improvements has been estimated by the engineers not to exceed \$24,000,000 including the payment of legal, engineering, financial and other expenses, which estimate of cost is approved and confirmed, and the period of usefulness of the Improvements is estimated to be greater than forty (40) years.

Section 4. ISSUANCE OF BONDS. To pay a portion of the cost of designing, acquiring, and constructing the Improvements and to pay the legal and financial expenses and all other expenses incidental to the issuance of the Series 2025 Bonds, the Village shall issue its revenue bonds pursuant to the provisions of the Act. The Series 2025 Bonds shall be issued in the aggregate principal sum of not to exceed \$24,000,000, as finally determined by the Authorized Officer at the time of sale, or such lesser amount thereof as shall have been advanced to the Village pursuant to the Contract Documents.

During the time funds are being drawn down by the Village under the Series 2025 Bonds, the Authority will periodically provide the Village a statement showing the amount of principal that has been advanced and the date of each advance, which statement shall constitute prima facie evidence of the reported information; provided that no failure on the part of the Authority to provide such a statement or to reflect a disbursement or the correct amount of a disbursement shall relieve the Village of its obligation to repay the outstanding principal amount actually advanced,

all accrued interest thereon, and any other amount payable with respect thereto in accordance with the terms of the Series 2025 Bonds.

Section 5. SERIES 2025 BOND TERMS. The Series 2025 Bonds shall be issued as one fully registered manuscript bond, shall be sold and delivered to the Authority in any denomination. The Series 2025 Bonds shall be dated the date of delivery to the Authority, or such other date approved by the Authorized Officer, and shall be payable on the dates and in the amounts determined by the Authorized Officer at the time of sale provided the final maturity shall be no later than forty (40) years after the date of issuance. The Series 2025 Bonds shall bear interest at a rate as provided in the Contract Documents, payable semiannually on the dates determined by the Authorized Officer at the time of sale.

Within the limitations provided above, the final amount of any maturity and terms of the Series 2025 Bonds shall be as provided in the Contract Documents and will be finally determined by the Authorized Officer.

Section 6. PAYMENT OF BONDS; PLEDGE OF NET REVENUES. As provided in Section 6 of the Prior Resolution, the principal of and interest on the Series 2025 Bonds, as Additional Junior Lien Bonds, shall be payable from the Net Revenues derived from the operation of the System, including future improvements, enlargements, and extensions thereof, after provision has been made for the payment of expenses of administration, operation, and maintenance thereof and the Net Revenues of the System, including future enlargements, improvements, and extensions thereto, are hereby pledged to the payment of the principal of and interest on the Series 2025 Bonds. To secure the payment of the principal of and interest on the Series 2025 Bonds there is hereby created a lien, which shall be a statutory lien pursuant to the Act, to and in favor of the Bondholders of the Series 2025 Bonds upon the Net Revenues of the System, including future enlargements, improvements, and extensions thereof, which is a junior lien of equal standing and priority with respect to the Net Revenues of the System securing other Junior Lien Bonds, but subordinate to the first lien on the Net Revenues of the System securing the First Lien Bonds. The Net Revenues so pledged shall be and remain subject to such lien until the payment in full of the principal of and interest on the Series 2025 Bonds or until the Series 2025 Bonds are defeased as provided in the Prior Resolution.

The Series 2025 Bonds, including both principal and interest thereon, shall not be a general obligation of the Village and shall not constitute an indebtedness of the Village for the purpose of any debt limitations imposed by any applicable constitutional, statutory, or charter provisions.

Section 7. PRIOR REDEMPTION. The Series 2025 Bonds issued and sold to the Authority shall be subject to redemption prior to maturity by the Village only with the prior written consent of the Authority and on such terms as may be required by the Authority.

Section 8. PAYING AGENT AND REGISTRATION.

(a) Appointment of Paying Agent. The initial Paying Agent for the Series 2025 Bonds shall be the Village Treasurer.

(b) Authority's Depository. Notwithstanding any other provision of this Resolution, so long as the Authority is the owner of the Series 2025 Bonds, (a) the Series 2025 Bonds are payable as to principal, premium, if any, and interest in lawful money of the United States of America at U.S. Bank Trust Company, National Association, or at such other place as shall be designated in writing to the Village by the Authority (the "Authority's Depository"); (b) the Village agrees that it will deposit with the Authority's Depository payments of the principal of, premium, if any, and interest on the Series 2025 Bonds in immediately available funds by 12:00 noon at least five business days prior to the date on which any such payment is due whether by maturity, redemption or otherwise; in the event that the Authority's Depository has not received the Village's deposit by 12:00 noon on the scheduled day, the Village shall immediately pay to the Authority as invoiced by the Authority an amount to recover the Authority's administrative costs and lost investment earnings attributable to that late payment; and (c) written notice of any redemption of the Series 2025 Bonds shall be given by the Village and received by the Authority's Depository at least forty (40) days prior to the date on which such redemption is to be made.

Section 9. Fixing and Revising Rates. The rates for use of the System presently in effect, together with the increases as the Village shall approve, are estimated to be sufficient to provide for the payment of the expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the System in good repair and working order, to provide for the payment of the principal and interest on the Bonds as the same become due and payable, and the maintenance of the reserve therefor and to provide for all other obligations, expenditures, and funds for the System required by law and this Resolution and the

Prior Resolution. The rates shall be reviewed not less than once a year and shall be fixed and revised from time to time so as to provide the rates required by Section 19 of the Prior Resolution.

Section 10. SALE OF BONDS. The Series 2025 Bonds shall be sold to the Authority. The Village determines that a negotiated sale to the Authority is in the best interest of the Village because the terms offered by the Authority are more favorable than those available from other sources of funding.

Section 11. BOND FORM. The Series 2025 Bonds shall be substantially in the form attached hereto as Exhibit A, and incorporated herein, with such completions, changes, and additions as may be required by the Authority or as recommended by the Village's Bond Counsel and approved by the officers of the Village signing the Series 2025 Bonds.

Section 12. AUTHORIZED OFFICER. The Authorized Officer is hereby designated, for and on behalf of the Village, to do all acts and to take all necessary steps required to effectuate the sale, issuance, and delivery of the Series 2025 Bonds to the Authority. The Authorized Officer is hereby authorized to execute and deliver the Contract Documents in substantially the form presented by the Authority, with such changes, additions and completions as are approved by the Authorized Officer. The Village hereby approves the Contract Documents in the form presented by the Authority with such changes as are approved by the Authorized Officer. Notwithstanding any other provision of this Resolution, the Authorized Officer is authorized within the limitations of this Resolution to determine the specific interest rate or rates to be borne by the bonds, not exceeding the maximum rate allowed by law, the principal amount, interest payment dates, dates of maturities, and amount of maturities, redemption rights, the title of the Series 2025 Bonds, date of issuance, and other terms and conditions relating to the Series 2025 Bonds and the sale thereof provided, however, the last annual principal installment shall not be later than provided in the Contract Documents. The Authorized Officer is further authorized to alter or adjust the covenants made pursuant to this Resolution and the Prior Resolution, including without limitation the covenants provided in Sections 19, 21 and 22 of the Prior Resolution. The Authorized Officer's approval of the terms shall be evidenced by his or her signature on the document or agreement stating such terms. The Authorized Officer is hereby authorized for and on behalf of the Village, without further Council approval, to do all acts and take all necessary steps required to effectuate the sale, issuance, and delivery of the Series 2025 Bonds. The Authorized Officer, together with

the Clerk, or any one or more of them, are authorized to execute any orders, receipts, agreements, pledge agreements, documents, or certificates necessary to complete the transaction, including, but not limited to, any issuers certificate, any certificates relating to federal or state securities laws, rules or regulations, any applications to the Michigan Department of Treasury, any revenue sharing pledge agreement, and to make any elections or designations under the Code.

The Village hereby approves the Revenue Sharing Pledge Agreement in the form presented by the Authority, with such changes as are approved by the Authorized Officer, and authorizes the Authorized Officer to execute and deliver the Revenue Sharing Pledge Agreement if the Authorized Officer determines it is necessary or beneficial to the issuance of the Bonds.

Section 13. EXECUTION OF BONDS. The President or the President Pro Tem and the Clerk or the Deputy Clerk of the Village are hereby authorized and directed to sign the Series 2025 Bonds, either manually or by facsimile signature, on behalf of the Village. Upon execution, the Series 2025 Bonds shall be delivered to the purchaser thereof.

Section 14. CONSTRUCTION FUND. The proceeds of the Series 2025 Bonds shall be deposited in the Construction Fund. Such moneys shall be used solely for the purpose for which the Series 2025 Bonds were issued. Any unexpected balance in the Construction Fund remaining after completion of the Improvements may be used for such purposes as allowed by law. After completion of the Improvements and disposition of remaining Series 2025 Bond proceeds, if any, pursuant to the provisions of this Section, the Construction Fund shall be closed.

Section 15. CONTRACT WITH BONDHOLDERS. The provisions of this Resolution shall constitute a contract between the Village and the Bondholders from time to time, and after the issuance of any of such Series 2025 Bonds, no change, variation, or alteration of the provisions of this Resolution may be made which would lessen the security for the Series 2025 Bonds. The provisions of this Resolution shall be enforceable by appropriate proceedings taken by such Bondholder, either at law or in equity.

Section 16. 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.

Section 17. APPOINTMENT OF BOND COUNSEL. The firm of Dickinson Wright PLLC is hereby approved as bond counsel to the Village.

Section 18. MUNICIPAL ADVISOR. MFCI, LLC is hereby employed as municipal advisor for the Bonds.

Section 19. PUBLICATION AND RECORDATION. This Resolution shall be published once in full in a newspaper of general circulation in the Village qualified under state law to publish legal notices, and the same shall be recorded in the records of the Village and such recording authenticated by the signature of the Village Clerk.

Section 20. RESOLUTION SUBJECT TO MICHIGAN LAW. The provisions of this Resolution are subject to the laws of the State of Michigan.

Section 21. 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.

Section 22. 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.

Section 23. CONFLICT. Except as provided above, all Resolutions and Resolutions or parts thereof, insofar as the same may be in conflict herewith, are hereby repealed to the extent of the conflict; provided, that the foregoing shall not operate to repeal any provision thereof, the repeal of which would impair the obligation on the Bonds or the Prior Bonds.

Section 24. EFFECTIVE DATE OF RESOLUTION. Pursuant to Section 6 of the Act, this Resolution shall be approved on the date of first reading and this Resolution shall be effective immediately upon its adoption.

YEAS: _____

NAYS: _____
ABSTAIN: _____
ABSENT: _____

RESOLUTION DECLARED ADOPTED.

Robert Whalen, President
Village of Sparta

Kristen Phelps, Clerk
Village of Sparta

CERTIFICATION

I, Kristen Phelps, the duly qualified and acting Clerk of the Village of Sparta, Kent County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council at a regular meeting held on _____, 2025, and that notice of said meeting was given pursuant to Act 267, Public Acts of Michigan, 1976, as amended.

Dated: _____, 2025

Kristen Phelps, Clerk
Village of Sparta

EXHIBIT A

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

VILLAGE OF SPARTA

SANITARY SEWER SYSTEM JUNIOR LIEN REVENUE BONDS, SERIES 2025

Interest Rate

_____%

Maturity Date

See Schedule I

Date of Original Issue

_____, 2025

Registered Owner: Michigan Finance Authority

Principal Amount: _____ Dollars (\$_____)

The Village of Sparta, Kent County, Michigan (the “Issuer”), acknowledges itself indebted and, for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, out of the net revenues of the Sanitary Sewer System of the Issuer (the “System”), including all appurtenances, additions, extensions, and improvements thereto after provision has been made for reasonable and necessary expenses of operation, maintenance, and administration of the System (the “Net Revenues”), the amounts and on the Dates of Maturity set forth on Schedule I hereto, together with interest thereon from the dates of receipt of such funds, or such later date to which interest has been paid, at the Interest Rate per annum specified above, payable on the first day of April and October of each year, beginning _____, 20__ except as the provisions hereinafter set forth with respect to redemption of this Bond prior to maturity may become applicable hereto.

The Issuer promises to pay to the Michigan Finance Authority (the “Authority”) the principal amount of this Bond or so much thereof as shall have been advanced to the Issuer pursuant to a Purchase Contract between the Issuer and the Authority and a Supplemental Agreement by and among the Issuer, the Authority and the State of Michigan acting through the Department of Environment, Great Lakes, and Energy.

During the time funds are being drawn down by the Issuer under this Bond, the Authority will periodically provide the Issuer a statement showing the amount of principal that has been advanced and the date of each advance, which statement shall constitute prima facie evidence of

the reported information; provided that no failure on the part of the Authority to provide such a statement or to reflect a disbursement or the correct amount of a disbursement shall relieve the Issuer of its obligation to repay the outstanding principal amount actually advanced, all accrued interest thereon, and any other amount payable with respect thereto in accordance with the terms of this Bond.

Notwithstanding any other provision of this Bond, so long as the Authority is the owner of this Bond, (a) this Bond is payable as to principal, premium, if any, and interest at U.S. Bank Trust Company, National Association, or at such other place as shall be designated in writing to the Issuer by the Authority (the “Authority’s Depository”); (b) the Issuer agrees that it will deposit with the Authority’s Depository payments of the principal of, premium, if any, and interest on this Bond in immediately available funds by 12:00 noon at least five business days prior to the date on which any such payment is due whether by maturity, redemption or otherwise; in the event that the Authority’s Depository has not received the Issuer’s deposit by 12:00 noon on the scheduled day, the Issuer shall immediately pay to the Authority as invoiced by the Authority an amount to recover the Authority’s administrative costs and lost investment earnings attributable to that late payment; and (c) written notice of any redemption of this Bond shall be given by the Issuer and received by the Authority’s Depository at least 40 days prior to the date on which such redemption is to be made.

This Bond, being one fully registered manuscript bond, is issued in accordance with the provisions of Act 94, Public Acts of Michigan, 1933, as amended and a resolution adopted by the Village Council of the Issuer on March 12, 2018, as supplemented on _____, 2025 (the “Resolution”), for the purpose of paying the cost of acquiring and constructing improvements to the System. This Bond is a self-liquidating Bond, and is not a general obligation of the Issuer within any applicable constitutional, statutory, or charter limitation, but is payable, both as to principal and interest, solely from the Net Revenues of the System. The principal of and interest on this Bond are secured by a statutory lien on the Net Revenues.

The Issuer hereby covenants and agrees to fix, and maintain at all times while any of the Bonds shall be outstanding, such rates for service furnished by the System as shall be sufficient to provide for payment of the principal of and interest upon all such Bonds as and when the same become due and payable, to maintain a bond and interest redemption account and to provide for the payment of expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the same in good repair and working order, and to provide for such other expenditures and funds for the System as are required by the Resolution. The statutory liens securing the Issuer’s First Lien Bonds (as defined in the Resolution) are first liens that are and shall be superior to the lien on the Net Revenues securing this Bond. The Bonds of this series shall have equal standing with the Issuer’s Junior Lien Bonds (as defined in the Resolution), and any Additional Junior Lien Bonds (as defined in the Resolution) that may be issued pursuant to the Resolution. The statutory liens securing this series of Bonds are subordinate to the liens on the Net Revenues securing the Issuer’s First Lien Bonds (as defined in the Resolution). Additional bonds of superior standing to the bonds of this series may be issued pursuant to the Resolution. For a complete statement of the revenues from which, and the conditions under which, this Bond is payable, a statement of the conditions under which additional bonds of equal or superior standing may hereafter be issued, and the general covenants and provisions pursuant to which this Bond is issued, reference is made to the Resolution.

Bonds of this series may be subject to redemption prior to maturity by the Issuer only with the prior written consent of the Authority and on such terms as may be required by the Authority.

In the event of a default in the payment of principal or interest hereon when due, whether at maturity, by redemption or otherwise, the amount of such default shall bear interest (the “additional interest”) at a rate equal to the rate of interest which is two percent above the Authority’s cost of providing funds (as determined by the Authority) to make payment on the bonds of the Authority issued to provide funds to purchase this Bond but in no event in excess of the maximum rate of interest permitted by law. The additional interest shall continue to accrue until the Authority has been fully reimbursed for all costs incurred by the Authority (as determined by the Authority) as a consequence of the Issuer’s default. Such additional interest shall be payable on the interest payment date following demand of the Authority. In the event that (for reasons other than the default in the payment of any municipal obligation purchased by the Authority) the investment of amounts in the reserve account established by the Authority for the bonds of the Authority issued to provide funds to purchase this Bond fails to provide sufficient available funds (together with any other funds which may be made available for such purpose) to pay the interest on outstanding bonds of the Authority issued to fund such account, the Issuer shall and hereby agrees to pay on demand only the Issuer’s pro rata share (as determined by the Authority) of such deficiency as additional interest on this Bond.

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 Issuer including this Bond, does not exceed any applicable constitutional, statutory, or charter limitation.

[Signature Page Follows.]

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 Village Clerk, all as of the _____ day of _____, 2025.

Robert Whalen, President

Kristen Phelps, Clerk

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: _____

Signed: _____

In the presence of: _____

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.

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

Signature Guaranteed: _____

Name of Issuer VILLAGE OF SPARTA
 EGLE Project No: 5826-1
 EGLE Approved Amount: \$ _____

SCHEDULE I

Based on the schedule provided below, unless revised as provided in this paragraph, repayment of principal of the Bond shall be made until the full amount advanced to the Issuer is repaid. In the event the Order of Approval issued by the Department of Environment, Great Lakes, and Energy (the “Order”) approves a principal amount of assistance less than the amount of the Bond delivered to the Authority, the Authority shall only disburse principal up to the amount stated in the Order. In the event (1) that the payment schedule approved by the Issuer and described below provides for payment of a total principal amount greater than the amount of assistance approved by the Order or (2) that less than the principal amount of assistance approved by the Order is disbursed to the Issuer by the Authority, the Authority shall prepare a new payment schedule, which shall be effective upon receipt by the Issuer.

Due Date	Amount of Principal Installment Due

Interest on the Bond shall accrue on that portion of principal disbursed by the Authority to the Issuer pursuant to the Order from the date such portion is disbursed, until paid, at the rate of ____% per annum, payable _____ 1, 20__, and semiannually thereafter.

The Issuer agrees that it will deposit with U.S. Bank Trust Company, National Association or at such other place as shall be designated in writing to the Issuer by the Authority (the “Authority’s Depository”) payments of the principal of, premium, if any, and interest on this Bond in immediately available funds by 12:00 noon at least five business days prior to the date on which any such payment is due whether by maturity, redemption or otherwise. In the event that the Authority’s Depository has not received the Issuer’s deposit by 12:00 noon on the scheduled day, the Issuer shall immediately pay to the Authority as invoiced by the Authority an amount to recover the Authority’s administrative costs and lost investment earnings attributable to that late payment.

*Not to exceed amount. Loan reductions at close out will result in a proportional decrease.



ACTION MEMO

Staff Communication

DATE: July 21, 2025
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Res. 25-09 Town Square Bid Award & Contract Signing Authorization

SUMMARY OF REQUEST:

Resolution 25-09 authorizes the Village Manager to award bids, sign and execute contracts, and provide interim cash flow from the Village of Sparta to the Sparta Downtown Development Authority (DDA) for the 2025 Town Square Project.

- This authorization is necessary because:
- The Town Square Project involves multiple funding partners (MEDC, The Right Place, Kent County, Federal Government, and Sparta DDA).
- The project must be completed by December 31, 2025, requiring timely execution of contracts and agreements.
- Some funding sources are structured as reimbursements, necessitating the Village to outlay funds before being reimbursed.
- Providing cash flow from the Village to the DDA will ensure uninterrupted progress on the project.

This resolution streamlines approvals so the project can meet its funding and timeline requirements.

FINANCIAL IMPACT:

No new funding is being authorized by this resolution; it simply allows the Village to temporarily provide cash flow to the DDA. Outlaid funds will be reimbursed through existing grant agreements and partner contributions. No long-term additional costs are anticipated beyond the planned project budget.

STAFF RECOMMENDATION:

A motion to adopt Resolution 25-09

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

Council member _____, supported by Council member _____ moved the adoption of the following resolution:

RESOLUTION NO. 25-09

**A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO SIGN
CONTRACTS & AWARD BIDS BETWEEN THE VILLAGE OF SPARTA
AND PARTNERS IN THE 2025 TOWN SQUARE PROJECT & PROVIDE
CASH FLOW FROM THE VILLAGE TO THE DDA THROUGHOUT THE
CONSTRUCTION PROCESS**

WHEREAS, the Village of Sparta and Sparta DDA are currently out for bid on the Town Square Project; and

WHEREAS, the Village of Sparta has several partners involved in this project such as the MEDC, The Right Place, Kent County, The Federal Government, Sparta DDA as well as others; and

WHEREAS, the project must be completed by the December 31, 2025; and

WHEREAS, designating the Village Manager as the authority figure to award bids and sign contracts will allow the project to move forward at the required pace; and

WHEREAS, some of the funding is designed as a reimbursement, therefore the funds must be outlaid and then recouped; and

WHEREAS, allowing the Village to provide cashflow to the DDA will ease the flow of the project and allow it to move forward as intended;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

That Village Manager of the Village of Sparta, is authorized to award bids, sign/execute contracts, and provide cash flow from the Village of Sparta to the Sparta DDA for the 2025 Town Square Project.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

As its Clerk, I certify that this 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 July 21, 2025.

Date: July 21, 2025

Kristen Phelps, Village Clerk

MEMO

To: Sparta Village Council

From: Elizabeth Morse, DDA Director

Date: July 16, 2025

Subject: Expanded Social District Proposal

The Sparta Downtown Development Authority is respectfully requesting consideration to expand the existing Social District boundaries. This recommended expansion reflects input from the Downtown Development board, restaurant owners, and observations from recent event activities and pedestrian traffic patterns.

The expanded proposal includes the following:

- **Rear Entrances of Licensed Establishments:** These access points have proven to be important for customer convenience and flow, especially during busy periods.
- **West Extension on Main Street:** This would allow for inclusion of additional participating businesses and improve the cohesiveness of the district.
- **Additional High-Use Pedestrian Areas:** Based on festival traffic and informal gathering patterns, several areas not previously included in the first revision are now recommended to be added to better support our vibrant event footprint.

This expansion aligns with our goals to support local businesses, increase downtown vibrancy, and improve visitor experience. A draft map of the proposed boundaries is included for consideration.

There have not been any issues or concerns from the Sparta Police Department on day to day social district activity or during special events.

Thank you for your time in considering expanding the Sparta Social District Footprint! Please don't hesitate to ask questions or comments in regards to the Sparta Social district or any other DDA matter.

Action Request: consider approval of expanding the social district to the proposed areas as presented.

Sincerely,
Elizabeth Morse
DDA Director

616-218-0488

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

Council member _____, supported by Council member _____, moved the adoption of the following resolution:

RESOLUTION NO. 25-10

**A RESOLUTION TO EXPAND THE SOCIAL DISTRICT COMMON AREAS IN THE
DOWNTOWN AREA OF THE VILLAGE OF SPARTA**

WHEREAS, Public Act 124 of 2020 (PA 24) was signed into law on July 1, 2020 to allow the Public Act 124 of 2020 (PA 24) was signed into law on July 1, 2020 to allow the governing body of local governmental unit to designate Social District with Common Areas in its jurisdiction and PA 124 established Section 436.1551, which authorizes the issuance of Social District Permits for the sale of alcohol by the Michigan Liquor Control Commission (MLCC); and

WHEREAS, the Village of Sparta established a social district on April 11, 2022; and

WHEREAS, qualified licensees whose license premises are contiguous to a Common Area within the Social District and that have been approved for issued a Social District Permit may sell alcohol liquor on their licensed premises to customers who may then consume the alcoholic liquor within a Common area of the Social District; and

WHEREAS, the Village of Sparta will continue to follow all stipulations of Michigan Public Act 124 of 2020 and its previously established Downtown Social District Maintenance & Operations Plans; and

WHEREAS, the previously established social district has been successful and the community of Sparta would benefit from an expansion of the district's boundaries to accommodate recent and future changes to Sparta's downtown layout,

NOW THEREFORE, BE IT RESOLVED, that the Village of Sparta does hereby approve the expansion of the Downtown Sparta Social District & Common Area as presented on the attachment map.

YEAS: Councilmembers:

NAYS: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

As its Clerk, I certify that this 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 July 21, 2025.

Date: July 21, 2025

Kristen Phelps, Village Clerk

Attachment 1

Map

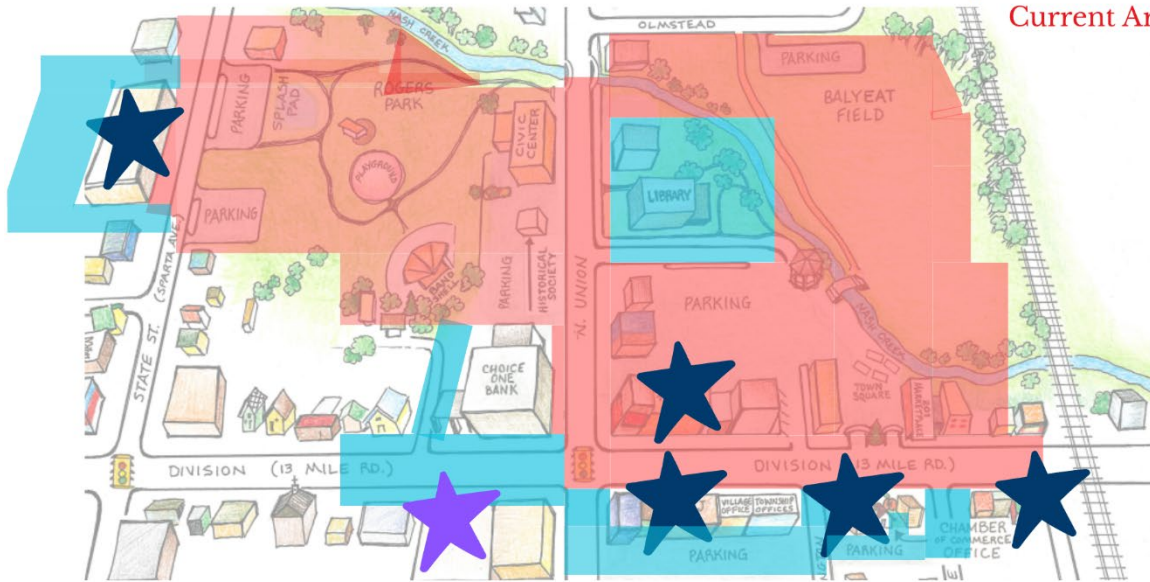
Sparta's Social District

PROPOSED ADDITION

July 2025

Proposed addition

Current Area





ACTION MEMO

Staff Communication

DATE: July 21, 2025
TO: Village President Whalen and Members of Council
FROM: Michael Krzciok, Airport Manager
RE: Jet A Fuel Farm

SUMMARY OF REQUEST:

Last November, Michigan airports were offered the opportunity to compete for additional grant funds via a State/Local program versus the normal FAA/MDOT/Local airport improvement funding programs. I worked local fuel service vendors to obtain competitive quotes for an above ground Jet A fuel farm for the airport. I also worked with our airport engineering firm, Prein & Newhof, to obtain a site plan. We engaged with three West Michigan-based firms: R.W. Mercer Company, Rohr Gasoline Equipment, Inc., and Oscar W. Larson Co. Each vendor participated in a site visit and was provided with the site plan.

In January 2025 we were awarded a \$244,00.00 grant for an above ground Jet fuel tank installation based on the low bid from R.W. Mercer. Even though grants were awarded, with this being a new program for MDOT, they did not yet have guidance on how the program would proceed. We received guidance in April that RFQ's would be acceptable and the project would not have to be put out for bid.

While working extensively with the vendors this spring to obtain updated quotes it became apparent that the original low quotes, given the short amount of time allotted to apply for the grant, were not comprehensive enough. It also was apparent that a redesign would be needed to keep the fuel farm a standalone, self-serve unit.

P & N provided a revised plan and updated quotes based on the redesign were received from two of the three firms. Due to strict jet fuel filtration requirements, R.W. Mercer opted not to submit a revised quote. The two quotes and the revised plan are included in your review packet. Due to the competitive quote process rather than a formal bid, the proposals vary. However, they are both aligned to what is required for a standalone, self-serve, Jet A fuel farm.

- **Rohr:** \$311,435.74
- **Oscar Larson:** \$432,600.00
- **RW Mercer:** Opted not to quote

The new plan also requires a pavement section for aircraft to park while fueling. Dean's Excavating, who will already be on site for two scheduled pavement projects this fall (apron expansion and taxiway connectors) gave us a quote for the additional pavement needed. P & N advised that this is a good price

and MDOT agreed that we would only need this quote since Dean's will already be mobilized at our airport.

- **Dean's Excavating:** \$33,180.00

After careful evaluation, and consultation with David Carpenter regarding the airport budget, staff recommends proceeding with Rohr's proposal along with the pavement section from Dean's. The combined cost is **\$344,615.74**. While the cost beyond the original grant amount will be the responsibility of the airport, the ability to provide jet fuel will allow for continued growth and will be another important revenue source for the airport.

Recently, MDOT notified airports that due to the many cost overruns for the State/Local program projects, we will have the opportunity to apply for additional funds that have been set aside for anticipated cost increases. They are not yet in a position to award these funds, but we should be receiving guidance as to how and when we can apply for them within the next month.

FINANCIAL IMPACT:

The worst-case financial impact, if we are not awarded additional grant funds for this project, will be **\$100,615.74**. The current airport fund balance is strong and can absorb the additional cost. This is a revenue generating project that should recoup the cost overrun within three years. Above ground jet tanks have a long useful life which is expected to provide additional revenue to the airport for many years to come.

BUDGET ACTION REQUIRED:

These costs will be accounted for in our year end budget amendment.

STAFF RECOMMENDATION:

Staff recommend a motion to accept the proposals from Rohr and Dean's and allow the village manager to sign the contracts.



SERVING THE MIDWEST FOR OVER 75 YEARS!



PROJECT PROPOSAL

ENERGY MANAGEMENT
WWW.OWLSERVICES.COM



CORPORATE OFFICE: 10100 DIXIE HIGHWAY, CLARKSTON, MI 48348

PH: (248) 620-0070 • FAX: (248) 620-0072

To: Sparta Municipal Airport
9100 Vinton Ave NW,
Sparta, MI
Attention: Mike Krzciok

Date: 7/1/2025
Phone: 616-887-5744
Fax: XXX-XXX-XXXX
Email: Airportmanager@spartami.org

Special Notice: Due to recent volatility in the availability and market prices of fuels, raw materials, equipment, tooling, labor and other operating costs, OWL reserves the right to update and amend this quotation (including pricing and completion date) prior to entering into a definitive agreement and performing the services described herein.

Conditions:

1. This proposal is open for 30 days from the date stated above. However, prices of components, equipment and raw materials may increase before the date such items are ordered. If so, such increases will be added to the quoted cost. THE OSCAR W. LARSON COMPANY will itemize such costs upon receipt of signed proposal. If such cost increases are unacceptable to the customer, the customer may elect to cancel order under terms of the Master Service Agreement.
2. This proposal and the Master Service Agreement constitute the full and complete agreement of the parties, and any inconsistent terms stated in any acceptance, invoice, purchase order, or any document whatsoever are ineffective. This provision conforms to the requirements of RC 1302.10(B)(1).
3. Contract documents incorporated by references as though fully stated herein.

Special Terms 25% upon acceptance, 25% when we receive the material in the warehouse. 25% after the first LARA piping inspection. We will need an additional 15% if there are delays over 30 days after the second LARA inspection. and the balance upon completion.

SCOPE OF WORK- Adding Jet A Fuel Ground Up 10000 Gallon AST Fueling System

1. Provide and install a 10,000 Gallon Jet A Fuel Fire Guard tank with fill, top suction submersible. Comes with a filtration system for the Jet A fuel. Hose reel and dispenser, QT card reader
2. Provide for excavation for the tank pad, provide 80 yards of gravel under the tank pad. Boring conduits from the main building under the air field out to the tank are. Run power, low voltage and intrinsically safe conduits and wire to the tack farm for Motors, sensor and communications with the QT reader.
3. Provide the tank pad 40'x25'@8" and 5'x20'@4" for the fill. Tilted 2" or 1% to make sure if there is any water it's the opposite side of the submersible.
4. Provide and install the power and intrinsically safe electrical to the tank probe, and power, also to the dispenser power and sensors. Power to the filtration unit at the tank.

5. Provide and install a Wayne Select Jet a fuel Dispenser with 30 GPM capacity, Along with a hose reel.
6. OPW tank Monitor with 3 probes 3 sump sensors 3 interstitial sensors not an option to get the old Auto Stick to work. We are not able to get the old one to work if we add this system.

Total \$ 432,600.00

NOTE: The below price does not include the following: Does Not Include PAINTING, Dewatering, Environment Sampling, Disposal of Contaminated Water or Soils, Surveying, Staking, Engineering for Electrical, Permits for Canopy, Third Party Soil sampling/concrete sampling, Third Party Compliance, Third Party Inspections, Tariff price changes. Based on coming out of existing electrical panel for added circuits. price does not include updating panel. Concrete work will be a T/M basis over SQ FT provided in the quote. OWL will not be responsible for any damage to your existing hard surface for bringing in heavy equipment to perform the work needed. OWL is not responsible for well studies.

ACCEPTANCE: This Proposal, when accepted by the purchaser, and approved by a Corporate Officer of the Oscar W. Larson Company, will constitute a contract between us, subject to all terms and conditions contained in the Master Environmental Services Agreement. It is expressly agreed that there are no promises, agreements, or understanding, oral or written, not specified in this proposal and the Master Environmental Services Agreement.

A surcharge of 3% of the invoice total will be added for payments made with a credit card.

Company Name

By: _____

Its: _____

Dale Rhoads , Project Manager

The Oscar W. Larson Company

By: _____

Its: **Charles A. Burns, President**

Date: _____



ROHR GASOLINE EQUIPMENT, INC.

ESTIMATE

8549 Centre Ind. Dr.
Byron Center, Mi 49315
Phone: (616) 878-5600
Fax: (616) 878-4975

Quote Number: RSPASPA25C

Date: 6/19/2025

Terms: Net 15 Days

Customer:

SPARTA MUNICIPAL AIRPORT
9100 VINTON AVE. NW
SPARTA, MI. 49345

Project: UST SYSTEM FOR JET A (SPARTA)

Qty	Mfr	Description	Price	Amount
		<p>Rohr Gasoline Equipment, Inc. will provide the equipment and services as listed below.</p> <p>Supply and install (1) 10,000/gallon AST UL-142 double wall tank w/(2) manways. (Quote includes a lifting crane to set tank).</p> <p>Supply excavation work as needed for the electrical and concrete work.</p> <p>Supply and install (2) tank footings and up to 456/sf of reinforced concrete with crash protection.</p> <p>Supply and install from Sparling and custom Stainless Steel cabinet with meter, filtering system and hose reel based on over wing fueling.</p> <p>Supply electrical as need and including a \$20,000 electrical allowance to get power and communication to a location within 50' of the Jet A system.</p> <p>Supply and install a stainless steel remote fill box and stainless steel product piping.</p> <p>Quote includes; materials, mileage and labor.</p> <p>Quote does not include tax.</p> <p>Quote does not include hooking the new system to the existing or new T/M.</p> <p>Quote is based on piping being stainless steel or painted white.</p> <p>Quote does not include and landscaping, surveying, zoning or image work.</p> <p>Quote includes and electrical permit and LARA application for tank installation.</p> <p>Thank you for the opportunity to quote you on your project requirements. Should you have any questions please call 1-616-878-5600.</p>		\$ 311,435.74

Signed By: _____

Date: _____

Customer



48 Long Road PO Box 390
Sand Lake, MI 49343

Proposal

To: Village of Sparta
156 E Division
Sparta, MI 49345

Date: 6/21/25

Att: Mike

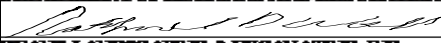
Project: Sparta Airport Fuel Farm Earthwork and Paving

Dean's Landscaping and Excavating Proposes to provide the following items of work for the above stated project. Pricing based on preliminary plans by Prein & Newhof dated June 2025.

- Strip existing topsoil, grade site to proposed grades, excess topsoil and soil to be wasted on site - \$5,975
- Remove reflector, relocate concrete marker - \$675
- Provide and place 6" of 21AA agg base under new asphalt and fuel tank area - \$9,210
- Provide and place 3" of 5EML HMA Paving - \$14,350
- Respread topsoil, seed and mulch disturbed area - \$2,970

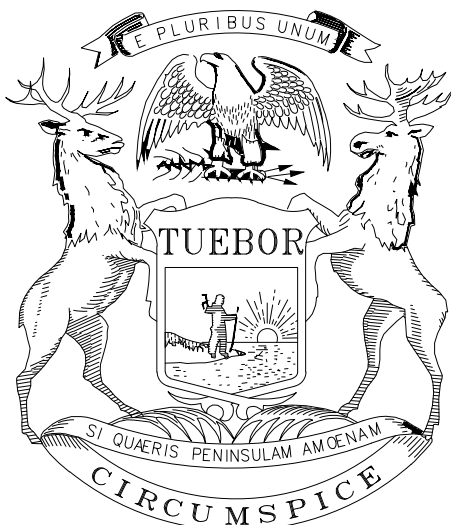
Total.... \$33,180.00

Note:

<small>THIS QUOTE VOID AFTER 90 DAYS WE PROPOSE HEREBY TO FURNISH MATERIALS, LABOR, AND INSURANCE COMPLETE IN ACCORDANCE WITH THE ABOVE STATED SPECIFICATIONS. AS REQUIRED, UNDER ARTICLE 24 OF ACT 299 OF THE PUBLIC ACTS OF 1960, AS AMENDED BEING SECTIONS 99.2401 TO 99.2412 OF THE MICHIGAN COMPILED LAWS, WE ARE LICENSED AS A RESIDENTIAL MAINTENANCE AND ALTERATION CONTRACTOR BY THE MICHIGAN DEPARTMENT OF LICENSING AND REGULATION. OUR LICENSE NO. IS 2104101159.</small>	
	
DEAN'S LANDSCAPING & EXCAVATING, INC.	
<small>ACCEPTED: THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. I AGREE TO THE ABOVE CHARGES AND ANY ADDITIONAL CHARGES INCURRED DUE TO CHANGES MADE ON SITE AND MUTUALLY AGREED UPON WHETHER VERBALLY OR WRITTEN. PAYMENT WILL BE MADE UPON COMPLETION.</small>	
<small>SIGNED:</small>	<small>DATE:</small>



LANSING



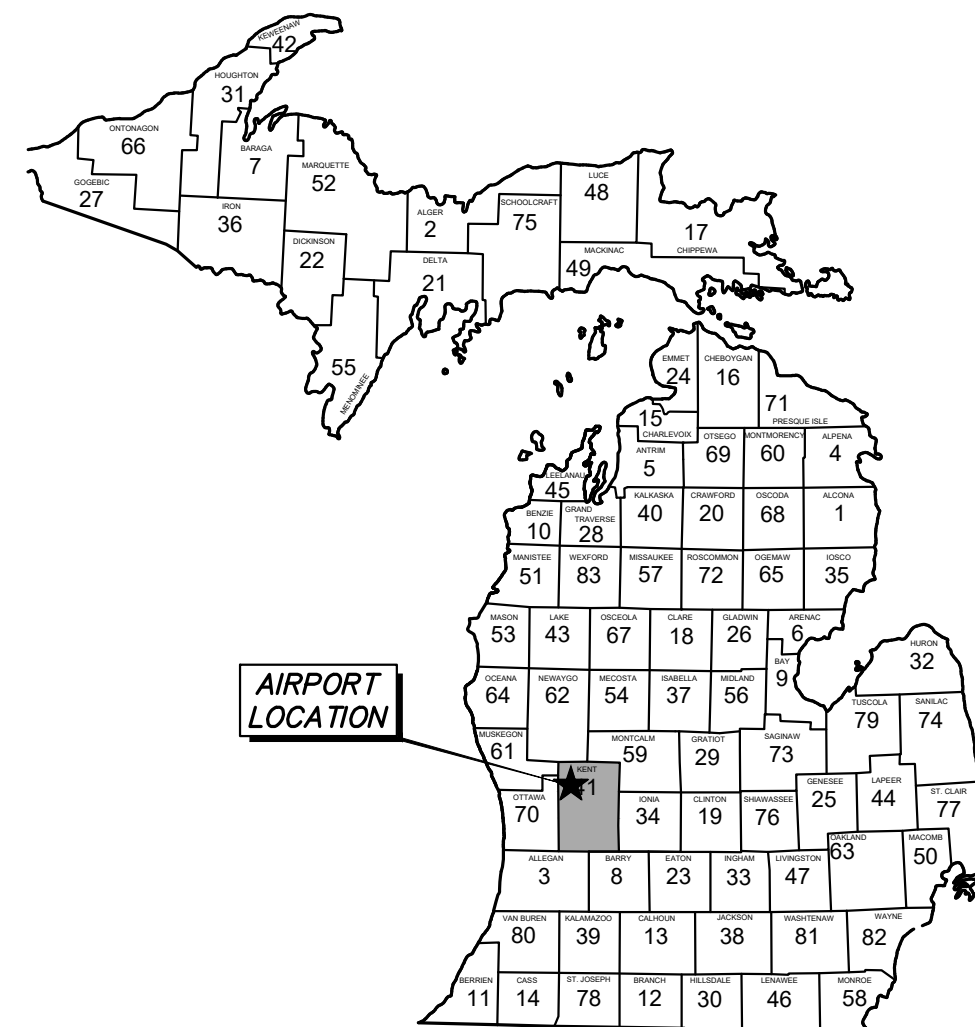
CONSTRUCT FUEL FARM (10,000 GALLON JET A)

MISS DIG System, Inc.
1-800-482-7171



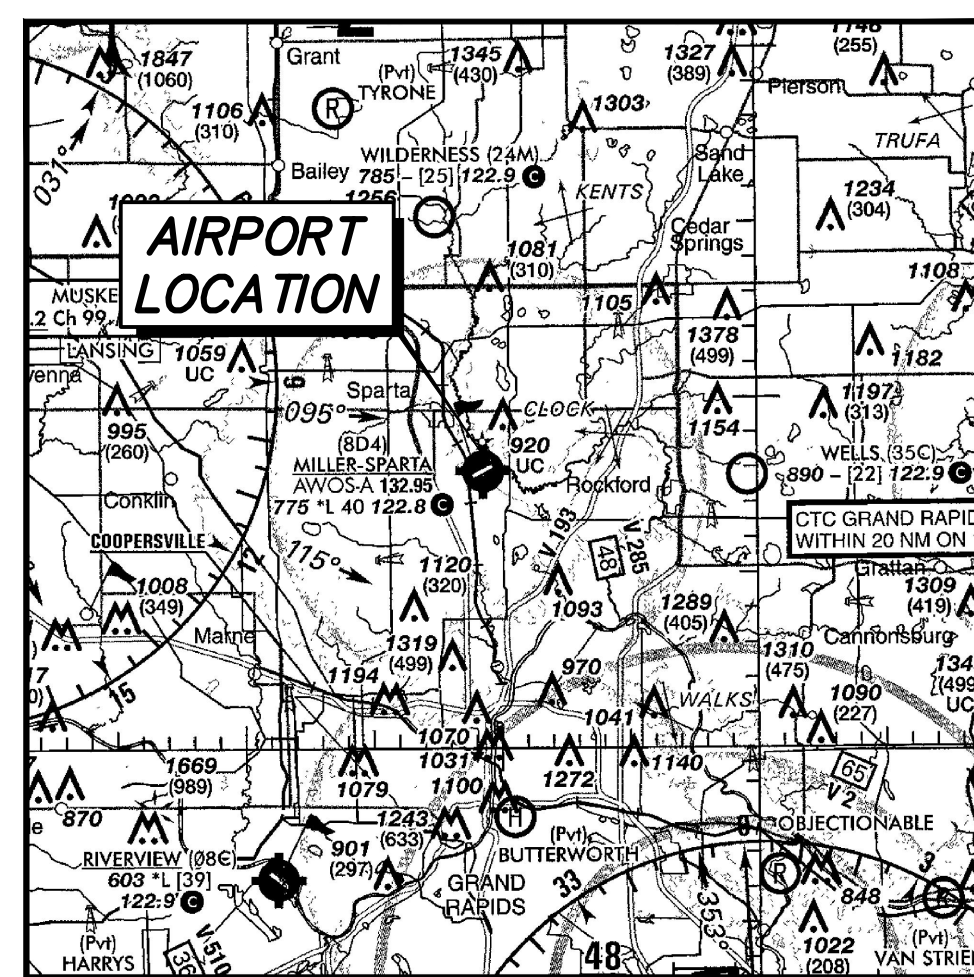
COORDINATE SYSTEM :	STATE PLANE GRID
ZONE :	MICHIGAN SOUTH 2113
ELLIPSOID :	GRS 80
HORIZONTAL DATUM :	NAD83 (2011)
VERTICAL DATUM :	NAVD 88
GEOID :	GEOID 18
UNITS :	INTERNATIONAL FEET
PROJECT COMBINED SCALE FACTOR (PCSF) = 0.99988548	
GROUND DISTANCE = GRID DISTANCE/PCSF	

VILLAGE OF SPARTA



LOCATION MAP

SCALE : NONE



VICINITY MAP

SCALE : NONE

6	DETAILS	
5	FUEL FACILITY PLAN	
4	GRADING PLAN	
3	SITE PLAN	
2	SAFETY & OPERATIONS PLAN	
1	TITLE AND APPROVAL SHEET	
SHEET NUMBER	INDEX TO SHEETS	LATEST REVISION DATE

AIRPORT TYPE	GENERAL UTILITY
--------------	-----------------

FILE NUMBER FM 41-02

Project Description :
CONSTRUCT FUEL FARM

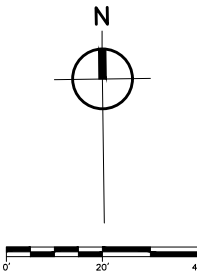
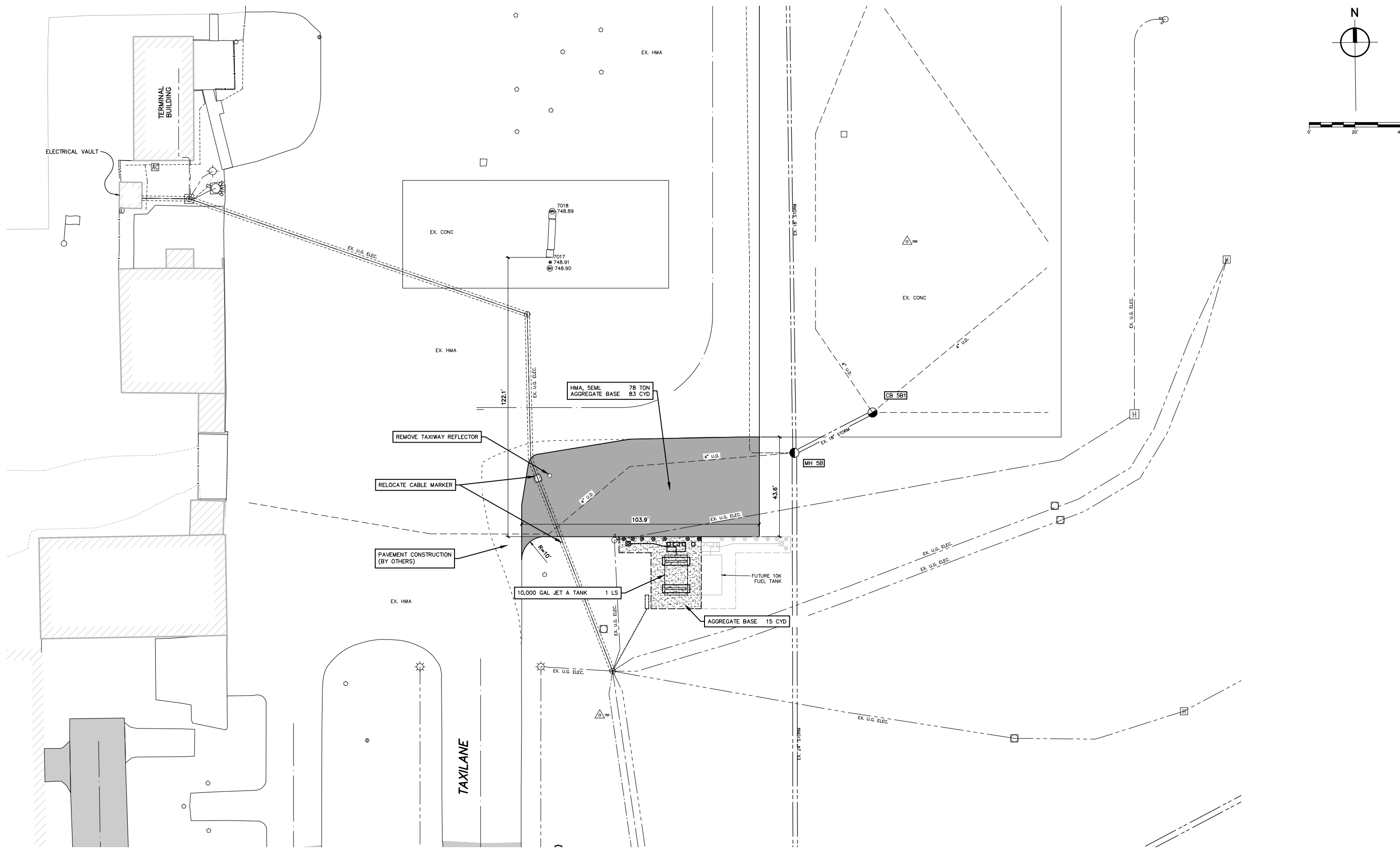
Airport :
PAUL C. MILLER - SPARTA AIRPORT
SPARTA, MICHIGAN

State Job Nos.:

Federal Project Nos. :

SHEET 1 of 6

C:\USERS\BANKY\APPDATA\LOCAL\TEMP\APUB\BUSH_17172\240833_FF SITE.DWG -- BMEK -- Jun, 19 2025 -- 08:46pm -- Prein&Newhof



811
Know what's Below.
Call before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NO.	REVISIONS	BY	DATE	DRAWN
				STAFF
				DATE
				JUN. '25
				CHECKED
				B.J.M.
				DATE
				JUN. '25

Prein&Newhof
Engineers-Surveyors-Environmental-Laboratory

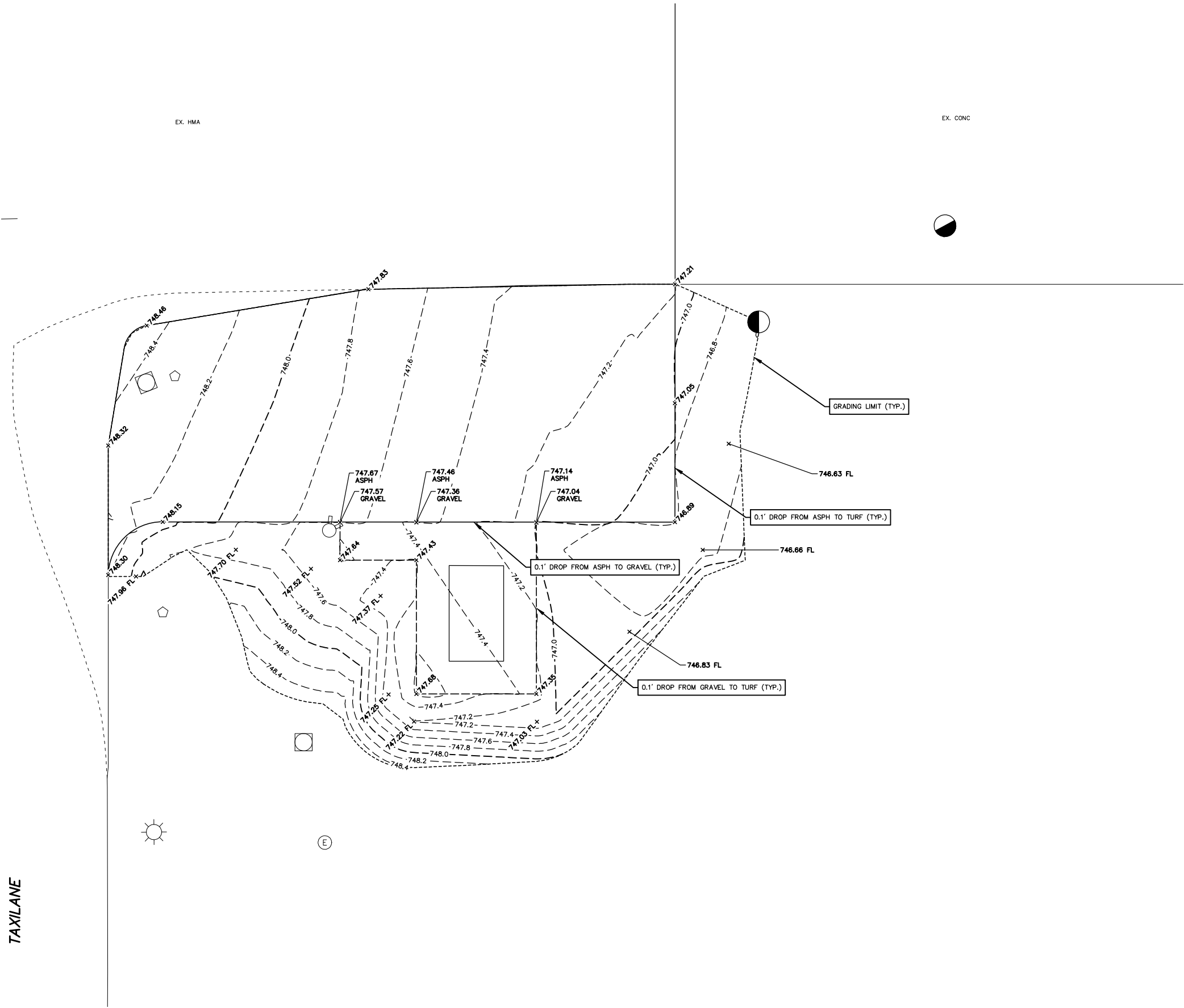
PAUL C. MILLER — SPARTA AIRPORT SPARTA, MICHIGAN CONSTRUCT FUEL FARM SITE PLAN	PROJECT NO. 2240833
	SHEET NO.
	3 OF 6

C:\USERS\BANKY\APPDATA\LOCAL\TEMP\ACURBUSH_17172\2240833_FF_SITELING - BMRK - Jun, 19 2025 - 08:46pm - Prein&Newhof



UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

TAXILANE



C:\USERS\BAMER\APPDATA\LOCAL\TEMP\APUB\ISH_17172\2240833_FF SITE.DWG -- BMEK -- Jun, 19 2025 -- 08:46pm -- Prein&Newhof



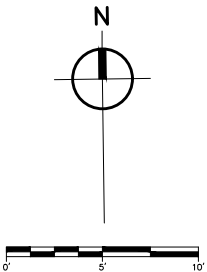
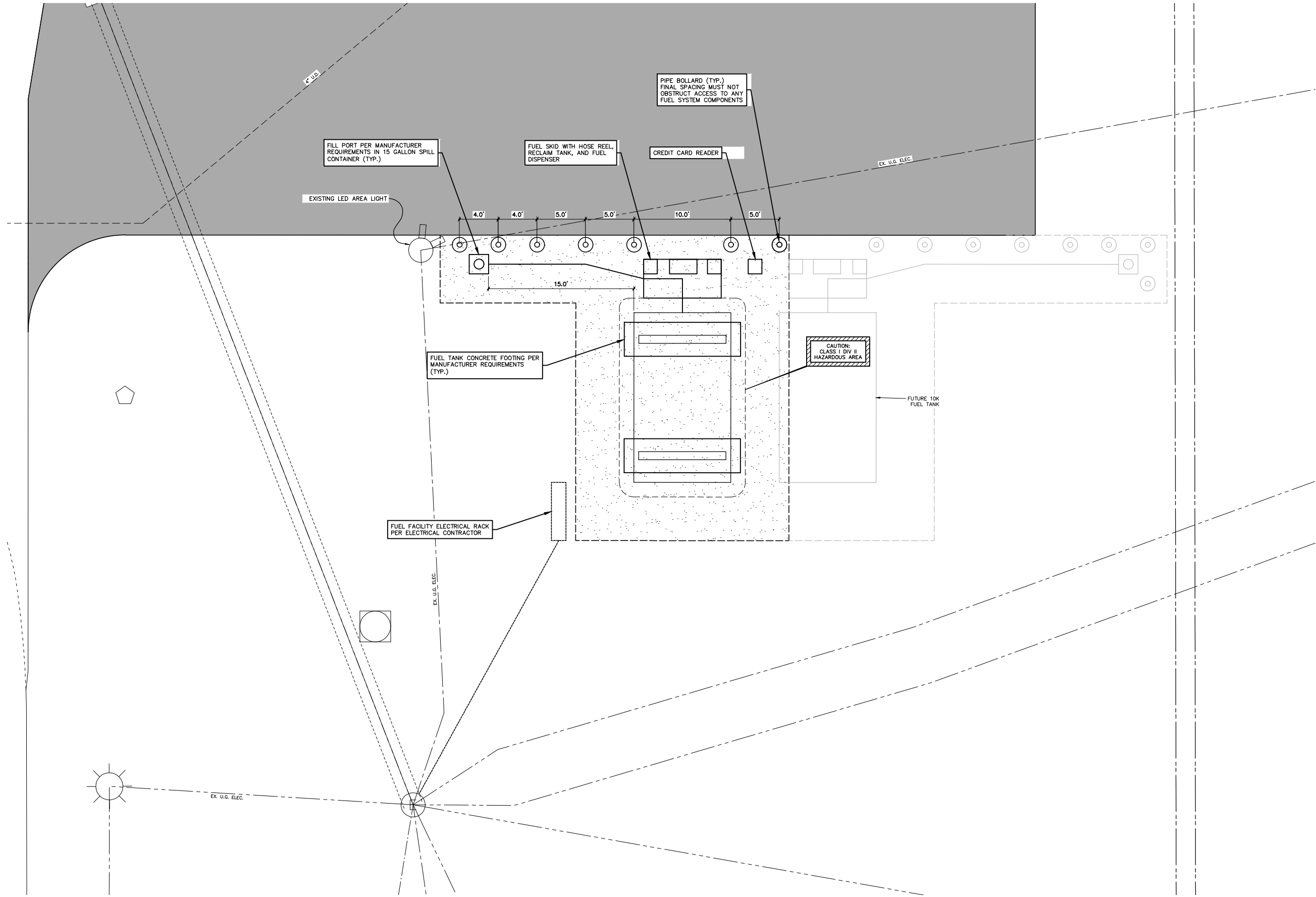
UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NO.	REVISIONS	BY	DATE	DRAWN
				STAFF
				DATE
				JUN. '25
				CHECKED
				B.J.M.
				DATE
				JUN. '25

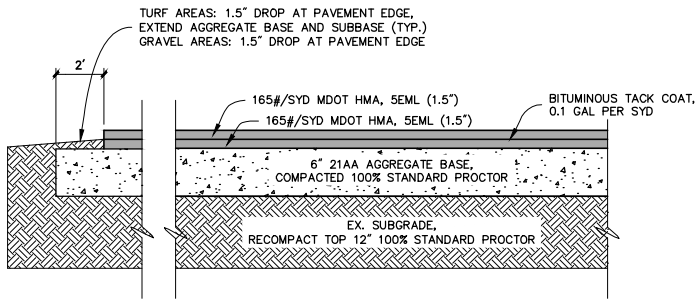
Prein&Newhof
Engineers • Surveyors • Environmental • Laboratory

PAUL C. MILLER — SPARTA AIRPORT
SPARTA, MICHIGAN
CONSTRUCT FUEL FARM
FUEL FACILITY PLAN

PROJECT NO.
2240833
SHEET NO.
5 OF 6

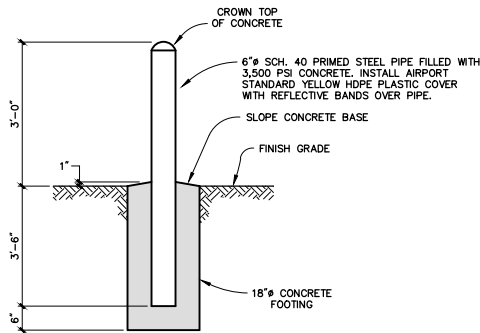


T:\01\130 PROJECTS\2024\2240833 SPARTA AIRPORT FUEL FARM\4_PROJ\2240833_FF_06 DETLING - BMRK - Jun, 19 2025 - 08:44pm - Prein&Newhof



TYPICAL HMA CROSS SECTION

SCALE : NONE



PIPE BOLLARD DETAIL

SCALE : NONE

NO.	REVISIONS	BY	DATE	DRAWN STAFF
				DATE JUN. '25
				CHECKED B.J.M.
				DATE JUN. '25

Prein&Newhof
Engineers • Surveyors • Environmental • Laboratory

PAUL C. MILLER — SPARTA AIRPORT
SPARTA, MICHIGAN
CONSTRUCT FUEL FARM

DETAILS

PROJECT NO.
2240833

SHEET NO.

6 OF 6



ACTION MEMO

Staff Communication

DATE: July 21, 2025
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Village Complex IT & Security RFQ

SUMMARY OF REQUEST:

The final item needed for the village complex is the IT & Security systems. Village staff has completed an RFQ process similar to what was done for the furniture. As with the furniture, this is a specialized project where this type of process is the most practical approach. The goal was to obtain at least two proposals that are reasonably comparable in scope and quality. For logistical and practical reasons, we also prefer to work with a single vendor for this work.

Attached to this memo are two quotes. The Parkway quote is significantly higher but includes all necessary components. IVS Comms does not provide the work for the power doors. Another key difference between the two proposals is the level of customization and quality. Parkway's design is specifically tailored to our building, with custom programming to meet our operational needs and higher-end products. The IVS Comms quote is more of a budget-friendly, off-the-shelf type solution. The totals are as follows:

- IVS Comms – \$70,153.15 (Does not include automatic doors, locks, and security)
- Parkway – \$158,505.00 (Includes high-end security cameras/systems, power doors, and custom programming)

The access door and security camera portions of the Parkway quote are \$18,021 and \$22,425, respectively. Their quote could also be reduced by an additional \$12,379 by eliminating the video conferencing/live streaming capability in the meeting room. However, staff does not recommend removing this feature.

Considering all factors, staff recommends selecting Parkway for this project. Regardless of the vendor, we would still need to coordinate the installation of the power doors. Parkway's proposal provides a complete, integrated solution designed specifically for our facility, with higher-quality equipment that is expected to last longer, require less maintenance, and better serve the public. In addition, their proven track record with the village and their ability to provide responsive local support reduces long-term risks and ensures the systems remain reliable well into the future. While the upfront cost is higher, it offers greater value over time compared to a lower-cost, less comprehensive option.

FINANCIAL IMPACT:

The IT & Security equipment and installation will cost approximately \$158,505.00. However, it has a long useful life and is expected to serve the village for many years. These costs, along with the furniture, are more than offset by the sale of Village Hall and the Civic Center property exchange, as planned during the lead-up to this project.

BUDGET ACTION REQUIRED:

These costs will be included in the year-end budget amendment. A significant portion of the proceeds from the sale of Village Hall was anticipated to fund both the furniture and IT solutions for the new complex.

STAFF RECOMMENDATION:

Staff recommends a motion to accept the proposal from Parkway and authorize the village manager to finalize the project details.



6/9/2025

James Lower
Village of Sparta
75 N Union St. NW
Sparta, MI 49345
616-902-4946
Villagemanager@spartami.org

Quote Number: G25820(1)

Re: Sparta Office & DPW

Dear James,

Thank you for the opportunity to provide Village of Sparta with this quote for Sparta Office & DPW.

Scope of Work

Main Meeting Room

- 11 Shure Microflex 10" Flexible gooseneck microphones with LED ring with control from Q-Sys.
- 1 Shure SLXD Handheld and Bodypack with Lav. Mic. With Rechargeable batteries and charging station, and control from Q-Sys.
- 2 AVARRO 75" Commercial TV displays.
- Q-Sys Core 8 Flex System processor for Audio, Video, and Conferencing control.
- 1 Q-Sys 10" Touch Screen Controller
- 1 Q-Sys NV-32 Video Switch and USB connection for Conferencing.
- 1 Wolf Vision Cynap Pure Mini Wireless video for wireless HDMI connection.
- 9 QSC Ceiling speakers with Power Soft Amp.
- 9 Dell 27" Monitors on counter to display
- 2 Q-Sys NC-12x80 PTZ cameras for 2 Way Video conferencing.
- 1 Shure Ceiling array microphone White.

Main Meeting Room Plus Conferencing Equipment: \$62,994.00

Main Meeting Room Hearing Loop: \$5,500.00

OPTION Main Meeting Room- NO CONFERENCING (-\$12,379.00)



Conference Room 107

- 1 AVARRO 65" Commercial TV display.
- 1 Q-Sys 7" Touch Screen Controller
- 1 Q-Sys NV-32 Video Switch and USB connection for Conferencing.
- 1 Q-Sys Tabletop network microphone with RGB light ring and onboard meeting controls.
- 1 Q-Sys Network controlled Sound Bar and Q-Sys NC-110 Camera.

Conference Room 107: \$16,980.00

Network

- 1 Unifi Dream Machine Pro Max
- 2 Unify Pro Max 48 Port PoE (720W)
- 4 U7 Pro Wireless Access Points
- 1 Battery Backup Rack/Tower UPS with 8 Outlets

Network: \$9,238.00

Network Cabling

- Network Rack in MDF
- 3 48 Port Patch Panels
- 36 Duplex cable locations
- 12 Other single cable's locations for WAP's or Cameras.

Network Cabling: \$23,347.00

Access Door Control

- 3 Doors with electric strike cut in door frame. (Strikes and cut-in provided by door company)
- 4 Doors with electric strike surface mount. (Strikes provided by door company)
- 2 front exterior doors (Electric Latch Retraction exit devices & power transfers provided by door company)
- Door monitoring at exterior doors.
- 9 Card readers
- 2 Wireless remotes for unlocking office interior door.
- 1 Lockdown button

Access Door Control: \$18,021.00



Axis Security Cameras

- Axis Camera Station camera server with 32TB of storage
- 3 Axis M4318-PLVE Interior 306-degree cameras
- 3 Axis P3738-PLVE 4-head exterior corner cameras & interior truck storage
- 1 Axis P3265-LVE exterior facing mechanical closet
- 32" monitor & video decoder for office staff

Axis Security Cameras: \$22,425.00

Any modifications to the scope of work listed above must be approved by Parkway, and a written change order completed before the requested work will be performed.

Customer Responsibilities

The customer will be responsible for the following:

Supply Computers for conferencing if desired.

Notes & Assumptions

This proposal has been prepared under the following assumptions:

1. All changes by an authority having jurisdiction or authorization to do so will alter this proposal.
2. Any painting of electrical conduit, equipment, etc. will be done by others.
3. All concrete pads and/or housekeeping pads will be done by others.
4. Where the price of material, equipment, or energy increases prior to acceptance of a quote, the quote sum may be adjusted.
5. No allowances are included in this proposal.
6. Nothing in this quote should be construed as a substitute for a consultation with a tax professional.

Pricing

Pricing for the services outlined in the above scope of work is shown below.

Quote Amount: \$158,505.00

If paying via credit card a 3% processing fee will be added.

The quoted price does not include sales, use excise or other similar taxes. Buyer shall pay, in addition to the prices quoted, the amount of any present or future tax applicable to the sale or use of the goods and services provided hereunder.



Quotation Terms & Conditions

This quotation is subject to the Parkway Electric & Communications LLC standard terms and conditions, and is valid for 30 days. For a complete listing of the Parkway standard terms and conditions, please refer to the "terms of sale" link located on our website at www.parkwayelectric.com

Milestone Payment Schedule

The project will be billed according to the milestone payment schedule outlined below:

- A 25% down payment will be invoiced upon receipt of the signed quote or Purchase Order.
- Monthly billing of labor & materials.
- Last 10% upon delivery of final documentation.

If you have any questions regarding this quotation, do not hesitate to contact me at 616-820-1132.

Customer Acceptance

Please reference G25820(1) on any purchase orders generated from this quotation.

Accepted by

Date

Title

Thank you for the opportunity to provide Village of Sparta with this quotation.

Sincerely,

Brian Harris

Business Development Executive



Village of Sparta
156 E Division St
Sparta, MI 49345



1020 E Michigan Ave, Suite J
 Saline, MI 48176
 (734) 369-9801

Cat 6 Cabling	Price	Qty	Avg Length	Total Count	Total Cost
Materials					
Cat 6 Category Cabling Costs					
Cat 6 Plenum Cable (ft)	\$ 0.20	69	180	12,420	\$ 2,484.00
Cat 6 Keystone Jacks (2 per run)	\$ 1.90			138	\$ 262.20
Patch Panels	\$ 30.00			3	\$ 90.00
Wall boxes/Face Plates	\$ 4.60			47	\$ 216.20
Bridle Rings/Beam Clamps for cable runs	\$ 6.70			518	\$ 3,467.25
Sysracks 15U Wall Rack - 24 inch Deep, PDU, Shelf & Fan	\$ 490.00			1	\$ 490.00
Low Voltage Permit	\$ 300.00			1	\$ 300.00
			Materials Subtotal :		\$ 7,309.65
Labor					
Single Runs	\$ 200.00			25	\$ 5,000.00
Dual Runs	\$ 225.00			22	\$ 4,950.00
Triple Runs	\$ 280.00			-	\$ -
Quad Runs	\$ 260.00			-	\$ -
Sixtet Runs	\$ 330.00			-	\$ -
Octet Runs	\$ 360.00			-	\$ -
Above includes all category cable runs, termination & testing.					
Mounting wall racks and cabinet organization.	\$ 520.00			1	\$ 520.00
			Labor Subtotal :		\$ 10,470.00
Total :					\$ 17,779.65

Network Hardware	Price	Qty	Total Cost		
Ubiquiti Gateway UXG-Max	\$ 265.00	1	\$ 265.00		
Ubiquiti Pro 48 PoE USW-Pro-48-POE (600W) Switch	\$ 1,450.00	2	\$ 2,900.00		
Unifi U7 Pro XG	\$ 265.00	3	\$ 795.00		
Unifi UNVR w/ 16TB storage	\$ 855.00	1	\$ 855.00		
Unifi G6 Bullet	\$ 265.00	7	\$ 1,855.00		
6 inch Cat 6 Patch Cable	\$ 1.50	69	\$ 103.50		
	Materials Subtotal:		\$ 6,773.50		
Labor (Install/Configure Hardware)	\$ 125	10	\$ 1,250.00		
Total :			\$ 8,023.50		
A/V Hardware for Meeting Room	Price	Qty	Total Cost		
Display					
Sharp 86" TV's	\$ 3,195.00	2	\$ 6,390.00		
SANUS Tilting TV Wall Mount for Large TVs Up to 90	\$ 135.00	2	\$ 270.00		
Thiinerain 15.6 Inch Computer Monitor 1600x900 Desktop Monitor with HDMI V	\$ 100.00	9	\$ 900.00		
OREI 4k 1 in 16 HDMI Splitter	\$ 185.00	1	\$ 185.00		
OREI 4K HDMI Matrix Switch 2 X 2	\$ 75.00	1	\$ 75.00		
HDMI Wireless Receivers and Transmitter	\$ 245.00	2	\$ 490.00		
HDMI Female to Female Wall Plate w/HDMI Inserts	\$ 12.50	12	\$ 150.00		
Highwings 4/8K 120HZ HDMI Cable Fiber Optic	\$ 170.00	12	\$ 2,040.00		
			\$ 10,500.00		
Audio					
Behringer RX1602 V2 16-Input Rackmount Line Mixer	\$ 170.00	1	\$ 170.00		
Behringer NX4-6000 6000W 4-channel Power Amplifier	\$ 620.00	1	\$ 620.00		
Sysracks 15U Wall Rack - 24 inch Deep, PDU, Shelf & Fan	\$ 490.00	1	\$ 490.00		

Microphones Wireless Conferencing Digital System w/15 wireless microphones (1 President microphones & 14 Delegate microphones)	\$ 1,760.00	1	\$ 1,760.00		
Oval Satellite III Large Area Induction Loop System	\$ 1,815.00	1	\$ 1,815.00		
			\$ 4,855.00		
Conferencing					
Yealink MVC M/v90 Teams/Zoom Rooms Bundle Pro-AV Rooms Core System	\$ 9,870.00	1	\$ 9,870.00		
MCore Pro, Gen-3 Mini-PC for Conference Management					
MTouch Plus, Gen-3 touch panel					
AVHub, audio and video processor					
2 x UVC86 USB PTZ camera					
3rd Yealink UVC86 PTZ Camera	\$ 2,125.00	1	\$ 2,125.00		
Yealink CS10 SkySound Coaxial Network Ceiling Speaker	\$ 435.00	6	\$ 2,610.00		
Ubiquiti Lite 16 PoE USW-Lite-16-POE (45W) Switch	\$ 265.00	1	\$ 265.00		
			\$ 14,870.00		
Labor (Install/Configure Hardware)	\$ 125	68	\$ 8,500.00		
Total :			\$ 38,725.00		
Conference Room Hardware	Price	Qty	Total Cost		
Yealink MeetingBar A40 with CTP25	\$ 2,885.00	1	\$ 2,885.00		
Sharp TV 75"	\$ 1,855.00	1	\$ 1,855.00		
SANUS Tilting TV Wall Mount for Large TVs Up to 90	\$ 135.00	1	\$ 135.00		
Labor (Install/Configure Hardware)	\$ 125	6	\$ 750.00		
Total :			\$ 5,625.00		



ACTION MEMO

Staff Communication

DATE: July 21, 2025
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Civic Center Trade

SUMMARY OF REQUEST

The Village offered the Civic Center or the Bank portion of the current Village Hall to the Township in exchange for the current Historic Commission Building. The intent of this exchange is to support the Township and Historic Commission in their goal of providing additional space for a museum and displays of Sparta's history.

Recognizing that the Historic Commission and Township have limited discretionary funds, this proposed trade was envisioned as a cost-effective way for them to achieve their goals without requiring significant cash expenditures.

At the July 10, 2025 Township Board meeting, the Township expressed interest in moving forward with a trade for the Civic Center. Following that meeting, the Village Manager discussed key terms with the Township Clerk and Treasurer. The following framework is recommended for formal agreement preparation:

PROPOSED TERMS

1. Lot Line Adjustments

- The lot lines between the Historic Commission and Civic Center parcels will be adjusted.
- The driveway will be split, and the parking along the north side of the Historic Commission Building will be dedicated to that building.
- The rear area of the Historic Commission Building, which includes the memorial garden and the Civic Center dumpster, will be combined into the Civic Center parcel.

2. Title & Future Sale Provisions

- For five (5) years after closing, the Village will have the first right of purchase if the Township wishes to sell the Civic Center.
- The purchase price during this five-year period would equal the sale price of the Historic Commission Building when sold by the Village.
- After year five, if the Township sells the Civic Center, the Village will receive the difference between the 2025 appraisal (\$340,000) and the sale price of the Historic Commission Building.

Examples:

- *Example 1 (within 5 years):* Village sells Historic Commission Building for \$100,000. Township sells Civic Center in year 3. The Village may buy back the Civic Center for \$100,000.
- *Example 2 (after 5 years):* Township sells Civic Center in year 10 for \$500,000. Village receives \$240,000 (appraisal \$340,000 – sale price \$100,000).
- *Example 3 (long term):* Township sells Civic Center in 30 years for \$1,500,000. Village still receives \$240,000 at closing (same calculation).

This ensures a fair mechanism that protects both parties' financial interests in any future sale.

3. Transfer of Possession

- January 1, 2026: Township takes possession of the Civic Center; Village takes possession of the Historic Commission Building.
- Township/Historic Commission will have 30 days to move items from the Historic Commission Building into the Civic Center.

4. Personal Property

- The Village may, at its discretion, leave any or all personal property (tables, chairs, etc.) in the Civic Center for Township use.

5. Closing Costs

- Township and Village will split the costs of any necessary surveys, legal descriptions, or closing documents.

FINANCIAL IMPACT

The Village will receive proceeds from the sale of the Historic Commission Building, which will be less than the value of the Civic Center. The future sale provisions outlined above protect the Village's financial interest in the event of a later resale by the Township.

BUDGET ACTION REQUIRED

Proceeds will be reflected in the 2025 or 2026 depending on when we close.

STAFF RECOMMENDATION

A motion to authorize the Village Manager to expend necessary funds and sign documents to effectuate the property trade with the Township as outlined above.

A record roll call vote is required, as a 2/3 majority is necessary for the sale of Village-owned property.

To: Sparta Village Council
From: Michael Krzciok, Airport Manager
Date: July 17, 2025
RE: Sparta Municipal Airport Monthly Report for June 2025



Fuel Sales:

We surpassed 8000 gallons of fuel sold in June for the first time since covid. Both flight schools did very well in and transient traffic was strong.

Month	Year	Total Transactions	Total Gallons
June	2025	409	8016
June	2024	348	7042
June	2023	320	6048
June	2022	350	6532
June	2021	300	6511
June	2020	380	8145

Hangar Demand:

All hangars are occupied and we added two names to the wait list.

Available Hangars	0
Upcoming Availability	3
T-hangar Waitlist	58

Hangar Construction:

The shared septic system for the new hangars was completed and passed the Keny County Health department inspection. Construction began on the Johnston hangar and is moving along nicely. Construction on the VanderVeen hangar which will be right next door, will begin once all major framing work is complete on the Johnston hangar. I have a third hangar proposal that will be constructed in the same area behind these two new hangars. See attached drawings. Todd Vriesenga is a current tenant on the field and has applied for his permits and is working Prein & Newhoff on the site plane. I am working with Todd on the land lease and he hopes to begin construction once the two new hangars are structurally complete. This project will be the fourth hangar to utilize the shared septic and well system we had designed and installed for this area.

Shared Septic System



Johnston hangar construction



Jet Fuel Farm

I resubmitted our grant application with the revised fuel farm plans and updated quotes. We now have the contract in hand from MDOT Aeronautics. Please see packet materials for more information on this important revenue generating project that will provide additional funds for airport operations for years to come.

Events

Our June airport user appreciation “Grill & Chill” event was a big hit. We had over 100 people attend and a good time was had by all. This was intended to be a thank you to the folks who utilize our airport and an effort to continue to build a strong airport community which helps drive vibrancy and continued growth. A huge thank you to our EAA Chapter 704 for their help and Larry Bauer for the use of his hangar!



We added another event for August. On Saturday August 2 the EAA will be offering young people free airplane rides during their "Young Eagles" event. More details can be found here: <https://www.eaa.org/eea/youth/free-ye-flights> This is a great airport community outreach program designed to introduce young people to aviation.

Save the date! Saturday August 9 is our annual EAA Chapter 704 fly-in and pancake breakfast. The airport greatly appreciate the local community's support for this fun and tasty event at their local airport.



EAA Chapter 704 / Peach Ridge Airforce Presents

*Sunrise Hangar Hop - Pancakes, planes
and an early morning takeoff!*

12th Annual
**SPARTA FLY-IN &
COMMUNITY BREAKFAST**

Sparta Airport – August 8-9, 2025
FREE ADMISSION TO THE AIRPORT GROUNDS

Friday, August 8: Cookout – Member / Guest 5:00 - 6:45 pm <ul style="list-style-type: none">• Food and Soft Drinks Served• Burgers and Brats• COST: Donations accepted	Saturday, August 9: Fly-In & Pancake Breakfast 8:00 am - 12:00 noon <ul style="list-style-type: none">• BIG Breakfast served until 11:00 am• Fly-in planes of many types including homebuilt and vintage• Historic Car Display• BREAKFAST: \$10.00 per person \$5.00 kids under 8
---	---

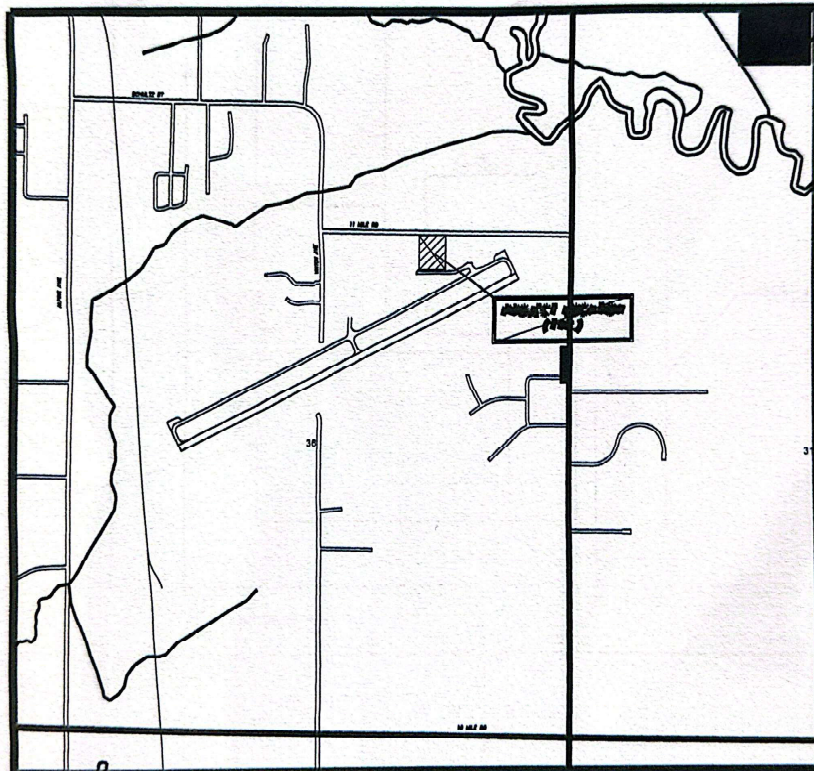
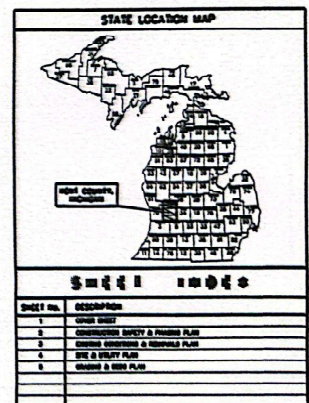
Main Event Sponsor

It's Worth the Ride to Vanderhyde!

Other Breakfast Sponsors include:
  
Photo by Jeff Ostander

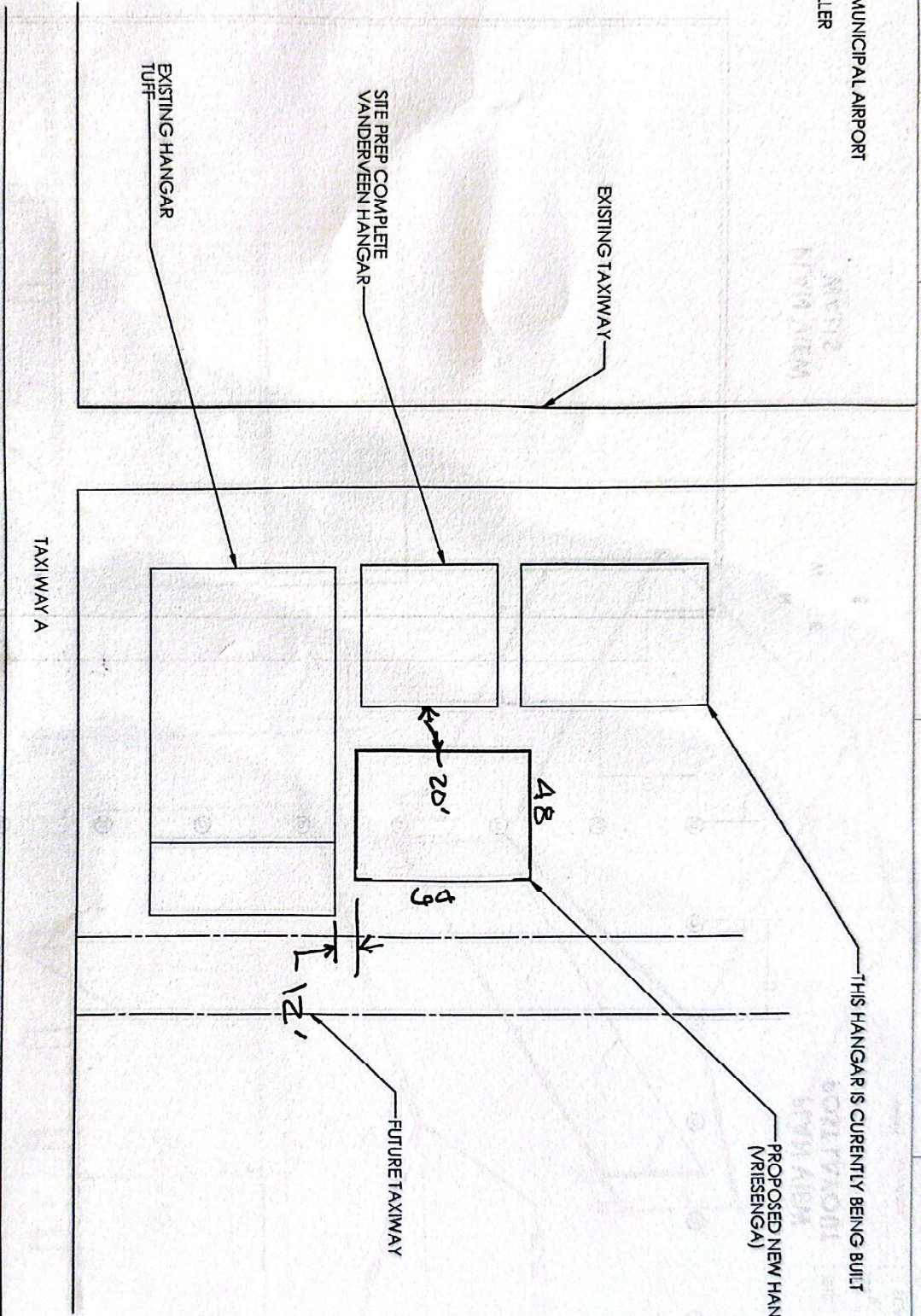
CONSTRUCT VRISENGA HANGAR

VILLAGE OF SPARTA

[illegible][illegible]

	PROJECT NO.
	SHEET NO.

SPARTA MUNICIPAL AIRPORT
84D
PAUL MILLER



DRAWN T.M.V. 7/7/2025

TITLE: SPARTA HANGAR
SITE: VRISENGA HANGAR
SCALE: 1:192
SHEET 1 OF 5

4

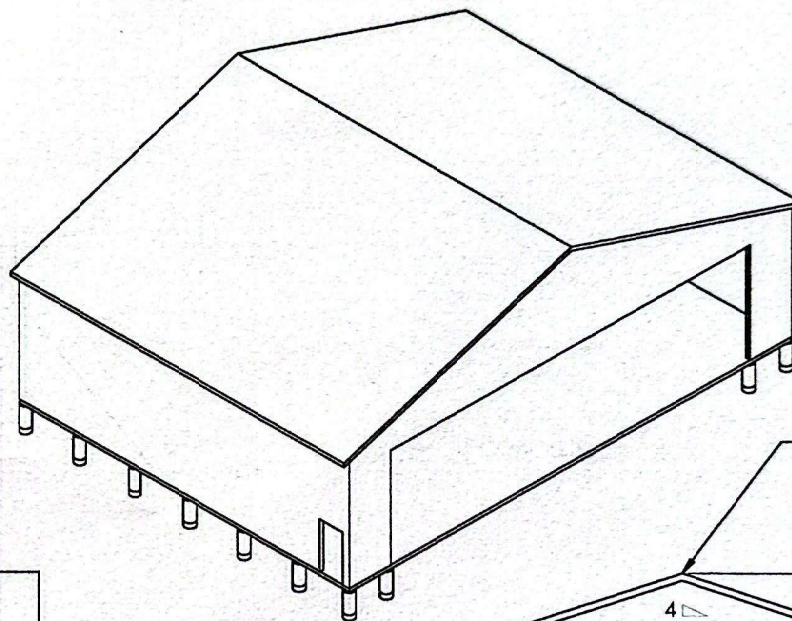
3

2

1

B

B



RIDGE VENT

1
SOFFIT
VENT4
12

12

52 RO

14' 6 1/2" RO

16

SEE HIGH POWER
HYDRAULIC DOOR
INSTRUCTIONS

W ELEVATION

TITLE:

SPARTA HANGAR

SIZE B

VRIESINGA HANGAR

SCALE: 1:100

SHEET 3 OF 5

DRAWN TMV 7/7/2025

RO FOR 3 X 6 DOOR
THIS SIDE AND OPP SIDE

N ELEVATION

4

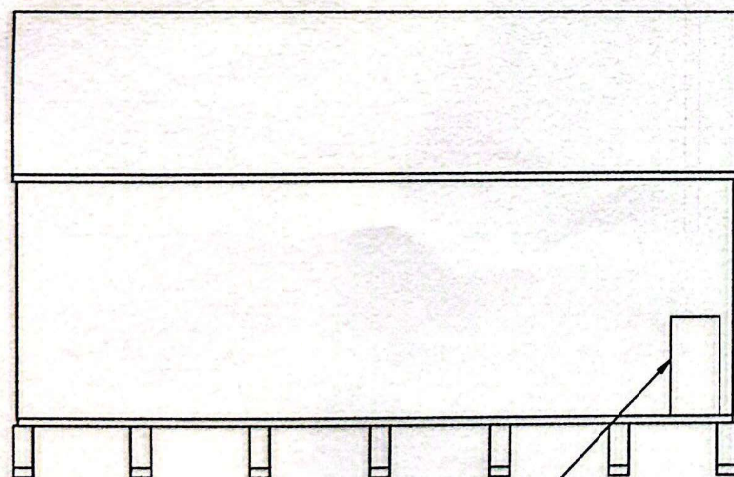
3

2

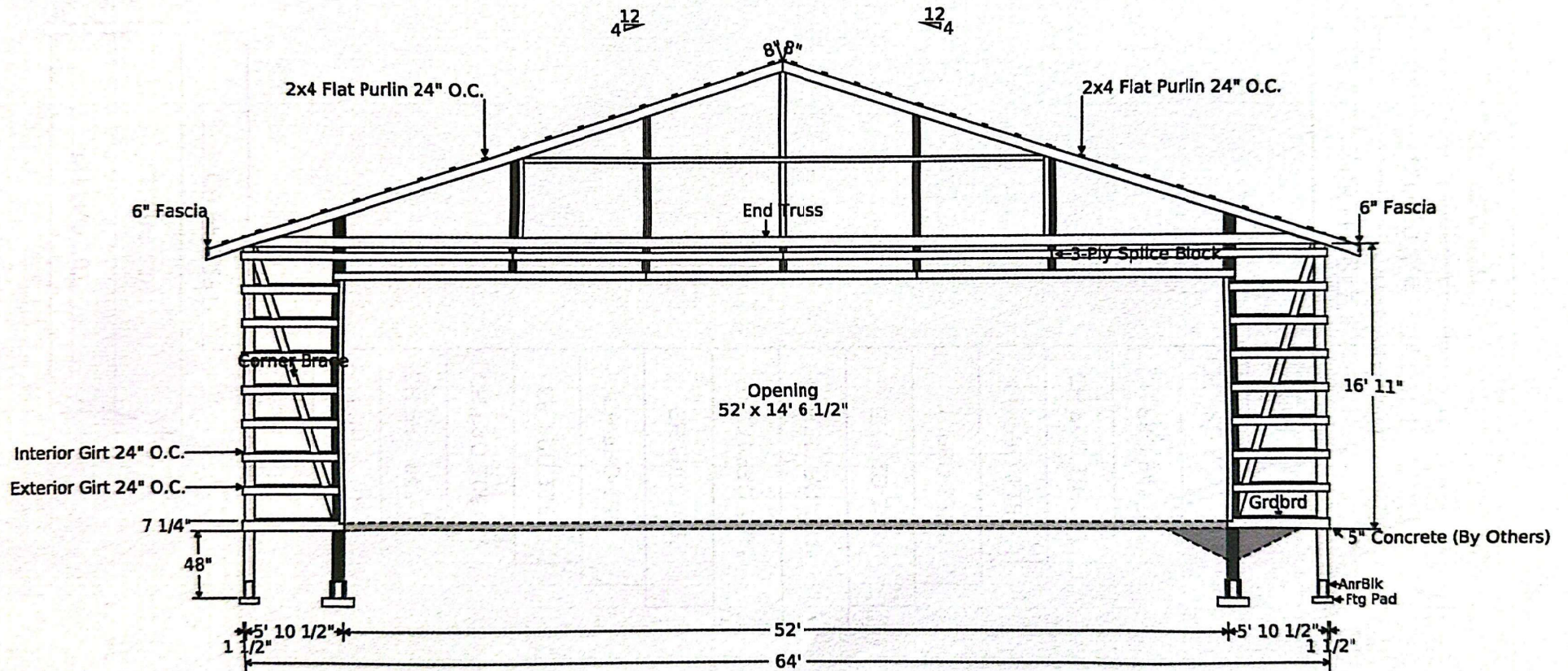
1

A

A



WALL 1-C FRAMING





Sparta Police Department

Andrew M. Milanowski

Chief of Police

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

MONTHLY REPORT June 2025

Crime Report Information:

The "incident Description Count Report" for June 2025 is attached.

Incidents of interest

Officers Wynbeek and Kusmierski pursued a small motor cycle around town until the operator ditched the bike and fled on foot. He was not located and the investigation continues. The bike is unregistered and it appears the Village will end up owning the bike to auction off at a later date.

Traffic

The "Ticket Offense Report" for June 2025 is attached.

Parking Citations for June

Three (3)

Department Issues

Officer Bultsma has officially resigned; his last day was July 14.

Officer Leah Wynbeek was offered and accepted the full-time position and her start date was July 14.

The 2022 has been diagnosed with an oil consumption problem. We have fulfilled our obligations with Chevrolet and they will be fixing the truck under warranty at the end of the month.

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
06/01/2025	06/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>2 CAR PDA</i>					Count: 1
25-001746	06/25/2025	2 CAR PDA		JONES, CALEB	Closed
<i>911 HANGUP - UTL</i>					Count: 1
25-001619	06/07/2025	911 HANGUP - UTL		KUSMIERSKI, TRAVIS	Closed
<i>ALARM</i>					Count: 1
25-001680	06/16/2025	ALARM		KUSMIERSKI, TRAVIS	Closed
<i>ALARM - DISREGARDED</i>					Count: 1
25-001575	06/03/2025	ALARM - DISREGARDED		JONES, CALEB	Closed
<i>ALARM - FALSE</i>					Count: 1
25-001788	06/30/2025	ALARM - FALSE		WYNBEEK, LEAH	Closed
<i>APS / LEN</i>					Count: 1
25-001786	06/30/2025	APS / LEN		JONES, CALEB	Open
<i>AREA CHECK</i>					Count: 2
25-001664	06/14/2025	AREA CHECK		BULTSMA, ZACHARY NEAL	Closed
25-001726	06/22/2025	AREA CHECK		BULTSMA, ZACHARY NEAL	Closed
<i>ASSIST</i>					Count: 2
25-001648	06/11/2025	ASSIST		BULTSMA, ZACHARY NEAL	Closed
25-001749	06/26/2025	ASSIST		BULTSMA, ZACHARY NEAL	Closed
<i>ASSIST FIRE / WELFARE CHECK</i>					Count: 1
25-001620	06/07/2025	ASSIST FIRE / WELFARE CHECK		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST KCSO</i>					Count: 1
25-001676	06/16/2025	ASSIST KCSO		JONES, CALEB	Closed
<i>ASSIST KCSO ON A PI</i>					Count: 1
25-001739	06/24/2025	ASSIST KCSO ON A PI		SOULES, CALEB HOWARD	Turned Over
<i>ASSIST KCSO ON FELONY ARREST</i>					Count: 1
25-001636	06/10/2025	ASSIST KCSO ON FELONY ARREST		SOULES, CALEB HOWARD	Turned Over
<i>ASSIST KCSO ON UNKOWN ACCIDENT</i>					Count: 1
25-001731	06/23/2025	ASSIST KCSO ON UNKOWN ACCIDENT		SOULES, CALEB HOWARD	Turned Over
<i>ASSIST MEDICAL</i>					Count: 1
25-001783	06/29/2025	ASSIST MEDICAL		SOULES, CALEB HOWARD	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
06/01/2025	06/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>ASSIST MSP - BLOCK TRAFFIC</i>					Count: 1
25-001616	06/07/2025	ASSIST MSP - BLOCK TRAFFIC		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST MSP WITH CRASH</i>					Count: 1
25-001599	06/04/2025	ASSIST MSP WITH CRASH		SIETSEMA, ETHAN	Closed
<i>ASSIST OTTAWA COUNTY</i>					Count: 1
25-001722	06/21/2025	ASSIST OTTAWA COUNTY		WYNBEEK, LEAH	Closed
<i>ASSIST SPARTA AIRPORT</i>					Count: 1
25-001725	06/21/2025	ASSIST SPARTA AIRPORT		WYNBEEK, LEAH	Closed
<i>ASSIT KCSO / BARKING DOG</i>					Count: 1
25-001613	06/07/2025	ASSIT KCSO / BARKING DOG		WYNBEEK, LEAH	Closed
<i>ATTEMPTED SCAM</i>					Count: 1
25-001756	06/26/2025	ATTEMPTED SCAM		JONES, CALEB	Closed
<i>BABY LOCKED IN VEHICLE</i>					Count: 1
25-001617	06/07/2025	BABY LOCKED IN VEHICLE		KUSMIERSKI, TRAVIS	Closed
<i>CAR VS DEER</i>					Count: 1
25-001612	06/07/2025	CAR VS DEER		WYNBEEK, LEAH	Closed
<i>CHILD CUSTODY EXCHANGE ATTEMPT</i>					Count: 1
25-001611	06/07/2025	CHILD CUSTODY EXCHANGE ATTEMPT		WYNBEEK, LEAH	Closed
<i>CO-WORKER DISPUTE</i>					Count: 1
25-001615	06/08/2025	CO-WORKER DISPUTE		JONES, CALEB	Closed
<i>CPS LEN</i>					Count: 1
25-001733	06/23/2025	CPS LEN		SOULES, CALEB HOWARD	Open
<i>CRIMINAL HISTORY CHECK</i>					Count: 1
25-000118	06/24/2025	CRIMINAL HISTORY CHECK		ALT, BROOKE L	Closed
<i>CRIMINAL HISTORY CHECKS</i>					Count: 10
25-000103	06/02/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000105	06/03/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000107	06/05/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000110	06/10/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000111	06/12/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000113	06/16/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000115	06/17/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000116	06/17/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000120	06/26/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000121	06/27/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
06/01/2025	06/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>DISORDERLY CONDUCT</i>					Count: 1
25-001705	06/19/2025	DISORDERLY CONDUCT		SIETSEMA, ETHAN	Closed
<i>DISORDERLY JUVENILES</i>					Count: 2
25-001565	06/01/2025	DISORDERLY JUVENILES		SIETSEMA, ETHAN	Closed
25-001780	06/29/2025	DISORDERLY JUVENILES		SIETSEMA, ETHAN	Closed
<i>DOG HIT BY VEHICLE</i>					Count: 1
25-001768	06/28/2025	DOG HIT BY VEHICLE		SOULES, CALEB HOWARD	Closed
<i>DOMESTIC - UTL</i>					Count: 1
25-001668	06/14/2025	DOMESTIC - UTL		KUSMIERSKI, TRAVIS	Closed
<i>DOMESTIC ASSAULT</i>					Count: 1
25-001626	06/09/2025	DOMESTIC ASSAULT		WYNBEEK, LEAH	Warrant Request- County
<i>DOMESTIC ASSAULT INFORMATION ONLY</i>					Count: 1
25-001737	06/24/2025	DOMESTIC ASSAULT INFORMATION ONLY		SOULES, CALEB HOWARD	Closed
<i>DOMESTIC DISPUTE</i>					Count: 1
25-001618	06/07/2025	DOMESTIC DISPUTE		KUSMIERSKI, TRAVIS	Closed
<i>DRUNK SUBJECT</i>					Count: 1
25-001778	06/28/2025	DRUNK SUBJECT		SIETSEMA, ETHAN	Closed
<i>FALSE ALARM</i>					Count: 1
25-001779	06/29/2025	FALSE ALARM		SIETSEMA, ETHAN	Closed
<i>FIREWORKS</i>					Count: 1
25-001777	06/28/2025	FIREWORKS		SIETSEMA, ETHAN	Closed
<i>FLEE AND ELUDE</i>					Count: 1
25-001724	06/21/2025	FLEE AND ELUDE		WYNBEEK, LEAH	Open
<i>FOUND PROPERTY</i>					Count: 2
25-000109	06/10/2025	FOUND PROPERTY		ALT, BROOKE L	Closed
25-001624	06/08/2025	FOUND PROPERTY		BULTSMA, ZACHARY NEAL	Closed
<i>FOUNND CARD</i>					Count: 1
25-001687	06/17/2025	FOUNND CARD		JONES, CALEB	Inactive
<i>ILLEGAL DUMPING</i>					Count: 1
25-001645	06/11/2025	ILLEGAL DUMPING		JONES, CALEB	Closed
<i>INDUSTRIAL PI</i>					Count: 1
25-001761	06/27/2025	INDUSTRIAL PI		SOULES, CALEB HOWARD	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
06/01/2025	06/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>INTOX FEMALE / LOST PURSE</i>					Count: 1
25-001669	06/14/2025	INTOX FEMALE / LOST PURSE		KUSMIERSKI, TRAVIS	Closed
<i>INTRUSION ALARM</i>					Count: 3
25-001686	06/17/2025	INTRUSION ALARM		WYNBEEK, LEAH	Closed
25-001691	06/18/2025	INTRUSION ALARM		WYNBEEK, LEAH	Closed
25-001721	06/21/2025	INTRUSION ALARM		WYNBEEK, LEAH	Closed
<i>KCSO ASSIST</i>					Count: 1
25-001690	06/18/2025	KCSO ASSIST		BULTSMA, ZACHARY NEAL	Closed
<i>KEEP PEACE</i>					Count: 1
25-001660	06/13/2025	KEEP PEACE		SOULES, CALEB HOWARD	Closed
<i>LITTERING</i>					Count: 1
25-001600	06/05/2025	LITTERING		SOULES, CALEB HOWARD	Closed
<i>LOCAL RECORDS CHECK</i>					Count: 7
25-000104	06/03/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
25-000106	06/05/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
25-000108	06/09/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
25-000112	06/13/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
25-000114	06/17/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
25-000117	06/23/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
25-000119	06/26/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
<i>LOOSE DOG</i>					Count: 1
25-001674	06/15/2025	LOOSE DOG		KUSMIERSKI, TRAVIS	Closed
<i>LOST/FOUND</i>					Count: 1
25-001735	06/24/2025	LOST/FOUND		SOULES, CALEB HOWARD	Closed
<i>LOUD MUSIC / NOT RESPONDED TO</i>					Count: 1
25-001657	06/12/2025	LOUD MUSIC / NOT RESPONDED TO		PRICE, DAVE	Open
<i>MISSING PERSON</i>					Count: 1
25-001642	06/10/2025	MISSING PERSON		KUSMIERSKI, TRAVIS	Closed
<i>MOTORIST ASSIST</i>					Count: 1
25-001678	06/16/2025	MOTORIST ASSIST		KUSMIERSKI, TRAVIS	Closed
<i>MOTORIST ASSIST BLOCKING</i>					Count: 1
25-001757	06/26/2025	MOTORIST ASSIST BLOCKING		JONES, CALEB	Closed
<i>NEIGHBOR IN BACKYARD</i>					Count: 1
25-001712	06/20/2025	NEIGHBOR IN BACKYARD		JONES, CALEB	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
06/01/2025	06/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>NOISE COMPLAINT</i>					Count: 1
25-001665	06/14/2025	NOISE COMPLAINT		BULTSMA, ZACHARY NEAL	Closed
<i>OTHER AGENCY INCIDENT</i>					Count: 1
25-001633	06/09/2025	OTHER AGENCY INCIDENT		SIETSEMA, ETHAN	Closed
<i>OVERDOSE</i>					Count: 1
25-001596	06/04/2025	OVERDOSE		SIETSEMA, ETHAN	Closed
<i>OWI 1ST</i>					Count: 1
25-001750	06/26/2025	OWI 1ST		BULTSMA, ZACHARY NEAL	Cleared by Arrest
<i>PEACE STAND-BY</i>					Count: 1
25-001672	06/15/2025	PEACE STAND-BY		JONES, CALEB	Closed
<i>PEACEFUL STANDBY</i>					Count: 1
25-001663	06/14/2025	PEACEFUL STANDBY		BULTSMA, ZACHARY NEAL	Closed
<i>PEOPLE TALKING LOUD & CUSSING</i>					Count: 1
25-001670	06/14/2025	PEOPLE TALKING LOUD & CUSSING		KUSMIERSKI, TRAVIS	Closed
<i>PPO QUESTIONS</i>					Count: 1
25-001567	06/02/2025	PPO QUESTIONS		KUSMIERSKI, TRAVIS	Closed
<i>PROPERTY DAMAGE ACCIDENT</i>					Count: 1
25-001789	06/30/2025	PROPERTY DAMAGE ACCIDENT		WYNBEEK, LEAH	Closed
<i>RECKLESS DRIVING</i>					Count: 1
25-001747	06/25/2025	RECKLESS DRIVING		BULTSMA, ZACHARY NEAL	Closed
<i>SEE 251642</i>					Count: 1
25-001656	06/12/2025	SEE 251642		JONES, CALEB	Closed
<i>SERVE SUBPOENA</i>					Count: 1
25-001568	06/02/2025	SERVE SUBPOENA		KUSMIERSKI, TRAVIS	Closed
<i>SOLICITERS</i>					Count: 1
25-001723	06/21/2025	SOLICITERS		JONES, CALEB	Closed
<i>SON GRAFFITI OWN HOUSE</i>					Count: 1
25-001603	06/06/2025	SON GRAFFITI OWN HOUSE		JONES, CALEB	Closed
<i>SPEEDING CAR</i>					Count: 1
25-001776	06/28/2025	SPEEDING CAR		SIETSEMA, ETHAN	Closed
<i>STAND BY FOR CUSTODY EXCHANGE</i>					Count: 2
25-001606	06/06/2025	STAND BY FOR CUSTODY EXCHANGE		KUSMIERSKI, TRAVIS	Closed
25-001607	06/06/2025	STAND BY FOR CUSTODY EXCHANGE		KUSMIERSKI, TRAVIS	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
06/01/2025	06/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>SUICIDAL SUBJECT</i>					Count: 1
25-001706	06/19/2025	SUICIDAL SUBJECT		SIETSEMA, ETHAN	Closed
<i>SUICIDE ATTEMPT</i>					Count: 1
25-001673	06/15/2025	SUICIDE ATTEMPT		KUSMIERSKI, TRAVIS	Closed
<i>SUICIDE SUBJECT</i>					Count: 1
25-001752	06/26/2025	SUICIDE SUBJECT		BULTSMA, ZACHARY NEAL	Closed
<i>SUSPICIOUS</i>					Count: 3
25-001628	06/09/2025	SUSPICIOUS		SOULES, CALEB HOWARD	Closed
25-001655	06/12/2025	SUSPICIOUS		JONES, CALEB	Closed
25-001710	06/20/2025	SUSPICIOUS		JONES, CALEB	Closed
<i>SUSPICIOUS / POSSIBLE STOLEN CHAINSAW</i>					Count: 1
25-001755	06/26/2025	SUSPICIOUS / POSSIBLE STOLEN CHAINSAW		JONES, CALEB	Closed
<i>SUSPICIOUS PERSON</i>					Count: 2
25-001646	06/11/2025	SUSPICIOUS PERSON		JONES, CALEB	Closed
25-001709	06/20/2025	SUSPICIOUS PERSON		JONES, CALEB	Closed
<i>SUSPICIOUS SITUATION</i>					Count: 2
25-001700	06/18/2025	SUSPICIOUS SITUATION		SIETSEMA, ETHAN	Closed
25-001707	06/20/2025	SUSPICIOUS SITUATION		SIETSEMA, ETHAN	Closed
<i>SUSPICIOUS SMELL</i>					Count: 1
25-001679	06/16/2025	SUSPICIOUS SMELL		KUSMIERSKI, TRAVIS	Closed
<i>SUSPICIOUS SUBJECT</i>					Count: 2
25-001649	06/11/2025	SUSPICIOUS SUBJECT		WYNBEEK, LEAH	Closed
25-001667	06/14/2025	SUSPICIOUS SUBJECT		JONES, CALEB	Closed
<i>SUSPICIOUS VEHICLE</i>					Count: 2
25-001683	06/16/2025	SUSPICIOUS VEHICLE		KUSMIERSKI, TRAVIS	Closed
25-001708	06/20/2025	SUSPICIOUS VEHICLE		JONES, CALEB	Closed
<i>SUSPICIOUS/INFORMATIONAL</i>					Count: 1
25-001662	06/13/2025	SUSPICIOUS/INFORMATIONAL		SOULES, CALEB HOWARD	Closed
<i>UNFOUDED ALARM</i>					Count: 1
25-001671	06/15/2025	UNFOUDED ALARM		JONES, CALEB	Closed
<i>UNFOUNDED ALARM</i>					Count: 4
25-001587	06/04/2025	UNFOUNDED ALARM		SOULES, CALEB HOWARD	Closed
25-001631	06/09/2025	UNFOUNDED ALARM		SOULES, CALEB HOWARD	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
06/01/2025	06/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>UNFOUNDED ALARM</i>					Count: 4
25-001693	06/18/2025	UNFOUNDED ALARM		SOULES, CALEB HOWARD	Closed
25-001767	06/28/2025	UNFOUNDED ALARM		SOULES, CALEB HOWARD	Closed
<i>VEHICLE COMPLAINT</i>					Count: 1
25-001609	06/06/2025	VEHICLE COMPLAINT		WYNBEEK, LEAH	Closed
<i>VERBAL DOMESTIC</i>					Count: 1
25-001751	06/26/2025	VERBAL DOMESTIC		BULTSMA, ZACHARY NEAL	Closed
<i>VIN / EQUIPEMENT INSPECTION</i>					Count: 1
25-001702	06/19/2025	VIN / EQUIPEMENT INSPECTION		SOULES, CALEB HOWARD	Closed
<i>VIN CHECK</i>					Count: 1
25-001754	06/26/2025	VIN CHECK		JONES, CALEB	Closed
<i>VOID</i>					Count: 1
25-001605	06/08/2025	VOID		JONES, CALEB	Closed
<i>WELFARE CHECK</i>					Count: 7
25-001566	06/01/2025	WELFARE CHECK		KUSMIERSKI, TRAVIS	Closed
25-001577	06/03/2025	WELFARE CHECK		JONES, CALEB	Closed
25-001578	06/03/2025	WELFARE CHECK		JONES, CALEB	Closed
25-001602	06/06/2025	WELFARE CHECK		SIETSEMA, ETHAN	Closed
25-001727	06/22/2025	WELFARE CHECK		WYNBEEK, LEAH	Closed
25-001772	06/28/2025	WELFARE CHECK		SOULES, CALEB HOWARD	Closed
25-001773	06/28/2025	WELFARE CHECK		SOULES, CALEB HOWARD	Closed

Total: 127

Ticket Offense Report

Report Criteria:

Start Date	End Date	Start Offense	End Offense
06/01/2025	06/30/2025	.653A1A	Y

Ticket	Issued Date	Ticket Type	Location	Officer	Count:	
257.328 -- No Proof of Insurance on a motor vehicle					1	
44390	06/21/2025	Civil Infraction	STATE/ DIVISION	WYNBEEK,LEAH		
257.612 -- Disregarded Stop and Go Light					2	
44241	06/18/2025	Civil Infraction	S STATE AND SPARTAN	SOULES,CALEB,HOWARD		
44390	06/21/2025	Civil Infraction	STATE/ DIVISION	WYNBEEK,LEAH		
257.614 -- Disregarded Red Flashing Stop and Go Light					1	
44274	06/28/2025	Civil Infraction	S STATE/W DIVISION	SIETSEMA,ETHAN		
257.625(1) -- Operating While Intoxicated (O.W.I.)					1	
44406	06/26/2025	Misdemeanor	M37/ 13 MILE	BULTSMA,ZACHARY,NEAL		
257.627 -- Exceeded Prima Facia Speed Limit					3	
44240	06/18/2025	Civil Infraction	M37/ 13 MILE/12 MILE RD NW	SOULES,CALEB,HOWARD		
44242	06/19/2025	Civil Infraction	M37/BAUMHOFF	SOULES,CALEB,HOWARD		
44407	06/27/2025	Civil Infraction	S STATE/CENTENNIAL	BULTSMA,ZACHARY,NEAL		
257.628 -- Exceeded Posted Speed					3	
44271	06/10/2025	Civil Infraction	12 MILE /M37	SIETSEMA,ETHAN		
44451	06/14/2025	Civil Infraction	M37/ 13 MILE/12 MILE RD NW	JONES,CALEB		
44273	06/26/2025	Civil Infraction	12 MILE /M37	SIETSEMA,ETHAN		
257.640 -- Improper Passing/No Passing Zone					1	
44272	06/19/2025	Civil Infraction		SIETSEMA,ETHAN		
					Total:	12



ACTION MEMO

Staff Communication

DATE: July 10, 2025
TO: Village President Whalen and Members of Council
FROM: William Hunter, Director of Public Works
RE: DPW Monthly Update

Special Events Support

- June 11–14: Staff supported event setup activities in preparation for Village-sponsored special events.

Stormwater Maintenance

- June 17–19: Catch basin and storm system cleaning.
- June 23–24, 26, 30: Continued catch basin cleaning throughout the Village.
- June 11: Ongoing investigation of storm system issues on Ecklund Street (report pending).

Brush & Leaf Collection

- June 27: Brush chipping and major street repair work.
- June 30 – July 3: Ongoing brush chipping and equipment maintenance.
- July 8: Brush chipping and leaf bag pickup completed.

Roadway Maintenance

- June 12, 23, 24, 26, 27: Pothole repairs performed throughout the Village.
- July 9: Continued pothole repair efforts are underway.

Water System & Compliance

- June 13: Submitted Wellhead Protection Plan to EGLE for grant consideration.
- June 13: Met with Sparta Area Schools to discuss their request to be a nested jurisdiction under the Village's MS4 stormwater permit.
- June 16: Submitted updated Distribution System Materials Inventory (DSMI) to EGLE, including verification of letters sent to residents with galvanized service lines.
- June 18: Emergency water line repair on Loomis Street due to damage.
- June 24: Initiated optimization of chlorine dosing for the iron removal system. Staff identified that chlorine was being overfed to the filter side, based on elevated total chlorine levels in backwash discharge. Hourly iron and chlorine monitoring is underway to dial in proper feed rates.

Adjustments are also being made to post-chlorination to maintain target residuals of 0.8–1.0 mg/L as the water leaves the plant.

- June 25: Emergency repair on the water line on Ecklund due to damage. A summary of the utilities on Ecklund is currently in development (report pending).
- Ongoing: The Village is beginning the transition from traditional nutating disc meters to ultrasonic meters. Ultrasonic meters provide more accurate readings, no moving parts, and improved long-term reliability. Staff has implemented a policy requiring inspection of all new meter installations to ensure compliance and accurate setup.

Infrastructure Concerns

- July 10: Staff reported heaving at the Martindale Bridge. Upon inspection, it was found that the bridge had not been built to the design specifications. Additional review and follow-up will be required.

General Operations

- June 25, July 1–2: Equipment maintenance and repairs.
- June 30: Parks maintenance conducted alongside stormwater and brush duties.
- Ongoing: 134 Miss Dig tickets cleared by staff during this reporting period.



ACTION MEMO

Staff Communication

DATE: July 8, 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 Treatment Plant - Update

Summary:

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

June 2025 Flow Data

Wastewater Treatment Plant flow:

- 16.433 M gallons treated for the month
- 0.604 M gallons max daily flow
- 0.548 M gallons per day average

Algoma Township flow:

- 1,108,638 gallons treated for the month
- 47,001 gallons max daily flow
- 36,955 gallons per day average

Significant Events/Emergency Callouts:

There were no violations for the month of June.

- We are continuing to write SOPs, perform preventive maintenance, and do housekeeping.
- We are continuing to update our laboratory QA/QC program. This has involved re-writing outdated approved methods and SOP's, running duplicates, spikes, reference samples, and inter-lab splits.
- Updating our laboratory chemical inventory program.
- Staff have been cross-training at the water plant and DPW garage.
- Continued cataloging our assets for an asset management program that will improve maintenance schedules.
- We are continuing to collect composite samples and run lab on Old Orchard daily.
- Working with Fleis and Vandenbrink on plant upgrades and design. Pre-bid meeting took place on 6/19. Bid opening took place on 6/30.
- Sent out a second round of non-domestic user surveys for EGLE NPDES permit schedule.
- Installed new motor for blower #3 on 6/3. That and new motor controls has finally fixed our problems. It turned out the existing motor we had on site had bad motor windings and was never tagged.
- Our Hach benchtop laboratory meter died on 6/5. This combined with aging pH and DO probes led to the decision to switch to an Orion unit and probes that do not use proprietary connections. This will add greater functionality and flexibility in the future.
- Diagnosed our BOD incubator with a bad interior circulation fan causing temperature fluctuations. Installed a new adjustable fan on 6/10 and that has fixed that problem.
- Maverick Mechanical finished up Digester 4 diffuser work on 6/10. That digester is back online and functioning normally.
- Staff at the water plant have noticed a strong chlorine smell and residual when backwashing their iron removal system. We have started looking into previous operating strategies and ways to optimize them going forward. The discharge from the water plant when backwashing is strong enough to be measured at the influent stream of the wastewater plant, causing issues to our biological process.
- DR Labs was onsite on 6/12 to do yearly preventative maintenance on all lab equipment.
- Discovered a bleach leak from an overflow barrel connected to the system on 6/19. The leak was contained inside the building and an estimated 5-10 gallons was cleaned up.
- Reached out to Biotech Agronomics for an additional land application this summer due to Digester 4 being out of service along with increased filamentous bacteria problems.
- Created and compiled a sampling plan for the Storm Water Pollution Prevention Plan part of our permit.

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