

VILLAGE OF SPARTA
Kent County, Michigan
Village Council Meeting
Monday, March 11, 2024 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 February 12, 2024*
- b. *Approve Special Council Meeting Minutes of February 26, 2024*
- c. *Approve Fire Board Minutes of February 22, 2024*

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. Res. 24-06 A resolution to approve the Baker Investments IFT Application
- b. MNRTF Grant Application
- c. DNR Rec Passport Grant Application

8. Old Business

- a. None.

9. New Business

- a. Res. 24-06 A resolution to approve the Baker Investments IFT Application
- b. Res. 24-07 A Resolution endorsing the MNRTF Grant Application
- c. Res. 24-08 A Resolution endorsing the DNR Rec Passport Grant Application
- d. Res. 24-09 A resolution requesting that MDOT add the Loomis St. bridge to the local bridge funding program for 2027
- e. Res. 24-10 A resolution to purchase, acquire & construct capital improvement and to publish notice of intent to issue municipal securities
- f. Res. 24-11 A resolution to adopt a fund balance policy for the Village of Sparta
- g. Snow Removal Proposal

10. Village Manager & Department Reports

11. Communications

- a. Clean-Up Day Volunteer Sign-Up
- b. Habitat for Humanity Lot Purchase

12. Payment of Bills**February Payables**

PAYABLES	
(101) General Fund	\$127,982.45
(202) Major Street Fund	\$18,843.43
(203) Local Street Fund	\$14,860.00
(581) Airport	\$45,325.63
(590) Sewer Department Fund	\$55,414.51
(591) Water Department Fund	\$49,195.11
(661) Equipment Rental Fund	\$3,969.31
Total	\$315,590.44

Informational:

(206) Fire Department	\$8,453.67
(208) SRA Park Fund	\$214.27
(248) Downtown Development Authority	\$4,972.13
Total	\$13,640.07

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

VILLAGE OF SPARTA
Kent County, Michigan
Village Council Meeting
February 12, 2024 at 7:00pm.
75 N. Union St. (Sparta Civic Center)

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

Absent: Courtney Mais

Also present: Village Manager Jim Lower, Police Sgt Dave Price, DPW Director Bill Hunter, Airport Manager Mike Kryciok, and Village Clerk Katy Shelton.

1. Call to Order: The meeting was called to order at 7:00pm.

2. Pledge of Allegiance: The Pledge of Allegiance was recited.

3. Roll Call: Formal roll call was taken. Those in attendance/absent are noted above.

4. Additions or Corrections to Consent and Business Agenda
Consent Agenda:

- a. Approve Regular Village Council Meeting Minutes of January 8. 2024.
 - b. Approve Fire Board Minutes of January 18. 2024.
 - c. Approve road closures: Executive Orders 24-01, 24-02, 24-03, 24-04, and 24-05.
- No additions or corrections noted.

5. Approval of Consent and Business Agenda: Motion by Braybrook with a second by Cumings to approve. Motion passed unanimously.

6. Public Comment for Agenda Item:

Please Note: This Public Comment portion of the meeting is reserved for comment on agenda items. Personal or abusive attacks on Council members, staff members, or other participants will not be tolerated and may result in the Village President taking action, up to and including, having the speaker removed from the meeting by law enforcement officers.

A. Michelle Drissill, 19677 Cherry St. Conklin, asked about the home occupational ordinance as regards hair salons. She was told that her location is in the Township – not the Village, and so she needs to discuss this issue at a Township Board meeting. She mentioned that a change in this ordinance would benefit the Village as well.

7. Public Hearing: Public hearing opened at 7:06pm.

a. Community Input on Possible Zoning/Code

Changes:

Marv Bradford, 12538 Sparta Avenue, dba MRB Rentals: Asked what the benefit would be if his property was included in the proposed Commercial District. He was advised to open his discussion later in the meeting when this issue was being discussed.

Mary Kaiser, 300 Bob's Parkway, Sparta. She asked about the issue of campers being in residential backyards. She was told that a change in the ordinance had been made several years ago to allow for that. She disagrees with that decision.

Jim Kaiser, 300 Bob's Parkway, Sparta. He believes that we're lowering the standards for the Village and not raising them. He said that code violations are still frequently happening. He said that the idea of "educating" the residents on the code violations versus actually enforcing the violations was not working. Public hearing closed at 7:12pm.

b. Res 24-03: A resolution establishing an industrial development district (IDD). Public hearing opened at 7:12pm. This is development involving a new building or an addition to an

existing building. There must be an industrial district established first. It was noted that none of these new districts would include any tax credits – there were merely establishing geographical districts. An IDD designation then allows the business to be eligible for an IDD tax credit. There were no comments from the public. Public hearing closed at 7:14pm.

c. **Res 24-04: A resolution establishing a plant rehabilitation district.** Public hearing opened at 7:14pm. This involves the rehabilitation of obsolete buildings. There were no comments from the public. Public hearing closed at 7:16pm.

d. **Res 24-05: A resolution establishing a commercial development district.** Public hearing opened at 7:16pm. Village Manager Lower stated that establishing a commercial development doesn't actively do anything. It's only when a property owner asks to be included in the program that it would come into play. It will be a time and money savings for the Village in that the Village won't have to designate each parcel individually as the owner requests to be included. If they are located within the district, there are already so designated. Council member Braybrook asked about older legacy buildings that have been zoned as being commercial. It was noted that this district will only include the west side of North State St.

Marv Bradford, 12538 Sparta Ave, Sparta. He asked what the establishment of this district means for him.

Richard Gauw, 353 N State St, Sparta. He asked who is responsible for requesting a zoning variance – the seller or the buyer of a property. He was told that it's the buyer's responsibility.

Terry Hartman, 95 Ecklund, Sparta. He said that the parcels appear to be very small in size in the commercial development district. He asked if there was a minimum lot size to be zoned commercial.

Public hearing closed at 7:26pm.

8. Old Business

a. None.

9. New Business:

a. Res 24-03: A resolution establishing an industrial development district (IDD): This resolution establishes an industrial redevelopment district for the property between Division and Hickory Streets with Aspen and Prospect as the West and East borders respectively. It was noted that an IDD is for new industrial construction. Motion to approve by Carlstrom with a second by Braybrook. Motion passed unanimously.

b. Res 24-04: A resolution establishing a plant rehabilitation district (PRD). This resolution establishes a plant rehabilitation district for the parcel directly south of the IDD which was considered above in “a”. It is necessary that the buildings have a need for serious rehabilitation and have been the subject of enforcement activities by the Village in recent years past. It was noted that a PRD is for the rehabilitation of blighted and obsolete industrial facilities. Motion to approve by Cumings with a second by Carlstrom. Motion passed unanimously.

c. Res 24-05: A resolution establishing a commercial development district. This resolution will make all legally eligible property in our downtown/commercial district eligible for possible tax abatements. Establishing a broad district saves the Village time and money on potential future requests and makes the program available to the widest possible set of property owners. Individual property owners would need to make significant investments in their building and seek approval from the Village in order to qualify for the credit. Motion by Braybrook with a second by Taylor to approve. Motion passed unanimously.

Question by Council member Carlstrom: What if a parcel is zoned incorrectly ? For example, industrial instead of commercial. Village Manager Lower will look into this. He said that was one of the reasons he'd like to combine

those two zoning classifications into one. He also said that we can amend this district to add or delete a particular area.

d. Centennial and Washington storm sewer and street

bid: Village Manager Lower reported that the bids came in over the budgeted amount. Council member Carlstrom stated that we first started discussing this location two years ago, which might account for the higher bids. Village Manager Lower said that there was a legitimate sewer aspect to this product, so the funding source (43% from the sewer fund and 57% from the local streets fund) was appropriate. He said that the existing water lines (from 2001-2004) were in decent shape. He was asked if they'd been checked for lead abatement. Council member Braybrook asked if this project would help with flooding on Washington. The Village Manager said that it would not. Motion by Taylor with a second by Peoples to approve awarding the contract to Dan's Excavating in a not to exceed amount of \$586,810. Motion passed unanimously.

e. Vactor Truck Purchase Authority: The problem is that, right now, if we have a sewer backup, we're at the mercy of private companies. We have to adhere to their time frames. The purchase of a vactor truck will put our DPW in a position to do more work "in house" and deliver services faster and better. It will ultimately be a cost savings for the Village as well. We can also use it to clean out storm sewers. Village Manager Lower and DPW Director Hunter have been working together on finding an appropriate truck. Motion by Peoples with a second by Cumings to authorize the Village Manager to spend up to \$200,000 on a vactor truck. Motion passed unanimously.

f. Authorize Letter of Understanding (LOU) with the

police union: The police union has requested a provision be added to their contract that explains the new retirement healthcare option the Village implemented last year. This

LOU doesn't do much more than lock in the changes the Village made in the police union contract. Motion by Carlstrom with a second by Braybrook to approve. Motion passed unanimously.

g. Codify Emergency Expenditure Sewer Plant: As a result of a malfunctioning of the primary clarifier's rack arm, significant remedies had to be undertaken. This included the expenditure of \$39,800 to Plumber Environmental for urgent repair services. This item approves that emergency purchase of services for that amount and authorizes the team to execute the necessary documents. Motion by Carlstrom with a second by Cumings to approve. Motion passed unanimously. Council member Carlstrom asked DPW Director Hunter if we can put together a plan about what to do in an emergency before the Village purchases a vactor truck. The DPW director said yes because it's a matter of when and not if this situation will come up again.

10. Village Manager and Department Reports:

a. All had nothing to add other than their previously submitted reports.

11. Communications:

a. Invite to Chamber Mardi Gras Night: This will be March 11th from 4:30p-8p at the Chamber offices. It was noted that the regularly scheduled Village Council meeting will be that night at 7pm.

12. Payments of Bills:

January Payables

PAYABLES	
(101) General Fund	\$104,546.02

(202) Major Street Fund	\$4,759.51
(203) Local Street Fund	\$11,810.75
(581) Airport	\$6,451.12
(590) Sewer Department Fund	\$91,443.82
(591) Water Department Fund	\$41,604.50
(661) Equipment Rental Fund	\$48,126.23
Total	\$308,741.95

Informational:

(206) Fire Department	\$4,547.33
(208) SRA Park Fund	\$225.05
(248) Downtown Development Authority	\$7,394.66
Total	\$12,167.04

Motion by Taylor with a second by Peoples to approve the payment of bills in the amount of \$308,741.95. Motion passed unanimously.

13. Public Comment:

a. Marv Bradford asked if the fence between the park and Park Lane could be stained as it looks unkempt. He was told that that will be done. It was asked how a resident gets an ordinance changed ? The resident needs to come to a Village Council meeting to discuss the issue.

Richard Gauw asked about the sidewalk near 353 Mark St. He said that the gas company came in several years ago and tore up the sidewalk while installing a gas line. He said that the sidewalk is still in disrepair. He also commented on the speed limit on N State St near the Sports Park. He said that he had contacted MDOT about moving the 35mph speed limit sign north up to O'Connor to hopefully slow down traffic south of that sign.

It was asked if anyone was in charge of code enforcement right now. For example, if someone has a really bad yard, does anyone in the Village address that. The answer is yes, the Village is responsible for those things – under the aegis of the police department. Sgt Price is in charge of those issues. It was noted that during the winter, yard violations are not really addressed due to the presence of snow. Most code enforcement in the winter focuses on plowing sidewalks and driveways. If a resident has an issue, he or she needs to call the Village office first. They may also go on the Village website where there is an area to send a message.

14. Council Member Announcements:

a. Council President Whalen mentioned that the Village Manager's year review is due. That will be discussed at the next Village Council meeting.

15. Adjournment: The meeting with adjourned by President Whalen at 8:03pm.

Submitted by Katy Shelton, Village Clerk.

VILLAGE OF SPARTA
Kent County, Michigan
Village Council Special Meeting
Monday, February 26, 2024 at 6:00 PM
75 N. Union St. (Sparta Civic Center)

Present Dave Cumings, Brenda Braybrook, Robert Carlstrom, Bill Taylor, Courtney Mais, Tom Peoples, Robert Whalen

Absent: None.

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

1. Call to Order: the meeting was called to order at 6:00 pm.
2. Pledge of Allegiance: The Pledge of Allegiance was recited.
3. Roll Call: Formal roll call was taken. Those in attendance/absent are noted above.
4. Additions or Corrections to Consent and Business Agenda

Council President Whalen asked to add to new business item b; annual review of village manager.

5. Approval of Business Agenda: Motion by Braybrook, support by Cumings to approve; Motion passed unanimously 7-0.

6. Public Comment for Agenda Items: None

7. Public Hearing: None.

8. Old Business: None.

9. New Business

- a. Ordinance Update Discussion: The village solicited input from residents on any changes to the ordinance that should be considered by the Village Council. Based on those responses and reading the ordinance, the Council provided ideas for consideration.
 - 1) Sign Ordinance: curious if they are there are allowances for large enough signs, especially in strip mall style businesses/ should there be some signs that do not need a permit, should we consider adding some sign styles that are currently not allowed;
 - 2) Grass ordinance – no real language that allows for native plants (all centralized around how long your grass is), should we support people having native plants in diverse yard structures; Noxious weeds definition is bad, improve the definition and include invasive species. Should we restrict invasive species
 - 3) Auxiliary Structures (living in auxiliary structure) both currently banned, should evaluate the ability to allow this
 - 4) Fences – pretty restrictive rules, height, where they can go, specific materials they can be made out of;
 - 5) Windmills / Solar Panels – not friendly language for allowing wind mills / solar;

- 6) Tree in right of way language: owner must maintain, but the owner must receive written permission from village manager; allowed to plant a tree in the right of way without permission?

Village Manager Jim Lower ordinance notes for discussion:

- 1) Accessory dwelling units (in master plan) ; controlled by village manager office not planning commission; concerns on “how it looks”, control by lot size so don’t end up having too dense vs new apartment construction compared to addition in a current garage or current structure, etc. Concern of high rental in the village already, and interest in creating more homeownership in Village; concern of Exterior structure materials, standards of building (aka pallet cabin), minimum size, set backs, etc. care about size, lot size, material. Will be pursued and detail provided at a future meeting
- 2) Consolidating the business district: leave core business district alone; have commercial and industrial into a business district; no difference between commercial and industrial; would help streamline the process and allow flexibility; aka could have restaurant between factories; could have industrial on State Street vs back in industrial complex/zone; concern over aesthetics of the community; concern of what is on the street frontage (commercial vs large factory); Mixed response on importance of this item by council, was included in master plan manager to pursue further
- 3) Change zoning to public property for School, Village, Township properties from residential. It would stop allowing us to be exempt from ordinances, but would be a separate zoning that could eliminate the criticism in the future; Consensus to proceed
- 4) Consolidating our residential district R1, 2, 3, 4; fixing some inconsistencies in our current ordinance, making medium density and high-density districts; consensus to proceed
- 5) Accessory Building Size: increase what’s allowable in most residential districts; consider adding a cap in comparable of house to accessory structure (balance the site and aesthetics), also is a swing set is considered a structure that would limit future accessory building permits; consensus to pursue
- 6) Sewer issue: if homeowner lateral fails, they have to pay for all of that to hooking it into the main except village will pay for the road component; in other communities it is they pay for all of it, or the village pays 100% from ROW to the sewer main; currently viewed as a benefit for the home owner in the village that the road repair is paid by the Village; Consensus to keep the current policy of the village paying for the road component and make sure the water use ordinance is consistent with this as well
- 7) Signs: allowing more than one sign, evaluating if the ordinance are too restrictive; consensus to evaluate the sign ordinance
- 8) Yard Parking: more flexibility allow folks to park adjacent to their driveway permanently; parking over the sidewalk is a major issue; have to be licensed vehicle driven regularly, with the lawn still maintained; must park parallel to the driveway; is there a way to evaluate requiring an improved driveway overflow (no two track) within a certain period of time? Consensus to pursue change

- 9) Setbacks: inconsistency in where the accessory buildings can be in various districts; unify this requirement among residential districts. Accessory dwelling unit set back vs garden shed set back fixed should be fixed. Consensus to pursue
- 10) Recreational Vehicle Parking: allow resident to park in driveways year-round. Council was split on this issue and it will be discussed again at a future meeting.
- 11) Sidewalk snow removal: The village has a policy that residents are required to clear their own sidewalk. Concept would be that village would remove snow on all sidewalks; Consensus to pursue
- 12) Special land use: state law dictates certain items must be SLU. Idea is to pair back village ordinance to only what is required by the state, not the over and above by local ordinance; consensus to pursue
- 13) Front yard projections: raised flower bed is not allowed in the front yard and would be treated as an accessory building; consensus to allow

B. Village Manager Jim Lower Review – One year review by Village Council in open format.

Comments from Village Council Members:

Cummings: Appreciate creativity getting job done, appreciate energy and open door policy, very transparent

Braybrook: seen get more done than any other manager that we've had, and that is very impressive, gone in different directions and very diverse in that; done absolutely outstanding job, would like to do what need to do to keep you on board

Carlstrom: very impressed with job, likes follow through and collaborative nature

Taylor: doing a good job, like the way that getting loose ends tied up but also get future in mind, like fact that when need something that you are very prompt

Mais: extremely hardworking and communicative, open-door policy is appreciated, and listen to everyone and get things in motion is awesome

Peoples: hit with the feet running on the ground, very impressive job, very excellent communication, love open door policy.

Whalen: done an amazing job, willingness to take on any project, communication with village staff and council is amazing, ability to get the job done sets him apart, your ability to accomplish the task at hand is amazing; staff respects you and likes you, and believes council all agree on that. Recommends to add one year severance to Jim's contract, proposal in increase in wage to \$137K / year; justification is the savings Jim brings to the Village, the "finders fee" from a company to find a replacement manager would be at least \$30,000, and then the limbo/training period to follow;

Motion to approve one year severance to the contract with James Lower – motion by Cummings, support by Braybrook for approval. Motion passed unanimously 7-0

Motion to increase annual salary to \$137,000 by Mais, seconded by Braybrook;

Discussion: Carlstrom asked if it was enough to keep Jim happy; 137K is bottom that the council should consider after looking at the manager market; People would like to go up also due to savings and to

retain Jim; consideration of next evaluation sooner than 12 month mark; Motion approved unanimously 7-0.

10. Village Manager & Department Reports.

Village manager provided a verbal update about the Sowing Seeds Childcare North Complex and Old Orchard.

11. Communications

12. Public Comment

13. Council Member Announcements

14. Adjournment at 8:14 pm

**Minutes of the Sparta Fire Board Meeting
February 22, 2024**

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

Absent: Van Patten (village)

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

Additions to Agenda: none

Approval of the Agenda:

Motion: Anderson to approve agenda

Seconded: Peoples

Motion Passed: 5-0

Public Comment: None

Approval of the Minutes:

Motion: Goodfellow to approve January 18, 2024, minutes.

Seconded: Cumings

Motion Passed: 5-0

Finance Board Update:

Anderson stated that the finance board met 2 times since the last board meeting and approved all department invoices totaling \$8,453.67. The operational expenses are 72.5% of the total operational budget with a fund balance of \$821,813.41. The finance board provided an update for the first month of using Michigan Class where the Department has received over \$3000 in interest in less than 30 days. The board reviewed the revenues sale of capital assets, it was assumed that additional old fire departmental equipment would be sold. It appears that the revenues from these assets were overstated.

Approval of the bills:

Motion: Made by Anderson to approve bills through February 20, 2024

Second: Cumings

Motion Passed: 5-0

Old Business: none

Chief's Report: Dan presented the Chief's report. (attached) There were 171 calls YTD. There was one fire and two mutual aid fire calls, 10 hazardous conditions calls, the majority caused by last month's snowstorm, and there were 7 accidents with 2 minor injuries. The Chief is in the process of submitting (2) grants. The first is a Michigan PAR grant to for new traffic cones and traffic vests. The second grant, Firefighter Grant AFG is a combined grant application with Algoma, Kent City, Alpine, Rockford, Courtland, and Sparta for new SCBA units. All the local departments use the same air-pack systems, which all are now discontinued products. Service and repairs for these systems are almost nonexistent. The grant total is \$1.2M for the replacement of all the air-pack systems in these 6 local fire departments. The Chief stated that he's asked Representative Moolenaar office and Senator Peters office for a letter supporting the fire department's grant request. The Chief stated that the department has received a rebate of \$2874 on workers' compensation. Chief Olney stated he's been in contact with Representative Moolenaar office on the status of our grant for fire station addition. Moolenaar's office stated that the grant is still in the current budget and pending the house and senate budget approval.

Station Construction Strategy: The board discussed options and time frames for funding and the building of the station addition. It was the consensus of the board that we wait until we know the results of the grant funding. There is a time (fall 2024) when the department and fire board need to make decisions going forward on the fire station addition. Whether we do the addition in phases, funding from current reserves, additional funds supplied by the village and township and long-term loans etc.

Insurance Safety Office (ISO): The chief provided the board with the Public Protection Classification Report summary for the village and the township. The village has ISO rating of a Class 04 and the majority of the township has a rating of Class 05/05X. The lower the classification the better the fire protection and the lower insurance rates for fire. The Chief discussed areas where the department can improve to help lower the classification. Training is one big area where the department can do more. Just more documentation of the training and types of training currently available and being done could even lower the classifications. The fact that the Sparta Fire Department is an on-call volunteer department makes it very hard to get the classifications lower.

Replacement Nozzle on Platform #5: The existing nozzle on platform #5 was moved over from the old platform to this vehicle. The nozzle is leaking, the pressure hand doesn't work properly, and the nozzle cannot be rebuilt. The Chief is asking for a new replacement nozzle at the cost of \$5816.72.

Motion: Anderson to purchase a new nozzle for a cost of \$5816.72 from Spencer Manufacturing.

Seconded: Peoples

Motion Passed: 5-0

Pressure Washer & Cleaning Chemicals: The Chief presented to the board a request to purchase an electric pressure washer and chemicals for cleaning and washing the fire department vehicles. The department needs something better to clean all the department apparatus equipment. The Chief is recommending the purchase of a Grandfalls Pressure system with washing supplies.

Motion: Anderson to purchase a new Grandfalls Pressure system with chemicals for \$758.98 from Girafee Tools and Image Wash.

Seconded: Cumings

Motion Passed: 5-0

Smoke and CO Alarms: The Chief asked the board for the approval to purchase (50) smoke detectors and (20) CO alarms. There are times when the use of a fire detector and or a CO alarm would have been of value to a homeowner. The Chief has been asked if the fire department could provide some assistance in giving out these protection devices. The Eagles donated to the fire department funds to assist the department in helping the village and township residents with needed resources. The Chief is asking for the purchase of these items at a cost of \$1850.00 which he will give out on as needed basics, funded by the Eagles donations.

Motion: Goodfellow to purchase fire detectors and CO alarms from ACE Hardware at a cost of \$1850.00.

Seconded: Peoples

Motion Passed: 5-0

Next Meeting Date: March 21st, 2024 at 7:00 PM in the fire station.

Next Finance Meeting Date: March 5th & March 19th at 4:00 PM at the fire station.

Public Comment: none

Adjournment:

Motion: Cumings to adjourn at 8:03 PM.

Seconded: Goodfellow

Motion Passed: 5-0

Minutes by Goodfellow 2-23-24.



Sparta Fire Department

36 Elmwood Street
Sparta, MI 49345
Telephone: 616-887-0900

Chiefs Report February 22, 2024

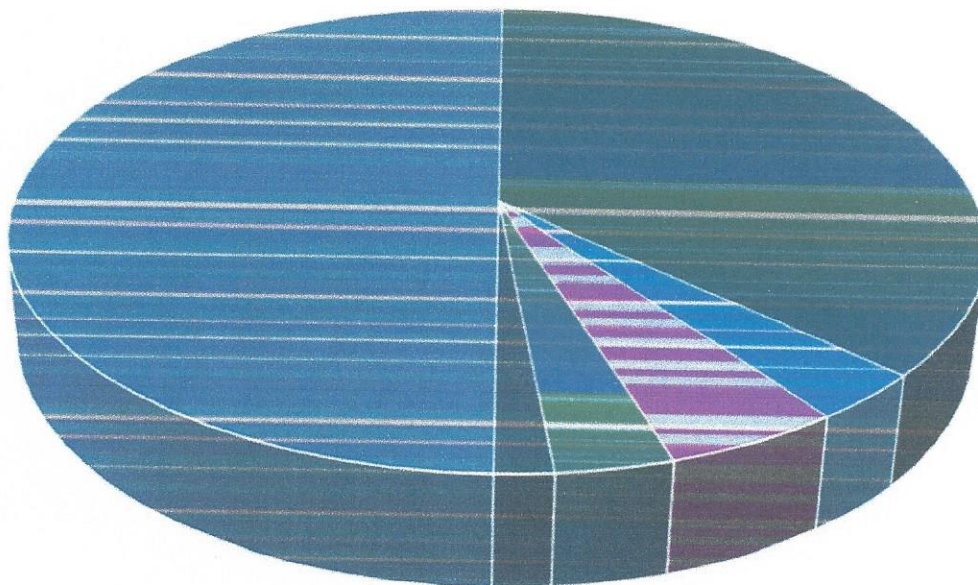
Previous meeting Update:

1. Refund from MML Worker Comp for the adjustment in the payroll premium

New Business:

1. Monthly report
 - a. Fire calls and alarms:
 1. 235 E. Spartan Drive – fire alarm
 2. 14471 Sparta Ave: auto aid to Kent City (stand-by only)
 3. 149 S State: fire alarm
 4. 299 Nelson Ave: kitchen fire (auto aid from Alpine and Kent City): limited fire damage
 5. 480 S. State: fire alarm
 6. 500 W. Spartan Drive: fire alarm
 - b. Wires and hazardous condition calls:
 1. 165 River: powerline down
 2. 630 Schultz: gas leak
 3. 30 W. Garnder: powerline down
 4. Maple and Union: wire down
 5. 150 Clay: gas leak
 6. 54 Carrie: Wire down
 7. 11116 Kenowa: CO Alarm
 8. 4100 16-mile: illegal burn
 9. Sparta Ave and O'Connor: wire down
 10. 137 Ida Red: assist to Sparta PD
 - c. Accidents:
 1. Fruit Ridge and 12-mile: tractor in the ditch
 2. Sparta Ave and 15-mile: slide off
 3. Sparta Ave and O'Connor: slide off
 4. Fruit Ridge and 16-mile: roll over – no injuries
 5. Sparta Ave and O'Connor: slide off (return call)
 6. Sparta Ave and 15-mile: 2 injuries
 7. 8700 block of Vinton: slide off
2. Grant Applications:
 - a. Michigan Twp PAR Grant
 - i. Submitting for safety equipment (traffic vest and cones)
 - ii. Needs a resolution from the Twp.
 - b. Assistance to Firefighter Grant (AFG)
 - i. Regional grant for SCBA units
 - ii. Sparta, Alpine, Kent City, Algoma, Rockford and Courtland Fire Departments

Sparta Fire Department
Sparta, MI



- Fires
- Explosions
- Medical / Rescue
- Hazardous Conditions
- Service Calls
- Good Intent Calls
- False Alarms
- Severe Weather Incidents
- Special Incidents
- Total

	January 14, 2024	February 18, 2024
Fires		1
Explosions		
Medical / Rescue	44	38
Hazardous Conditions	4	3
Service Calls	6	4
Good Intent Calls	4	8
False Alarms	2	3
Severe Weather Incidents		
Special Incidents		
Total	60	57

Total calls year to date: 171



ACTION MEMO

Staff Communication

DATE: March 11, 2024
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Res. 24-06 IFT Certificate Application

SUMMARY OF REQUEST:

Baker Investments LLC is requesting an Industrial Facilities Tax Abatement for the \$2,620,000 new industrial construction they are in the process of completing. The application states that the IFT will help them create local jobs.

The request would abate half of the tax burden on the new addition for a period of 12 years for all local taxing entities. This is a tool commonly used in the State of Michigan as an incentive for industrial development. The village has approved many such requests in the past.

FINANCIAL IMPACT:

The fiscal impact could be looked at as either positive or negative depending on one's perspective. It is positive from the point of view that the tax revenue from the addition is all new revenue. So, even though the village is abating half of that revenue for the business, it is still getting new revenue. In theory this tool is meant for projects that otherwise would not have happened. However, if the abatement was not actually needed for the project to go forward, then one could argue approving the abatement would cost the village and all taxing authorities all the revenue in question. This is a matter of opinion and policy for the council to decide.

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

If the council wishes to move forward after the public hearing and consideration of the request, then I would suggest a motion to adopt Res. 24-06.

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

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

**RESOLUTION NO. 24-06
A RESOLUTION APPROVING THE BAKER INVESTMENT PROPERTIES, LLC.
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE APPLICATION**

WHEREAS, Act 198 of the Public Acts of Michigan of 1974, as amended ("Act 198"), authorizes the Village to approve applications for Industrial Facilities Exemption Certificates; and

WHEREAS, pursuant to Act 198 and after a duly noticed public hearing held on February 12, 2024, The Village of Sparta, by its resolution 24-03 adopted February 12, 2024, established an Industrial Development District as legally described in said resolution; and

WHEREAS, Baker Investment Properties LLC, has filed an application for an Industrial Facilities Exemption Certificate with respect to new facility investment of \$2,620,000.00 to be installed within the Industrial Development District located at 275 Hickory Street, Sparta MI 49345 established by Resolution; and

WHEREAS, before acting on said application, the Village Council held a public hearing on March 11, 2024, at which hearing the applicant, the Assessor, the Public and a representative of the affected taxing units were given notice by certified mail and were afforded an opportunity to be heard on said application and notice of the public hearing was published at least fifteen (15) prior to the hearing; and

WHEREAS, completion of the facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create or prevent the loss of employment in the Village of Sparta; and

WHEREAS, the aggregate SEV of real property exempt from ad valorem taxes within the Village of Sparta, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of real property thus exempted; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. This Village Council finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974, shall not have the effect of substantially impeding the operation of Village of Sparta, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the Village of Sparta.

2. The application from Baker Investment Properties LLC for an Industrial Facilities Exemption Certificate, with respect to a New Facility on the following described parcels of real property situated within the Industrial Development District established by Resolution, to wit:

PN: 41-05-23-127-013

Legal Description: LOTS 5 THRU 14 INCL BLK 9 ALSO E 25 FT OF THAT PART OF VAC PORTION OF E RAILROAD ST ADJ TO SD LOTS ON THE W * NASH'S FIRST ADD. SPLIT/COMBINED ON 01/11/2024 FROM 41-05-23-127-003, 41-05-23-127-012

3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force for a period of twelve years after completion of construction.
4. This approval is conditioned upon the Facility operating and remaining upon the Property, unless other arrangements are made in accordance with the industrial facilities exemption agreement.
5. Approval of the application of Baker Investment Properties LLC for an Industrial Facilities Exemption Certificate is conditioned upon the Village and Baker Investment Properties LLC entering into an agreement as required by Section 22 of Act 198.
6. The Village Manager and Clerk are authorized to execute the Industrial Facilities Exemption Agreement, in such form that meets with satisfaction of the Village attorney.
7. All resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS:

NAYS:

ABSENT:

ABSTAIN:

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 March 12, 2024

Date: March 12, 2024

Katy Shelton, Village Clerk



ACTION MEMO

Staff Communication

DATE: March 11, 2024
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Res. 24-07 MNRTF Grant Application

SUMMARY OF REQUEST:

During our CIP budget process, we identified two park projects as priorities for next year. They are both included in the new Parks & Recreation Master Plan as well. The first is adding parking and accessibility to the Rogue River Park. As you can see in the attached conceptual drawing, we are envisioning a parking area with ADA accessible kayak launch just off of 13 Mile.

This project, if approved, will become an icon for the village. The new trailhead will welcome people into town as they enter from the East. It will allow kayakers to access the river and serve as a building block for future expansions of recreation opportunities. We also plan to add basically an identical facility on North Division Ave near Sparta Airport in the future. This location will serve as an exit point for those floating down stream. It could also be an entrance point for boaters going towards the Rockford Dam.

The application is due by April 1, 2024 but this would be a 2025 construction project.

FINANCIAL IMPACT:

The village will be responsible for a \$100,000 match if approved.

BUDGET ACTION REQUIRED:

If the grant is approved, we will include the project in the FY2025 budget. It is already in the CIP.

STAFF RECOMMENDATION:

A motion to approve resolution 24-07.

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

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

RESOLUTION NO. 24-07

RESOLUTION RECOMMENDING ENDORSEMENT OF AN APPLICATION UNDER THE MICHIGAN NATURAL RESOURCES TRUST FUND PROGRAM FOR THE VILLAGE OF SPARTA TO IMPROVE THE ROUGE RIVER PARK

WHEREAS, the Village of Sparta desires to construct a parking lot, kayak launch, and ADA accessible facility for Rogue River Park; and,

WHEREAS, improvements to these improvement to the Rogue River Park are identified in the 2023-2027 Village of Sparta Parks and Recreation Master Plan as a priority; and,

WHEREAS, water trails and access points are eligible for funding through the Michigan Department of Natural Resources, Natural Resources Trust Fund Program; and,

WHEREAS, the Village of Sparta has prepared a grant request for \$281,450.00 from the MNRTF. Program to assist in funding the \$381,450 construction project; and,

WHEREAS, public input on the proposed grant was solicited during the meeting of the Village Council on March 11, 2024, as part of the regular meeting of the Village Council; and,

WHEREAS, the MNRTF Program Grant Application requires a minimum 25% local match for any grant application; and,

WHEREAS, the Village of Sparta has identified \$100,000.00, 26.2% of the project cost to serve as the local match.

NOW, THEREFORE, BE IT RESOLVED, that the Sparta Village Council hereby expresses its support for, and authorizes submission of, an application to the MNRTF Program for funds to construct the Rogue River Park Improvements.

YEAS: Councilmembers:

NAYS: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Resolution declared adopted.

CERTIFICATION

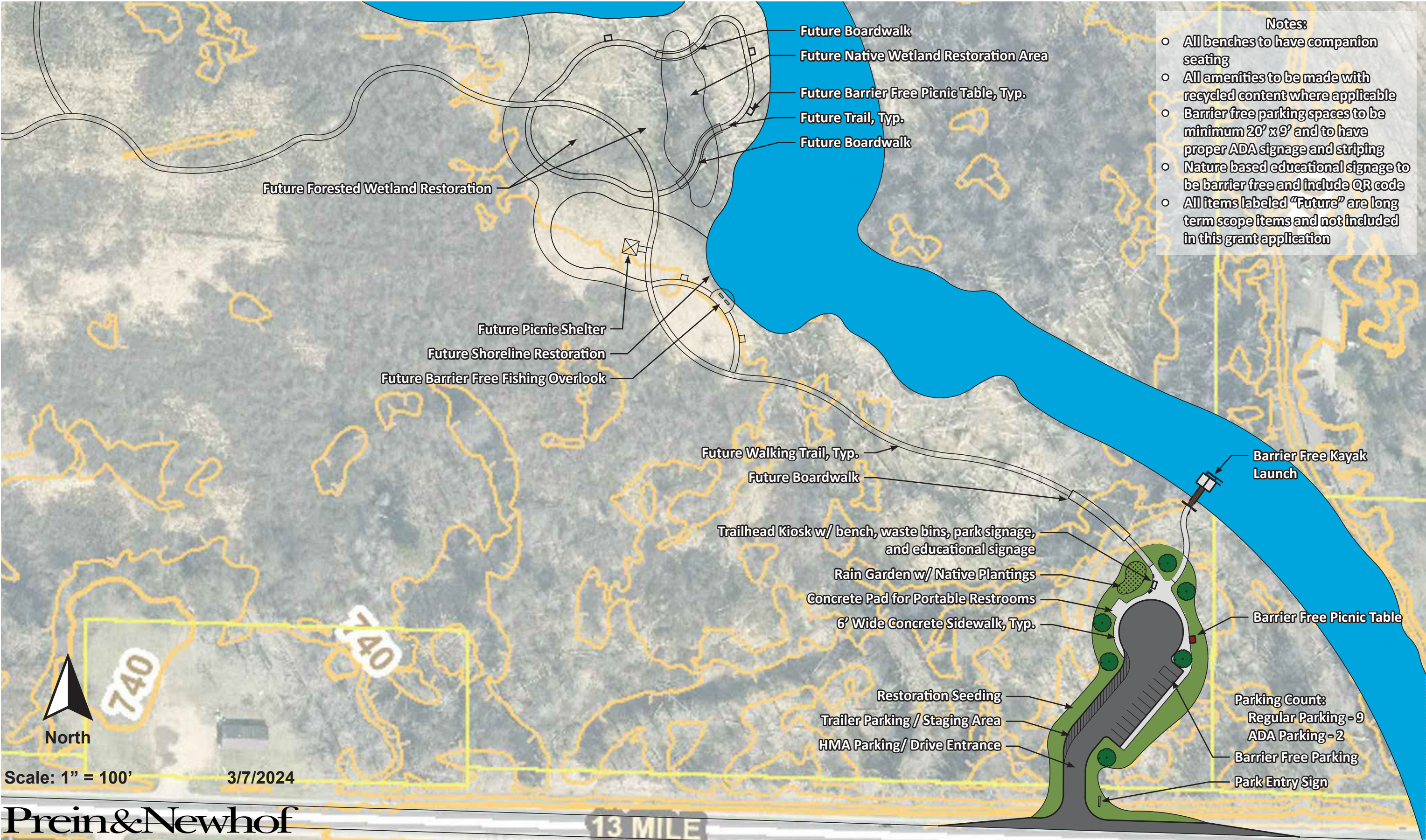
As its Clerk, I certify that this is a true and complete copy of a resolution adopted by the Village Council of the Village of Sparta, Kent County, Michigan, at a regular meeting held on March 11, 2024

Date: March 11, 2024

Katy Shelton, Village Clerk

Rogue River Park - Trust Fund Development Plan

Village of Sparta



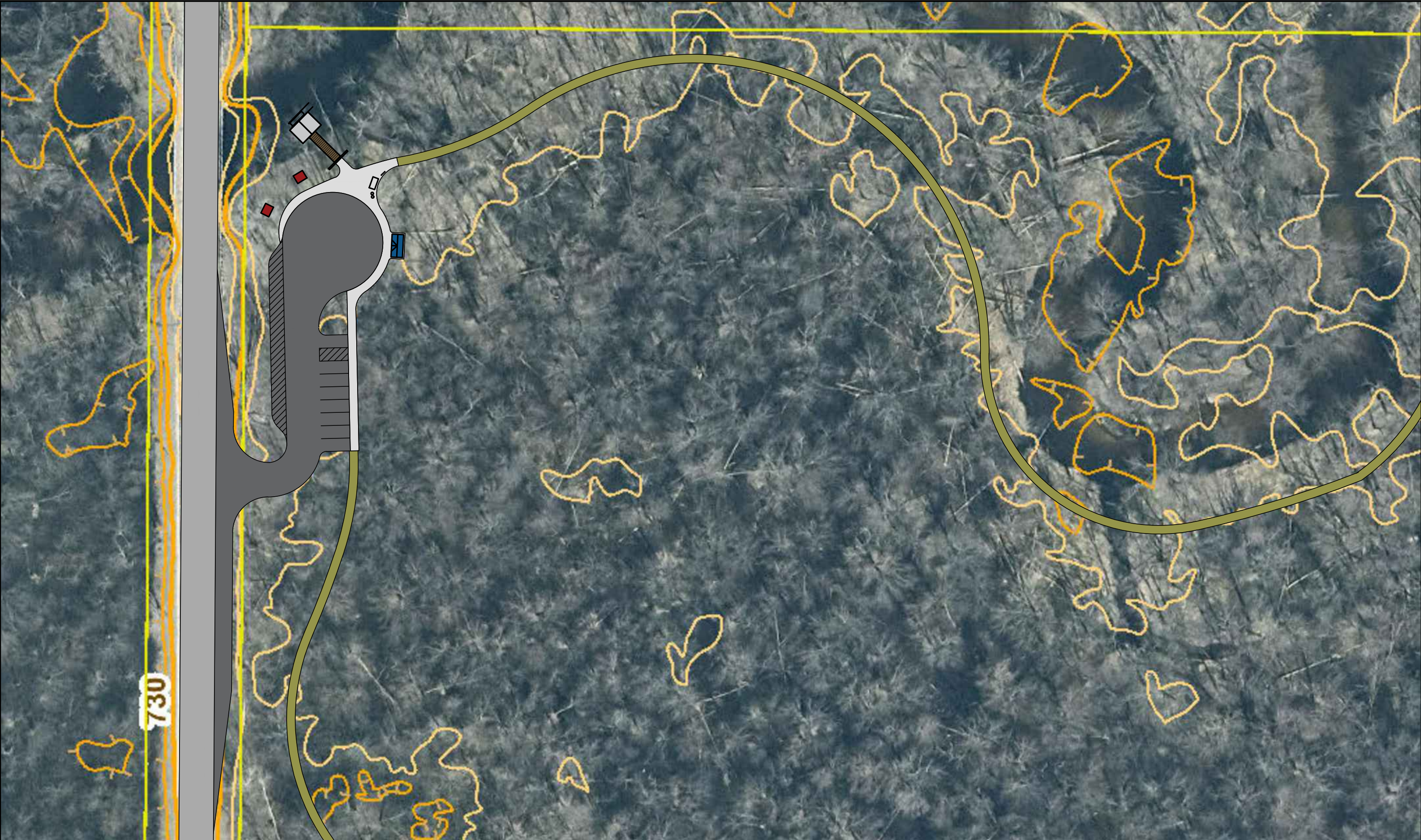
- Notes:**
- All benches to have companion seating
 - All amenities to be made with recycled content where applicable
 - Barrier free parking spaces to be minimum 20' x 9' and to have proper ADA signage and striping
 - Nature based educational signage to be barrier free and include QR code
 - All items labeled "Future" are long term scope items and not included in this grant application

Engineering Estimate

Owner: Village of Sparta	
Project Title: Rogue River Park - MNRTF Grant 2024	
Date & Time: 7-Mar-24	Project #: 2,240,285

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
East Trailhead Parking Area					
1	Tree Removals & Grubbing	2	ACRE	\$10,000	\$20,000
2	Grading & Excavating	1	LSUM	\$40,000	\$40,000
3	Silt Fence	900	FT	\$3	\$2,700
4	24" Class II Sand Fill	3,000	CYD	\$15	\$45,000
5	6" 21 AA Aggregate Base, CIP (parking)	1,925	SYD	\$12	\$23,100
6	HMA 3"	300	TON	\$135	\$40,500
7	Concrete Curb & Gutter, MDOT F4	300	FT	\$42	\$12,600
8	4" Concrete Sidewalk	3,500	SFT	\$7	\$24,500
9	2-Rail Split Rail Fence	500	FT	\$15	\$7,500
10	Barrier Free Kayak Launch & Gangway	1	LSUM	\$55,000	\$55,000
11	Kayak Launch Headwall (detail 4/6)	1	LSUM	\$7,000	\$7,000
12	Concrete Bumper Blocks	11	EA	\$500	\$5,500
13	Accessible Picnic Tables & Pad	1	EA	\$2,000	\$2,000
14	Benches	1	EA	\$2,000	\$2,000
15	Trash Receptacles	1	EA	\$1,500	\$1,500
16	Recycling Receptacle	1	EA	\$1,500	\$1,500
17	Trailer Parking Signs	3	EA	\$250	\$750
18	Barrier Free Parking Signage	1	EA	\$250	\$250
19	Trailhead Kiosk	1	EA	\$7,500	\$7,500
20	24x36 Signs (rain garden, watertrail, park map)	3	EA	\$1,000	\$3,000
21	Parking Lot Striping	1	LSUM	\$1,000	\$1,000
22	Type A Restoration Seeding - (With 4" imported Top Soil)	225	SYD	\$10	\$2,250
23	Raingarden Seed Mix 20x100- (With 6" Native Top Soil)	200	SYD	\$4	\$800
24	Native Tree Planting - (Acer Rubrum,Red Maple, Size 2" Cal.)	5	EA	\$500	\$2,500
Total Construction Costs:					\$308,450
Contingency 10%					\$29,000
Engineering 15%					\$44,000
Total Construction Costs:					\$381,450
* Unknown Costs for Wetland and Floodplain Mitigation May Exist					

Trust Fund Grant Request	73.8%	\$281,450
Village Match Amount	26.2%	\$100,000



NORTH

DRAFT CONCEPT 1

VILLAGE OF SPARTA, MICHIGAN
AIRPORT PARK IMPROVEMENTS

Prein&Newhof
Engineers • Surveyors • Environmental • Laboratory

SCALE: 1"=60'

Date : 02/27/2024

Project No.
2240285

Sheet
1 OF 1

ACTION MEMO

Staff Communication

DATE: March 11, 2024
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Res. 24-08 Rec Passport Grant Application

SUMMARY OF REQUEST:

During our CIP budget process, we identified two park projects as priorities for next year. They are both included in the new Parks & Recreation Master Plan as well. The this is the second project that I alluded to in the last agenda item. This grant would be used to construct parking facilities and an ADA accessible playground just North of the Childcare Center at Nash Park.

The playground will feature equipment tailored to kids of special needs. Specifically, we are applying to add an accessible merry-go-round as well as musical type play equipment. This will be in addition to traditional style playground equipment. The inclusive pieces can be enjoyed by all kids.

I know council was excited about this idea when we last spoke about it. I like all elements of the plan, but I think the inclusive merry-go-round will be a big hit with the Sparta area kids.

The application is due by April 1, 2024 but this would be a 2025 construction project.



Inclusive Whirl from GameTime - Inclusive Merry Go Round for Playgrounds

FINANCIAL IMPACT:

The village will be responsible for a \$55,000 match if approved.

BUDGET ACTION REQUIRED:

If the grant is approved, we will include the project in the FY2025 budget. It is already in the CIP.

STAFF RECOMMENDATION:

A motion to approve resolution 24-08.

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

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

RESOLUTION NO. 24-08

RESOLUTION RECOMMENDING ENDORSEMENT OF AN APPLICATION UNDER THE MICHIGAN NATURAL RESOURCES RECREATION PASSPORT PROGRAM FOR THE VILLAGE OF SPARTA TO IMPROVE NASH PARK

WHEREAS, the Village of Sparta desires to construct a parking lot and ADA accessible playground facilities for Nash Park; and,

WHEREAS, these improvement to Nash Park are identified in the 2023-2027 Village of Sparta Parks and Recreation Master Plan as a priority; and,

WHEREAS, parking and accessible playground equipment are eligible for funding through the Michigan Department of Natural Resources, Natural Resources Trust Fund Program; and,

WHEREAS, the Village of Sparta has prepared a grant request for \$150,000 from the MNRTF. Program to assist in funding the \$205,000 construction project; and,

WHEREAS, public input on the proposed grant was solicited during the meeting of the Village Council on March 11, 2024, as part of the regular meeting of the Village Council; and,

WHEREAS, the MDNR Rec Passport Program Grant Application requires a minimum 25% local match for any grant application; and,

WHEREAS, the Village of Sparta has identified \$55,000, 26.8% of the project cost to serve as the local match.

NOW, THEREFORE, BE IT RESOLVED, that the Sparta Village Council hereby expresses its support for, and authorizes submission of, an application to the MDRN Recreation Passport Program for funds to construct the Nash Park Improvements.

YEAS: Councilmembers:

NAYS: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Resolution declared adopted.

CERTIFICATION

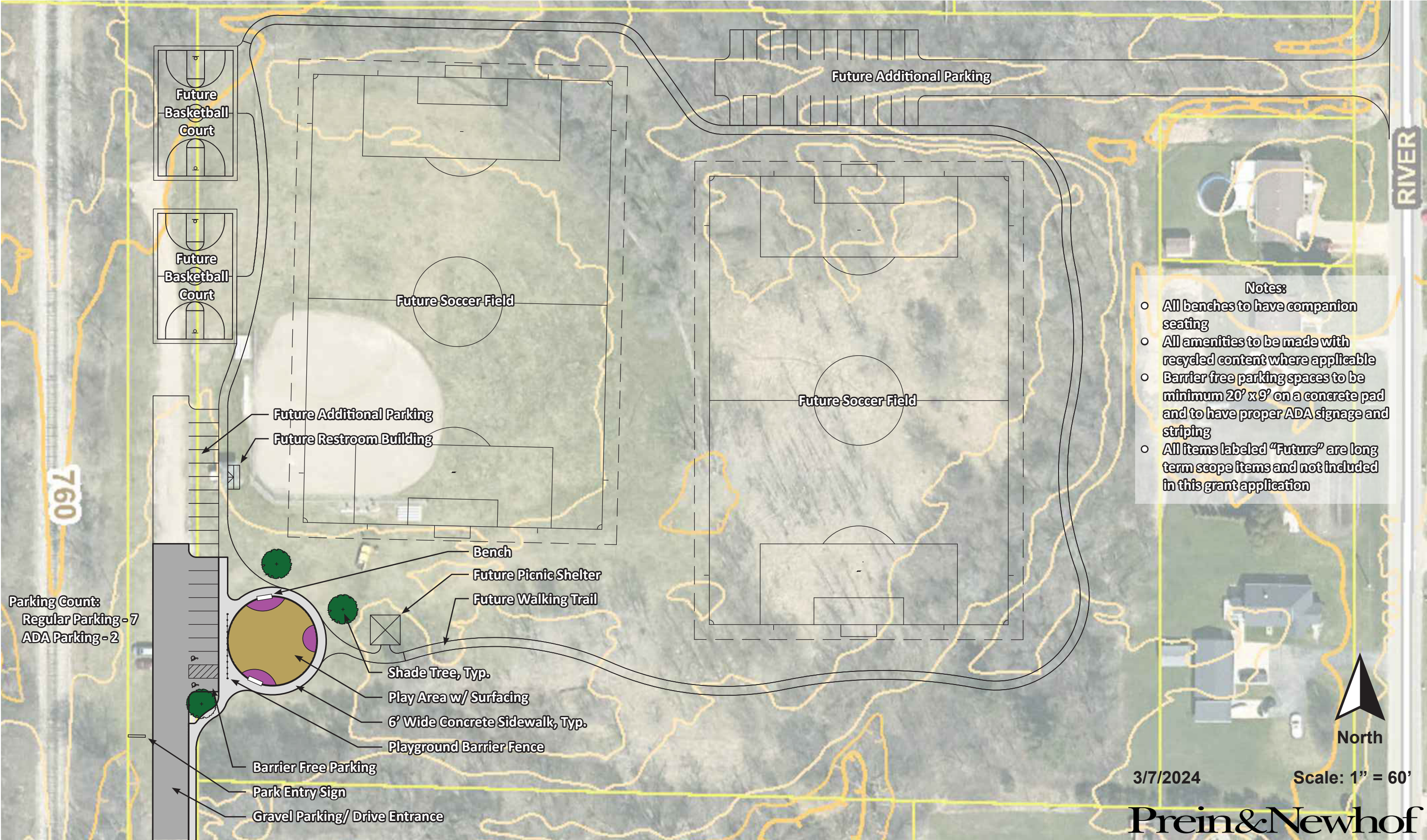
As its Clerk, I certify that this is a true and complete copy of a resolution adopted by the Village Council of the Village of Sparta, Kent County, Michigan, at a regular meeting held on March 11, 2024

Date: March 11, 2024

Katy Shelton, Village Clerk

Nash Park- Recreation Passport Development Plan

Village of Sparta



Engineering Estimate

Owner: Village of Sparta	
Project Title: Nash Park - Passport Grant	
Date & Time: 7-Mar-24	Project #: 2240285

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
South Parking Area & Playground					
1	Removals	1	EA	\$5,000	\$5,000
2	Grading & Excavating	1	LSUM	\$2,500	\$2,500
3	Silt Fence	500	FT	\$3	\$1,500
4	6" 21 AA Aggregate Base, CIP (smaller parking)	1,158	SYD	\$11	\$13,450
5	4" Concrete Sidewalk (reduced)	3,000	SFT	\$7	\$15,000
6	Benches	2	EA	\$2,000	\$4,000
7	Trash Receptacles	1	EA	\$1,500	\$1,500
8	Recyling Receptacle	1	EA	\$1,500	\$1,500
9	Playground Equipment	1	EA	\$90,000	\$90,000
10	Poured In Place Rubber	425	SFT	\$25	\$10,000
11	Mulch	260	SYD	\$20	\$5,000
12	4' Vinyl Chain Link Fence	100	FT	\$60	\$6,000
13	Barrier Free Parking Signage	2	EA	\$250	\$500
14	Park Entry Sign	1	EA	\$5,000	\$5,000
15	24x36 Signs (rain garden)	1	EA	\$1,000	\$1,000
16	Parking Lot Striping	1	LSUM	\$250	\$250
17	Type A Restoration Seeding - (With 4" native Top Soil)	2,000	SYD	\$3	\$5,000
18	Raingarden Seed Mix 20x100- (With 6" Native Top Soil)	200	SYD	\$4	\$800
19	Native Tree Planting - (Acer Rubrum,Red Maple, Size 2" Cal.)	4	EA	\$500	\$2,000
Total Construction Costs:					\$170,000
Contingency 10%					\$15,000
Engineering 15%					\$20,000
Total Construction Costs:					\$205,000

Passport Grant Request	73.2%	\$150,000
Village Match Amount	26.8%	\$55,000



ACTION MEMO

Staff Communication

DATE: February 28, 2024
TO: Village President Whalen and Members of Council
FROM: William Hunter, Director of Public Works
RE: Inspection Report Summary and Recommendations for Loomis Bridge

INTRODUCTION:

This report summarizes the findings from the recent inspection of the Loomis Bridge in the Village of Sparta conducted by OHM Engineering on November 10, 2023. The examination has revealed several critical issues concerning the structural integrity and safety of the bridge, necessitating immediate action.

INSPECTION SUMMARY:

1. Bridge Description: The Loomis Bridge is a precast concrete side-by-side box beam bridge on concrete abutments constructed in 1971. It features post-tensioned tie rods and is built on abutments dating back to 1920.
2. Condition Assessment:
 - a. Tie Rods: The tie rods have rusted and broken, with visible deterioration extending from the beam fascia. This compromises the structural integrity of the beams.
 - b. Beams: There are observable cracks and spalling on the beam bottoms, exposing the prestressing strands and indicating significant deterioration.
 - c. Abutments: The abutments show large cracks and spalling surfaces. The lack of available plans categorizes them as unknown foundations, posing a potential scour risk, albeit mitigated by existing heavy riprap.
3. Railings and Deck: The bridge railings, comprising double guardrail sections on timber posts, show significant wear, with many posts split and compromised. The bridge deck's width is substandard compared to the approach roads, affecting vehicular safety.

RECOMMENDATION:

Long-Term Solution: Given the bridge's age, condition, and safety hazards identified, we recommend applying for bridge replacement under the MDOT Local Bridge Program. The deadline for the application is in early April.

CONCLUSION:

The Loomis Bridge's current state necessitates immediate action to ensure public safety and maintain transportation efficiency within the Village of Sparta.

FINANCIAL IMPACT:

Bridge Replacement will be \$1,846,000, and Approach Work will be \$ 354,000, with the total project being \$ 2,197,000.00. The local share of the village portion of the construction cost is 5%, which comes to \$109,850.00

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

A motion to adopt Res. 24-09.

ATTACHMENTS:

- Inspection Report by OHM Engineering, dated November 10, 2023
- OHM Bridge Inspection
- Resolution

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

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

RESOLUTION NO. 24-09

**A RESOLUTION OF THE VILLAGE OF SPARTA REQUESTING
THAT THE MICHIGAN DEPARTMENT OF TRANSPORTATION
INCLUDE THE STRUCTURE ON LOOMIS STREET
IN THE LOCAL BRIDGE PROGRAM FOR 2027 FUNDING**

WHEREAS, OHM Advisors, Consulting Engineers for the Village of Sparta, has completed inspections of the Village bridges and,

WHEREAS, based on the inspections, the consulting engineers prepared bridge inspection reports and made the recommendation that the structure on Loomis Street over Nash Creek is in need of full replacement.

WHEREAS, based on the findings and recommendations of the Consulting Engineers, the Director of the Department of Public Works recommends that the Village Council authorize the Village Manager to make an application to the Michigan Department of Transportation to include the structure on Loomis Street on the Local Bridge Program for replacement.

NOW, THEREFORE, BE IT RESOLVED that the Village of Sparta is actively seeking financial participation for the bridges and authorizes its Village Manager to make an application to the Michigan Department of Transportation to include the bridges on the State Local Bridge Program list for funding, to make an application for financial assistance from the State of Michigan and Federal government and to do those things reasonably necessary or required in order to accomplish the replacement of this structure.

RECORD OF VOTE:

YEAS:

NAYS:

ABSENT:

ABSTAIN:

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 March 12, 2024

Date: March 12, 2024

Katy Shelton, Village Clerk

memorandum

Date: January 3, 2024

To: William Hunter, Village of Sparta

cc: File 1087-23-0010

From: Alan Halbeisen, PE

Re: 2023 Village of Sparta Bridge Inspections

OHM Advisors has completed the inspections of two NBI bridges for the Village of Sparta. The inspections were completed on November 10, 2023 and submitted to the Michigan Department of Transportation electronically through the Michigan Bridge Inspection System. Copies of the Bridge Inspection Reports, and Structural Inventory and Appraisal and photographs for each bridge are attached. In addition, the pedestrian bridge at Balyeat Field was also inspected. A new load rating for the Loomis Street bridge was performed to account for deterioration of the bridge beams and post-tensioning.

The two NBI bridges inspected are:

- ▼ Union Street over Nash Creek
- ▼ Loomis Street over Nash Creek

For these inspections, I served as the Qualified Team Leader and input the reports. QC review of my bridge inspection reports for the calendar year 2023 was completed by Adam Rychwalski and a summary of that will be provided later.

Following is a brief synopsis of the inspections by bridge including recommendations for work that should be performed on or around the structures:

Union Street over Nash Creek, Structure number 5233

This structure is a single span galvanized steel tub girder with precast concrete deck on pile supported concrete abutments. The superstructure was replaced and the abutments patched in 2021. The epoxy overlay was placed on the deck in 2022. The bridge is in good condition.



Loomis Street over Nash Creek, Structure number 5234

This structure is a precast concrete side by side box beam bridge on concrete abutments. The beams were placed in 1971 without grout between them (as was common at that time). The beams were post-tensioned with tie rods. The tie rods have rusted and broken, as noted by the rods extending out from the beam fascia. The bottom of the beams have some areas that are cracking and spalling, exposing the prestressing strands. Due to deterioration of the beams and post tensioning we recommend a weight limit posting of 42, 53 and 65 tons for one, two and three unit trucks respectively. Signs need to be placed within 50 feet of the bridge at each end and at the nearest intersections (Division and Gunn Streets) for advance warning of the weight limits.

The abutments were constructed in 1920 and have some large cracks and spalling surfaces. Plans are not available for the abutments so they are considered unknown foundations and could be susceptible to scour. Heavy riprap is in place to protect the abutments, therefore the scour rating is coded 7 for countermeasures in place.

The bridge railings consist of double guardrail sections on timber posts. The posts are bolted into the sides of the concrete beams. The timber posts are split along the length of the posts from the bolt holes and many have lost half of the post (see photo).



The bridge deck is 21 feet wide and considerably narrower than the approach roadways.

Due to the weight limits, old abutments, poor railings, and narrow width of the bridge we recommend submitting an application for bridge replacement to the MDOT Local Bridge Program. Applications are due in early April.



Pedestrian Bridge over Nash Creek at Balyeat Field (Not on MDOT inventory)

This structure consists of a single span precast concrete box beam bridge with a treated timber ramp and stairs at the north end. There are three precast beams that total 12 feet in width. The structure is in good condition. There is some undermining of the south approach slab on the east side and spalling of the backwall at that location (see photo).



Individual Bridge and General Files

A general file with correspondence, bridge advisories and the summary report for each inspection cycle should be kept by the Village. The QC report with bridge inspection certificates of training and refreshers courses should be kept in the general file. The QC report will be provided separately.

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 5233

BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
UNION STREET	43.1627 / -85.7072	414636000016B01	Good Condition(7)
Feature	Length / Width / Spans	Owner	
NASH CREEK	34.5 / 38.8 / 1	City: SPARTA(6360)	
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status
0.14 MI N OF DIVISION ST	1937 / 2021 / 2022 / 2022	Grand Rapids(11)	A Open, no restriction(A)
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
Grand(3) / Kent(41)	3 Steel / 06 Box Bms-Single/Sprd	11/10/2023 / Q8GE	5 Stable w/in footing



NBI INSPECTION

Q8GE

Inspector Name	Agency / Company Name	Insp. Freq.	Insp. Date
Alan Halbeisen	Orchard, Hiltz, & McCliment	24	11/10/2023

GENERAL NOTES

Superstructure replacement completed in fall of 2021. Epoxy overlay completed May 9, 2022 and concrete coatings on railings May 11.

DECK

	03/21	05/22	11/23	
1. Surface (SIA-58A)	7	9	8	Epoxy overlay. (11/23) Epoxy overlay. Some longit. and random cracks in HMA surface, sealed with HPR. (05/22) Some longit. and random cracks in HMA surface, sealed with HPR. (03/21)
2. Expansion Joints	N	N	N	(11/23) (05/22) (03/21)
3. Other Joints	6	9	8	HPR at abutments. (11/23) HPR at abutments. (05/22) Cracking in HMA at abutment lines, sealed with HPR. (03/21)
4. Railings	7	9	8	Aesthetic parapet with tube railings. Concrete surface coating on railings. (11/23) Aesthetic parapet with tube railings. Concrete surface coating on railings. (05/22) Solid concrete parapet with panel insets. Coated except on west railing, outside face. East side of east railing and base of both railings have flaking coating. Some small spalls and popouts. (03/21)
5. Sidewalks or Curbs	6	9	7	5 foot wide sidewalks each side. Shallow scaling on surface of both sidewalks. (11/23) 5 foot wide sidewalks each side. (05/22) West side sidewalk has transverse cracks and spalling on curb face. Severe spall with rebar exposed west side at north and south ends. (03/21)
6. Deck Bottom Surface (SIA-58B)	5	9	8	Precast concrete deck with high strength concrete closure pours. (11/23) Precast concrete deck with high strength concrete closure pours. (05/22) Significant transverse and diagonal cracks with efflorescence, occurring in most bays. (03/21)
7. Deck (SIA-58)	5	9	8	Precast concrete deck with high strength concrete closure pours. Epoxy overlay on surface. (11/23) Precast concrete deck with high strength concrete closure pours. Epoxy overlay on surface. (05/22) Deck covered with HMA and waterproofing in 2010. May hold chlorides built up before resurfaced. (03/21)
8. Drainage				Catch basins in approaches. (11/23) Catch basins in approaches. (05/22) Dry surface. (03/21)

SUPERSTRUCTURE

03/21 05/22 11/23

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 5233

BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
UNION STREET	43.1627 / -85.7072	414636000016B01	Good Condition(7)
Feature	Length / Width / Spans	Owner	
NASH CREEK	34.5 / 38.8 / 1	City: SPARTA(6360)	
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status
0.14 MI N OF DIVISION ST	1937 / 2021 / 2022 / 2022	Grand Rapids(11)	A Open, no restriction(A)
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
Grand(3) / Kent(41)	3 Steel / 06 Box Bms-Single/Sprd	11/10/2023 / Q8GE	5 Stable w/in footing



9. Stringer (SIA-59)	5	9	8	Galvanized steel tub girders. (11/23) Galvanized steel tub girders. (05/22) 13 Beams, have several bottom flanges with cover plates of varied lengths; beams 3E, 4E at N end, 3W thr 7W at N end and 4W and 5W at S end. Plates may have been for repair of corroded flanges. Concrete diaphragms in several bays are cracked and spalled at bottom, tend to be worse near center. (03/21)
10. Paint (SIA-59A)	5	9	8	Galvanized coating on steel tub girders. (11/23) Galvanized coating on steel tub girders. (05/22) Painted 10/97, type 4 coating. Top flanges are heavily rusted at edges. Some rust staining on webs from top flange. Bottom flanges and webs have some rust spots at diaphragms and beam ends at bearings. (03/21)
11. Section Loss	2	N	N	(11/23) (05/22) Rust at flange ends, est 5% loss. Assumed 10% loss in future at mid span at diaphragms. (03/21)
12. Bearings	6	9	8	Elastomeric bearing pads. (11/23) Elastomeric bearing pads. (05/22) Steel bearing plates show signs of corrosion on surfaces. (03/21)

SUBSTRUCTURE

	03/21	05/22	11/23	
13. Abutments (SIA-60)	6	7	7	Concrete abutments with pilasters on front face. Patched pilasters in 2021. (11/23) Concrete abutments with pilasters on front face. Patched pilasters in 2021. (05/22) Concrete abutments with pilasters on front face. Most pilasters have vertical cracks and efflorescence. Pilaster 2W at N abutment is spalling near base. (03/21)
14. Piers (SIA-60)	N	N	N	(11/23) (05/22) (03/21)
15. Slope Protection	N	N	N	(11/23) (05/22) (03/21)
16. Channel (SIA-61)	5	6	6	Heavy riprap at SW bank to protect flows toward SW wingwall. Small tree across channel upstream (west) of bridge. Concrete slabs on NE and SE banks, have some undercutting. Riprap added at culvert outlet in NE bank. (11/23) New Heavy riprap at SW bank to protect flows toward SW wingwall Concrete concrete slabs on NE and SE banks, undercutting. Riprap added at culvert outlet in NE bank. (05/22) Large stone riprap at SW bank and across channel upstream. Steam flows toward SW wingwall, with sand bar across north half of stream at upstream side. Southwest slope behind wingwall is prone to erosion. Stones added to slope have been thrown into stream. Concrete concrete slabs on NE and SE banks, undercutting. (03/21)
17. Scour Inspection	5	7	7	Southwest wing has heavy riprap added for protection. Water depth at abutments approx 1 foot. Abutments are pile supported, no footings. (11/23) Southwest wing has heavy riprap added for protection. (05/22) Southwest wing is prone to erosion of slope due to channel alignment. Scour rating changed to 5 after existing plans found showing pile supports. (03/21)

APPROACH

03/21 05/22 11/23

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 5233

BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
UNION STREET	43.1627 / -85.7072	414636000016B01	Good Condition(7)
Feature	Length / Width / Spans	Owner	
NASH CREEK	34.5 / 38.8 / 1	City: SPARTA(6360)	
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status
0.14 MI N OF DIVISION ST	1937 / 2021 / 2022 / 2022	Grand Rapids(11)	A Open, no restriction(A)
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
Grand(3) / Kent(41)	3 Steel / 06 Box Bms-Single/Sprd	11/10/2023 / Q8GE	5 Stable w/in footing



18. Approach Pavement	6	9	8	Concrete approach slabs at bridge with new HMA beyond. Brick crosswalk between concrete and HMA on south approach. (11/23) Concrete approach slabs at bridge with new HMA beyond. Brick crosswalk between concrete and HMA on south approach. (05/22) 17 feet south and 12 feet north of the approach pavement on each side of the bridge was resurfaced with HMA along with the bridge. North of newer pavement the approach is cracking and pothole on west side. (03/21)
19. Approach Shoulders Sidewalks	6	9	8	New sidewalks on approaches (2021). Guardrail added at each quadrant, replacing wood fences. (11/23) New sidewalks on approaches. Guardrail added at each quadrant, replacing wood fences. (05/22) Approach sidewalk is in fair condition except for 1 inch of settlement on SE side. (03/21)
20. Approach Slopes				Moderate to steep slopes behind guard rail. (11/23) Moderate to steep slopes behind guard rail. (05/22) Moderate to steep slopes behind wood railing on west side. (03/21)
21. Utilities				8 inch sanitary line supported by hangers connected to steel tub. Wrap and insulation on 8 inch sanitary has been replaced. OH electric lines on East side and OH phone/cable on west side. Abandoned gas and old sanitary lines were removed from under bridge. (11/23) 8 inch sanitary line supported by hangers connected to steel tub. Wrap and insulation on 8 inch sanitary has been replaced. OH electric lines on East side and OH phone/cable on west side. Abandoned gas and old sanitary lines were removed from under bridge. (05/22) 2" gas main in bay 2E under the bridge, goes thru conc diaphragm adjacent to beam 2E. 8 inch sanitary and an 8" cast iron pipe (probably abandoned sanitary sewer) are suspended under the beams near center of bridge. Wrap and insulation on 8 inch sanitary is torn. Support straps for cast iron are rusting thru. OH electric lines on East side and OH phone/cable on west side. (03/21)
22. Drainage Culverts				Culvert end in NE slope was cut back and riprap added to filter outfall. (11/23) Culvert end in NE slope was cut back and riprap added to filter outfall. (05/22) (03/21)

MISCELLANEOUS

Guard Rail

<u>Item</u>	<u>Rating</u>
36A. Bridge Railings	1
36B. Transitions	1
36C. Approach Guardrail	1
36D. Approach Guardrail Ends	1

Other Items

<u>Item</u>	<u>Rating</u>
71. Water Adequacy	8
72. Approach Alignment	8
Temporary Support	0 No Temporary Supports
High Load Hit (M)	No
Special Insp. Equipment	
Underwater Insp. Method	1

False Decking (Timber) Removed to Complete Inspection

N/A - No False Decking

Critical Feature Inspections (SIA-92)

	<u>Freq</u>	<u>Date</u>
92A. Fracture Critical		
92B. Underwater		
92C. Other Special		
92D. Fatigue Sensitive		

MICHIGAN DEPARTMENT OF TRANSPORTATION

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BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
UNION STREET	43.1627 / -85.7072	414636000016B01	Good Condition(7)
Feature	Length / Width / Spans	Owner	
NASH CREEK	34.5 / 38.8 / 1	City: SPARTA(6360)	
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status
0.14 MI N OF DIVISION ST	1937 / 2021 / 2022 / 2022	Grand Rapids(11)	A Open, no restriction(A)
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
Grand(3) / Kent(41)	3 Steel / 06 Box Bms- Single/Sprd	11/10/2023 / Q8GE	5 Stable w/in footing



SUPPORTING IMAGES

Q8GE 11/10/2023



Document Name: DSCF0012.JPG
Category: Elevation
Span Number:
Comments: East elevation.



Document Name: DSCF0009.JPG
Category: Approach
Span Number:
Comments: Approach looking north.



Document Name: DSCF0010.JPG
Category: Deck
Span Number:
Comments: Sidewalk surface, west side



Document Name: DSCF0011.JPG
Category: Deck
Span Number:
Comments: Sidewalk surface, east side

MICHIGAN DEPARTMENT OF TRANSPORTATION

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BRIDGE SAFETY INSPECTION REPORT

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Grand(3) / Kent(41)	3 Steel / 06 Box Bms- Single/Spred	11/10/2023 / Q8GE	5 Stable w/in footing



Document Name: DSCF0013.JPG
Category: Substructure
Span Number:
Comments: South abutment.



Document Name: DSCF0015.JPG
Category: Substructure
Span Number:
Comments: North abutment.



Document Name: DSCF0014.JPG
Category: Channel
Span Number:
Comments: Southwest bank and upstream channel

MICHIGAN DEPARTMENT OF TRANSPORTATION

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STRUCTURE INVENTORY AND APPRAISAL

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
UNION STREET	43.1627 / -85.7072	414636000016B01	Good Condition(7)
Feature	Length / Width / Spans	Owner	
NASH CREEK	34.5 / 38.8 / 1	City: SPARTA(6360)	
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status
0.14 MI N OF DIVISION ST	1937 / 2021 / 2022 / 2022	Grand Rapids(11)	A Open, no restriction(A)
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
Grand(3) / Kent(41)	3 Steel / 06 Box Bms-Single/Sprd	11/10/2023 / Q8GE	5 Stable w/in footing



Bridge History, Type, Materials		Route Carried By Structure(ON Record)		Route Under Structure (UNDER Record)	
27 - Year Built	1937	5A - Record Type	1	5A - Record Type	
106 - Year Reconstructed	2021	5B - Route Signing	5	5B - Route Signing	
202 - Year Painted	2022	5C - Level of Service	0	5C - Level of Service	
203 - Year Overlay	2022	5D - Route Number	00000	5D - Route Number	
43 - Main Span Bridge Type	3 06	5E - Direction Suffix	0	5E - Direction Suffix	
44 - Appr Span Bridge Type		10L - Best 3m Unclr-Lt	0 0	10L - Best 3m Unclr-Lt	
77 - Steel Type	5	10R - Best 3m Unclr-Rt	99 99	10R - Best 3m Unclr-Rt	
78 - Paint Type	3	PR Number		PR Number	
79 - Rail Type	7	Control Section		Control Section	
80 - Post Type		11 - Mile Point		11 - Mile Point	
107 - Deck Type	2	12 - Base Highway Network	0	12 - Base Highway Network	
108A - Wearing Surface	5	13 - LRS Route-Subroute	0000004527 04	13 - LRS Route-Subroute	
108B - Membrane	0	19 - Detour Length	2	19 - Detour Length	
108C - Deck Protection	1	20 - Toll Facility	3	20 - Toll Facility	
Structure Dimensions		26 - Functional Class	17	26 - Functional Class	
34 - Skew	0	28A - Lanes On	2	28B - Lanes Under	
35 - Struct Flared	N	29 - ADT	1625	29 - ADT	
45 - Num Main Spans	1	30 - Year of ADT	2020	30 - Year of ADT	
46 - Num Apprs Spans	0	32 - Appr Roadway Width	30	42B - Service Type Under	5
48 - Max Span Length	34.5	32A/B - Ap Pvt Type/Width	4 26	47L - Left Horizontal Clear	
49 - Structure Length	34.5	42A - Service Type On	1	47R - Right Horizontal Clear	
50A - Width Left Curb/SW	5.2	47L - Left Horizontal Clear	0.0	54A - Left Feature	
50B - Width Right Curb/SW	5.2	47R - Right Horizontal Clear	26.0	54B - Left Underclearance	99 99
33 - Median	0	53 - Min Vert Clr Ov Deck	99 99	54C - Right Feature	
51 - Width Curb to Curb	26	100 - STRAHNET	0	54D - Right Clearance	99 99
52 - Width Out to Out	38.8	102 - Traffic Direct	2	Under Clearance Year	
112 - NBIS Length	Y	109 - Truck %	2	55A - Reference Feature	N
Inspection Data		110 - Truck Network	0	55B - Right Horiz Clearance	99.9
90 - Inspection Date	11/10/2023	114 - Future ADT	2050	56 - Left Horiz Clearance	0
91 - Inspection Freq	24	115 - Year Future ADT	2040	100 - STRAHNET	
92A - Frac Crit Req/Freq	N	Freeway	0	102 - Traffic Direct	
93A - Frac Crit Insp Date		Structure Appraisal		109 - Truck %	
92B - Und Water Req/Freq	N	36A - Bridge Railing	1	110 - Truck Network	
93B - Und Water Insp Date		36B - Rail Transition	1	114 - Future ADT	
92C - Oth Spec Insp Req/Freq	N	36C - Approach Rail	1	115 - Year Future ADT	
93C - Oth Spec Insp Date		36D - Rail Termination	1	Freeway	
92D - Fatigue Req/Freq	N	67 - Structure Evaluation	7	Proposed Improvements	
93D - Fatigue Insp Date		68 - Deck Geometry	4	75 - Type of Work	
176A - Und Water Insp Method	1	69 - Underclearance	N	76 - Length of Improvement	
58 - Deck Rating	8	71 - Waterway Adequacy	8	94 - Bridge Cost	
58A/B - Deck Surface/Bottom	8 8	72 - Approach Alignment	8	95 - Roadway Cost	
59 - Superstructure Rating	8	103 - Temporary Structure		96 - Total Cost	
59A - Paint Rating	8	113 - Scour Criticality	5	97 - Year of Cost Estimate	
60 - Substructure Rating	7	Miscellaneous		Load Rating and Posting	
61 - Channel Rating	6	37 - Historical Significance	4	31 - Design Load	B
62 - Culvert Rating	N	98A - Border Bridge State		41 - Open, Posted, Closed	A
Navigation Data		98B - Border Bridge %		63 - Fed Oper Rtg Method	8
38 - Navigation Control	0	101 - Parallel Structure	N	64F - Fed Oper Rtg Load	4.72
39 - Vertical Clearance	0	EPA ID		64MA - Mich Oper Rtg Method	8
40 - Horizontal Clearance	0	Stay in Place Forms		64MB - Mich Oper Rtg	4.83
111 - Pier Protection		143 - Pin & Hanger Code		64MC - Mich Oper Truck	16
116 - Lift Brdg Vert Clear		148 - No. of Pin & Hangers		65 - Inv Rtg Method	8
				66 - Inventory Load	3.64
				70 - Posting	5
				141 - Posted Loading	
				193 - Overload Class	A N

MICHIGAN DEPARTMENT OF TRANSPORTATION

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BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
LOOMIS STREET	43.1615 / -85.7029	415636000063B99	Fair Condition(5)
Feature	Length / Width / Spans	Owner	
NASH CREEK	43 / 21 / 1	City: SPARTA(6360)	
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status
350 FT N OF DIVISION ST	1920 / 1971 / /	Grand Rapids(11)	A Open, no restriction(A)
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
Grand(3) / Kent(41)	5 Prestressed Concrete / 05 Box Bm/Gird- Multiple	11/10/2023 / OUAU	7 Countermeasures



NBI INSPECTION

OUAU

Inspector Name	Agency / Company Name	Insp. Freq.	Insp. Date
Alan Halbeisen	Orchard, Hiltz, & McCliment	24	11/10/2023

GENERAL NOTES

Bridge roadway is narrower than approaches, has no sidewalks over bridge and has poor railings.

DECK

	03/21	05/22	11/23	
1. Surface (SIA-58A)	7	6	6	HMA surface. Longit. and transverse cracks, some sealed with HPR. (11/23) HMA surface. Longit. and transverse cracks, some sealed with HPR. (05/22) HMA surface. Some longit. and transverse cracks in SB lane, sealed with HPR. (03/21)
2. Expansion Joints	N	N	N	(11/23) (05/22) (03/21)
3. Other Joints	6	6	5	Cracks in HMA at both abutments. Dips 1/2 inch at north and 1/2 in to 1-1/2 in at south. (11/23) Crack in HMA at both abutments, partially sealed with HPR. Dips 1/2 inch at north and 1/2 in to 1-1/2 in at south. (05/22) Crack in HMA at both abutments, partially sealed with HPR. (03/21)
4. Railings	2	2	2	Double Type B guardrail on timber posts bolted to concrete box beam sides. Posts are all split along length of post at bolt holes. 2 posts are half gone, mid span on east side. Others are nearly gone. Bent ends on guardrail at approach ends, SE and NW. Rotted post behind SE Wing. (11/23) Double Type B guardrail on timber posts bolted to concrete box beam sides. Posts are all split along length of post at bolt holes, with some posts split. 1 post is half gone, mid span on east side. Others are nearly gone. Bent ends on guardrail at approach ends, SE and NW. Rotted post behind SE Wing. (05/22) Double Type B guardrail on timber posts bolted to concrete box beam sides. Posts are all split along length of post at bolt holes, with some posts split. Bent ends on guardrail at approach ends, SE and NW. Rotted post behind SE Wing. (03/21)
5. Sidewalks or Curbs	N	N	N	(11/23) (05/22) (03/21)
6. Deck Bottom Surface (SIA-58B)	N	N	N	Deck bottom not visible due to side by side box beams. (11/23) Deck bottom not visible due to side by side box beams. (05/22) Deck bottom not visible due to side by side box beams. (03/21)
7. Deck (SIA-58)	6	6	5	Underside of box beams leakage and efflorescence typical at all joints. HMA surface on top and cracks and spalls in some beams. (11/23) Underside of box beams leakage and efflorescence typical at all joints (05/22) Underside of box beams moderate leakage and efflorescence at joints (03/21)
8. Drainage				Southeast quadrant has concrete slope paving around catch basin. Basin top is partially plugged. Apparent voids under concrete slab. (11/23) Southeast quadrant has concrete slope paving around catch basin. Basin top is partially plugged. Apparent voids under concrete slab. (05/22) Southeast quadrant has concrete slope paving around catch basin. Basin top is partially plugged. Apparent voids under concrete slab. (03/21)

SUPERSTRUCTURE

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 5234

BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
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NASH CREEK	43 / 21 / 1	City: SPARTA(6360)	
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Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
Grand(3) / Kent(41)	5 Prestressed Concrete / 05 Box Bm/Gird- Multiple	11/10/2023 / OUAU	7 Countermeasures



03/21 05/22 11/23

9. Stringer (SIA-59)	5	5	5	7 Side by side box beams, with no grout between beams. Transverse post tension rods are not protected at fascias and are rusting. Tie Rod appears loose, extending 6" out from NE pocket. Beam 3W has large spall near 1/3 span with exposed strand and 5 ft crack near south end. 4 ft cracks in 4W at south end have lengthened. Crack noted in west edge of beam 7W about 1/3 span from south. (11/23) 7 Side by side box beams, with no grout between beams. Transverse post tension rods are not protected at fascias and are rusting. Tie Rod appears loose, extending 6" out from NE pocket. Beam 3W has large spall near 1/3 span with exposed strand and 4 ft crack near south end. Cracks in 4W at south end have spread some since 2015. Crack noted in west edge of beam 7W about 1/3 span from south. (05/22) 7 Side by side box beams, with no grout between beams. Transverse post tension rods are not protected at fascias and are rusting. Tie Rod appears loose, extending 6" out from NE pocket. Beam 3W has large spall near 1/3 span with exposed strand and 4 ft crack near south end. Cracks in 4W at south end have spread some since 2015. Crack noted in west edge of beam 7W about 1/3 span from south. (03/21)
10. Paint (SIA-59A)	N	N	N	(11/23) (05/22) (03/21)
11. Section Loss		N	N	(11/23) (05/22) (03/21)
12. Bearings	5	5	4	Thin joint filler material squeezed out at north abutment. (11/23) Thin joint filler material squeezed out at north abutment. (05/22) Thin joint filler material squeezed out at north abutment. (03/21)

SUBSTRUCTURE


03/21 05/22 11/23

13. Abutments (SIA-60)	5	5	5	South abutment has large vertical crack under beam 4E. Crack is slightly open, 1/8" wide. Horizontal crack under beams 2E and 3E, not sealed. Face of wall has scaling concrete, up to 2 inches deep. North abutment concrete surface is fair, has some cracks and shallow popout in NE face and imminent spalling in NE corner. Cracks at NW corner. (11/23) South abutment has large vertical crack under beam 4E. Crack is slightly open, 1/8" wide. Horizontal crack under beams 2E and 3E, not sealed. Face of wall has scaling concrete, up to 2 inches deep. North abutment concrete surface is fair, has some cracks and shallow popout in NE face. Cracks at NW corner. (05/22) South abutment has large vertical crack under beam 4E. Crack is slightly open, 1/8" wide. Horizontal crack under beams 2E and 3E, not sealed. Face of wall has scaling concrete, up to 2 inches deep. North abutment concrete surface is fair, has some cracks and shallow popout in NE face. (03/21)
14. Piers (SIA-60)	N	N	N	(11/23) (05/22) (03/21)
15. Slope Protection	N	N	N	(11/23) (05/22) (03/21)

MICHIGAN DEPARTMENT OF TRANSPORTATION

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Grand(3) / Kent(41)	5 Prestressed Concrete / 05 Box Bm/Gird- Multiple	11/10/2023 / OUAU	7 Countermeasures	

16. Channel (SIA-61)	6	6	6	Channel flows from SW on 45 deg angle and bends thru bridge to the east. Slopes from channel to abutment are heavy rip rap. Large riprap and geotextile fabric are protecting the abutment footings. Existing rock dams downstream of the structure and at up stream end. (11/23) Channel flows from SW on 45 deg angle and bends thru bridge to the east. Slopes from channel to abutment are heavy rip rap. Large riprap and geotextile fabric are protecting the abutment footings. Existing rock dams downstream of the structure and at up stream end. (05/22) Channel flows from SW on 45 deg angle and bends thru bridge to the east. Slopes from channel to abutment are heavy rip rap. Large riprap and geotextile fabric are protecting the abutment footings. Existing check dams downstream of the structure and at up stream end. (03/21)
17. Scour Inspection	5	5	5	Footing is protected by heavy riprap. (11/23) Footing is protected by heavy riprap. (05/22) Footing is protected by heavy riprap. (03/21)

APPROACH

	03/21	05/22	11/23	
18. Approach Pavement	6	6	5	Settlement at abutments. Some transverse and longitudinal cracks, sealed with HPR. (11/23) Slight settlement at abutments. Some transverse and longitudinal cracks, sealed with HPR. (05/22) Slight settlement at abutments. Some transverse and longitudinal cracks, sealed with HPR. (03/21)
19. Approach Shoulders Sidewalks	5	5	5	Concrete slab at SE with Drain appears to be sinking. Likely due to piping of soils thru drain. (11/23) Concrete slab at SE with Drain appears to be sinking. Likely due to piping of soils thru drain. (05/22) Concrete slab at SE with Drain appears to be sinking. Likely due to piping of soils thru drain. (03/21)
20. Approach Slopes				Gradual slopes on each approach away from structure. (11/23) Gradual slopes on each approach away from structure. (05/22) Gradual slopes on each approach away from structure. (03/21)
21. Utilities				No utilities attached to structure (11/23) No utilities attached to structure (05/22) No utilities attached to structure (03/21)
22. Drainage Culverts				(11/23) (05/22) (03/21)

MISCELLANEOUS

Guard Rail		Other Items	
<u>Item</u>	<u>Rating</u>	<u>Item</u>	<u>Rating</u>
36A. Bridge Railings	0	71. Water Adequacy	7
36B. Transitions	0	72. Approach Alignment	8
36C. Approach Guardrail	0	Temporary Support	0 No Temporary Supports
36D. Approach Guardrail Ends	0	High Load Hit (M)	No
		Special Insp. Equipment	
		Underwater Insp. Method	1
False Decking (Timber) Removed to Complete Inspection		N/A - No False Decking	

Critical Feature Inspections (SIA-92)

Freq Date

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 5234

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92A. Fracture Critical

92B. Underwater

92C. Other Special

92D. Fatigue Sensitive

MICHIGAN DEPARTMENT OF TRANSPORTATION

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Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
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SUPPORTING IMAGES

OUAU 11/10/2023



Document Name: DSCF0030.JPG
Category: Elevation
Span Number:
Comments: East elevation (downstream)



Document Name: DSCF0034.JPG
Category: Elevation
Span Number:
Comments: West elevation, upstream



Document Name: DSCF0029.JPG
Category: Approach
Span Number:
Comments: Approach looking south.



Document Name: DSCF0035.JPG
Category: Railing
Span Number:
Comments: West railing, split posts

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 5234

BRIDGE SAFETY INSPECTION REPORT

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Grand(3) / Kent(41)	5 Prestressed Concrete / 05 Box Bm/Gird- Multiple	11/10/2023 / OUAU	7 Countermeasures



Document Name: DSCF0043.JPG
Category: Railing
Span Number:
Comments: East railing



Document Name: DSCF0045.JPG
Category: Railing
Span Number:
Comments: Bent ending on east rail, south end.



Document Name: DSCF0046.JPG
Category: Railing
Span Number:
Comments: Split post on east railing, north end. Loose Post tension rod.



Document Name: DSCF0040.JPG
Category: Superstructure
Span Number:
Comments: Beam 3W at 1/3 span, spalled with exposed strand

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 5234

BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
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Feature	Length / Width / Spans	Owner	
NASH CREEK	43 / 21 / 1	City: SPARTA(6360)	
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status
350 FT N OF DIVISION ST	1920 / 1971 / /	Grand Rapids(11)	A Open, no restriction(A)
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
Grand(3) / Kent(41)	5 Prestressed Concrete / 05 Box Bm/Gird- Multiple	11/10/2023 / OUAU	7 Countermeasures



Document Name: DSCF0041.JPG

Category: Superstructure

Span Number:

Comments: Beam 4W at south end, 4 ft crack along edge Imminent spall



Document Name: DSCF0037.JPG

Category: Substructure

Span Number:

Comments: South abutment



Document Name: DSCF0048.JPG

Category: Substructure

Span Number:

Comments: North abutment



Document Name: DSCF0049.JPG

Category: Channel

Span Number:

Comments: Looking upstream.

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 5234

STRUCTURE INVENTORY AND APPRAISAL

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
LOOMIS STREET	43.1615 / -85.7029	415636000063B99	Fair Condition(5)
Feature	Length / Width / Spans	Owner	
NASH CREEK	43 / 21 / 1	City: SPARTA(6360)	
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status
350 FT N OF DIVISION ST	1920 / 1971 / /	Grand Rapids(11)	A Open, no restriction(A)
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
Grand(3) / Kent(41)	5 Prestressed Concrete / 05 Box Bm/Gird- Multiple	11/10/2023 / OUAU	7 Countermeasures



Bridge History, Type, Materials		Route Carried By Structure(ON Record)		Route Under Structure (UNDER Record)	
27 - Year Built	1920	5A - Record Type	1	5A - Record Type	
106 - Year Reconstructed	1971	5B - Route Signing	5	5B - Route Signing	
202 - Year Painted		5C - Level of Service	0	5C - Level of Service	
203 - Year Overlay		5D - Route Number	00000	5D - Route Number	
43 - Main Span Bridge Type	5 05	5E - Direction Suffix	0	5E - Direction Suffix	
44 - Appr Span Bridge Type		10L - Best 3m Unclr-Lt	0 0	10L - Best 3m Unclr-Lt	
77 - Steel Type	0	10R - Best 3m Unclr-Rt	99 99	10R - Best 3m Unclr-Rt	
78 - Paint Type	0	PR Number		PR Number	
79 - Rail Type	1	Control Section		Control Section	
80 - Post Type	2	11 - Mile Point	0	11 - Mile Point	
107 - Deck Type	2	12 - Base Highway Network	0	12 - Base Highway Network	
108A - Wearing Surface	6	13 - LRS Route-Subroute	0000004531 02	13 - LRS Route-Subroute	
108B - Membrane	0	19 - Detour Length	2	19 - Detour Length	
108C - Deck Protection	0	20 - Toll Facility	3	20 - Toll Facility	
Structure Dimensions		26 - Functional Class	19	26 - Functional Class	
34 - Skew	0	28A - Lanes On	2	28B - Lanes Under	
35 - Struct Flared	0	29 - ADT	400	29 - ADT	
45 - Num Main Spans	1	30 - Year of ADT	2009	30 - Year of ADT	
46 - Num Apprs Spans	0	32 - Appr Roadway Width	21	42B - Service Type Under	5
48 - Max Span Length	40	32A/B - Ap Pvt Type/Width	4 21	47L - Left Horizontal Clear	
49 - Structure Length	43	42A - Service Type On	1	47R - Right Horizontal Clear	
50A - Width Left Curb/SW	0	47L - Left Horizontal Clear	0.0	54A - Left Feature	
50B - Width Right Curb/SW	0	47R - Right Horizontal Clear	20.7	54B - Left Underclearance	99 99
33 - Median	0	53 - Min Vert Clr Ov Deck	99 99	54C - Right Feature	
51 - Width Curb to Curb	21	100 - STRAHNET	0	54D - Right Clearance	99 99
52 - Width Out to Out	21	102 - Traffic Direct	2	Under Clearance Year	
112 - NBIS Length	Y	109 - Truck %	3	55A - Reference Feature	N
Inspection Data		110 - Truck Network	0	55B - Right Horiz Clearance	99.9
90 - Inspection Date	11/10/2023	114 - Future ADT	400	56 - Left Horiz Clearance	0
91 - Inspection Freq	24	115 - Year Future ADT	2029	100 - STRAHNET	
92A - Frac Crit Req/Freq	N	Freeway	0	102 - Traffic Direct	
93A - Frac Crit Insp Date		Structure Appraisal		109 - Truck %	
92B - Und Water Req/Freq	N	36A - Bridge Railing	0	110 - Truck Network	
93B - Und Water Insp Date		36B - Rail Transition	0	114 - Future ADT	
92C - Oth Spec Insp Req/Freq	N	36C - Approach Rail	0	115 - Year Future ADT	
93C - Oth Spec Insp Date		36D - Rail Termination	0	Freeway	
92D - Fatigue Req/Freq	N	67 - Structure Evaluation	5	Proposed Improvements	
93D - Fatigue Insp Date		68 - Deck Geometry	4	75 - Type of Work	
176A - Und Water Insp Method	1	69 - Underclearance	N	76 - Length of Improvement	
58 - Deck Rating	5	71 - Waterway Adequacy	7	94 - Bridge Cost	
58A/B - Deck Surface/Bottom	6 N	72 - Approach Alignment	8	95 - Roadway Cost	
59 - Superstructure Rating	5	103 - Temporary Structure		96 - Total Cost	
59A - Paint Rating	N	113 - Scour Criticality	7	97 - Year of Cost Estimate	
60 - Substructure Rating	5	Miscellaneous		Load Rating and Posting	
61 - Channel Rating	6	37 - Historical Significance	5	31 - Design Load	6
62 - Culvert Rating	N	98A - Border Bridge State		41 - Open, Posted, Closed	A
Navigation Data		98B - Border Bridge %		63 - Fed Oper Rtg Method	0
38 - Navigation Control	0	101 - Parallel Structure	N	64F - Fed Oper Rtg Load	1.7
39 - Vertical Clearance	0	EPA ID		64MA - Mich Oper Rtg Method	0
40 - Horizontal Clearance	0	Stay in Place Forms		64MB - Mich Oper Rtg	1.09
111 - Pier Protection		143 - Pin & Hanger Code		64MC - Mich Oper Truck	17
116 - Lift Brdg Vert Clear		148 - No. of Pin & Hangers		65 - Inv Rtg Method	0
				66 - Inventory Load	.99
				70 - Posting	5
				141 - Posted Loading	
				193 - Overload Class	N

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 5234

WORK RECOMMENDATIONS

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
LOOMIS STREET	43.1615 / -85.7029	415636000063B99	Fair Condition(5)
Feature	Length / Width / Spans	Owner	
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Grand(3) / Kent(41)	5 Prestressed Concrete / 05 Box Bm/Gird- Multiple	11/10/2023 / OUAU	7 Countermeasures



WORK RECOMMENDATIONS

OUAU

Inspector Name	Agency / Company Name	Insp. Freq.	Insp. Date
Alan Halbeisen	Orchard, Hiltz, & McCliment	24	11/10/2023

RECOMMENDATIONS & ACTION ITEMS

Recommendation Type	Priority	Description
Railing Repair	H	Guardrail posts should be replaced. Rail should be upgraded to current standards and approach rail should be added.
Super Repair	M	Seal cracks in box beams.
Other	H	Update load rating for beams with exposed strands and poor post tensioning.



ACTION MEMO

Staff Communication

DATE: March 11, 2024
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Res. 24-10 Notice of Intent to Bond

SUMMARY OF REQUEST:

The attached resolution will allow the village to issue municipal securities later this year for the new Village Complex project. The notice will give us authority to bond up to \$4,000,000 for the project. However, we are planning on a \$3M project and will be asking the council do use \$1M of fund balance towards the project. Therefore, I only anticipating borrowing \$2M. We can replenish a portion of the \$1M we take out of fund balance when we sell our facility downtown. Or, we could put those proceeds towards the debt. We can make those decisions later. The resolution simply will allow us to provide the public notices of our plans and start the bond process formally. We will vote on the actual bond amounts and details once they are known at a later date.

FINANCIAL IMPACT:

Issuing the bond and making the payments will not requires us to raise taxes. We are planning for the bond payments in the upcoming budgets. At a \$2M issuance over 20 years at a rate of 3.9% we would have an annual payment of \$144,173.76. The actual numbers may vary. For example, we may want to pursue a 25-year bond or the interest could be slightly higher or lower. Either way, our finance director and I feel very confident about the villages ability to make these payments over the short and long run. We have several sources of new revenue coming online and we have identified and implemented many operational efficiencies and will continue to do so.

BUDGET ACTION REQUIRED:

This project is included in this year's budget and CIP.

STAFF RECOMMENDATION:

A motion to approve resolution 24-10.

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

Resolution 24-10

**A RESOLUTION TO PURCHASE, ACQUIRE AND CONSTRUCT
CAPITAL IMPROVEMENTS AND TO PUBLISH
NOTICE OF INTENT TO ISSUE MUNICIPAL SECURITIES**

Minutes of a regular meeting of the Village Council of the Village of Sparta, Kent County, Michigan, held in the Village Hall on March 11, 2024, at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS, the Village Council deems it to be in the best interest of the Village of Sparta (the “Village”) to design, acquire and construct certain capital improvements, including without limitation, a new Village complex including, without limitation, village hall, council chambers and department of public works facilities and other building improvements, together with all related work, facilities, site work, parking improvements, furnishings, equipment, appurtenances and related facilities necessary or incidental thereto and such other capital improvements the Village shall determine to make and to pay the costs of issuance of municipal securities (the “Improvements”) and to finance the Improvements by the issuance of municipal securities which pledge the Village’s limited tax general obligation pursuant to Section 517 of Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”); and

WHEREAS, the Village may proceed to acquire the Improvements prior to the issuance of the municipal securities; and

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

WHEREAS, pursuant to Section 517 of Act 34, it is necessary to publish a Notice of Intent to Issue Municipal Securities for the Improvements.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Village Council hereby determines to design, purchase, acquire and construct the Improvements, and to pay for the cost through the issuance of one or more series of municipal securities, which pledge the Village’s limited tax full faith and credit, pursuant to Section 517 of Act 34, in an amount of not to exceed \$4,000,000 (the “Municipal Securities”).

2. A Notice of Intent to Issue Municipal Securities be published in accordance with Section 517 of Act 34, and the Village Manager is authorized and directed to publish the Notice of Intent to Issue Municipal Securities in a newspaper of general circulation in the Village, which Notice shall be substantially in the form as set forth on Exhibit A attached hereto with such changes as are approved by the Village Manager, and shall be at least one-quarter (1/4) page size in the newspaper.

3. The Village may proceed to design, acquire and construct the Improvements using available funds of the Village from the General Fund, a fund for the general operations of the Village and other funds of the Village.

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

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

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

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

YEAS: _____

NAYS: _____

ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

Katy Shelton, Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Village Council of the Village of Sparta, Kent County, Michigan, at a meeting held on March 11, 2024, and that the public notice of the meeting was given pursuant to Act 267, Public Acts of Michigan, 1976, as amended.

Dated: March 11, 2024

Katy Shelton, Clerk

EXHIBIT A

[NOTE TO PUBLISHER - PUBLICATION MUST BE 1/4 PAGE SIZE]

NOTICE OF INTENT TO ISSUE MUNICIPAL SECURITIES TO THE ELECTORS OF THE VILLAGE OF SPARTA

PLEASE TAKE NOTICE that the Village Council of the Village of Sparta (the "Village") intends to issue municipal securities in one or more series, in an amount of not to exceed \$4,000,000 (the "Municipal Securities").

The Municipal Securities shall be issued for the purpose of defraying the cost to design, acquire and construct certain capital improvements, including without limitation, a new Village complex including, without limitation, village hall, council chambers and department of public works facilities and other building improvements, together with all related work, facilities, site work, parking improvements, furnishings, equipment, appurtenances and related facilities necessary or incidental thereto and such other capital improvements the Village shall determine to make and to pay the costs of issuance of municipal securities and capitalized interest, if any.

The Municipal Securities of this issue shall mature within the maximum terms permitted by law with interest on the unpaid balance at a rate not to exceed the maximum rate permitted by law. The Municipal Securities shall be issued pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34").

SOURCE OF PAYMENT

The Village intends to pay the principal of and interest on the Municipal Securities from available funds of the Village. The principal of and interest on the Municipal Securities will be limited tax full faith and credit general obligations of the Village, payable from any available funds of the Village. Pursuant to this pledge of its limited tax full faith and credit, in the event available funds of the Village are not sufficient to pay the principal of and interest on the Municipal Securities, the Village will be obligated to levy such ad valorem taxes upon all taxable property in the Village as shall be necessary to make the payments of principal and interest on the Municipal Securities, which taxes, however, will be limited by applicable constitutional, statutory and charter limitations on the taxing power of the Village.

RIGHT OF REFERENDUM

This notice is given, by order of the Village Council of the Village, to and for the benefit of the electors of the Village in order to inform them of their right to petition for a referendum upon the question of the issuance of the Municipal Securities. The Municipal Securities will be issued, without submitting such a question to a vote of the electors, unless within 45 days after the date of publication of this notice a petition requesting a referendum upon such question, signed by not less than 10% or 15,000 of the registered electors residing within the Village, whichever is the lesser, shall have been filed with the undersigned Village Clerk. In the event that such a petition is filed, the Municipal Securities will not be issued unless and until the issuance thereof shall have been approved by the vote of a majority of the electors of the Village qualified to vote and voting thereon at a general or special election.

This Notice is published pursuant to the requirements of Section 517 of Act 34.

Katy Shelton, Clerk
Village of Sparta



ACTION MEMO

Staff Communication

DATE: March 11, 2024
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Res. 24-11 Fund Balance Policy

SUMMARY OF REQUEST:

As part of our preparation for the bonding process our bond council and financial advisor asked us to send over a copy of our fund balance policy. It does not appear that the village currently has a formal written policy. The attached resolution corrects this and puts on paper essentially what our internal policy has been.

The policy says the village will not go below \$1,000,000 in unassigned GF fund balance. This is a huge amount for an organization our size. Our current fund balance for the general fund is \$3.7M. Even with the new building construction and our expected down payment, we do not anticipate getting close to \$1M in the near future. We should be able to keep it closer to \$2.5M or more. However, a policy of a minimum balance of \$1,000,000 will more than meet our needs. This represents roughly a 50% fund balance when you exclude grant revenues/expenditures and other onetime revenue sources.

FINANCIAL IMPACT:

This has no fiscal impact for today. However, establishing the policy will make our bond more attractive in the market and therefore help us yield a lower interest rate.

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

A motion to approve resolution 24-11.

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

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

RESOLUTION NO. 24-11

A RESOLUTION TO ADOPT A FUND BALANCE POLICY FOR THE VILLAGE OF SPARTA

WHEREAS, the village Council deems it necessary to have an official policy as it relates to the varies fund balances held by the Village of Sparta; and

WHEREAS, The Governmental Accounting Standards Board (GASB) has issued Statement No. 54 regarding the classification of fund balance in governmental funds; and

WHEREAS, except in cases of emergency or financial distress, the village council would like to maintain a minimum \$1,000,000 in unassigned general fund balance at the conclusion of all future fiscal years.

NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF SPARTA, that exhibit A of this resolution is formally adopted as the village of Sparta's fund balance policy effective January 1, 2024

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 March 11, 2024

Date: March 11, 2024

Katy Shelton, Village Clerk

Exhibit A:

Village of Sparta

COUNTY OF KENT, STATE OF MICHIGAN

FUND BALANCE POLICY (Governmental Funds)

Effective January 1, 2024

Background:

The Governmental Accounting Standards Board (GASB) has issued Statement No. 54 regarding the classification of fund balance in governmental funds. The Village of Sparta will comply with this Statement effective in the fiscal year beginning January 1, 2024 and ending December 31, 2024. The Village Council established this Policy implementing the Statement.

Fund Balance Classification:

Governmental funds in the Village of Sparta accounts and financial statements will include the following classifications of fund balance:

1. Non-spendable fund balance: represents those resources that cannot be used to liquidate current liabilities because the related assets are either not in spendable form (e.g. prepaids, inventory, and long-term receivables) or because the related assets are required to be maintained intact (e.g. the corpus of an endowment).
2. Restricted fund balance: represents amounts that are restricted to use for a specific purpose by externally imposed requirement or enabling legislation.
3. Committed fund balance: represents amounts that are designated to be used for specific purposes as determined by formal action of the Village's highest level of decision-making authority. Such action must occur prior to the end of the fiscal year for which such amounts are being reported.

The Village Council, as the Village's highest level of decision-making authority, is the only entity capable of "committing" fund balance to a specific purpose. Such action shall be performed in a properly called and conducted meeting of the Council and shall require a majority vote of Council members.

4. Assigned fund balance: in the General Fund represents amounts that are intended to be used for specific purposes, but have not been so designated by the governing body.

Designation of amounts on the General Fund financial statements as "assigned fund balance" shall be the prerogative of the Village Treasurer. Such designations shall be reported to the Village Council in the monthly financial statements produced.

In governmental funds other than the General Fund, assigned fund balance includes all residual amounts not restricted or committed because the fund itself is created and maintained to support a specific purpose (e.g. the library).

5. Unassigned fund balance: represents all residual amounts, after the assignment of all of the foregoing categories, in the General Fund.

Fund Balance "Spending" Prioritization:

As required by GASB 54, the Village Council hereby establishes that the Village's policy shall be that when multiple classifications are available and appropriate for particular expenditures, fund balance will be "spent" first from the most restrictive category working toward unassigned fund balance. Relative "restrictiveness" of fund balance shall proceed from most to least in order of the five classifications listed in this policy, from one to five above.

Minimum Fund Balance:

For the General Fund, the budget shall be prepared and activities managed to result in an ending unassigned fund balance of at least \$1,000,000, except in case of emergency or financial distress. Circumstances of emergency or distress shall be reported to the Village Council at the earliest practical time. Upon such reports, Council may direct that additional action be taken to preserve the minimum fund balance.

Status of this Policy:

The terms and conditions of this policy shall supersede and replace other statements by the Village of Sparta on the same subject. This policy shall remain in force and effect until replaced or contradicted by later action of the Sparta Village Council or other competent authority.



MEMO

To: Village Council

Jim Lower, Village Manager

From: William Hunter, Director of Public Works

Date: February 6, 2024

RE: Proposal for Enhanced Snow Removal Operations in the Village

GENERAL

The current practice requires all property owners within the Village, whether occupied or vacant, to ensure that sidewalks abutting their parcels are cleared of snow and ice within 24 hours following a snowfall. The Village has approximately 117,887 feet of sidewalks, with the Department of Public Works (DPW) currently responsible for clearing about 36,716 feet after each snow event. This task requires about eight hours of effort from one DPW staff member.

We propose an amendment to this system, advocating for the DPW to expand its snow removal services to encompass all sidewalks within the Village's right of way. This strategic shift aims to significantly enhance safety, ensure compliance with local ordinances, and elevate the overall quality of life and community well-being in the Village. Herein, we detail the extensive benefits of this initiative and introduce a request to procure essential equipment to execute these operations effectively.

ENHANCED SAFETY, COMPLIANCE AND SERVICE LEVEL

Centralizing snow removal under the DPW's jurisdiction will substantially lower the risk of accidents due to slips and falls, securing pedestrian safety across the Village. This initiative will also facilitate effortless compliance with local snow clearance ordinances for property owners, mitigating legal and financial burdens associated with non-compliance.

Upon completion of sidewalk snow removal, the proposed enhancement includes utilizing the new equipment to clear snow from sidewalk handicap ramps at intersections, significantly improving accessibility throughout the Village. This addition underscores our commitment to inclusivity and ensures that all community members can navigate the Village safely and easily, even in the aftermath of heavy snowfalls.

ECONOMIC AND COMMUNITY ADVANTAGES

Delegating this responsibility to the DPW offers considerable convenience to property owners and fosters uninterrupted access to commercial establishments, which is crucial for minimizing business disruptions during winter. Preserving clear sidewalks can also contribute to maintaining or enhancing residential property values by ensuring that neighborhoods remain accessible and well-maintained.

PROPOSAL FOR EQUIPMENT AND ACQUISITION

To support this expanded snow removal scope, we propose acquiring a Wacker Neuson WL 28 compact wheel loader. This equipment is ideal for our requirements, offering:

- Compact Design for maneuverability in constrained areas.
- Versatility with attachments for various snow removal tasks, including a regular bucket for clearing snow from sidewalk handicap ramps at intersections, further enhancing our level of service.
- High-Performance Hydraulic System for efficient snow removal.
- Enclosed is the heated Car, ensuring operator comfort and productivity in cold weather.
- Economic Efficiency: The investment in this equipment is justified by the long-term savings in labor costs and the enhanced efficiency of snow removal operations.

This essential machinery costs \$97,705.00, a worthwhile investment for the substantial improvements anticipated in operational efficiency, safety, compliance, and community service levels.

OPERATIONAL AND ECONOMIC IMPLICATIONS

Implementing this proposal would require an estimated 10.24 to 15.37 staff hours per snow event. This expansion of services is expected to be accommodated within our existing operational budget, emphasizing our commitment to optimizing resources while enhancing service delivery. Snow removal will be prioritized as follows: streets, downtown areas, school routes, and other Village sidewalks, with the additional clearing of snow from sidewalk handicap ramps at intersections, ensuring comprehensive community service.

CONCLUSION

Expanding the DPW's snow removal responsibilities to include all Village sidewalks and the subsequent clearing of snow from sidewalk handicap ramps at intersections aligns with the Council's goals of improving service levels, ensuring public safety, and fostering community inclusivity. This initiative promises significant safety and compliance benefits and highlights our dedication to enhancing the Village's overall livability and accessibility.

With the Council's support for this proposal and the approval for the equipment purchase, we are poised to significantly elevate our snow removal operations, thus serving our community more effectively and inclusively.

FINANCIAL IMPACT:

The cost of services is \$ 97,705.00. We have enough funds in the motor pool fund to cover these costs.

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

Staff recommends a motion to direct staff to remove snow from walks in the Village right of way and the purchase of a Wacker Neuson Compact Wheel Loader from Fredrickson Supply for \$97,705.00

2024 Spring Clean Up - Village & Township Schedule

11A

Thursday April 25, 2024

1:00 - 2:30

2:30 - 4:00

4:00 - 6:00

6:00 - 8:00

Friday April 26, 2024

1:00 - 2:30

2:30 - 4:00

4:00 - 6:00

6:00 - 8:00

Saturday April 27, 2024

9:00 - 11:00

11:00 - 1:00

1:00 - 3:00



11b

Village of Sparta Council

ACTION MEMO

Staff Communication

DATE: March 11, 2024
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Habitat for Humanity

SUMMARY OF REQUEST:

Habitat for Humanity would like to partner with the village on a few affordable housing projects in the near future. They provide affordable housing to families in need. The houses are not free, despite what people think. They are however, built and sold to local families in an affordable fashion.

I would like to sell Habitat for Humanity the lot shown below to build the house attached to this memo. This would allow us to start a working relationship with this organization, provide a local family with an affordable home, and get the lot back on to the tax rolls.

We do not need the lot for future parking at Rogers Park. I know that was the plan many years ago. However, the village passed on the opportunity to purchase the adjacent lot/building at least twice. At this point we should no longer hold this lot and keep it off of the tax rolls. We have heavily invested in parking in recent years. Our DDA Director and I feel very strongly that this is the best use of this lot at this time.



FINANCIAL IMPACT:

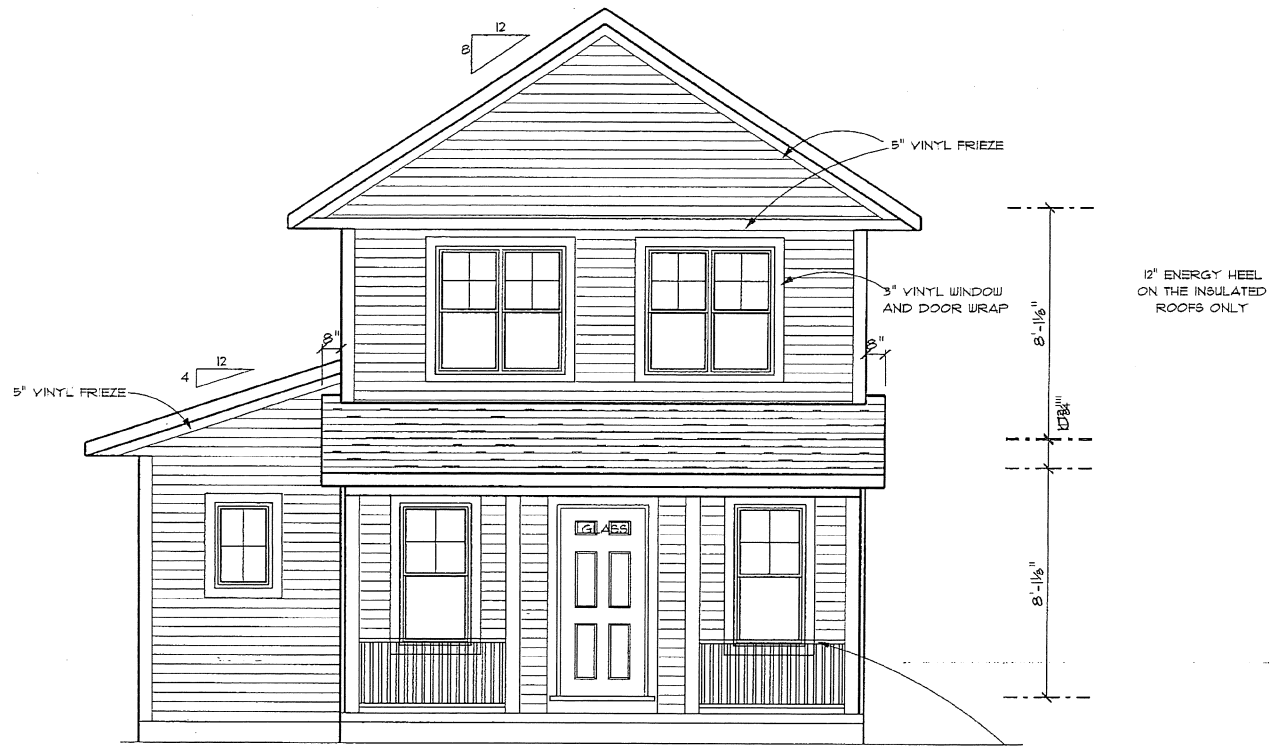
TBD

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

Discussion Only



FRONT ELEVATION

1/4" = 1'-0"

NOTE: Railing height to match bottom of window glazing, unless required by building code to be different.

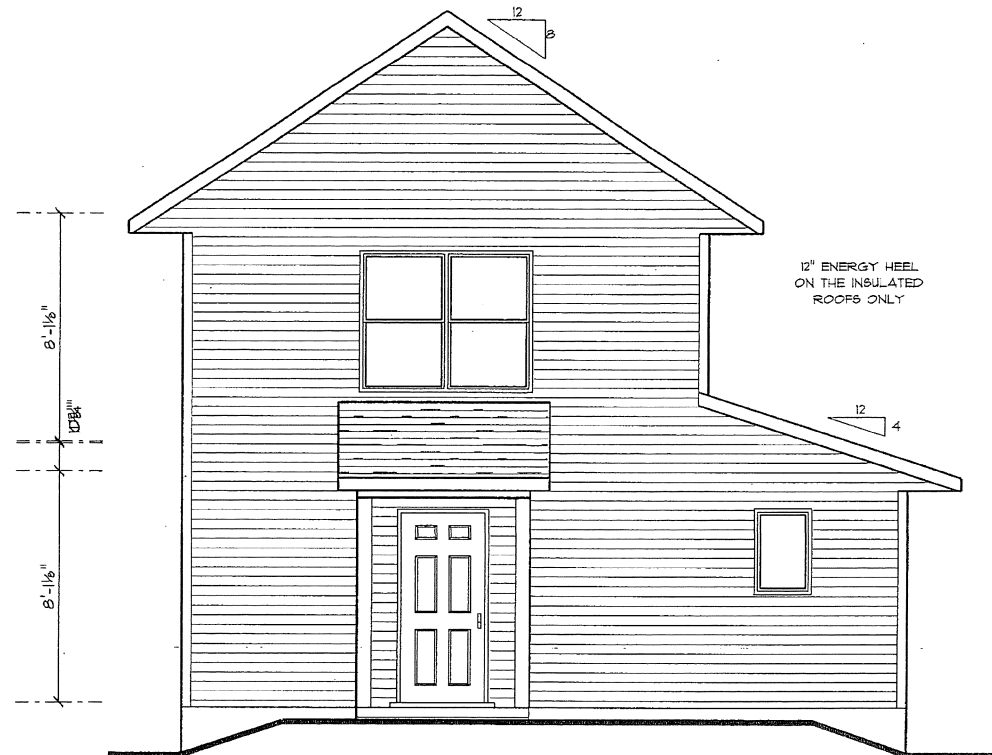
THE PLANNING
STAGE

PHONE: 616-866-1469
scott
scott@theplanningstage.net

© COPYRIGHT 2012 THE PLANNING STAGE
DETAIL DRAWINGS FOR J. VISSER
DESIGNED HFH KC 2 STORY NEW
HOUSE PLAN
SHED LEFT
THE PLANNING STAGE

MARCH 25, 2014
SEPT 15, 2014

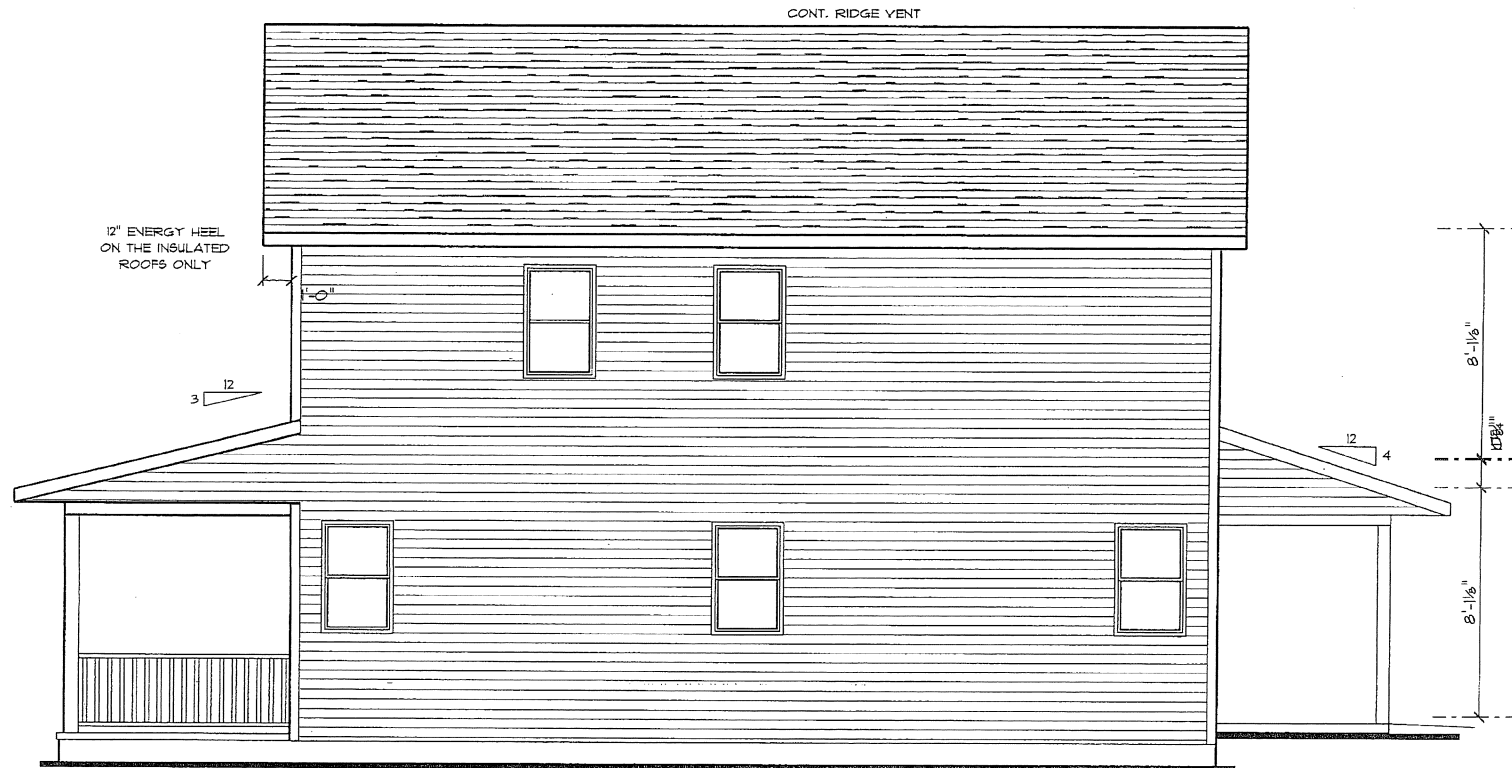
DESPITE THE FACT THAT ALL POSSIBLE CAUTION IS TAKEN IN THE PREPARATION OF THESE PRINTS, THE PLANNING STAGE LIMITS ALL LIABILITY FOR HUMAN AND MECHANICAL ERROR. THE BUILDER/OWNER IS RESPONSIBLE FOR CHECKING ALL DETAILS AND DIMENSIONS BEFORE BEGINNING CONSTRUCTION.



REAR ELEVATION

1/4" = 1'-0"

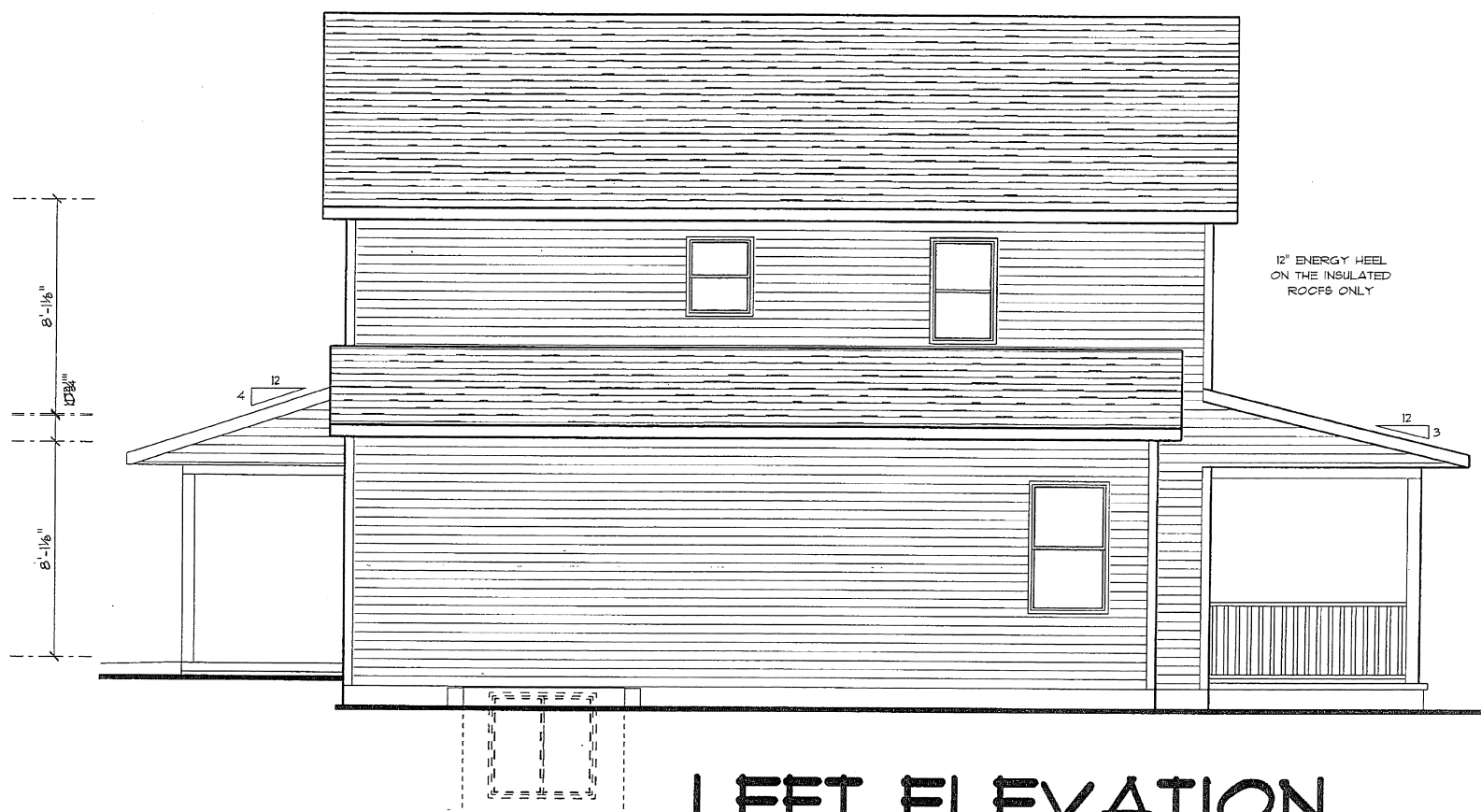
SEPT 15, 2014



RIGHT ELEVATION

1/4" = 1'-0"

SEPT 15, 2014

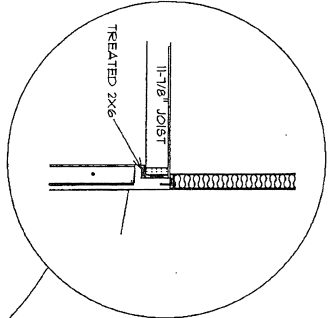


LEFT ELEVATION

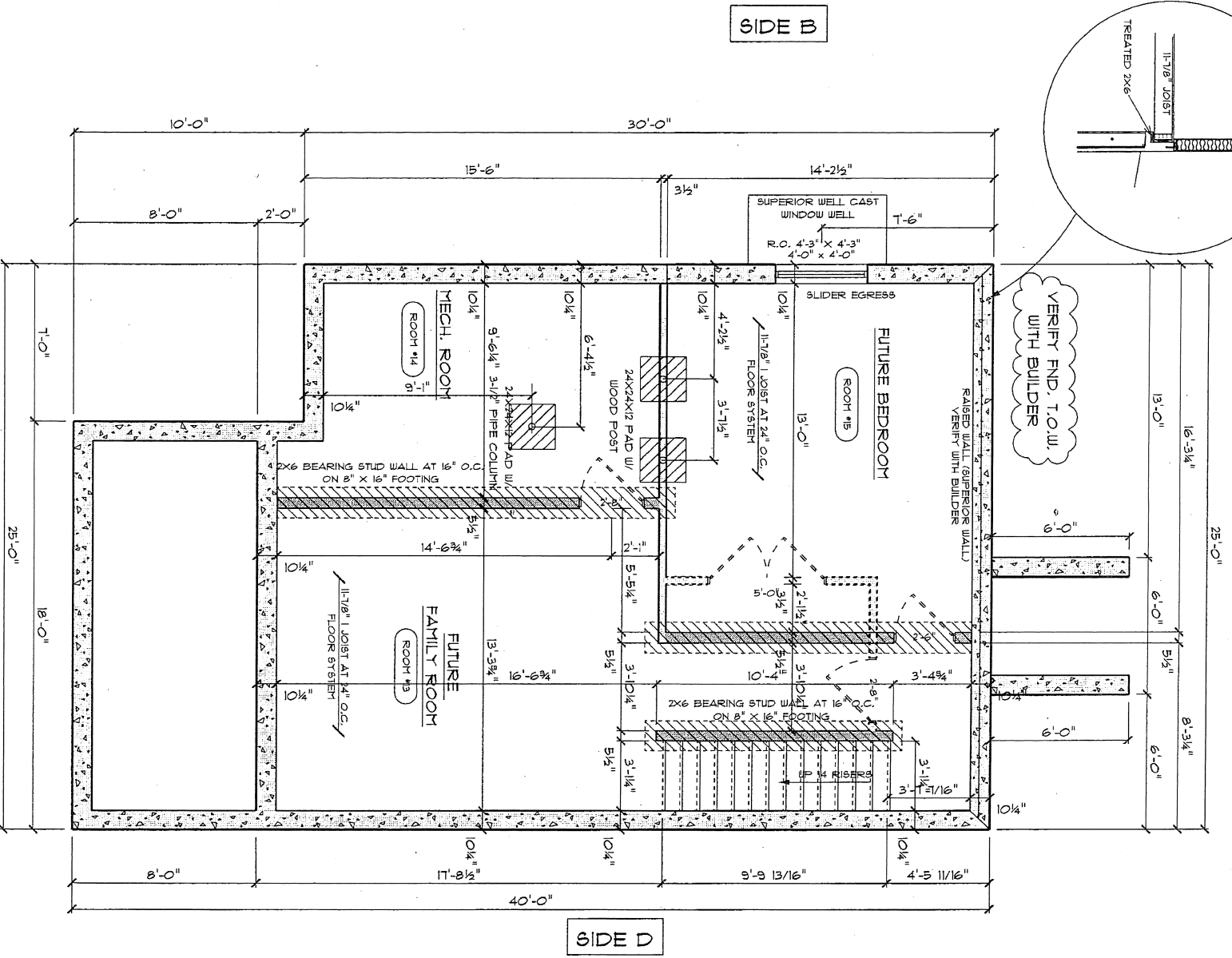
1/4" = 1'-0"

SEPT 15, 2014

SIDE C



VERIFY FND. T.O.W.
WITH BUILDER



FOUNDATION PLAN

SIDE A

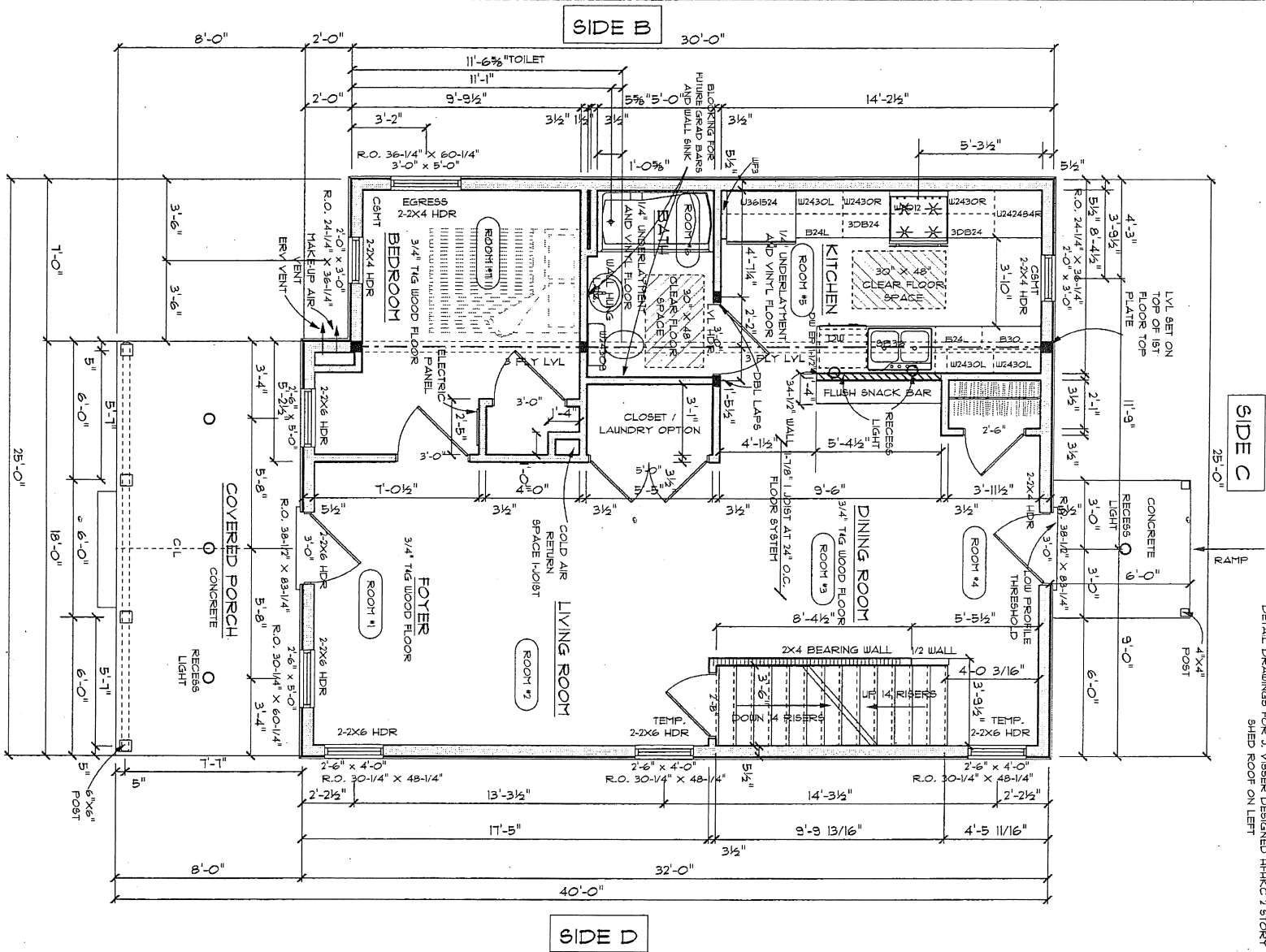
SIDE D

SIDE B

1/4" = 1'-0"

619 FUTURE SQ. FT.

APRIL 15, 2015



MAIN FLOOR PLAN

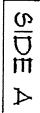
186 SQ. FT.

1/4" = 1'-0"

SIDE A

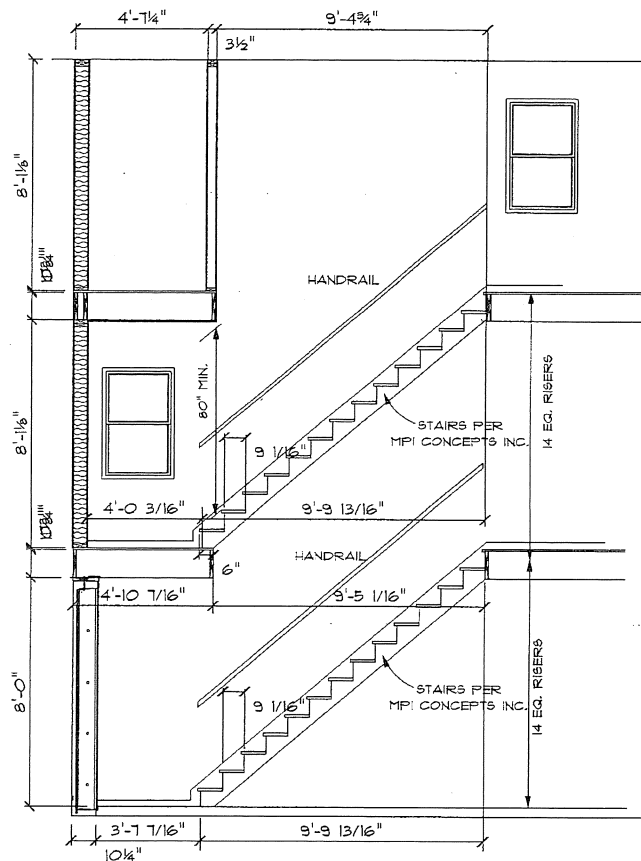
NOTE: Header height to be 83' rough with lap studs to be 81 1/2" for all exterior doors, interior doors, and windows. This assumes that 3/4" T&G wood flooring will be installed on main floor. To be adjusted as needed.

APRIL 15, 2015

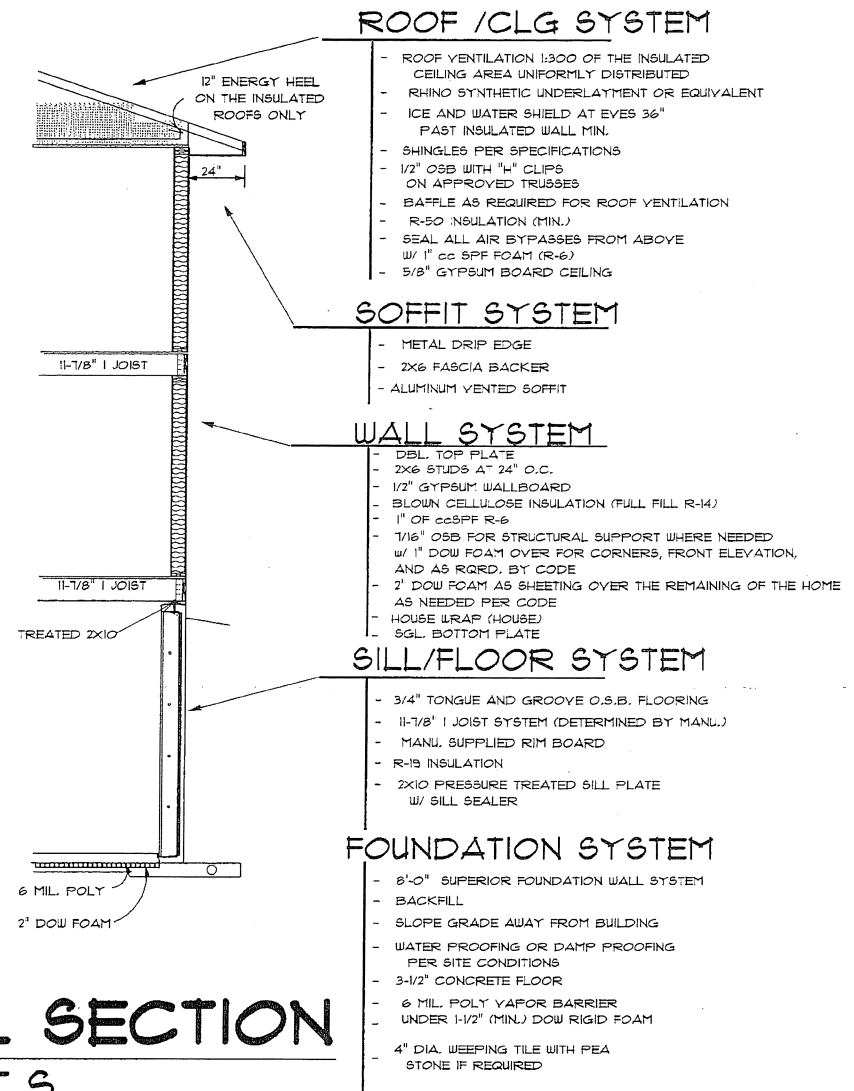


576 So. 4th.

DETAIL DRAWINGS FOR J. VISSER DESIGNED HHKC 2 STORY
SHED ROOF ON LEFT



STAIR SECTION
N.T.S.



WALL SECTION
N.T.S.

SEPT 15, 2014



To: Sparta Village Council
From: Michael Krzciok, Airport Manager
Date: March 7, 2024
RE: Sparta Municipal Airport Monthly Report, February 2024

Our February weather was the direct opposite of January providing mild conditions and many days of excellent flying weather.

Fuel Sales:

With the excellent February weather, our flight training and transient flying activity increased dramatically giving us a record for February fuel sales! Our pricing remained competitive with an excellent margin.

		Transactions	Gallons Pumped
February	2024	247	5045
February	2023	176	3349
February	2022	115	2581

Airfield Project Update:

Ramp Expansion & Reconstruction: Bid letting was accomplished on Feb 9. Four bids were opened and the low bid came in 25% less than original estimates presented to MDOT by our engineering consultant. See the attached Apron Bid Tab for more details on the bids and the probable cost estimate. This is great news as this significantly reduces the Village's projected match.

Automated Weather Observing System (AWOS). The system parts were ordered by MDOT and they are hoping for installation to begin in June.

Well Water Update:

We had our initial walk-through inspection of airport wells on February 13th. The inspection went well. I have received the permit report and the well at the terminal will require water sampling and some upgrades to bring it up to code. The stab well in our FBO3 hangar has been out of service for several years and will need to be properly abandoned and capped. The private hangar wells will be allowed to continue operation with some minor upgrades and proper placards installed. I'll be working with local certified well contractors to obtain estimates on upgrading our well and decommissioning the well in our FBO3 hangar. I'll be working with the private hangar owners to ensure the required measures are taken for their wells to come into compliance.

Airport Internet Access:

The recent private hangar construction has spurred interest in obtaining internet access for the hangars along 11 Mile Rd. Spectrum has agreed to install high speed internet access for all of our hangars at no cost to the airport. Users will just pay a small one time hook up fee and then their monthly rate for internet. This will be helpful for our t-hangar tenants that wish to have web-based security cameras in their hangar. This is a really cool upgrade for the airport as current and future private hangar owners will have the added option of direct high speed internet access. A nice selling point for Sparta that many other local airports don't yet provide.

Hangar Demand:

All hangars remain occupied and we added one more name to the waiting list. We had one hangar turn over which was filled immediately and we have one move-out scheduled for April 1 and that hangar also is already filled.

Available Hangars	0
Upcoming Availability	0
Community Hangar Waitlist	27
Nested Hangar Waitlist	21

Bid Tabulation

Owner: Village of Sparta, Paul C. Miller – Sparta Airport, Sparta, MI				1st		2nd		3rd		4th	
Project Title: Reconstruct, Expand, and Flood Light Terminal Apron				Dean's Landscaping and Excavating		CL Trucking & Excavating, LLC		Fischer Idema Excavating, LLC		M&M Excavating, Co. Inc.	
Bid Date & Time: February 7, 2024 at 3:00 PM			Project #: 2230373								
Item No.	Description	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	100010_Mobilization, Max 10%	1	LS	\$80,400.00	\$80,400.00	\$108,105.00	\$108,105.00	\$111,600.00	\$111,600.00	\$145,000.00	\$145,000.00
2	100020_Safety and Security	1	LS	\$44,700.00	\$44,700.00	\$96,220.00	\$96,220.00	\$25,000.00	\$25,000.00	\$236,000.00	\$236,000.00
3	100030_Permits	10,000	Dlr	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00
4	100040_Contractor Quality Control Program (CQCP)	1	LS	\$51,200.00	\$51,200.00	\$55,400.00	\$55,400.00	\$20,000.00	\$20,000.00	\$200,000.00	\$200,000.00
5	101010_Remove Asphalt Pavement	3,040	Syd	\$2.75	\$8,360.00	\$2.50	\$7,600.00	\$15.00	\$45,600.00	\$6.00	\$18,240.00
6	101020_Remove Concrete	16	Syd	\$20.00	\$320.00	\$15.00	\$240.00	\$35.00	\$560.00	\$100.00	\$1,600.00
7	101030_Remove Ex. Underdrain Cleanout, As Specified	4	Ea	\$250.00	\$1,000.00	\$200.00	\$800.00	\$500.00	\$2,000.00	\$150.00	\$600.00
8	101040_Remove 4' Diameter Drainage Structure	1	Ea	\$400.00	\$400.00	\$500.00	\$500.00	\$1,100.00	\$1,100.00	\$500.00	\$500.00
9	102010_Erosion Control, Silt Fence	400	Lft	\$2.25	\$900.00	\$2.00	\$800.00	\$4.00	\$1,600.00	\$5.00	\$2,000.00
10	102020_Installation and Removal of Inlet Protection	4	Ea	\$175.00	\$700.00	\$150.00	\$600.00	\$300.00	\$1,200.00	\$150.00	\$600.00
11	152010_Unclassified Excavation	4,370	Cyd	\$10.50	\$45,885.00	\$18.00	\$78,660.00	\$28.00	\$122,360.00	\$20.00	\$87,400.00
12	152020_Subgrade Undercutting	500	Cyd	\$14.00	\$7,000.00	\$8.00	\$4,000.00	\$42.00	\$21,000.00	\$50.00	\$25,000.00
13	219010_Recycled Concrete Aggregate Base Course	1,300	Cyd	\$66.00	\$85,800.00	\$75.00	\$97,500.00	\$75.00	\$97,500.00	\$110.00	\$143,000.00
14	403010_MDOT HMA, 5EML	880	Ton	\$175.00	\$154,000.00	\$187.00	\$164,560.00	\$200.00	\$176,000.00	\$175.00	\$154,000.00
15	501010_MDOT Concrete Pavement, 6"	4,070	Syd	\$58.50	\$238,095.00	\$75.00	\$305,250.00	\$80.00	\$325,600.00	\$62.25	\$253,357.50
16	501020_Airport Tiedown Anchor	30	Ea	\$147.00	\$4,410.00	\$300.00	\$9,000.00	\$500.00	\$15,000.00	\$200.00	\$6,000.00
17	605010_Overband Joint Sealing, As Specified	1,740	Lft	\$1.50	\$2,610.00	\$3.00	\$5,220.00	\$20.00	\$34,800.00	\$3.73	\$6,490.20
18	620010_Airport Pavement Marking, 1/2 Rate, Solid, Yellow	630	Sft	\$3.00	\$1,890.00	\$3.25	\$2,047.50	\$5.00	\$3,150.00	\$3.00	\$1,890.00
19	620020_Airport Pavement Marking, Solid, Yellow	160	Sft	\$4.00	\$640.00	\$4.25	\$680.00	\$6.00	\$960.00	\$4.00	\$640.00

Bid Tabulation

Owner: Village of Sparta, Paul C. Miller – Sparta Airport, Sparta, MI				1st		2nd		3rd		4th	
Project Title: Reconstruct, Expand, and Flood Light Terminal Apron				Dean's Landscaping and Excavating		CL Trucking & Excavating, LLC		Fischer Idema Excavating, LLC		M&M Excavating, Co. Inc.	
Bid Date & Time: February 7, 2024 at 3:00 PM			Project #: 2230373								
Item No.	Description	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
20	620030_Airport Pavement Marking, Solid, Yellow, with Reflective Beads	470	Sft	\$6.00	\$2,820.00	\$6.35	\$2,984.50	\$7.00	\$3,290.00	\$6.00	\$2,820.00
21	620040_Airport Pavement Marking, Solid, Black	330	Sft	\$5.00	\$1,650.00	\$5.35	\$1,765.50	\$7.00	\$2,310.00	\$5.00	\$1,650.00
22	701010_Concrete Culvert & Sewer Pipe 18", Reinforced, C76, Class IV	80	Lft	\$71.00	\$5,680.00	\$85.00	\$6,800.00	\$200.00	\$16,000.00	\$125.00	\$10,000.00
23	705010_Pipe Underdrain 4", Type as Specified	1,030	Lft	\$17.00	\$17,510.00	\$8.00	\$8,240.00	\$26.00	\$26,780.00	\$15.00	\$15,450.00
24	751010_Catch Basin 4' Diameter, As Specified	2	Ea	\$7,905.00	\$15,810.00	\$3,750.00	\$7,500.00	\$5,000.00	\$10,000.00	\$5,000.00	\$10,000.00
25	751020_Adjust Ex. Drainage Structure, As Specified	1	Ea	\$550.00	\$550.00	\$500.00	\$500.00	\$1,300.00	\$1,300.00	\$1,500.00	\$1,500.00
26	751030_Catch Basin 5' Diameter, As Specified	1	Ea	\$10,125.00	\$10,125.00	\$6,400.00	\$6,400.00	\$8,000.00	\$8,000.00	\$7,000.00	\$7,000.00
27	108010_Bare Counterpoise wire, #6, Solid, Installed	550	Lft	\$2.00	\$1,100.00	\$2.20	\$1,210.00	\$5.00	\$2,750.00	\$5.20	\$2,860.00
28	108020_Underground Cable, 1/C, #8, THWN, 75 Deg. C, Installed	1,750	Lft	\$5.80	\$10,150.00	\$6.00	\$10,500.00	\$5.00	\$8,750.00	\$2.54	\$4,445.00
29	109010_Electrical Vault Modifications, As Specified	1	LS	\$4,850.00	\$4,850.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$5,500.00	\$5,500.00
30	110010_Plastic Conduit, 1", Direct Burial	520	Lft	\$4.10	\$2,132.00	\$4.35	\$2,262.00	\$15.00	\$7,800.00	\$6.39	\$3,322.80
31	125010_LED Apron Light, 35' Pole, 2 Fixture, As Specified	1	Ea	\$13,680.00	\$13,680.00	\$14,500.00	\$14,500.00	\$16,000.00	\$16,000.00	\$12,083.00	\$12,083.00
32	125020_LED Apron Light, 45' Pole, 2 Fixture, As Specified	1	Ea	\$15,820.00	\$15,820.00	\$17,000.00	\$17,000.00	\$18,000.00	\$18,000.00	\$17,122.00	\$17,122.00
33	125030_LED Apron Light, 45' Pole, 5 Fixture, As Specified	1	Ea	\$18,643.00	\$18,643.00	\$20,000.00	\$20,000.00	\$26,000.00	\$26,000.00	\$19,478.00	\$19,478.00
34	125040_Remove Airport Lighting Tower, As Specified	1	LS	\$6,500.00	\$6,500.00	\$7,500.00	\$7,500.00	\$25,000.00	\$25,000.00	\$18,250.00	\$18,250.00
35	125050_Electrical Handhole, with Cover, As Specified	1	Ea	\$725.00	\$725.00	\$825.00	\$825.00	\$1,600.00	\$1,600.00	\$1,000.00	\$1,000.00
36	901010_Hydroseeding with Mixture and Rate, As Specified	2	Acre	\$6,350.00	\$12,700.00	\$4,000.00	\$8,000.00	\$6,500.00	\$13,000.00	\$9,000.00	\$18,000.00
37	905010_Topsoiling From On-Site Cut or Stockpile	600	Cyd	\$8.25	\$4,950.00	\$18.00	\$10,800.00	\$16.00	\$9,600.00	\$8.00	\$4,800.00
38	908010_Erosion Control, Mulch Blanket	1,620	Syd	\$1.00	\$1,620.00	\$1.35	\$2,187.00	\$4.00	\$6,480.00	\$2.00	\$3,240.00
Total Bid				\$885,325.00		\$1,081,156.50		\$1,227,690.00 *		\$1,450,838.50	

* Denotes correction made by Engineer

Estimate of Probable Cost

Owner:

Village of Sparta / Paul C. Miller - Sparta Airport

Project Title:

Reconstruct and Expand Terminal Apron, Install Apron Flood Lighting

Date:

November 22, 2023

Project #:

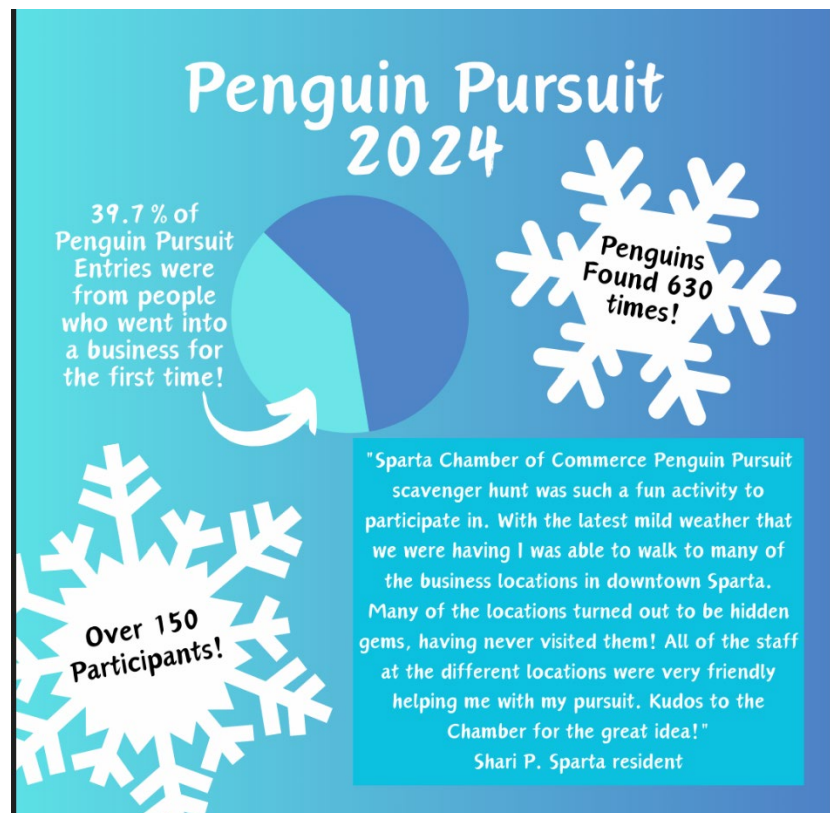
2230373

<i>Item No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total Amount</i>
100010	Mobilization, Max 10%	1	LS	\$120,000.00	\$120,000.00
100020	Safety and Security	1	LS	\$61,880.00	\$61,880.00
100030	Permits	10000	Dlr	\$1.00	\$10,000.00
100040	Contractor Quality Control Program (CQCP)	1	LS	\$50,000.00	\$50,000.00
101010	Remove Asphalt Pavement	3,040	Syd	\$3.00	\$9,120.00
101020	Remove Concrete	16	Syd	\$10.00	\$160.00
101030	Remove Ex. Underdrain Cleanout, as Specified	4	Ea	\$500.00	\$2,000.00
101040	Remove 4' Diameter Drainage Structure	1	Ea	\$1,000.00	\$1,000.00
102010	Erosion Control, Silt Fence	400	Lft	\$5.00	\$2,000.00
102020	Installation and Removal of Inlet Protection	4	Ea	\$100.00	\$400.00
152010	Unclassified Excavation	4,370	Cyd	\$30.00	\$131,100.00
152020	Subgrade Undercutting	500	Cyd	\$30.00	\$15,000.00
219010	Recycled Concrete Aggregate Base Course	1,300	Cyd	\$75.00	\$97,500.00
501010	MDOT HMA, 5EML	880	Ton	\$150.00	\$132,000.00
602010	MDOT Concrete Pavement, 6"	4,070	Syd	\$85.00	\$345,950.00
602020	Airport Tiedown Anchor	30	Ea	\$800.00	\$24,000.00
605010	Overband Joint Sealing, as Specified	1,740	Lft	\$12.00	\$20,880.00
620010	Airport Pavement Marking, 1/2 Rate, Solid	640	Sft	\$2.50	\$1,600.00
620020	Airport Pavement Marking, Solid, Yellow	160	Sft	\$2.50	\$400.00
620030	Airport Pavement Marking, Solid, Yellow, with Reflective Beads	480	Sft	\$2.50	\$1,200.00
620040	Airport Pavement Marking, Solid, Black	340	Sft	\$2.50	\$850.00

<i>Item No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total Amount</i>
701010	Concrete Culvert & Sewer Pipe 18", Reinforced, C76, Class IV	80	Lft	\$100.00	\$8,000.00
705010	Pipe Underdrain 4", Type as Specified	1,030	Lft	\$15.00	\$15,450.00
751010	Catch Basin 4' Diameter, Type 2, Through 8' Depth	2	Ea	\$7,500.00	\$15,000.00
751020	Adjust Ex. Drainage Structure	1	Ea	\$1,000.00	\$1,000.00
751030	Catch Basin 7' Diameter, Type 2, Through 8' Depth	1	Ea	\$10,000.00	\$10,000.00
108010	Bare Counterpoise wire, #6, Solid, Installed	550	Lft	\$5.00	\$2,750.00
108020	Underground Cable, 1/C, #8, THWN, 75 Deg. C, Installed	1,750	Lft	\$6.00	\$10,500.00
109010	Electrical Vault Modifications, as Specified	1	LS	\$10,000.00	\$10,000.00
110010	Plastic Conduit, 1", Direct Burial	520	Lft	\$8.00	\$4,160.00
125010	LED Apron Light, 35' Pole, 2 Fixture, as Specified	1	Ea	\$7,500.00	\$7,500.00
125020	LED Apron Light, 45' Pole, 2 Fixture, as Specified	1	Ea	\$10,000.00	\$10,000.00
125030	LED Apron Light, 45' Pole, 5 Fixture, as Specified	1	Ea	\$15,000.00	\$15,000.00
125040	Remove Airport Lighting Tower, as Specified	1	LS	\$15,000.00	\$15,000.00
125050	Electrical Handhole, with Cover, as Specified	1	Ea	\$2,500.00	\$2,500.00
901010	Hydroseeding with Mixture and Rate, as Specified	2	Acre	\$7,500.00	\$15,000.00
905010	Topsoiling From On-Site Cut or Stockpile	600	Cyd	\$30.00	\$18,000.00
908010	Erosion Control, Mulch Blanket	1620	Syd	\$5.00	\$8,100.00

Construction Estimate: \$1,195,000.00

- 1) Sponsorship Recruitment for Sparta events has occupied much of the time over the last several weeks. We are at about 60% of sponsorship target to date!
- 2) Chamber Annual Meeting/Celebration on March 11 is turning out to be a huge event, with over 145 RSVP's so far! We are thrilled to host the event at the Sparta airport in the SCS/AGO hanger.
- 3) Task Force 186 has been meeting to discuss the future opportunities to utilize the Browns Opera House (second floor of the Eagles) in a manageable and doable option. The consultant hired by the DDA is creating a market analysis on how to make the space sustainable for an operation of the second floor as a entertainment venue.
- 4) We spent a lot of time working with the engineers and talking internally about the next phase of Town Square / arches parking lot. See press release attached.
- 5) Sparta Community Works (subcommittee of the 501c6, previously known as Rotary) has been steadily hosting meetings and has about 15 members. They are evaluating a mission that would be to support current non profit activities in Sparta, such as the effort Sue Blackall does along Nash Creek and other activities.
- 6) Parks master planning and prepared documents for DNR grant applications
- 7) Penguins Scavenger Hunt was very successful with over 600 penguin visits recorded!
- 8) CDBG Application for matching grant for the Town Square RAP Grant was submitted to Kent County. This possible \$300,000 grant would be a match for the RAP grant and allow us to complete the project over winter of 24/25 and spring of 2025.
- 9) Met with representatives of the West Michigan Railroad Historical Society to discuss the future of the historical railroad depot on the north end of Union street. The representatives were favorable to discussing moving the depot and repurposing it to a new use that would be public benefit and keep the historical nature of the building. We are currently researching the exact agreement the Village and WMRHS had on the land/building.





Elizabeth Morse, DDA Director
194 E. Division / PO Box 142
Sparta, MI 49345
C. (616) 218-0488
www.spartachamber.com
ddadirector@spartami.org

March 1, 2024

It is with a bittersweet excitement that the Sparta Downtown Development Authority announces the closure of the Retail Incubator Program, more commonly known as the Sparta Town Square Shipping Container Shops. The temporary structures were renovated shipping containers with heat, air, and electric that were originally designed and installed as a phase of the master plan to rejuvenate the area and create density along Nash Creek.

In 2019, the Retail Incubator Program concept garnered praise and recognition from Consumers Energy, winning 3rd place out of dozens of entries at the "Put Your Town On the Map" pitch. This acknowledgment highlighted Sparta's innovative approach to fostering economic growth and putting Sparta on the radar as a community committed to supporting small businesses.

Further solidifying its standing as a beacon of a community investing and supporting economic development, the Sparta Retail Incubator Program was honored by the Michigan Downtown Association in 2021. The program received the award for the "Best Economic Development Project Under \$1 Million," and was a standout showpiece for local developers in the Grand Rapids area to visit during community tours, a destination for the Michigan Downtown Association to host a meeting and tour for other downtown professionals to see the transformation, and has been a note of interest by some large employers in the area such as tesa tape, a global pressure-sensitive adhesive manufacturer with a location in Sparta, who even praised the innovative Retail Incubator Program project during their a \$36 Million dollar expansion ground breaking ceremony in 2021.

Celebrating its successful conclusion, the Retail Incubator Program in the Shipping Containers in Sparta Town Square not only marks a turning point for downtown revitalization but also initiates the next phase of the master plan. While this most recent chapter in Sparta's development has been a successful one, the Village of Sparta is excited to unveil the next phases of its long-term vision for downtown transformation, which was initiated in 2014 and has been revised and updated five times over the last ten years. "Downtown redevelopment is in a way its own living, breathing organism, and a master plan is only as good as the ability to flex as changes occur including the ability to acquire grant funding, the needs of the property owners and businesses, and most importantly, how people enjoy the space. Every amendment to the plan is critical to the result, and the plan continues to evolve with the changes, and I think our community and visitors will really like the end result of the plan", said Elizabeth Morse, DDA Director for the Village of Sparta. The master plan is working through final engineering and will be moving through the formal approval process this spring. The next phase of the master plan will have the same goal of creating a vibrant, pedestrian-friendly environment utilizing our beautiful creek in downtown Sparta.

Specifically, the next development phases include renovations to parking lots, emphasizing a pedestrian-friendly design while maintaining parking availability as a top priority. This strategic approach aims to

enhance the overall experience for visitors, residents, and businesses in downtown Sparta. Additionally, the phase will include the addition of permanent municipal restrooms, providing essential facilities for both residents and visitors. The inclusion of these amenities aligns with Sparta's commitment to creating a welcoming and comfortable environment for all.

One of the highlights of the next phase is the creation of a vibrant pedestrian space along Nash Creek. This initiative aims to transform the creek area into a scenic and lively space, fostering community engagement and providing a picturesque backdrop for local businesses.

"The master plan represents our collective vision for a downtown that not only supports businesses but also offers a welcoming and enjoyable experience for everyone. We envision a downtown that balances modern amenities with the charm of our community's rich history," added Jim Lower, Sparta Village Manager.

The Village of Sparta extends its gratitude to all stakeholders, including program participants, partners, and the community, for contributing to the success and recognition of the Retail Incubator Program and looks forward to the exciting developments that lie ahead.

For further information, please contact Elizabeth Morse at 616-887-2454.




ACTION MEMO

Staff Communication

DATE: March 6, 2024
TO: Village President Whalen and Members of Council
FROM: William Hunter, Director of Public Works
RE: DPW Monthly Update

Project Name:	MRWA-DPW Training
Project Manager/Lead:	William Hunter
Project Scope:	Monthly MRWA training in the Village
Issues/Items of Note:	The Village of Sparta DPW is partnering with the Michigan Rural Water Association to hold remote training at the CIVIC Center on the last Tuesday of each month. These training sessions will be broadcast for other municipalities to sign up for. This is no cost to the Village. DPW members will receive free training for hosting.
Project Name:	Train Depot-Relocation-Future Grant
Project Manager/Lead:	William Hunter
Project Scope:	Relocation of the train depot to the downtown
Issues/Items of Note:	The staff has been working with a consultant and contractors to develop a cost estimate for relocating the trailer depot to the downtown area. We propose keeping the historical side of the depot and using the other half as a restroom for the downtown area.
Project Name:	Banners in the Village limits
Project Manager/Lead	William Hunter
Project Scope:	Consumers have approached me about having Village banners attached to their poles. Pole attachment agreements are required for this, which cost approximately \$18 per pole per year. In addition, all of the banners will need to be reinstated according to consumers' specifications.

Issues/Items of Note:	The inventory is complete. Staff is working to assemble all the information for a submittal pole attachment packed to Consumers Energy.
Project Name:	DSMI-Update
Project Manager/Lead	William Hunter
Project Scope:	Two thousand eighteen revisions to the Michigan Safe Drinking Water Act, 1976 PA 399, as amended, require that water supplies develop and maintain a CDSMI. Under Rule 325.11604(c)(ii), a CDSMI must be submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) by January 1, 2025. Update: EPA requires all communities to complete it by October this year.
Issues/Items of Note:	It has been brought to my attention that the state verification process was not completed. The verification required community water supplies to randomly verify 20% of all unknowns. Staff is working diligently to get into as many homes as possible to verify the material. I am working on the cost to the Village for the random verification.
Project Name:	Village Security Access-Improvements
Project Manager/Lead	William Hunter
Project Scope:	Water Treatment Plant—The Current codes and keys have been the same for ten years. Too many people know of or have access to the plant.
Issues/Items of Note:	The card access is installed. All access to the plant is now secured.
Project Name:	Clairifer #4
Project Manager/Lead	William Hunter
Project Scope:	Clarifier number four was plugged in.
Issues/Items of Note:	<p>The DPW team pumped down the number four clarifier, allowing Plumbers to jet freeing up the obstruction.</p> 

Here are just some of the other tasks DPW staff has been working on over the last month:

1-24-24

Scraped snow and ice off roads and sidewalks, Miss Digs, washed trucks, assembled safety equipment and pushed back snow banks.

1-25-24

Old Orchard sample, finished scrapping roads and pushing back snow banks, Miss Digs, washed equipment, set up safety equipment, put up weight limit sign on Loomis, hauled salt.

1-29-24

Miss Digs Took the Toro mower to Spartan Distributors for winter maintenance.

1-30-24

Miss Digs, facility checks, investigating roof leak at Village office, Old Orchard sample, filling potholes, cleaning and servicing grader trucks, putting up park signs, and working on picnic tables.

2-1-24

Miss Digs, potholes, truck maintenance, civic center door repair, Old Orchard sample, outfitting new trucks, coded receipts

2-2-24

DPW sewer lateral, washed trucks, made key sets and numbered new Trucks and airport equipment, Potholes

2-5-24

Set up Civic Center, serviced backhoe potholes, and worked on outfitting new trucks.

2-6-24

Miss Digs, preparing for Winter Fest, outfitting new trucks, inspected catch basin, Old Orchard sample, painted banners, took down the civic center

2-7-24

Staff meeting, Miss Digs, sewer checks, lift station checks, painted banners, picnic table maintenance, worked with Rite Way Plumbing at DPW, started to repair catch basin on Grove, helped community service worker start cleaning up the main street.

2-8-24

Old Orchard sample, Miss digs, banner painting, picnic table maintenance, guy wire survey, truck washing, assisted loading and unloading at WWTP and cleaning the sump pump in the basement.

2-21-24

Miss Digs, trash can maintenance, banner updates, truck Maintenance, coded invoices, civic center showing, consumers project, picnic table maintenance, dog park fence repair, contractor meeting at 278 Hickory, key box update.

2-23-24

Miss Digs met with two contractors regarding sewer hookups, responded to two sewer backups, started purging the back lot at DPW, inventory banner poles, worked on broadleaf weed control quotes, sampled Old Orchard, and maintained trucks.

2-23-24

Miss Digs, washed trucks, banner inventory, sewer system checks, lift station inspections, sweeping quotes, painted banners, back DPW lot drainage, playground inspections

2-26-24

Miss Digs, trash pick up, set up civic center, painted over graffiti, started loading dumpsters at DPW, picked up debris on North State Street.

2-27-24

Miss Digs met with contractors for DPW sewer repair, cleaned 201 Market Place bathroom, picked up furniture at 201 Market Place, cleaned catch basins Old Orchard sample, took scrap to Padnos, continued cleaning DPW back lot, put away Civic Center.

2-28-24

Picked up election equipment, repaired Massey tractor for auction, continued purging DPW, preparing for festivals

2-29-24

Lights on new trucks, Old Orchard sample, flags up, met with Miedema for auction, met with All Flo for DPW lateral repair, Miss Digs, continued purging DPW.

3-5-24

Miss Digs, Old Orchard sample, finished putting lights on the new truck, loaded Old ductile waterman for recycling, finished filling dumpster of rubbish, pulled greens out of downtown pots, civic center tear down.



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

February 2024

Crime Report Information:

The "Incident Description Count Report" for February 2024 is attached.

Incidents of interest

Officer Soules responded to a fire on S. State Street at the Saenz Greenhouse. Upon arrival one of the greenhouse structures were burning. The fire wasn't too large at that time so he deployed one of the fire extinguishers carried in the patrol unit putting out the fire. This was prior to the fire departments arrival and is the second time in a few weeks the Sparta Police diverted possible major loss of property by responding quickly and being prepared with the equipment necessary to act.

A court resolution was reached on a case from 2023 involving a child victim. The defendant received a sentence of nearly 6 years.

There was a concerning situation concerning the schools and we were able to work with them to remedy the situation which made everyone happy with our quick and professional response.

Traffic

The "Ticket Offense Report" for February is attached.

Parking Citations for February

Fifty-Six (56) And as a side note, we have been having a very good response with payment of the winter parking citations this year.

Department Issues

The department has purchased more safety equipment, collapsible cones & electronic flares. Each patrol unit is equipped with them which will greatly aid in safety at traffic accidents, community events where needed and incidents where traffic safety is of concern.

The third garage door unit finally failed so it was replaced along with a bottom panel on another door that an officer accidentally backed into.

Officer Mark Wawrzyniak has announced his retirement. His last day will be April 22, 2024

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
02/01/2024	02/29/2024	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>10-97 SUBJECT</i>					Count: 1
24-000335	02/01/2024	10-97 SUBJECT		WAWRZYNIAK, MARK	Closed
<i>911 HANGUP</i>					Count: 1
24-000546	02/29/2024	911 HANGUP		KUSMIERSKI, TRAVIS	Closed
<i>ALARM</i>					Count: 4
24-000364	02/04/2024	ALARM		JONES, CALEB	Closed
24-000381	02/06/2024	ALARM		BULTSMA, ZACHARY NEAL	Closed
24-000385	02/07/2024	ALARM		WAWRZYNIAK, MARK	Closed
24-000418	02/10/2024	ALARM		WAWRZYNIAK, MARK	Closed
<i>ANIMAL</i>					Count: 1
24-000340	02/01/2024	ANIMAL		SOULES, CALEB HOWARD	Closed
<i>ASSAULT-REPORT ONLY</i>					Count: 1
24-000437	02/13/2024	ASSAULT-REPORT ONLY		JONES, CALEB	Closed
<i>ASSIST</i>					Count: 1
24-000498	02/23/2024	ASSIST		SOULES, CALEB HOWARD	Closed
<i>ASSIST ANIMAL CONTROL</i>					Count: 1
24-000430	02/12/2024	ASSIST ANIMAL CONTROL		BULTSMA, ZACHARY NEAL	Closed
<i>ASSIST CODE ENFORCEMENT</i>					Count: 1
24-000535	02/29/2024	ASSIST CODE ENFORCEMENT		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST COUNTY</i>					Count: 1
24-000350	02/03/2024	ASSIST COUNTY		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST COUNTY ON T/S</i>					Count: 1
24-000495	02/23/2024	ASSIST COUNTY ON T/S		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST FIRE</i>					Count: 2
24-000354	02/03/2024	ASSIST FIRE		JONES, CALEB	Turned Over
24-000484	02/21/2024	ASSIST FIRE		PRICE, DAVE	Closed
<i>ASSIST FIRE - ECHO</i>					Count: 1
24-000370	02/05/2024	ASSIST FIRE - ECHO		PRICE, DAVE	Closed
<i>ASSIST MEDICAL</i>					Count: 2
24-000356	02/03/2024	ASSIST MEDICAL		KUSMIERSKI, TRAVIS	Closed
24-000413	02/10/2024	ASSIST MEDICAL		SOULES, CALEB HOWARD	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
02/01/2024	02/29/2024	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>ASSIST ON WELFARE CHECK</i>					Count: 1
24-000409	02/09/2024	ASSIST ON WELFARE CHECK		WAWRZYNIAK, MARK	Closed
<i>ASSIST SPARTA FIRE</i>					Count: 1
24-000395	02/08/2024	ASSIST SPARTA FIRE		JONES, CALEB	Closed
<i>ASSIST TO MEDICAL</i>					Count: 1
24-000462	02/15/2024	ASSIST TO MEDICAL		WAWRZYNIAK, MARK	Closed
<i>BARKING DOG</i>					Count: 1
24-000463	02/16/2024	BARKING DOG		BULTSMA, ZACHARY NEAL	Closed
<i>BROADCAST</i>					Count: 1
24-000445	02/14/2024	BROADCAST		SOULES, CALEB HOWARD	Closed
<i>BUS TURN AROUND</i>					Count: 1
24-000455	02/15/2024	BUS TURN AROUND		BULTSMA, ZACHARY NEAL	Closed
<i>CANCELLED ALARM</i>					Count: 1
24-000507	02/24/2024	CANCELLED ALARM		SOULES, CALEB HOWARD	Closed
<i>CHECK ON VEHICLE AT CEMETERY</i>					Count: 1
24-000492	02/22/2024	CHECK ON VEHICLE AT CEMETERY		KUSMIERSKI, TRAVIS	Closed
<i>CIMINAL HISTORY CHECKS</i>					Count: 1
24-000018	02/12/2024	CIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
<i>CIVIL MATTER OVER HOUSE EXCHANGE</i>					Count: 1
24-000343	02/02/2024	CIVIL MATTER OVER HOUSE EXCHANGE		WAWRZYNIAK, MARK	Closed
<i>CIVIL/HARASSMENT BY EX</i>					Count: 1
24-000373	02/05/2024	CIVIL/HARASSMENT BY EX		WAWRZYNIAK, MARK	Closed
<i>CPS REFERRAL</i>					Count: 1
24-000534	02/29/2024	CPS REFERRAL		KUSMIERSKI, TRAVIS	Open
<i>CRIMINAL HISTORY CHECK</i>					Count: 4
24-000020	02/19/2024	CRIMINAL HISTORY CHECK		ALT, BROOKE L	Closed
24-000022	02/23/2024	CRIMINAL HISTORY CHECK		ALT, BROOKE L	Closed
24-000023	02/26/2024	CRIMINAL HISTORY CHECK		ALT, BROOKE L	Closed
24-000024	02/26/2024	CRIMINAL HISTORY CHECK		ALT, BROOKE L	Closed
<i>CURFEW</i>					Count: 1
24-000361	02/04/2024	CURFEW		BULTSMA, ZACHARY NEAL	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
02/01/2024	02/29/2024	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>CUSTOMER DEMANDING TO USE BATHROOM</i>					Count: 1
24-000393	02/07/2024	CUSTOMER DEMANDING TO USE BATHROOM		KUSMIERSKI, TRAVIS	Closed
<i>DISORDERLY</i>					Count: 1
24-000526	02/27/2024	DISORDERLY		SIETSEMA, ETHAN	Closed
<i>DISORDERLY & H/O</i>					Count: 1
24-000468	02/17/2024	DISORDERLY & H/O		KUSMIERSKI, TRAVIS	Closed
<i>DISORDERLY JUVENILES</i>					Count: 1
24-000525	02/27/2024	DISORDERLY JUVENILES		JONES, CALEB	Closed
<i>DOMESTIC ASSAULT</i>					Count: 1
24-000433	02/12/2024	DOMESTIC ASSAULT		KUSMIERSKI, TRAVIS	Closed
<i>DRIVE OFF</i>					Count: 1
24-000419	02/11/2024	DRIVE OFF		WAWRZYNIAK, MARK	Closed
<i>ECHO - DISREGARDED</i>					Count: 1
24-000489	02/21/2024	ECHO - DISREGARDED		KUSMIERSKI, TRAVIS	Closed
<i>ELDERLY WOMAN RAN OVER</i>					Count: 1
24-000505	02/24/2024	ELDERLY WOMAN RAN OVER		SOULES, CALEB HOWARD	Closed
<i>EX-GIRLFRIEND REFUSING TO LEAVE</i>					Count: 1
24-000363	02/04/2024	EX-GIRLFRIEND REFUSING TO LEAVE		KUSMIERSKI, TRAVIS	Closed
<i>FALSE ALARM</i>					Count: 1
24-000400	02/08/2024	FALSE ALARM		KUSMIERSKI, TRAVIS	Closed
<i>FIRE ALARM</i>					Count: 1
24-000470	02/18/2024	FIRE ALARM		KUSMIERSKI, TRAVIS	Closed
<i>FOUND CREDIT CARD</i>					Count: 1
24-000374	02/05/2024	FOUND CREDIT CARD		WAWRZYNIAK, MARK	Closed
<i>FOUND PROPERTY</i>					Count: 1
24-000524	02/27/2024	FOUND PROPERTY		JONES, CALEB	Closed
<i>FRAUD / TRESPASS</i>					Count: 1
24-000386	02/07/2024	FRAUD / TRESPASS		JONES, CALEB	Open
<i>HARASSING PHONE CALLS</i>					Count: 1
24-000362	02/04/2024	HARASSING PHONE CALLS		KUSMIERSKI, TRAVIS	Closed
<i>HARASSMENT</i>					Count: 1
24-000427	02/12/2024	HARASSMENT		JONES, CALEB	Closed
<i>HIT AND RUN</i>					Count: 1
24-000426	02/12/2024	HIT AND RUN		JONES, CALEB	Open

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
02/01/2024	02/29/2024	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>IPHONE CRASH ALERT</i>					Count: 2
24-000398	02/08/2024	IPHONE CRASH ALERT		KUSMIERSKI, TRAVIS	Closed
24-000494	02/22/2024	IPHONE CRASH ALERT		KUSMIERSKI, TRAVIS	Closed
<i>KIDS FIGHTING-UTL</i>					Count: 1
24-000396	02/08/2024	KIDS FIGHTING-UTL		JONES, CALEB	Closed
<i>LOCAL RECORDS CHECK</i>					Count: 4
24-000016	02/05/2024	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
24-000017	02/12/2024	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
24-000019	02/13/2024	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
24-000021	02/20/2024	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
<i>LOCK OUT</i>					Count: 1
24-000519	02/27/2024	LOCK OUT		JONES, CALEB	Closed
<i>LOCKOUT</i>					Count: 4
24-000391	02/07/2024	LOCKOUT		BULTSMA, ZACHARY NEAL	Closed
24-000452	02/15/2024	LOCKOUT		SOULES, CALEB HOWARD	Closed
24-000460	02/15/2024	LOCKOUT		BULTSMA, ZACHARY NEAL	Closed
24-000513	02/25/2024	LOCKOUT		SOULES, CALEB HOWARD	Closed
<i>LOOSE DOG</i>					Count: 2
24-000397	02/08/2024	LOOSE DOG		JONES, CALEB	Turned Over
24-000412	02/10/2024	LOOSE DOG		SOULES, CALEB HOWARD	Closed
<i>LOOSE DOG REPORT</i>					Count: 1
24-000438	02/13/2024	LOOSE DOG REPORT		JONES, CALEB	Closed
<i>LOST OR STOLEN PLATE</i>					Count: 1
24-000423	02/11/2024	LOST OR STOLEN PLATE		BULTSMA, ZACHARY NEAL	Closed
<i>MDOP</i>					Count: 2
24-000509	02/24/2024	MDOP		WAWRZYNIAK, MARK	Closed
24-000520	02/27/2024	MDOP		JONES, CALEB	Closed
<i>MEDICAL ASSIST</i>					Count: 1
24-000429	02/12/2024	MEDICAL ASSIST		BULTSMA, ZACHARY NEAL	Closed
<i>MISSING PERSON</i>					Count: 1
24-000432	02/12/2024	MISSING PERSON		BULTSMA, ZACHARY NEAL	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
02/01/2024	02/29/2024	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>MOTORIST ASSIST</i>					Count: 1
24-000456	02/15/2024	MOTORIST ASSIST		BULTSMA, ZACHARY NEAL	Closed
<i>NEIGHBOR ISSUES</i>					Count: 2
24-000469	02/17/2024	NEIGHBOR ISSUES		BULTSMA, ZACHARY NEAL	Closed
24-000481	02/20/2024	NEIGHBOR ISSUES		WAWRZYNIAK, MARK	Closed
<i>NOISE COMPLAINT</i>					Count: 2
24-000500	02/23/2024	NOISE COMPLAINT		SIETSEMA, ETHAN	Closed
24-000502	02/23/2024	NOISE COMPLAINT		SIETSEMA, ETHAN	Closed
<i>ODD/EVEN PARKING COMPLAINT</i>					Count: 1
24-000523	02/27/2024	ODD/EVEN PARKING COMPLAINT		JONES, CALEB	Closed
<i>OPEN DOOR</i>					Count: 1
24-000434	02/13/2024	OPEN DOOR		KUSMIERSKI, TRAVIS	Closed
<i>PARKING COMPLAINT</i>					Count: 2
24-000516	02/26/2024	PARKING COMPLAINT		JONES, CALEB	Closed
24-000531	02/28/2024	PARKING COMPLAINT		KUSMIERSKI, TRAVIS	Closed
<i>PARKING VIOLATION</i>					Count: 2
24-000457	02/15/2024	PARKING VIOLATION		SOULES, CALEB HOWARD	Closed
24-000530	02/28/2024	PARKING VIOLATION		KUSMIERSKI, TRAVIS	Closed
<i>PDA</i>					Count: 1
24-000451	02/15/2024	PDA		SOULES, CALEB HOWARD	Closed
<i>PEACE STANDBY</i>					Count: 2
24-000439	02/13/2024	PEACE STANDBY		SIETSEMA, ETHAN	Closed
24-000446	02/14/2024	PEACE STANDBY		SOULES, CALEB HOWARD	Closed
<i>PLATE CONFISCATED</i>					Count: 1
24-000453	02/15/2024	PLATE CONFISCATED		BULTSMA, ZACHARY NEAL	Closed
<i>POSSIBLE MISSING PERSON SEEN</i>					Count: 1
50-000001	02/23/2024	POSSIBLE MISSING PERSON SEEN		SIETSEMA, ETHAN	Closed
<i>PRIVATE PROPERTY ACCIDENT</i>					Count: 1
24-000485	02/21/2024	PRIVATE PROPERTY ACCIDENT		JONES, CALEB	Closed
<i>PROPERTY DAMAGE ACCIDENT</i>					Count: 1
24-000403	02/09/2024	PROPERTY DAMAGE ACCIDENT		SOULES, CALEB HOWARD	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
02/01/2024	02/29/2024	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>RECKLESS DRIVING</i>					Count: 2
24-000422	02/11/2024	RECKLESS DRIVING		BULTSMA, ZACHARY NEAL	Closed
24-000493	02/22/2024	RECKLESS DRIVING		SIETSEMA, ETHAN	Closed
<i>RETAIL FRAUD</i>					Count: 1
24-000421	02/11/2024	RETAIL FRAUD		SIETSEMA, ETHAN	Closed
<i>RUNAWAY JUVENILE</i>					Count: 1
24-000392	02/07/2024	RUNAWAY JUVENILE		BULTSMA, ZACHARY NEAL	Closed
<i>SIGN OFF / R&R</i>					Count: 1
24-000486	02/21/2024	SIGN OFF / R&R		JONES, CALEB	Closed
<i>STAND BY</i>					Count: 2
24-000352	02/03/2024	STAND BY		JONES, CALEB	Closed
24-000521	02/27/2024	STAND BY		JONES, CALEB	Closed
<i>STAND BY AS PO</i>					Count: 1
24-000408	02/09/2024	STAND BY AS PO		WAWRZYNIAK, MARK	Closed
<i>STRUCTURE FIRE</i>					Count: 1
24-000506	02/24/2024	STRUCTURE FIRE		SOULES, CALEB HOWARD	Closed
<i>SUBJECTS GOING THROUGH DUMPSTER</i>					Count: 1
24-000436	02/13/2024	SUBJECTS GOING THROUGH DUMPSTER		JONES, CALEB	Closed
<i>SUICIDAL</i>					Count: 1
24-000480	02/20/2024	SUICIDAL		BULTSMA, ZACHARY NEAL	Closed
<i>SUSPENDED LICENSE</i>					Count: 2
24-000338	02/01/2024	SUSPENDED LICENSE		BULTSMA, ZACHARY NEAL	Cleared by Arrest
24-000341	02/01/2024	SUSPENDED LICENSE		BULTSMA, ZACHARY NEAL	Cleared by Arrest
<i>SUSPICIOUS</i>					Count: 4
24-000388	02/07/2024	SUSPICIOUS		JONES, CALEB	Closed
24-000417	02/10/2024	SUSPICIOUS		SOULES, CALEB HOWARD	Closed
24-000488	02/21/2024	SUSPICIOUS		BULTSMA, ZACHARY NEAL	Closed
24-000538	02/29/2024	SUSPICIOUS		WAWRZYNIAK, MARK	Closed
<i>SUSPICIOUS / POSSIBLE DV</i>					Count: 1
24-000344	02/02/2024	SUSPICIOUS / POSSIBLE DV		JONES, CALEB	Closed
<i>SUSPICIOUS PERSON</i>					Count: 1
24-000522	02/27/2024	SUSPICIOUS PERSON		JONES, CALEB	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
02/01/2024	02/29/2024	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>SUSPICIOUS PHONE MESSAGE</i>					Count: 1
24-000511	02/24/2024	SUSPICIOUS PHONE MESSAGE		WAWRZYNIAK, MARK	Closed
<i>SUSPICIOUS VEHICLE</i>					Count: 2
24-000435	02/13/2024	SUSPICIOUS VEHICLE		KUSMIERSKI, TRAVIS	Closed
24-000504	02/24/2024	SUSPICIOUS VEHICLE		SOULES, CALEB HOWARD	Closed
<i>THREAT/KEEP PEACE</i>					Count: 1
24-000512	02/25/2024	THREAT/KEEP PEACE		SOULES, CALEB HOWARD	Closed
<i>THREATS COMPLAINT</i>					Count: 1
24-000532	02/28/2024	THREATS COMPLAINT		KUSMIERSKI, TRAVIS	Closed
<i>THREATS OVER CIVIL MATTER</i>					Count: 1
24-000476	02/19/2024	THREATS OVER CIVIL MATTER		WAWRZYNIAK, MARK	Closed
<i>TRASH COMPLAINT</i>					Count: 1
24-000428	02/12/2024	TRASH COMPLAINT		BULTSMA, ZACHARY NEAL	Closed
<i>TRESPASS</i>					Count: 2
24-000337	02/01/2024	TRESPASS		BULTSMA, ZACHARY NEAL	Closed
24-000380	02/06/2024	TRESPASS		BULTSMA, ZACHARY NEAL	Closed
<i>UNFOUNDED ALARM</i>					Count: 1
24-000503	02/24/2024	UNFOUNDED ALARM		SOULES, CALEB HOWARD	Closed
<i>UNKNOWN ASSIST</i>					Count: 1
24-000533	02/28/2024	UNKNOWN ASSIST		WAWRZYNIAK, MARK	Closed
<i>WARRANT</i>					Count: 1
24-000482	02/20/2024	WARRANT		BULTSMA, ZACHARY NEAL	Closed
<i>WARRANT ARREST</i>					Count: 1
24-000425	02/12/2024	WARRANT ARREST		BULTSMA, ZACHARY NEAL	Cleared by Arrest
<i>WELFARE CHECK</i>					Count: 5
24-000387	02/07/2024	WELFARE CHECK		JONES, CALEB	Closed
24-000466	02/17/2024	WELFARE CHECK		JONES, CALEB	Closed
24-000487	02/21/2024	WELFARE CHECK		JONES, CALEB	Closed
24-000496	02/23/2024	WELFARE CHECK		SOULES, CALEB HOWARD	Closed
24-000497	02/23/2024	WELFARE CHECK		SOULES, CALEB HOWARD	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
02/01/2024	02/29/2024	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>WELFARE CHECK/PROTECTIVE CUSTODY</i>					Count: 1
24-000411	02/10/2024	WELFARE CHECK/PROTECTIVE CUSTODY		WAWRZYNIAK, MARK	Closed
					Total: 128

Ticket Offense Report

Report Criteria:

Start Date	End Date	Start Offense	End Offense
02/01/2024	02/29/2024	.653A1A	Y

Ticket	Issued Date	Ticket Type	Location	Officer	Count:	
257.225 -- Improper License Plate Display					1	
43755	02/01/2024	Civil Infraction		SOULES,CALEB,HOWARD		
257.255 -- Expired Registration Plate					5	
44144	02/01/2024	Misdemeanor	W DIVISION/ANDERSON	BULTSMA,ZACHARY,NEAL		
44145	02/02/2024	Civil Infraction	S STATE/GARDNER	BULTSMA,ZACHARY,NEAL		
44145	02/02/2024	Civil Infraction	S STATE ST / W GARDNER ST NW	BULTSMA,ZACHARY,NEAL		
44146	02/03/2024	Civil Infraction	S STATE ST / W SPARTAN DR NW	BULTSMA,ZACHARY,NEAL		
43849	02/29/2024	Civil Infraction	N STATE ST / E DIVISION ST NW	KUSMIERSKI,TRAVIS		
257.301 -- Expired Operators License					1	
43755	02/01/2024	Civil Infraction		SOULES,CALEB,HOWARD		
257.328 -- No Proof of Insurance on a motor vehicle					5	
44146	02/03/2024	Civil Infraction	S STATE/SPARTAN DR	BULTSMA,ZACHARY,NEAL		
44146	02/03/2024	Civil Infraction	S STATE ST / W SPARTAN DR NW	BULTSMA,ZACHARY,NEAL		
44147	02/03/2024	Civil Infraction	W DIVISION/IDA RED	BULTSMA,ZACHARY,NEAL		
44147	02/03/2024	Civil Infraction	W DIVISION ST /IDA RED AVE NW	BULTSMA,ZACHARY,NEAL		
43894	02/26/2024	Civil Infraction	155 W GARDNER ST	JONES,CALEB		
257.614 -- Disregarded Red Flashing Stop and Go Light					1	
44113	02/13/2024	Civil Infraction	E DIVISION/STATE	SIETSEMA,ETHAN		
257.627 -- Exceeded Prima Facia Speed Limit					1	
43756	02/10/2024	Civil Infraction	E DIVISION / RIVER	SOULES,CALEB,HOWARD		
257.628 -- Exceeded Posted Speed					3	
43891	02/07/2024	Warning	12 MILE / MARTINDALE	JONES,CALEB		
43892	02/07/2024	Warning	12 MILE / MARTINDALE	JONES,CALEB		
43893	02/18/2024	Warning	12 MILE /M37	JONES,CALEB		
257.649 -- Fail to Yield					1	
43754	02/01/2024	Civil Infraction	S STATE ST / W GARDNER ST NW	SOULES,CALEB,HOWARD		
257.649(6) -- Fail to Stop at Stop Sign					1	
43757	02/23/2024	Civil Infraction	RIVER/GROVE	SOULES,CALEB,HOWARD		
257.686 -- Defective Tail lights					1	
43847	02/13/2024	Civil Infraction	E DIVISION/MAPLE	KUSMIERSKI,TRAVIS		
257.904 -- Drove While License Suspended/Denied/Revoked					2	
44143	02/01/2024	Misdemeanor	565 S STATE ST/12 MILE RD	BULTSMA,ZACHARY,NEAL		
44144	02/01/2024	Misdemeanor	W DIVISION/ANDERSON	BULTSMA,ZACHARY,NEAL		
42-160 -- Disorderly Conduct					1	
43848	02/17/2024		133 E DIVISION	KUSMIERSKI,TRAVIS		
9.32(29) -- Obstruct, Resist, Hinder Police/Peace Officer					1	
43848	02/17/2024		133 E DIVISION	KUSMIERSKI,TRAVIS		
					Total:	24