

VILLAGE OF SPARTA
Kent County, Michigan
Village Council Meeting
Monday, May 19, 2025 at 7:00 PM
75 N. Union St. (Sparta Civic Center)

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Additions or Corrections to Consent and Business Agenda

Consent Agenda:

- a. *Approve Regular Village Council Meeting Minutes of April 21, 2025*
- b. *Approve Fire Board Meeting Minutes of April 17, 2025*
- c. *Approve Road Closure: Executive Orders 25-02 thru 25-05*

5. Approval of Consent and Business Agenda

6. Public Comment for Agenda Item

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

7. Public Hearing

- a. None.

8. Old Business

- a. None.

9. New Business

- a. Audit Presentation
- b. SLU Application Daycare 172 W. Averill
- c. Dance With Me Agreement & Easement
- d. Village Hall & Civic Center RFP/Marketing Options
- e. Budget Implementation Road Work Approvals
- f. Cityhood Committee Update from Chairman Carlstrom

10. Executive Session

- a. None.

11. Village Manager & Department Reports

12. Communications

- a. Town Square Layout Revision
- b. Well Head Protection Grant Application

13. Payment of Bills**April Payables**

PAYABLES	
(101) General Fund	\$212,445.67
(202) Major Street Fund	\$6,456.59
(203) Local Street Fund	\$8,041.92
(581) Airport	\$50,381.99
(590) Sewer Department Fund	\$59,888.05
(591) Water Department Fund	\$53,542.57
(661) Equipment Rental Fund	\$154,269.45
Total	\$545,026.24

Informational:

(206) Fire Department	\$34,592.74
(208) SRA Park Fund	\$1,725.68
(248) Downtown Development Authority	\$14,627.17
Total	\$50,945.59

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

VILLAGE OF SPARTA
Kent County, Michigan
Village Council Meeting
Monday, April 21, 2025 at 7:00 PM
75 N. Union St. (Sparta Civic Center)

Present:

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

Absent:

Also Present:

Village Manager James Lower, DPW Supervisor William Hunter, Police Chief Andrew Milanowski, Airport Manager Mike Krzciok, Village Clerk Kristen Phelps

1. Call to Order

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

2. Pledge of Allegiance

- a. The Pledge was recited

3. Roll Call

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

4. Additions or Corrections to Consent and Business Agenda

Consent Agenda:

- a. *Approve Regular Village Council Meeting Minutes of March 17, 2025*
- b. *Approve Fire Board Meeting Minutes of March 20, 2025*
- c. *Approve Road Closure: Executive Orders 25-01*
- d. *Add Item C. and move C. to D.*

5. Approval of Consent and Business Agenda

- a. The Consent and Business Agenda were approved as presented with the addition of item c.
 - i. Motion: Mais Moved to approve the consent agenda support by Braybrook. **Motion Carried unanimously.**

6. Public Comment for Agenda Item

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

7. Public Hearing

- a. None.

8. Old Business

- a. None.

9. New Business

- a. Emergency Purchase 1 Water Main Break Averill
 - i. Purchase approval by Mais with support by Cumings. **Motion passed 7-0.**
- b. Emergency Purchase 2 Safe Routes to School Construction Engineering Services
 - i. Purchase approval by Carlstrom with support by Mais. **Motion passed 7-0.**
- c. Emergency Purchase 2 Chevy Tahoe Cruiser
 - i. Purchase approval by Cumings with support by Mais. **Motion passed 7-0.**
- d. Cityhood Committee Update from Chairman Carlstrom
 - i. Chairman Carlstrom spoke about the Cityhood meetings and upcoming meeting dates.

10. Executive Session

- a. None.

11. Village Manager & Department Reports

- a. The Village Manager provided an update on various topics and ongoing developments within the Village.

12. Communications

- a. Surf internet update by Mr. Hunter and Mr. Lower
- b. Water update by Mr. Hunter
- c. Chief Milanowski thanked the Board and Village Manager

13. Payment of Bills

March Payables

PAYABLES	
(101) General Fund	\$121,783.79
(202) Major Street Fund	\$1,178.17
(203) Local Street Fund	\$1,981.00
(581) Airport	\$26,866.50
(590) Sewer Department Fund	\$193,143.17
(591) Water Department Fund	\$24,298.70
(661) Equipment Rental Fund	\$1,501.78
Total	\$370,753.11

Informational:

(206) Fire Department	\$8,126.29
(208) SRA Park Fund	\$210.99
(248) Downtown Development Authority	\$3,199.15
Total	\$11,536.43

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

14. Public Comment

- a. None

15. Council Member Announcements

- a. None

16. Adjournment

- a. Meeting adjourned at 8:06 pm by President Whalen.

**Minutes of the Sparta Fire Board Meeting
April 17, 2025**

Present: Cumings (village), Goodfellow (twp), Cumings (village), Van Patten (village), Anderson (twp), Peoples (village) & Chief Olney. Bergman (twp-chair) arrive at 7:12 PM

Absent:

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

Additions to Agenda: none

Approval of the Agenda:

Motion: Anderson to approve the agenda.

Second: Van Patten

Motion Passed: 5-0

Public Comment: None

Approval of the Meeting Minutes March 20, 2025:

Motion: Anderson to approve March 20, 2025, minutes.

Second: Cumings

Motion Passed: 5-0

Finance Board Update:

Cumings stated that the finance board has met twice since the last board meeting. They reviewed and approved all department invoices of \$34,475.74. The finance board reviewed the final year end expenditure. The operational budget underran ending at 86% expenditures with the budget adjustments. The year end fund balance was \$1,119,037.03. The department has accumulated \$10,832.37 in interest YTD. Dave Carpenter, village accounting provided the board with a funding analysis for the past 12 years. (attached)

Approval of the bills:

Motion: Made Anderson approve bills through April 15, 2025

Second: Peoples

Motion Passed: 6-0

Old Business:

The USDA grant update: All information has been sent to the State USDA office for their review. Per the State USDA office, they are lacking personnel and busy and will try to get the review completed. (no time frames)
Station funding update from the Village and Township: The Chief stated he has met with both boards. The village has issued a letter stating that the village will add an additional \$100,000 for the 2025 and 2026 budget years to be used for the station remodel project. The Township board approved an additional \$200,000 for the 2025 -2026 budget year to be used for the station remodel project. Additional funding for fire station remodel project will be addressed in the 2026 – 2027 budget year. The Chief stated he might require a letter of support from the township. The township is still working with both attorneys for a working agreement on the additional funds.

Chief's Report: Chief Olney presented the Chief's report. (attached) There were 328 YTD. There were 6 mutual aid fire calls which included a large warehouse on West River and a fire in Algoma Township with fatalities.

There were 3 accidents, with no injuries this past month. Several alarms and hazardous conditions due to the latest storm which swept through the township.

Next Meeting Date: May 22nd, 2025, at 7:00 PM at the fire station.

Next Finance Meeting Dates: May 6th and May 20th at 4:00 PM at the fire station.

Public Comment: none

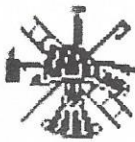
Adjournment:

Motion: VanPatten to adjourn at 7:40 PM.

Second: Cumings

Motion Passed: 6-0

Minutes by Goodfellow 4-18-25.



Sparta Fire Department

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

Chiefs Report April 17, 2025

Previous meeting information and updates:

1. Station Grant update

New Business:

1. Monthly report

- a. Fire calls (NFIRS 100 classifications)

1. Fruitridge north of 10-mile: grass fire in the ditch
2. 10 Prospect St. – fire in the paint booth exhaust fan
3. 72 S 1st Street – auto aid to Kent City on a possible electrical fire in the basement
4. 11945 Sparta Ave – smoke in the building (auto aid received from Kent City)
5. 72 S 1st Street – auto aid to Kent City (return call for smoke in the basement)
6. 9805 Pine Island – auto aid to Algoma on a structure fire
7. 13100 Long Lake – fire in the woods (mutual aid received from Kent City)
8. 674 Hillview – auto aid to Rockford Fire with P5 for an apartment fire
9. 3828 Yorkland – auto aid to Alpine Fire with P5 for an apartment fire
10. 2728 Schindler Dr- mutual aid to Alpine Fire with B7 on a field fire

- b. Explosions calls (NFIRS 200 classifications)

- c. Rescue calls including accidents (NFIRS 3- classifications)

1. 13-mile and Long Lake: (no injuries)
2. S State and Division: (no injuries)
3. M37 and 15-mile: (no injuries)

- d. Hazardous Conditions (NFIRS 400 classifications)

1. We responded to 8 power line calls during the storm event on 3-30-2025

- e. Service calls (NFIRS 500 classifications)

- f. Good intent calls (NFIRS 600 classifications)

1. 530 Indian Lakes – odor investigation (nothing located)

- g. False alarms (NFIRS 700 classifications)

1. 665 10-mile rd – fire alarm (false trip)
2. 240 E Spartan Dr – fire alarm (false trip – testing the system)
3. 12783 Sparta Ave – CO alarm activation
4. 2111 12-mile rd – fire alarm (false trip – improper passcode for a reset)
5. 12119 Long Lake – CO alarm activation (bad batteries in detector)
6. 149 White St – fire alarm (false)

- h. Severe Weather incident (NFIRS 800 classifications)

- i. Special incidents (NFIRS 900 classifications)

23

Filter statement

Filters

Alarm Date Range 3/17/25 to 4/13/25 | Is Locked true | Is Active true

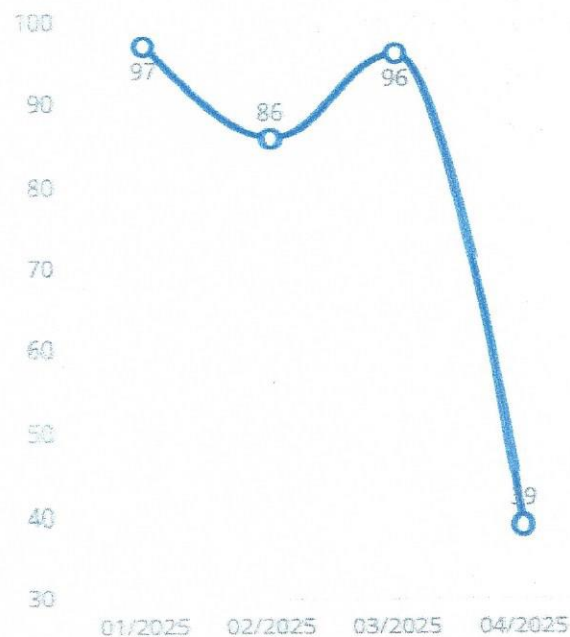
Incident Count

Count of Total Incidents

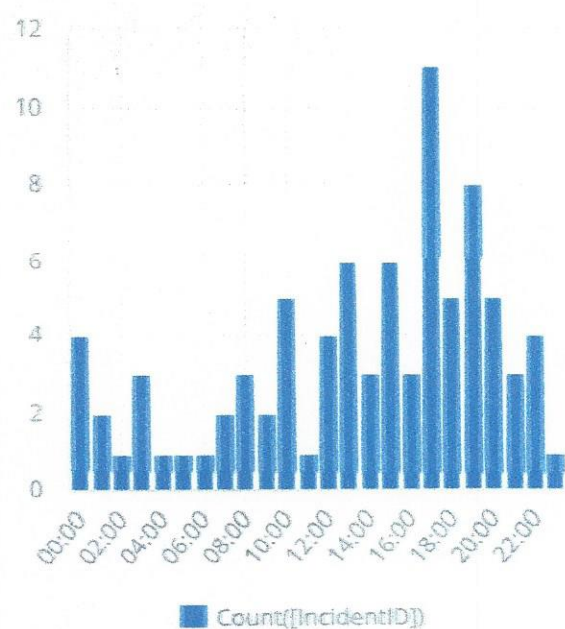
Count of Incidents

85

Incident Count by Month (This Year)



Incident Count by Hour of Day

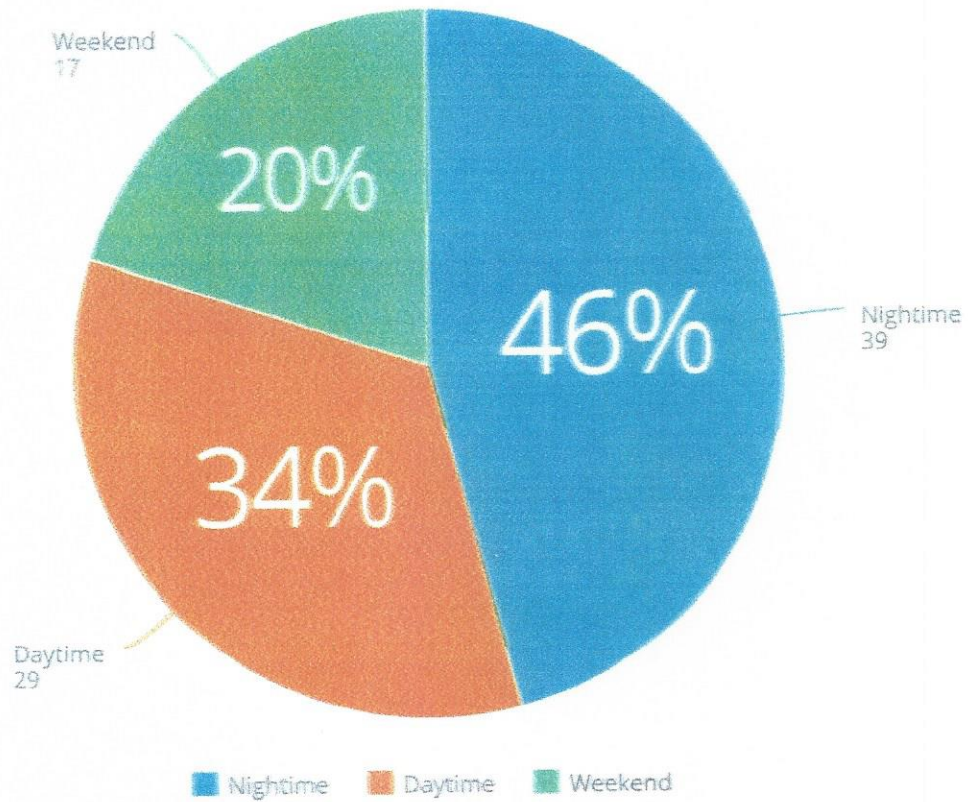


Filter statement

Filters

Alarm Date Range 3/17/25 to 4/13/25 | **Is Locked** true | **Is Active** true

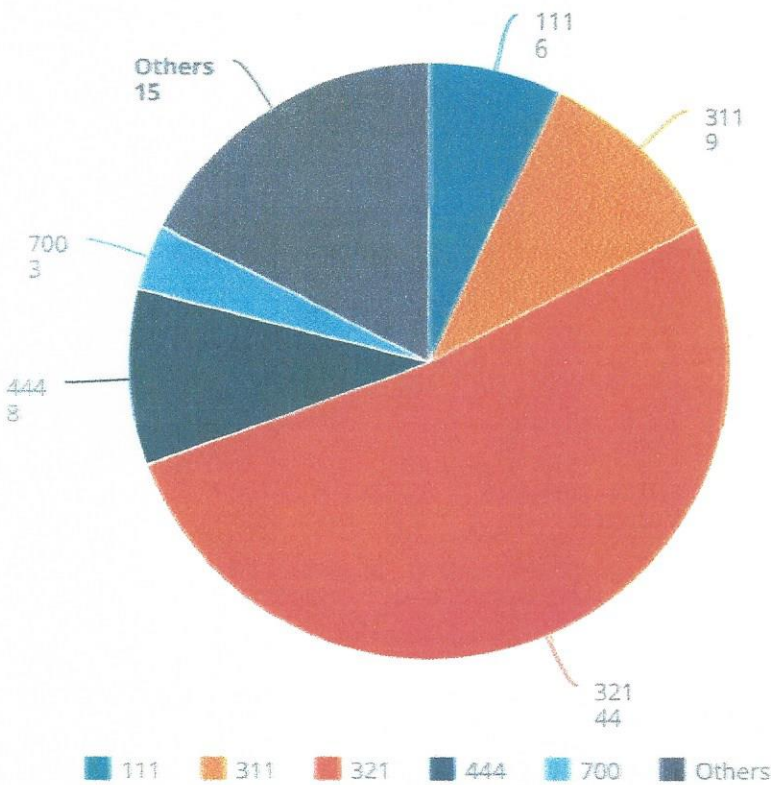
Incident Count by Shift



Filter statement

Filters **Alarm Date Range** 3/17/25 to 4/13/25 | **Is Locked** true | **Is Active** true

Percent of Incident Responses by Incident Type



04/01/2025

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF SPARTA

Month Ended: March

GL NUMBER	DESCRIPTION	03/31/2025	BALANCE AS OF	03/31/2024	BALANCE AS OF	03/31/2023	BALANCE AS OF	03/31/2022	BALANCE AS OF	03/31/2021	BALANCE AS OF	03/31/2020	BALANCE AS OF	03/31/2019	BALANCE AS OF	03/31/2018	BALANCE AS OF	03/31/2017	BALANCE AS OF	03/31/2016	BALANCE AS OF	03/31/2015	BALANCE AS OF	03/31/2014	03/31/2013
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Fund 206 - FIRE FUND

Revenues

Dept 000																									
206-000-528.000	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184,962.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-569.000	OTHER STATE GRANTS	0.00	9,645.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-569.100	GRANT INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,785.00
206-000-581.000	SPARTA TOWNSHIP	276,665.00	253,334.00	424,383.00	243,334.00	243,334.00	243,334.00	243,334.00	243,334.00	243,334.00	243,334.00	243,334.00	243,334.00	243,334.00	243,334.00	226,000.00	226,000.00	226,000.00	226,000.00	226,000.00	226,000.00	226,000.00	226,000.00	206,000.00	206,000.00
206-000-581.050	TWP DISPATCH CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-581.200	TOWNSHIP MILLAGE #1	86,575.82	81,042.61	75,664.47	71,769.74	71,769.74	71,769.74	71,769.74	71,769.74	68,277.37	64,584.66	62,525.35	62,525.35	62,525.35	62,525.35	59,819.20	57,997.52	60,465.57	58,437.29	57,338.84	56,270.19	55,101.90	53,963.00	52,824.11	51,685.22
206-000-581.300	TOWNSHIP MILLAGE #2	89,864.57	84,138.47	78,555.65	74,515.33	74,515.33	74,515.33	74,515.33	74,515.33	70,895.51	67,035.24	64,895.67	64,895.67	64,895.67	64,895.67	62,086.90	60,190.84	62,752.76	60,629.00	59,505.43	58,403.22	57,291.01	56,178.80	55,066.59	53,953.48
206-000-582.100	VILLAGE OF SPARTA	138,333.00	126,667.08	126,666.68	121,666.00	121,666.00	121,666.00	121,666.00	121,666.00	121,666.00	121,666.00	121,666.00	121,666.00	121,666.00	121,666.00	115,166.50	113,000.00	113,000.00	113,000.00	113,000.00	113,000.00	113,000.00	113,000.00	113,000.00	113,000.00
206-000-607.000	FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	387.00	1,094.00	1,094.00	1,094.00	1,094.00	10.00	3,304.85	4,939.00	4,470.00	3,350.00	3,160.00	3,000.00	2,850.00	2,700.00	2,550.00
206-000-665.001	SFD INTEREST INCOME	49,748.10	14,625.50	3,441.81	797.30	797.30	797.30	797.30	797.30	743.86	737.60	528.31	528.31	528.31	528.31	713.24	903.32	804.93	758.86	798.61	888.49	978.00	1,067.00	1,156.00	1,245.00
206-000-670.110	KENT CITY FIRE COMMISSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-675.000	MISCELLANEOUS INCOME	51,582.26	17,666.63	10,751.71	690.35	690.35	690.35	690.35	690.35	120.00	822.78	400.00	400.00	400.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-676.500	REIMB-MISC	1,197.00	325.00	2,774.36	2,939.18	2,939.18	2,939.18	2,939.18	2,939.18	4,276.07	273.49	1,939.35	1,939.35	1,939.35	1,939.35	193.11	20,507.02	1,219.40	13,431.63	1,909.14	497.60	0.00	0.00	0.00	0.00
206-000-693.000	SALE OF CAPITAL ASSETS	6,500.00	0.00	6,888.75	0.00	0.00	0.00	0.00	0.00	12,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-000-696.000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	383,128.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		700,465.75	587,444.62	729,126.43	515,711.90	515,711.90	515,711.90	515,711.90	515,711.90	1,089,913.29	498,840.77	496,382.68	496,382.68	496,382.68	496,382.68	669,988.95	481,903.55	469,181.66	476,726.78	661,902.02	433,004.50	433,004.50	433,004.50	433,004.50	433,004.50

Dept 336 - FIRE DEPARTMENT

206-336-647.000	SFD RUNS	(10.00)	(15.00)	(46.00)	(46.00)	(46.00)	(46.00)	(46.00)	(46.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		(10.00)	(15.00)	(46.00)	(46.00)	(46.00)	(46.00)	(46.00)	(46.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		700,455.75	587,429.62	729,080.43	515,711.90	515,711.90	515,711.90	515,711.90	515,711.90	1,089,913.29	498,840.77	496,382.68	496,382.68	496,382.68	496,382.68	669,988.95	481,903.55	469,181.66	476,726.78	661,902.02	433,004.50	433,004.50	433,004.50	433,004.50	433,004.50

Expenditures

Dept 336 - FIRE DEPARTMENT																								
206-336-702.000	SALARIES	0.00	0.00	0.00	0.00	25,000.00	2.50	4,797.50	34,832.00	35,157.50	44,244.50	43,325.00	50,395.00	43,622.43										
206-336-702.100	SALARIES-CHIEF	83,031.02	43,595.21	30,082.97	26,961.38	26,071.00	26,143.00	17,021.28	24,000.00	26,169.23	26,000.00	25,923.08	25,000.04	26,875.04										
206-336-702.150	DEPUTY CHIEF	9,691.97	10,557.97	10,515.20	8,823.96	8,823.96	8,848.27	12,446.12	8,799.96	8,799.96	8,799.96	8,799.96	8,799.96	8,666.73										
206-336-702.200	NONCLERICAL DAY HOURS	1,912.50	14,975.75	19,029.00	15,295.00	11,551.00	10,619.25	7,044.75	0.00	0.00	0.00	0.00	0.00	0.00										
206-336-702.210	FIREFIGHTERS HOURS	757.50	1,290.10	900.00	1,430.00	225.00	1,125.00	327.50	0.00	0.00	0.00	0.00	0.00	0.00										
206-336-702.300	SALARIES - ADMINISTRATIVE	0.00	0.00	0.00	1,169.00	3,017.00	3,090.50	3,520.50	0.00	0.00	0.00	0.00	0.00	0.00										
206-336-702.350	SFD WEEKEND STANDBY	10,250.00	13,189.50	17,710.00	15,921.50	16,332.00	16,197.00	18,615.00	23,599.00	17,383.00	17,722.50	16,610.00	18,637.50	8,002.50										
206-336-702.360	MEDICAL ON CALL	13,710.00	14,567.00	13,091.00	11,946.00	12,702.00	12,355.25	7,983.75	0.00	0.00	0.00	0.00	0.00	0.00										
206-336-702.450	FF EXTRA HOURS	4,286.00	4,834.00	7,011.50	7,991.90	9,005.00	11,123.25	10,567.75	9,473.25	8,568.00	12,224.00	8,448.00	10,444.50	8,623.50										
206-336-702.500	SALARIES - PART TIME	0.00	0.00	0.00	0.00	0.00	0.00	2,803.50	7,598.00	2,576.00	3,248.00	3,536.00	3,393.00	8,215.50										
206-336-702.650	SFD RUNS	40,587.00	54,595.85	56,754.75	53,906.50	53,232.00	51,961.22	46,906.87	53,649.00	43,504.00	37,696.00	37,584.00	33,882.00	47,180.60										
206-336-702.750	SFD PRACTICE	7,734.45	8,900.81	7,915.24	13,783.33	15,620.86	12,055.25	12,525.06	12,090.02	10,759.00	12,607.50	12,742.50	12,602.50	12,595.00										
206-336-702.900	MECHANIC SFD	3,462.50	4,258.25	3,511.25	4,384.00	3,764.00	3,048.00	3,627.00	3,773.50	3,278.00	3,965.50	5,511.00	4,719.00	3,723.50										
206-336-713.100	WORKERS COMP-SFD	12,083.00	2,306.00	3,777.00	17,765.00	7,604.00	15,214.00	14,790.00	8,968.00	6,902.00	7,559.00	10,013.00	12,476.00	11,310.00										
206-336-715.000	SOCIAL SECURITY	13,590.64	13,557.33	13,325.20	12,946.49	14,761.46	12,343.51	11,941.60	14,124.62	12,246.02	13,288.64	12,973.39	13,301.28	13,303.78										
206-336-727.000	OFFICE SUPPLIES	205.37	2,252.71	3,573.12	965.15	1,065.48	2,594.95	1,430.11	1,474.89	2,470.19	1,446.95	2,761.23	1,991.92	1,747.68										
206-336-756.000	OPERATING SUPPLIES	6,399.59	11,143.94	10,840.60	9,658.29	30,958.65	13,342.49	7,448.84	20,313.84	17,548.32	33,133.28	17,223.93	22,636.65	20,209.86										
206-336-760.000	MEDICAL EMERGENCY SUPPLIES	6,024.48	4,636.72	5,069.18	2,985.99	5,580.09	1,947.05	990.49	3,832.74	1,710.16	2,487.40	2,527.14	1,937.26	1,581.14										
206-336-768.000	UNIFORMS	259.74	1,457.95	700.00	0.00	1,266.40	826.00	3,219.91	5,256.41	5,124.07	2,953.06	2,791.44	6,479.90	962.16										

206-336-807.000	AUDIT FEES	4,200.00	4,100.00	4,000.00	3,900.00	3,800.00	3,700.00	3,600.00	3,500.00	3,400.00	6,500.00	3,500.00	250.00	3,250.00
206-336-818.000	CONTRACTED SER-GENERAL	4,758.90	0.00	2,219.50	1,999.49	224.00	1,252.70	(1,940.30)	60,493.72	35,875.59	15,582.26	3,232.04	8,345.33	3,676.58
206-336-818.020	ACCOUNTING SERVICES	7,657.49	7,657.50	7,657.50	7,657.50	7,657.50	7,657.50	7,657.50	7,657.50	7,657.50	0.00	0.00	0.00	0.00
206-336-818.400	ATTORNEY	1,943.00	174.00	0.00	725.00	1,998.50	1,654.00	1,344.50	1,466.00	102.00	0.00	85.00	2,853.00	0.00
206-336-818.600	INFORMATION TECH	2,098.52	1,892.54	2,880.73	2,969.73	1,444.22	1,756.03	885.85	491.00	1,551.78	2,254.75	3,583.11	3,185.00	1,635.74
206-336-818.640	EMERGENCY RPT SOFTWARE ANNUAL I	3,805.75	2,502.40	2,502.40	2,502.40	2,502.40	2,176.00	2,176.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-821.000	VACCINES	0.00	0.00	0.00	0.00	0.00	0.00	1,105.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-821.100	EMPLOYEE PHYSICALS	1,435.00	1,353.00	4,061.50	4,604.00	3,472.50	3,678.50	2,612.00	5,453.00	2,034.00	2,619.00	1,868.00	654.00	3,788.00
206-336-850.000	TELEPHONE	8,806.60	8,321.43	8,851.37	8,838.17	9,759.34	7,506.94	9,213.31	10,041.08	9,455.53	10,124.13	8,774.26	6,981.59	4,428.70
206-336-861.000	MILEAGE REIMBURSEMENT	344.40	0.00	0.00	0.00	0.00	141.52	154.78	483.64	495.72	260.53	0.00	0.00	0.00
206-336-864.000	CONFERENCES & WORKSHOPS	5,507.81	5,655.87	7,415.08	5,840.00	4,950.00	1,493.21	5,834.00	9,682.25	9,621.03	6,733.63	13,285.63	11,214.66	13,572.49
206-336-867.000	GAS & OIL	7,417.00	6,785.23	7,498.52	3,666.10	4,199.68	1,431.61	5,031.06	5,704.72	3,206.53	4,236.75	6,289.99	6,730.27	9,431.02
206-336-920.000	GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	857.69	61.52	1,146.39	0.00
206-336-920.100	DTE HOUSE	796.00	763.22	1,092.79	970.58	872.02	746.23	913.48	643.00	970.54	819.45	962.87	906.61	662.56
206-336-920.200	DTE FIRE DEPARTMENT	3,028.88	2,804.16	4,914.28	4,234.10	4,509.60	2,728.17	3,559.78	3,330.24	2,346.08	1,649.31	3,786.36	3,762.18	3,026.37
206-336-921.000	ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,691.04	720.09	5,254.78	6,488.34
206-336-921.100	ELECTRIC - HOUSE	1,311.82	1,146.95	1,475.28	1,756.34	1,763.85	1,658.03	2,144.86	2,238.22	2,034.22	1,769.34	1,817.05	1,883.79	437.41
206-336-921.200	ELECTRIC STATION	4,337.24	4,711.00	4,110.11	4,891.62	4,756.75	3,601.14	4,444.30	5,346.05	4,582.03	3,048.46	4,030.18	0.00	0.00
206-336-922.100	WATER HOUSE	930.14	1,612.75	1,532.15	1,299.79	1,327.26	932.49	834.30	858.06	835.54	785.33	755.10	703.51	880.08
206-336-922.200	WATER FIRE DEPT	2,175.73	1,764.82	2,610.07	2,004.83	2,837.16	2,013.08	1,917.46	1,949.72	1,929.29	1,884.07	1,878.81	1,891.49	1,870.32
206-336-923.000	TRASH REMOVAL	2,779.95	1,990.41	1,890.38	1,117.35	911.68	737.42	846.40	979.93	930.00	857.62	807.44	867.61	791.74
206-336-930.000	REPAIR & MAINTENANCE	14,791.47	7,096.77	11,309.09	11,147.85	12,304.59	10,277.65	11,373.56	6,536.99	8,548.18	3,721.90	3,104.21	3,571.22	27,290.41
206-336-930.003	ENGINE #3	666.99	1,370.48	1,428.88	719.89	4,218.73	2,056.52	3,197.59	7,853.41	5,636.41	1,620.39	3,110.58	1,204.67	479.33
206-336-930.004	ENGINE #4	0.00	0.00	0.00	0.00	0.00	0.00	8.00	852.51	305.53	968.80	145.99	371.52	902.58
206-336-930.005	PLATFORM #5	3,237.62	6,448.48	7,060.10	3,589.61	10,749.49	910.24	2,475.32	79.87	25,273.55	2,572.46	250.00	371.52	0.00
206-336-930.006	RESCUE #6	9,870.87	2,251.42	945.56	669.13	1,334.40	1,243.92	3,248.06	1,312.46	762.41	443.81	1,236.02	808.57	0.00
206-336-930.007	BRUSH TRUCK #7	2,445.81	41.95	143.84	1,117.77	299.96	210.86	1,578.35	2,444.14	1.94	812.02	552.38	931.89	182.40
206-336-930.008	TENDER #8	760.34	1,665.00	3,484.63	676.05	361.87	72.95	4,095.77	819.41	595.95	1,020.01	286.74	746.87	272.25
206-336-930.009	TENDER #9	0.00	0.00	0.00	0.00	0.00	0.00	80.00	1,248.19	1,322.00	0.00	714.29	1,032.81	0.00
206-336-930.010	MEDIC #10	1,128.96	976.75	408.26	1,225.80	776.36	3,351.20	1,308.00	2,809.74	1,676.66	4,147.31	500.44	1,375.43	74.12
206-336-930.011	BRUSH TRUCK	0.00	0.00	0.00	0.00	0.00	12.98	1,073.07	14.82	0.00	586.69	406.41	360.41	0.00
206-336-930.500	Building & Grounds	4,970.01	8,772.45	5,826.32	10,686.36	4,224.77	8,289.06	6,196.65	1,255.00	674.99	4,428.81	3,380.10	1,341.10	222.96
206-336-935.000	REPAIR & MAINTENANCE	0.00	120.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-935.000	BODELL PEST CONTROL	363.00	462.00	396.00	369.00	360.00	360.00	330.00	390.00	360.00	330.00	330.00	360.00	300.00
206-336-945.000	GENERAL DISPATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-956.000	MISCELLANEOUS	0.00	30.63	108.11	218.96	805.30	616.20	1,461.74	748.49	1,007.72	504.22	617.45	1,008.99	3,248.26
206-336-956.001	FIRE PREVENTION	2,351.50	2,208.48	1,995.45	398.95	2,195.45	1,295.35	2,439.71	3,088.30	2,830.21	3,237.85	4,357.61	2,545.79	1,342.06
206-336-956.100	BANK SERVICE CHARGES	443.03	417.40	273.44	240.00	240.00	240.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-956.700	GRANT PURCHASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-958.000	DUES & MEMBERSHIPS	652.99	1,131.23	2,487.72	637.00	1,568.12	1,776.84	2,141.63	2,367.10	2,221.30	2,128.74	2,146.10	2,666.45	1,692.25
206-336-958.100	AUTO ALLOWANCE	0.00	4,029.00	5,214.00	5,214.00	5,214.00	5,229.00	2,700.00	4,430.76	4,799.99	4,799.99	4,707.68	3,599.96	3,984.58
206-336-958.150	DEPUTY CHIEF AUTO ALLOWANCE	2,215.06	2,414.06	2,406.06	2,407.06	2,406.06	2,413.60	2,353.90	2,400.06	2,400.06	2,400.06	2,400.06	2,400.06	2,415.44
206-336-960.000	INSURANCE & BONDS	27,543.27	25,914.91	26,685.51	29,278.72	26,771.24	29,093.84	27,171.42	12,451.00	12,151.00	23,382.07	24,443.85	26,462.41	13,278.53
206-336-970.000	CAPITAL OUTLAY	56,231.20	0.00	0.00	0.00	0.00	174.86	17,427.00	196,000.00	0.00	944.00	19,515.10	302,851.00	0.00
206-336-970.100	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	16,353.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,362.89	2,480.76
Total Dept 336 - FIRE DEPARTMENT		404,992.11	324,706.16	555,044.20	333,546.64	377,396.70	315,330.13	331,041.58	598,353.10	366,451.21	346,435.35	339,234.94	640,474.75	333,492.98
Dept 338 - FIRE DEPARTMENT														
206-338-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,000.00	0.00	(6,065.26)	0.00	0.00	0.00
206-338-970.001	SFD CAPITAL OUTLAY MILLAGE #1	44,014.93	52,909.24	47,521.65	81,141.36	369,290.38	14,430.82	23,720.00	151,303.42	47,293.26	18,629.26	31,078.99	29,480.18	34,758.07
206-338-970.002	SFD CAPITAL OUTLAY MILLAGE #2	34,685.44	38,366.43	36,298.69	34,685.45	311,676.33	10,978.99	0.00	157,000.00	0.00	7,980.00	3,345.89	104,086.73	17,876.62
206-338-970.003	SFD CAPITAL CASH SURPLUS	26,163.93	21,635.14	140,464.28	19,970.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 338 - FIRE DEPARTMENT		104,864.30	112,910.81	224,284.62	135,796.81	680,966.71	25,409.81	23,720.00	362,303.42	47,293.26	20,544.00	34,424.88	133,566.91	52,634.69
Dept 906 - GENERAL ADMINISTRATION														
206-906-992.001	DEBT SERVICE - PRIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[illegible]

**Village Council
Village of Sparta
Kent County, Michigan**

EXECUTIVE ORDER 25-02

**AN ORDER APPROVING CLOSING OF CERTAIN STREETS FOR THE SPARTA
MICHIGAN APPLE FEST CELEBRATION AND AUTHORIZING AND DIRECTING
THE VILLAGE TO OBTAIN CONSENT OF THE KENT COUNTY ROAD
COMMISSION TO CLOSE PORTIONS OF COUNTY ROADS WITHIN THE VILLAGE**

WHEREAS, the Village has received a request from the Sparta Area Chamber of Commerce and Sparta Events to close certain streets between 6:00 a.m. and 11:59 p.m. on September 19 and 20 of 2025 for the festivities during the MICHIGAN APPLE FEST; and

WHEREAS, the requested road closures include portions of certain County roads located within the Village to wit:

On East Division from State Street to Elm Street; and North Union from Olmstead to Division Ave.;

NOW, THEREFORE, BE IT ORDERED that the Sparta Village Council President has authorized the closure of certain Village streets between 6:00 a.m. and 11:59 p.m. on September 19 and 20 of 2025 for the Michigan Apple Fest Celebration and has approved the Village to obtain the consent of the Kent County Road Commission to close portions of County roads for that same period; and that any resolution and/or part thereof in conflict with this resolution are hereby rescinded.

Dated: May 19, 2025

Robert Whalen, Village President

**Village Council
Village of Sparta
Kent County, Michigan**

EXECUTIVE ORDER 25-03

**AN ORDER APPROVING CLOSING OF CERTAIN STREETS FOR THE SPARTA
BEER AND BRAT STREET FEST CELEBRATION AND AUTHORIZING AND
DIRECTING THE VILLAGE TO OBTAIN CONSENT OF THE KENT COUNTY ROAD
COMMISSION TO CLOSE PORTIONS OF COUNTY ROADS WITHIN THE VILLAGE**

WHEREAS, the Village has received a request from the Sparta Area Chamber of Commerce and Sparta Events to close certain streets between 6:00 a.m. and 11:59 p.m. on June 13 and 14 of 2025 for the festivities during the BEER AND BRAT STREET FEST; and

WHEREAS, the requested road closures include portions of certain County roads located within the Village to wit:

on East Division from State Street to Elm Street; and North Union from Olmstead to Division Ave.;

NOW, THEREFORE, BE IT ORDERED that the Sparta Village Council President has authorized the closure of certain Village streets between 6:00 a.m. and 11:59 p.m. on June 13 and 14 of 2025 for festivities during Beer and Brat Street Fest and has approved the Village to obtain the consent of the Kent County Road Commission to close portions of County roads for that same period; and that any resolution and/or part thereof in conflict with this resolution are hereby rescinded.

Dated: May 19, 2025

Robert Whalen, Village President

**Village Council
Village of Sparta
Kent County, Michigan**

EXECUTIVE ORDER 25-04

**AN ORDER APPROVING CLOSING OF CERTAIN STREETS FOR THE SHOP
SPARTA CELEBRATION AND AUTHORIZING AND DIRECTING THE VILLAGE
TO OBTAIN CONSENT OF THE KENT COUNTY ROAD COMMISSION TO CLOSE
PORTIONS OF COUNTY ROADS WITHIN THE VILLAGE**

WHEREAS, the Village has received a request from the Sparta Area Chamber of Commerce and Sparta Events to close certain streets between 6:00 a.m. and 11:59 p.m. on November 21 of 2025 for the festivities during the SHOP SPARTA CELEBRATION; and

WHEREAS, the requested road closures include portions of certain County roads located within the Village to wit:

On East Division from State Street to Elm Street; and North Union from Olmstead to Division Ave.;

NOW, THEREFORE, BE IT ORDERED that the Sparta Village Council President has authorized the closure of certain Village streets between 6:00 a.m. and 11:59 p.m. on November 21 of 2025 for festivities during Shop Sparta and has approved the Village to obtain the consent of the Kent County Road Commission to close portions of County roads for that same period; and that any resolution and/or part thereof in conflict with this resolution are hereby rescinded.

Dated: May 19, 2025

Robert Whalen, Village President

**Village Council
Village of Sparta
Kent County, Michigan**

EXECUTIVE ORDER 25-05

**AN ORDER APPROVING CLOSING OF CERTAIN STREETS FOR THE SPARTA
SCHOOLS HOMECOMING PARADE CELEBRATION AND AUTHORIZING AND
DIRECTING THE VILLAGE TO OBTAIN CONSENT OF THE KENT COUNTY ROAD
COMMISSION TO CLOSE PORTIONS OF COUNTY ROADS WITHIN THE VILLAGE**

WHEREAS, the Village has received a request from the Sparta Area Chamber of Commerce and Sparta Events to close certain streets between 6:00 a.m. and 11:59 p.m. on October 3 of 2025 for the festivities during the SPARTA SCHOOLS HOMECOMING CELEBRATION; and

WHEREAS, the requested road closures include portions of certain County roads located within the Village to wit:

On East Division from State Street to Elm Street; and North Union from Olmstead to Division Ave.;

NOW, THEREFORE, BE IT ORDERED that the Sparta Village Council President has authorized the closure of certain Village streets between 6:00 a.m. and 11:59 p.m. on October 3 of 2025 for festivities during Sparta Schools Homecoming Celebration and has approved the Village to obtain the consent of the Kent County Road Commission to close portions of County roads for that same period; and that any resolution and/or part thereof in conflict with this resolution are hereby rescinded.

Dated: May 19, 2025

Robert Whalen, Village President



ACTION MEMO

Staff Communication

DATE: May 19, 2025
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Special Land Use Application -172 W. Averill St.

SUMMARY OF REQUEST:

Attached you will find the memo that was provided to the planning commission regarding the special land use application for 172 W. Averill St. The request is for an in-home daycare.

The planning commission held a duly noticed public hearing regarding the application. No opposing comments were received at the hearing. The planning commission voted to recommend approval to the village council unanimously.

FINANCIAL IMPACT:

None or minimal.

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

A motion to approve the special land use application for 172 W. Averill St.

MEMO



To: Planning Commission Members
From: James Lower, Village Manager
Date: May 5, 2025
RE: Special Land Use Request -172 W. Averill St.

The Village has received a special land use request for 172 W. Averill St. to operate a state-licensed group day care facility at the residence.

The Village has specific requirements in our ordinance related to the specific special land use being requested, but also a set of general standards that need to be met before an approval can be recommended to the Village Council from the Planning Commission.

Specific Requirements per Zoning Ordinance:

State licensed group day care facilities.

- (1) There shall be provided, equipped and maintained, on the premises, a minimum of 150 square feet of usable outdoor recreation area for each client making up the licensed capacity of the facility.

Staff Response: The parcel has more than the needed minimum area for outdoor recreation.

- (2) The outdoor recreation area shall be fenced and screened from any abutting residential district or use by a decorative fence or wall, or a landscaped equivalent.

Staff Response: The backyard is completely fenced in.

- (3) Required off-street parking, as well as off-street pick-up and drop-off areas shall be provided.

Staff Response: The residence has a driveway that can be utilized for pick-up and drop offs. Applicant states they will stagger pick-up/drop-off times to ensure the street traffic will flow as normal. Request is for 2-4 children, possibly expanding to 6 in the future. This is not likely to generate a large traffic volume.

- (4) The applicant shall provide evidence of the ability to comply with all applicable State licensing requirements.

Staff Response: The narrative attached to this application seems to meet this requirement.

General standards Per Zoning Ordinance:

The general standards are basic to all special land uses; and the specific requirements of sections 82-386 and 82-387 are in addition to and shall be required in all applicable situations. The following general standards must be met before approval may be granted:

- (1) The proposed use shall comply with the general objectives and land use policies contained in the Village of Sparta Master Plan.

Staff Response: This seems to fit in nicely with our master plan and the village is in need of additional childcare.

- (2) The proposed use shall be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing character of the general vicinity.

Staff Response: The location is in a preexisting home requiring no modifications for this use.

- (3) The proposed use is served by necessary public facilities that are adequate or can be made adequate to serve the proposed use. Specifically, existing streets, storm water drainage, water supply, fire protection, police, emergency medical care, sanitary sewer disposal, solid waste disposal, and public recreation shall be adequate to serve the proposed project.

Staff Response: The site meets these requirements.

- (4) The proposed use shall not be hazardous or disturbing to neighboring uses or cause any conflict to the existing use and quiet enjoyment of surrounding property.

Staff Response: The use will fit in nicely with the area. It is very close to Lamoureux Park, providing excellent outdoor recreation space for children.

- (5) The proposed use shall not involve activities, processes, materials and equipment and conditions of operation that will be detrimental to any person, property, or the general welfare by reason of excessive traffic, noise, smoke, fumes, glare or odors.

Staff Response: The proposed use meets these requirements.

- (6) The proposed use shall be consistent with the intent and purpose of this chapter.

Staff Response: This type of use is consistent with the purpose and intent of the Special Land Use chapter to allow for flexibility in land uses but maintaining security, safety and general welfare of the Village.

Having completed the review based on the requirements listed above the Village Staff recommends approval of this Special Land Use request to operate a state-licensed group day care facility at the residence.

Requested Action: A motion to Recommend to the Sparta Village Council the Approval of the Special Land Use Request from “Micheala Ashley” to operate a state-licensed group day care facility at the residence in the R-M Zoning District on the parcel commonly addressed 172 W. Averill Street because it meets the requirements of an approvable Special Land Use.

My name is Micheala Ashley, I am a soon to be mother and I would love the opportunity to not only stay home with my child but to also help my community. For this reason I would like to open an in-home daycare. I have a friend and relative that are currently doing daycare themselves and have asked them to guide me in providing the very best care for these children and they have been very helpful. I am also currently in the process of obtaining my daycare license from the state of Michigan.

My intentions are to take on two to four children, however to be transparent I wanted to say that this could change and that the maximum allowed number of children to be in my care is six.

My hours of operation will be 7:30 am- 5:30pm to accommodate parents' varying schedules. I know some here may be concerned about parking, so I wanted to assure you that pick-up and drop-off times will vary between families, allowing the street to continue its normal flow. I will also be asking the parents to kindly be respectful of other parents coming to pick-up/drop-off their children.

I hope to have your support in my journey to become a working stay at home mother!



ACTION MEMO

Staff Communication

DATE: May 19, 2025
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Dance With Me Agreement & Easement

SUMMARY OF REQUEST:

As some Council members may recall, the Village of Sparta, in partnership with the Downtown Development Authority (DDA), purchased the property at 223 E. Division Street. Following the purchase, the Village removed blight from the site and actively marketed it for redevelopment. Through a competitive RFP process, Rex Baker was selected to construct a new mixed-use infill development on the property. However, this project was dependent on state subsidies that have since become unavailable.

In light of this change, Mr. Baker has opted to sell the lot to the Orden Family, owners of Dance With Me. Their long-term intent remains consistent with the original vision—to develop a mixed-use infill project. In the short term, however, they plan to use a portion of the property to help alleviate ongoing parking and traffic concerns associated with their business.

The larger solution to these parking challenges involves constructing a pedestrian bridge over Nash Creek, connecting the property to the Village's new municipal parking lot. This improvement has already been identified in the Village and DDA's long-term plans as a key strategy to enhance downtown connectivity and parking access.

Working collaboratively with Mr. Baker and the Orden Family, Village staff has prepared the attached Development Agreement and Easement documents. The Development Agreement outlines the intended use of the property, with a focus on maintaining alignment with the Village's original redevelopment goals. The Easement permits the construction of a sidewalk, bridge, and boardwalk across a portion of the Dance With Me property to facilitate pedestrian access.

Notably, the agreement specifies that the Orden Family will contribute 50% of the bridge and sidewalk construction costs, up to a maximum of \$40,000.

Given these terms, Village staff believes this represents a win-win outcome for the Village, the downtown district, and the Dance With Me business. The agreement will improve pedestrian connectivity and downtown access in the short term while preserving the long-term redevelopment potential of 223 E. Division Street.

FINANCIAL IMPACT:

Minimal. There will be a cost for the bridge and walkway. Dance With Me is funding 50% up to \$40,000, the village and/or the DDA is responsible for the rest.

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION:

A motion to approve and authorize signatures on the development agreement and easement as presented.

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT (the "Agreement") is entered into as of this _____, day of _____ 2025, (the "Effective Date") by and between WILLIAM ISAAH MARKS and AMBER MARIE MARKS, husband and wife (collectively the "Developer"), whose address is 8787 Peach Ridge Avenue NW, Sparta, Michigan 49345, and the VILLAGE OF SPARTA, a Michigan municipal corporation (the "Village"), of 156 East Division Street NW, Sparta, Michigan 49345. Developer and Village are sometimes individually referred to as "Party" and collectively referred to as the "Parties."

RECITALS

WHEREAS, the Developer is the fee simple owner of a parcel of real property located in the Village of Sparta, County of Kent, and State of Michigan, legally described on the attached Exhibit A (the "Marks Property"); and

WHEREAS, the Developer desires to purchase an adjoining parcel of real property located in the Village of Sparta, County of Kent, and State of Michigan, legally described on the attached Exhibit B (the "Baker Property") that is currently owned by Baker Investment Properties, LLC, a Michigan limited liability company (the Marks Property and the Baker Property are collectively referred to herein as the "Property"); and

WHEREAS, the Village and Developer wish to construct a public pedestrian sidewalk, bridge and boardwalk for pedestrian traffic to access a bridge that will cross Nash Creek from the street commonly known as East Division Street NW in the area identified on the attached Exhibit C (the "Public Sidewalk"); and

WHEREAS, the Developer wishes to construct a parking lot for the Property during the construction of the Public Sidewalk (the "Project"); and

WHEREAS, contemporaneously with the execution of this Agreement, the Developer has granted to the Village of Sparta a certain easement in the form attached hereto as Exhibit D (the "Easement") across the Marks Property for the construction of the Public Sidewalk; and

WHEREAS, the Parties wish to enter into this Agreement to govern the terms and conditions of the construction and development of the Project and the Public Sidewalk.

NOW, THEREFORE, in consideration of the mutual promises and agreements stated herein, the Parties agree as follows:

AGREEMENT

1. Compliance with Laws, Ordinances, Permits, and Agreements. Prior to initiating any construction activities on the Property related to the Project, the Developer shall apply for and obtain, or have obtained, all necessary permits and approvals required under the Village's Zoning Ordinance or any other state or local law or regulation. The Developer shall not utilize the Property for parking unless in accordance with a site plan approved under the Village of Sparta Zoning Ordinance. The Developer agrees that this Agreement does not relieve the Developer of any obligation to apply for or obtain any permits or approvals for the Project, including, but not limited to, any zoning, land use, building, mechanical, electrical, or similar permit or approvals. This Agreement is not a substitute for the Village's proper approval of any application by the Developer related to any required permit or approval, nor is it to be deemed an approval by the Village for any land-use activity.

2. Costs of the Public Sidewalk. The Village shall construct the Public Sidewalk dependent on the appropriate and availability of funding from the Sparta Village Council. The costs of any installation and construction of the Public Sidewalk shall be equally divided between the Developer and the Village; provided, however, the Developer's share will be capped at \$40,000 with the Village paying the remaining costs, if any. The Village shall submit to the Developer an invoice for any costs associated with the construction of the Public Sidewalk to be compensated by the Developer within thirty (30) days of presentment. The Village shall be further entitled to claim a lien on the Property if the Developer fails to pay the Village any installation and/or construction costs owed under this Agreement. Such lien may be foreclosed in the same manner as mortgages in accordance with applicable Michigan law, including by action or advertisement.

3. Violation of this Agreement. Except as specifically provided herein, the Parties acknowledge that monetary damages for a breach of this Agreement may be inadequate to compensate the Parties for the benefit of their bargain. Accordingly, the Parties expressly agree that in the event of a violation of this Agreement, the non-breaching Party shall be entitled to receive specific performance. Nothing herein shall be deemed a waiver of the Village's rights to seek enforcement of this Agreement or zoning approvals granted, to the extent otherwise authorized by law.

4. Attorney's Fees. Should there be any litigation or legal proceeding(s) regarding the interpretation of this Agreement, any breach or enforcement of the Agreement, or involving any of the terms, conditions or requirements of this Agreement, and should the Village prevail in whole or in part, then the Developer shall reimburse the Village for the Village's reasonable attorneys' fees and costs (incurred by the Village both before the litigation, during the trial court or comparable proceedings, and through any appeal).

5. Miscellaneous.

(a) *Representations.* The Developer and the Village represent and warrant that they have the authority to enter into this Agreement and make it binding upon the Property.

(b) *Amendment and Modification.* This Agreement may only be amended or modified in a writing that specifically states that it amends this Agreement and is signed by an authorized representative of each Party.

(c) *No Third-Party Beneficiaries.* Except as otherwise expressly provided for herein, there are no third-Party beneficiaries to this Agreement.

(d) *Binding Effect.* The rights and obligations under this Agreement are covenants that run with the land, and this Agreement shall be binding upon and inure to the benefit of the Parties, as well as their subrogees, successors, and assigns.

(e) *Governing Law.* This Agreement is being executed and delivered and is intended to be performed in the State of Michigan and shall be construed and enforced in accordance with, and the rights of the Parties shall be governed by, the laws thereof.

(f) *Authorization.* The Parties affirm that their representatives executing this Agreement on their behalf are authorized to do so and that all resolutions or similar actions necessary to approve this Agreement have been adopted and approved.

(g) *Waivers.* No failure or delay on the part of any Party in exercising any right, power, or privilege under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or privilege under this Agreement preclude further exercise thereof or the exercise of any other right, power, or privilege. The rights and remedies provided in this Agreement are cumulative and not exclusive of any rights and remedies provided by law.

(h) *Counterparts.* This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

(i) *Severability.* If any term, provision, or clause of this Agreement is determined to be unconstitutional or unenforceable by a court of competent jurisdiction, that shall not affect any other provision or clause of this Agreement and the remainder of this Agreement shall remain in full force and effect.

(j) *Agreement; Jointly Drafted.* This Agreement and the other documents referenced in this Agreement embody the entire agreement and understanding between the Parties to this Agreement with respect to the subject matter of this Agreement and supersede all prior oral or written agreements and understandings relating to the subject matter of this Agreement. No statement, representation, warranty, covenant or agreement of any kind not expressly set forth in this Agreement shall affect, or be used to interpret, change or restrict, the express terms and provisions of this Agreement. The Parties to this Agreement agree that: (i) each Party and the Party's counsel has reviewed and negotiated, or has had the opportunity to review and negotiate, the terms and provisions of this Agreement and have contributed to its review and revision; (ii) any rule of construction to the effect that any ambiguities are resolved against the drafting Party shall not be used to interpret this Agreement; and (iii) the terms and provisions of this Agreement shall be construed fairly as to all Parties to this Agreement and not in favor of or against any Party, regardless of which Party was generally responsible for the preparation of this Agreement.

(k) *Notices.* Any and all notices permitted or required to be given shall be in writing and sent either by mail or personal delivery to the address first above given. Either Party may modify its notice address by providing the other Party with written notice of such modification.

(l) *Entire Agreement.* There are no agreements or understandings, either oral or written, as to this specific subject matter hereof between the Parties that are not set forth in this Agreement, and all other such agreements or understandings are merged herein.

Intentionally left blank; signatures on the following page.

IN WITNESS WHEREOF, the Parties have executed this document as of the date first above written.

VILLAGE:
VILLAGE OF SPARTA, a Michigan municipal
corporation

By: Robert Whalen
Its: Village President

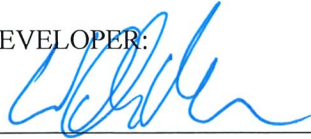
By: James Lower
Its: Village Manager

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025,
by Robert Whalen, the Village President and James Lower, the Village Manager, of the Village of Sparta,
a Michigan municipal corporation, on behalf of the corporation.

Notary Public
State of Michigan, County of _____
Acting in _____ County, Michigan
My Commission Expires: _____

DEVELOPER:



WILLIAM ISAIAH MARKS



AMBER MARIE MARKS

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025,
by William Isaiah Marks and Amber Marie Marks, as Developer(s), to be known to be their free act and
deed.

Notary Public

State of Michigan, County of _____

Acting in _____ County, Michigan

My Commission Expires: _____

Drafted by and after recording return to:
James Lower
Village Manager, of the Village of Sparta
156 E. Division St. NW
Sparta, Michigan 49345

EXHIBIT A
MARKS PROPERTY

Located in the Village of Sparta, County of Kent, State of Michigan, and legally described as:

THE EAST 66 FEET OF LOT 10, BLOCK 2 OF THE VILLAGE OF SPARTA, KENT COUNTY, MICHIGAN AS RECORDED IN LIBER 2 OF PLATS, PAGE 5, KENT COUNTY RECORDS, ALSO COMMENCING AT THE NORTHEAST CORNER OF LOT 10, BLOCK 2, PLAT OF THE VILLAGE OF SPARTA, THENCE WEST 66 FEET, THENCE NORTH TO NASH CREEK, THENCE SOUTHEAST ON SAID CREEK TO PLACE OF BEGINNING, SAID LAND ALSO DESCRIBED AS FOLLOWING: BEGINNING AT A POINT 20 RODS EAST OF THE SOUTHEAST CORNER OF LOT 6, BLOCK 2, VILLAGE OF SPARTA, THENCE EAST 4 RODS, THENCE NORTH TO HIGH WATER MARK OF NASH CREEK (ABOUT 9 RODS), THENCE NORTHWESTERLY ALONG BANK OF CREEK TO POINT DIRECTLY NORTH OF BEGINNING, THENCE SOUTH TO BEGINNING, ABOUT 10 RODS MORE OR LESS, VILLAGE OF SPARTA, KENT COUNTY, MICHIGAN.

Commonly known as: 219 East Division NW, Sparta, MI 49345
Parcel ID: 41-05-14-353-032

EXHIBIT B
BAKER PROPERTY

Located in the Village of Sparta, County of Kent, State of Michigan, and legally described as:

LAND DESCRIBED IN A SURVEY BY ROOSIEN & ASSOCIATES SURVEYING AND ENGINEERING, PERFORMED BY KEVIN ROOSIEN, LAND SURVEYOR NO. 31604, JOB NO. 170623, DATED MAY 18, 2017, AS FOLLOWS:

PART OF THE SW $\frac{1}{4}$, SECTION 14, T9N, R12W, SPARTA TOWNSHIP, KENT COUNTY, MICHIGAN, COMMENCING AT THE SE CORNER OF LOT 10, BLOCK 2, VILLAGE OF SPARTA, THENCE NORTHERLY ALONG THE EAST LINE OF SAID LOT EXTENDING NORTHERLY TO THE HIGH WATER MARK ON THE SOUTH BANK OF NASH CREEK, THENCE SOUTHERLY ALONG SAID EXTENDED LINE TO THE NORTHERLY LINE OF DIVISION STREET; THENCE EASTERLY ALONG THE SAID NORTHERLY LINE 55.58 FEET; THENCE NORTHERLY TO THE HIGH WATER MARK ON THE SOUTH BANK OF NASH CREEK; THENCE WESTERLY ALONG SAID HIGH WATER MARK TO THE BEGINNING. ALSO COMMENCING 55.58 FEET ALONG THE NORTH LINE OF DIVISION STREET FROM THE SE CORNER OF LOT 10, BLOCK 2, VILLAGE OF SPARTA; THENCE EASTERLY ALONG THE NORTH LINE OF DIVISION STREET 1.82 FEET; THENCE NORTHERLY 131.92 FEET TO A POINT ON THE NORTH LINE OF LOT 1, BLOCK 7, NASH'S FIRST ADDITION EXTENDING WESTERLY WHICH IS 62.05 FEET FROM THE EAST LINE OF LOT 10, BLOCK 2, VILLAGE OF SPARTA; THENCE WESTERLY TO A LINE BEARING NORTHERLY FROM THE BEGINNING; THENCE SOUTHERLY TO THE BEGINNING.

Commonly known as: 223 East Division NW, Sparta, MI 49345
Parcel ID: 41-05-14-353-070

EXHIBIT C

Public Sidewalk Area

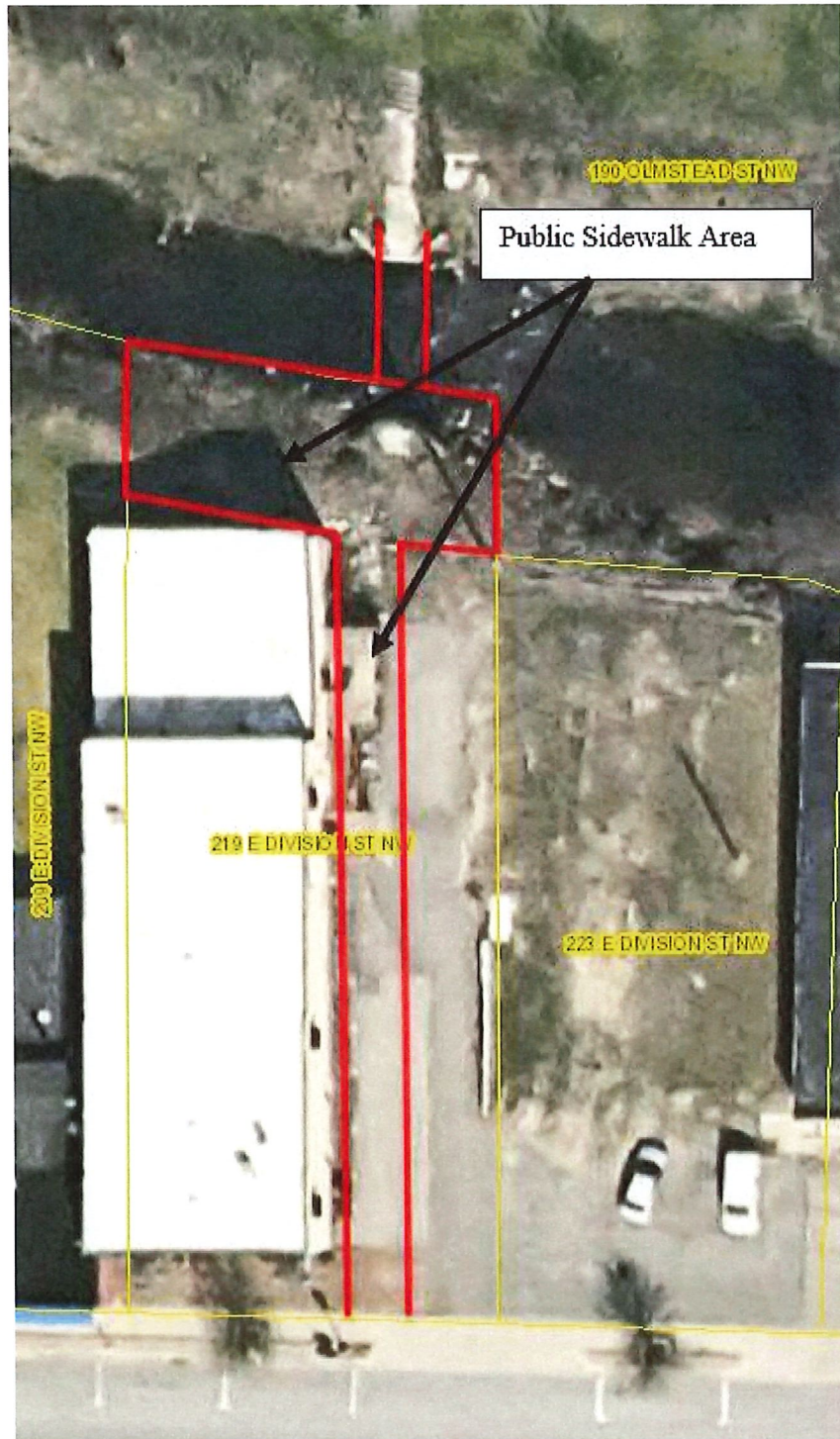


EXHIBIT D

Easement Agreement Attached

SIDEWALK EASEMENT AGREEMENT

THIS SIDEWALK EASEMENT AGREEMENT (this "Agreement") is entered into as of this _____, day of _____ 2025, (the "Effective Date") by and between WILLIAM ISAIAH MARKS and AMBER MARIE MARKS, husband and wife (collectively the "Grantor"), whose address is 8787 Peach Ridge Avenue NW, Sparta, Michigan 49345, and the VILLAGE OF SPARTA, a Michigan municipal corporation (the "Village"), of 156 East Division Street NW, Sparta, Michigan 49345. Grantor and Village are sometimes individually referred to as "Party" and collectively referred to as the "Parties."

RECITALS

WHEREAS, the Grantor is the owner of real property in the Village of Sparta, County of Kent, and State of Michigan as described in the attached Exhibit A (the "Grantor Property"); and

WHEREAS, the Village desires to construct a public pedestrian sidewalk, bridge and boardwalk for pedestrian traffic to access a bridge that will cross Nash Creek from the street known as East Division Street NW; and

WHEREAS, the Village desires a non-exclusive, permanent, and perpetual over a portion of the Grantor Property; and

WHEREAS, the Village wishes to construct, operate, repair, and maintain a pedestrian sidewalk and boardwalk in, over, under, upon, and across the Grantor Property for use by the Village and the public, along with the necessary right of access, ingress, and egress across the Grantor Property, and more fully described on Exhibit B, attached hereto and incorporated by reference herein (the "Easement"); and

WHEREAS, the pedestrian bridge will be adjoining and contiguous to the pedestrian sidewalk and boardwalk and will not be in, over, under, upon or across the Grantor Property; and

WHEREAS, the Grantor wishes to grant a non-exclusive, permanent, and perpetual easement to the Village subject to the terms and conditions of this Agreement; and

NOW THEREFORE, for and in consideration of the mutual promises set forth herein and for other good and valuable consideration received and acknowledged by the Grantor, the parties covenant and agree as follows:

EASEMENT AGREEMENT

1. Grant of Easement. For and in consideration of One Dollar (\$1.00), the receipt of which is hereby acknowledged, the Grantor does hereby dedicates, grants, bargains, warrants, conveys and assigns unto the Village and the general public a non-exclusive, permanent, and perpetual easement for the installation, construction, use, operation, repair, maintenance, relocation, reconstruction, alteration, and replacement of a public pedestrian sidewalk, bridge and boardwalk for use by the Village and members of the public for

sidewalk, bridge and boardwalk purposes such as walking, bicycling, running, and similar uses.

2. Use of Easement; Condition. Grantor may use the Grantor Property for any use that does not unreasonably interfere with the use of the Easement. Grantor may use the Easement in common with the Village and general public. None of those persons using the Easement may obstruct passage across it by Grantor or its invitees, successors and assigns. The Village accepts possession of the Grantor Property in its current "AS IS" condition, with no warranties concerning its condition or permitted use.

3. Construction of the Easement. Any installation, construction, use, operation, repair, maintenance, relocation, reconstruction, alteration, and replacement of the Easement shall be performed by the Village so as not to unreasonably interfere with the use of the portion of the Grantor Property not occupied by the Easement. Upon completion of any installation, construction, use, operation, repair, maintenance, relocation, reconstruction, alteration, and replacement, the Village shall restore the area within the Easement to the same condition as it was prior to such construction, maintenance or replacement. The Village may fully improve the Easement by installing, constructing, using, operating, repairing, maintaining, relocating, reconstructing, altering and replacing a sidewalk, bridge and boardwalk (as well as related appurtenances). Such public pedestrian sidewalk, bridge and boardwalk may be made of cement, asphalt, gravel, wood chips and/or other material.

4. Maintenance, Repair and Replacement. The Village shall be responsible for the use, operation, repair, maintenance, relocation, reconstruction, alteration, and replacement of the Easement in a reasonable condition, consistent with other public pedestrian sidewalks, bridges and boardwalks. In performing its use, operation, repair, maintenance, relocation, reconstruction, alteration, and replacement, the Village shall exercise every reasonable effort to minimize interference with the Grantor's use of the Grantor Property outside of the Easement.

5. Public Dedication. This Agreement shall constitute a public dedication of the Easement for the uses and purposes described herein.

6. Building and Structures. The Grantor shall not construct or install any buildings, fences, or other structures within the Easement Area except where expressly permitted by this Agreement.

7. Removal of Vegetation. Grantor further grants to the Village the right to cut down, trim, remove, or otherwise destroy any trees, bushes, shrubs, or other vegetation in the Easement Area as reasonably necessary in the judgement of the Village for the exercise of any of the rights granted to the Village under this Agreement.

8. Relocation of the Easement. Grantor may require the Village to relocate the Easement and any improvements constructed pursuant to the Easement on the Grantor Property at the Grantor's sole cost and expense; provided, however, the Village shall not be obligated to commence any relocation work until the Grantor has paid the Village the estimated costs of relocation and executed an amendment to this instrument acceptable to the Village.

9. Compliance with Laws/Applicable Law. The Parties agree to substantially comply in all material respects with all applicable federal, state and local laws, rules, regulations and requirements with respect to the Easement and with respect to their activities within the Easement.

10. Non-exclusive Easement. The Grantor reserves the right to grant to others additional easement rights in the Easement, after consultation and coordination with the Village. Any subsequent easements granted by the Grantor over the Easement shall be subject to the prior rights of the Village and any additional expense incurred in the installation, construction, use, operation, repair, maintenance, relocation, reconstruction, alteration, and replacement of the Easement resulting from these easements shall be assumed by the subsequent easement owner(s).

11. Severability. If any material provision, clause or part of this document, or application of the same under certain circumstances, is held invalid or unenforceable by a court of competent jurisdiction, such

holding shall not affect any of the other terms or provisions of this document, and the same shall continue to be effective to the fullest extent permitted by law.

12. Amendment, Termination. This Agreement and the Easement and rights granted hereunder may not be terminated, modified or amended except by a written document recorded with the Kent County Register of Deed, signed by the Village and the Grantor's then having an interest in the Easement.

13. Grantor's Warranty. The Grantor represents and warrants that Grantor has the right and authority to enter into this Agreement and to make it fully binding and applicable.

14. Binding Effect. The Easement and rights contained in this Agreement shall run with the land and shall be binding upon and inure to the benefit of the parties and their respective representatives, successors and assigns.

15. Entire Agreement. There are no agreements or understandings, either oral or written, as to the specific subject matter hereof between the parties that are not set forth in this Agreement, and all other such agreements or understandings are merged herein.

16. Governing Law. This Agreement will be governed by the laws of the State of Michigan. The venue for any dispute arising under this Agreement will be proper only in a court of competent jurisdiction in Kent County, Michigan.

17. Governmental Immunity: Nothing in this Agreement is intended to limit the Grantor's immunity afforded under the Governmental Liability for Negligence Act, Act No. 170 of Public Acts of 1964 or otherwise.

18. No Transfer Tax. This Agreement is exempt from state and county transfer tax pursuant to MCL §§ 207.526(a) and 207.505(a).

IN WITNESS WHEREOF, the Parties have executed this document as of the date first above written.

VILLAGE:
VILLAGE OF SPARTA, a Michigan municipal
corporation

By: Robert Whalen
Its: Village President

By: James Lower
Its: Village Manager

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025,
by Robert Whalen, the Village President and James Lower, the Village Manager, of the Village of Sparta,
a Michigan municipal corporation, on behalf of the corporation.

Notary Public
State of Michigan, County of _____
Acting in _____ County, Michigan
My Commission Expires: _____

GRANTOR:



WILLIAM ISAIAH MARKS



AMBER MARIE MARKS

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025,
by William Isaiah Marks and Amber Marie Marks, as Grantor(s), to be known to be their free act and deed.

Notary Public

State of Michigan, County of _____
Acting in _____ County, Michigan
My Commission Expires: _____

Drafted by and after recording return to:
James Lower
Village Manager, of the Village of Sparta
156 E. Division St. NW
Sparta, Michigan 49345

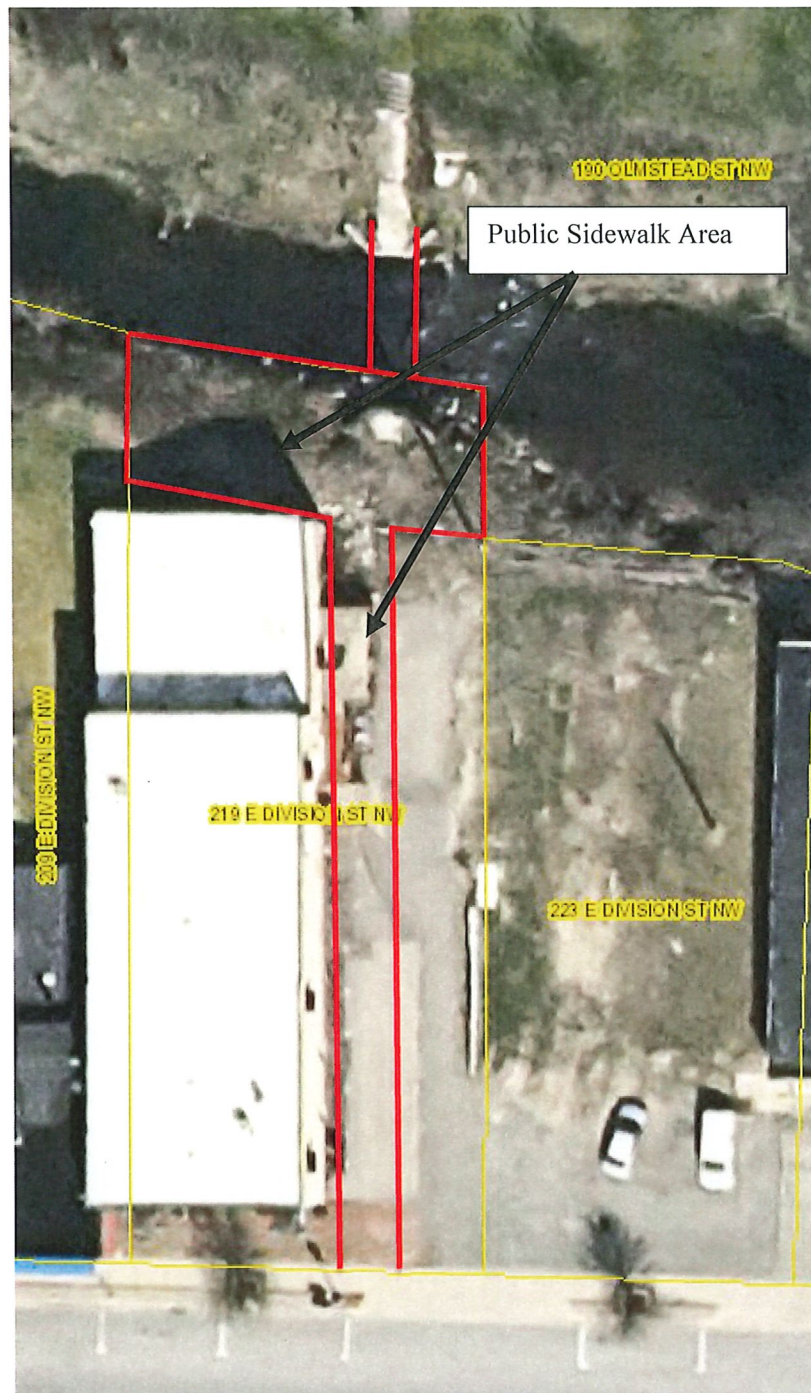
EXHIBIT A
GRANTOR PROPERTY

Located in the Village of Sparta, County of Kent, State of Michigan, and legally described as:

Parcel 1, 219 East Division NW:

THE EAST 66 FEET OF LOT 10, BLOCK 2 OF THE VILLAGE OF SPARTA, KENT COUNTY, MICHIGAN AS RECORDED IN LIBER 2 OF PLATS, PAGE 5, KENT COUNTY RECORDS, ALSO COMMENCING AT THE NORTHEAST CORNER OF LOT 10, BLOCK 2, PLAT OF THE VILLAGE OF SPARTA, THENCE WEST 66 FEET, THENCE NORTH TO NASH CREEK, THENCE SOUTHEAST ON SAID CREEK TO PLACE OF BEGINNING, SAID LAND ALSO DESCRIBED AS FOLLOWING: BEGINNING AT A POINT 20 RODS EAST OF THE SOUTHEAST CORNER OF LOT 6, BLOCK 2, VILLAGE OF SPARTA, THENCE EAST 4 RODS, THENCE NORTH TO HIGH WATER MARK OF NASH CREEK (ABOUT 9 RODS), THENCE NORTHWESTERLY ALONG BANK OF CREEK TO POINT DIRECTLY NORTH OF BEGINNING, THENCE SOUTH TO BEGINNING, ABOUT 10 RODS MORE OR LESS, VILLAGE OF SPARTA, KENT COUNTY, MICHIGAN.

EXHIBIT B
EASEMENT





ACTION MEMO

Staff Communication

DATE: May 19, 2025
TO: Village President Whalen and Members of Council
FROM: James A. Lower, Village Manager
RE: Village Hall & Civic Center RFP/Marketing Options

SUMMARY OF REQUEST:

In response to the Village Council's prior direction, staff has prepared the requested RFP documents, which are attached for your review. In addition, we have engaged a professional commercial real estate broker, Mike Lamb, who has submitted a proposal for the Council's consideration.

We explained to Mr. Lamb that the Council may choose to pursue a transaction involving the Civic Center that results in no funds being exchanged—such as a property trade or donation to a nonprofit—thus generating no commission. He has acknowledged and accepted this possibility as part of his proposal.

Staff believes that utilizing a commercial broker is in the Village's best interest. Marketing the properties through a broker will significantly broaden our reach and likely attract more potential buyers, leading to stronger proposals and potentially higher sale prices. It will also reduce the administrative burden on Village staff and allow us to focus on other pressing projects. A professional broker handles this type of work daily and is well-equipped to manage the entire process efficiently and effectively.

FINANCIAL IMPACT:

The RFP option would primarily require staff time and incur some legal fees. The commercial listing approach would result in a 6% commission per property, plus standard closing costs (which would apply in either scenario).

BUDGET ACTION REQUIRED:

None.

STAFF RECOMMENDATION: Staff recommends approval of the proposal from Mike Lamb to market and sell each property. This approach still allows the Village to pursue a trade or nonprofit sale for the Civic Center, if desired. While different from the original RFP-only strategy, this method will expand our reach, attract more competitive offers, and streamline the process by leveraging professional expertise.

PROPOSAL

75 N UNION ST

75 N Union St Sparta, MI 49345



Mike Lamb
(616) 498-5368

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**COLDWELL BANKER
COMMERCIAL
SCHMIDT REALTORS**

CONFIDENTIALITY AGREEMENT

This offering has been prepared solely for informational purposes. It is designed to assist a potential investor in determining whether it wishes to proceed with an in-depth investigation of the subject property. While the information contained herein is from sources deemed reliable, it has not been independently verified by the Coldwell Banker Commercial affiliate or by the Seller.

The projections and pro forma budget contained herein represent best estimates on assumptions considered reasonable under the circumstances. No representations or warranties, expressed or implied, are made that actual results will conform to such projections.

This document is provided subject to errors, omissions and changes in the information and is subject to modification or withdrawal. The contents herein are confidential and are not to be reproduced without the express written consent.

Interested buyers should be aware that the Seller is selling the Property "AS IS" CONDITION WITH ALL FAULTS, WITHOUT REPRESENTATIONS OR WARRANTIES OF ANY KIND OR NATURE. Prior to and/or after contracting to purchase, as appropriate, buyer will be given a reasonable opportunity to inspect and investigate the Property and all improvements thereon, either independently or through agents of the buyer's choosing.

The Seller reserves the right to withdraw the Property being marketed at any time without notice, to reject all offers, and to accept any offer without regard to the relative price and terms of any other offer. Any offer to buy must be: (i) presented in the form of a non-binding letter of intent; (ii) incorporated in a formal written contract of purchase and sale to be prepared by the Seller and executed by both parties; and (iii) approved by Seller and such other parties who may have an interest in the Property. Neither the prospective buyer nor Seller shall be bound until execution of the contract of purchase and sale, which contract shall supersede prior discussions and writings and shall constitute the sole agreement of the parties.

Prospective buyers shall be responsible for their costs and expenses of investigating the Property and all other expenses, professional or otherwise, incurred by them.

PROPOSAL

75 N UNION ST
75 N Union St Sparta, MI 49345

WHY COLDWELL BANKER COMMERCIAL

Owner. Occupier. Investor. Local business or global corporation. No matter who you are, the challenges remain the same.

The success of the CBC organization lies in its striking versatility. The organization deftly combines a powerful national presence with the agility of a regional market innovator. Each CBC affiliate office has the resources and insight to understand its local market and the expertise to convert this knowledge into tangible value for each client. The CBC organization's skillful professionals and nimble affiliate offices service a wealth of business categories in markets of any size, with clients ranging from established corporations to small businesses to individual investors.

- Acquisition and Disposition
- Capital Services & Investment Analysis
- Construction Management
- Corporate Services
- Distressed Assets
- Relocation Services
- Market Research & Analysis
- Property & Facilities Management
- Startups & Small Business
- Tenant Representation
- Landlord Representation

3,334

Affiliated Professionals

Based upon sales professionals
designated as commercial in dash as of
12/31/24.

Presence in

**158 OFFICES,
45 COUNTRIES**

OVER 18,400

Transactions

\$7.67 BILLION

Sales Volume

\$1.01 BILLION

Lease Volume

Based on Coldwell Banker Commercial transaction financial data in the U.S. Coldwell Banker and Coldwell Banker Commercial Networks 01/01/2024 – 12/31/2024

Mike Lamb
(616) 498-5368



**COLDWELL BANKER
COMMERCIAL**
SCHMIDT REALTORS

WHY COLDWELL BANKER COMMERCIAL SCHMIDT REALTORS

CAPTURING UNREALIZED VALUE

Often property owners are not aware of the many intrinsic values their asset may hold. We have an intimate understanding of the market and its trends. We know what the current demand is and what the market seeks.

DIRECT CONTACT WITH MARKET PLAYERS

Our ability to access active market players is key, and the market is constantly shifting. We have built a long list of direct contacts and strong relationships from years of marketing and ongoing involvement in the market.

VALUATING & MARKETING YOUR PROPERTY

We feel that it is critical to work closely with our clients to formulate a specific marketing plan for each transaction, one that the market would respond to. We have access to a marketing and technology platform that was built for the successful marketing of your property.

CONNECTED TO A GLOBAL BRAND

CBC has one of the largest domestic footprints in commercial real estate with 161 offices in primary, secondary and international markets and over 3,300 professionals worldwide.



**COLDWELL BANKER
COMMERCIAL**
SCHMIDT FAMILY
OF COMPANIES

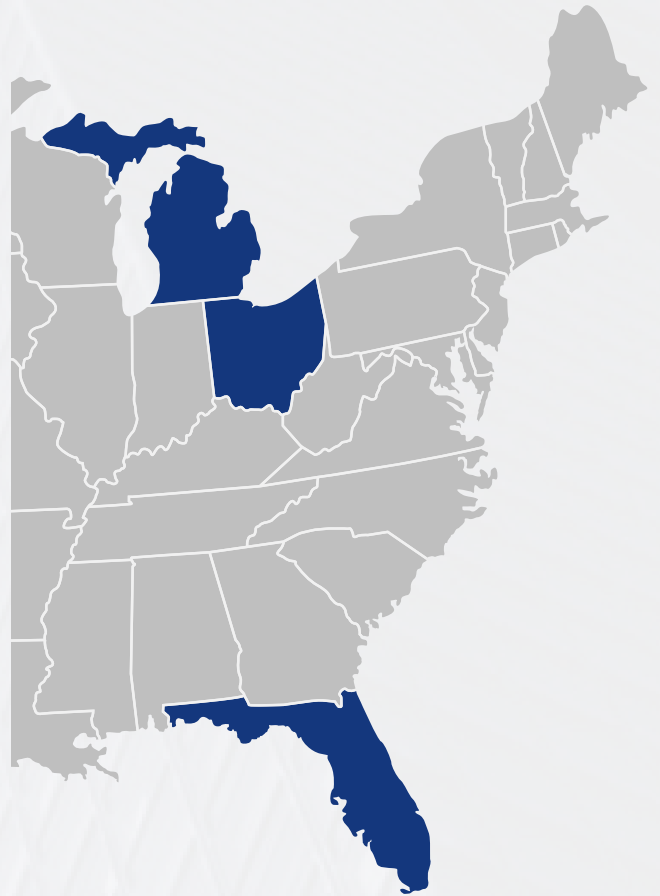
**#1 COMMERCIAL
AFFILIATE**

FOR COLDWELL BANKER COMMERCIAL IN 2024

SCHMIDT FAMILY OF COMPANIES

Schmidt Family of Companies is a fifth generation, full service brokerage firm founded in 1927. We are a commercial leader in real estate business sales and property management in Michigan, Florida, and Ohio. Schmidt Family of Companies has a locally focused, fully committed national network of Commercial agents and support staff providing market leading advisory, marketing, resources, and services. In 2024, Coldwell Banker Commercial Schmidt Family of Companies had an annual commercial and business sales volume exceeding \$421,000,000 and 801 closed transactions.

Schmidt Family of Companies is the #1 Coldwell Banker Commercial® Affiliate.



1,800+
AGENTS

84+
OFFICES

\$4.5 BILLION
2024 SALES VOLUME

LOCAL REACH

Thanks to local market expertise and relationships with Coldwell Banker office and agents across all of our regions, we create more opportunities to show off commercial properties to a greater number of buyers, and increased referral opportunities throughout our network.



**COLDWELL BANKER
COMMERCIAL**
SCHMIDT REALTORS

#1

**COLDWELL BANKER
COMMERCIAL OFFICE
IN MICHIGAN FOR THE
PAST 10 YEARS**

SCHMIDT REALTORS

Coldwell Banker Commercial Schmidt has been the number one Coldwell Banker Commercial office in the state of Michigan for the past 10 years. We back each realtor by offering a suite of marketing opportunities and total internet listing exposure.

Coldwell Banker Commercial Schmidt Realtors represents the region's finest properties with exceptional skill using the most innovative technologies currently available. We offer ultimate privacy and security, speed, and efficiency. Our years of full-time experience have given us a clear understanding of the mindset of real estate buyers and sellers and a thorough understanding of the regional marketplace.

2024 STATISTICS

262

TOTAL TRANSACTION SIDES

\$139,649,933

2024 SALES VOLUME

PROPOSAL

75 N UNION ST
75 N Union St Sparta, MI 49345



OFFERING SUMMARY

Building Size:	4,850 SF
Lot Size:	23,144 SF
Number of Units:	3
Year Built:	1960
Zoning:	GC

PROPERTY OVERVIEW

Introducing a prime investment opportunity in the bustling Sparta area! This 4,850 SF, 3-unit office building, built in 1960, is now available for purchase. Zoned GC, this property offers versatility for a range of office or commercial uses. Its strategic location and ample parking make it a compelling choice for discerning investors seeking a promising asset with potential for solid returns. With its timeless appeal and excellent potential for customization, this property is an ideal prospect for office building investors looking to expand their portfolio.

PROPERTY HIGHLIGHTS

- 4,850 SF building
- Three units
- Built in 1960
- Zoned GC
- Located in Sparta
- Excellent investment opportunity
- Versatile space
- Great visibility
- Highly accessible location

Mike Lamb
(616) 498-5368



COLDWELL BANKER
COMMERCIAL
SCHMIDT REALTORS

PHOTOS

75 N UNION ST

75 N Union St Sparta, MI 49345



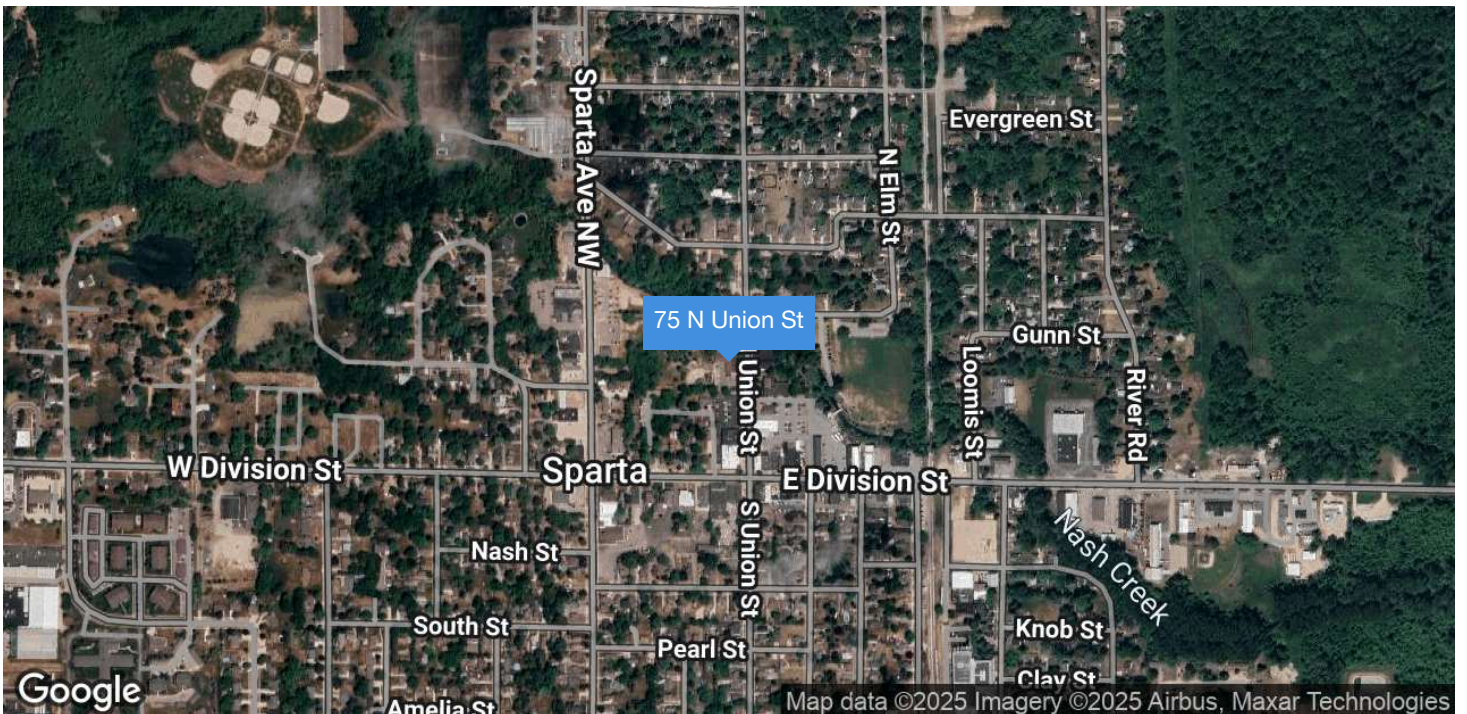
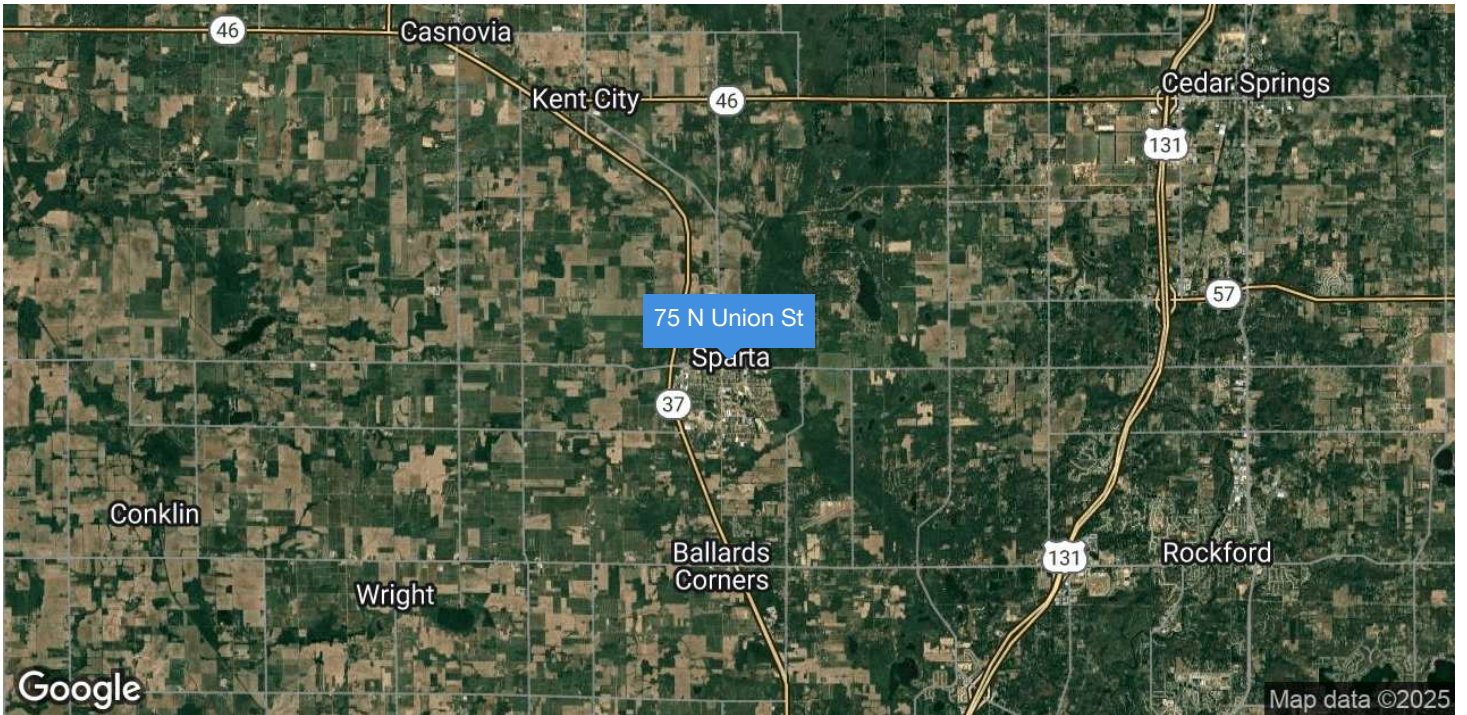
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**COLDWELL BANKER
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LOCATION MAPS

75 N UNION ST
75 N Union St Sparta, MI 49345



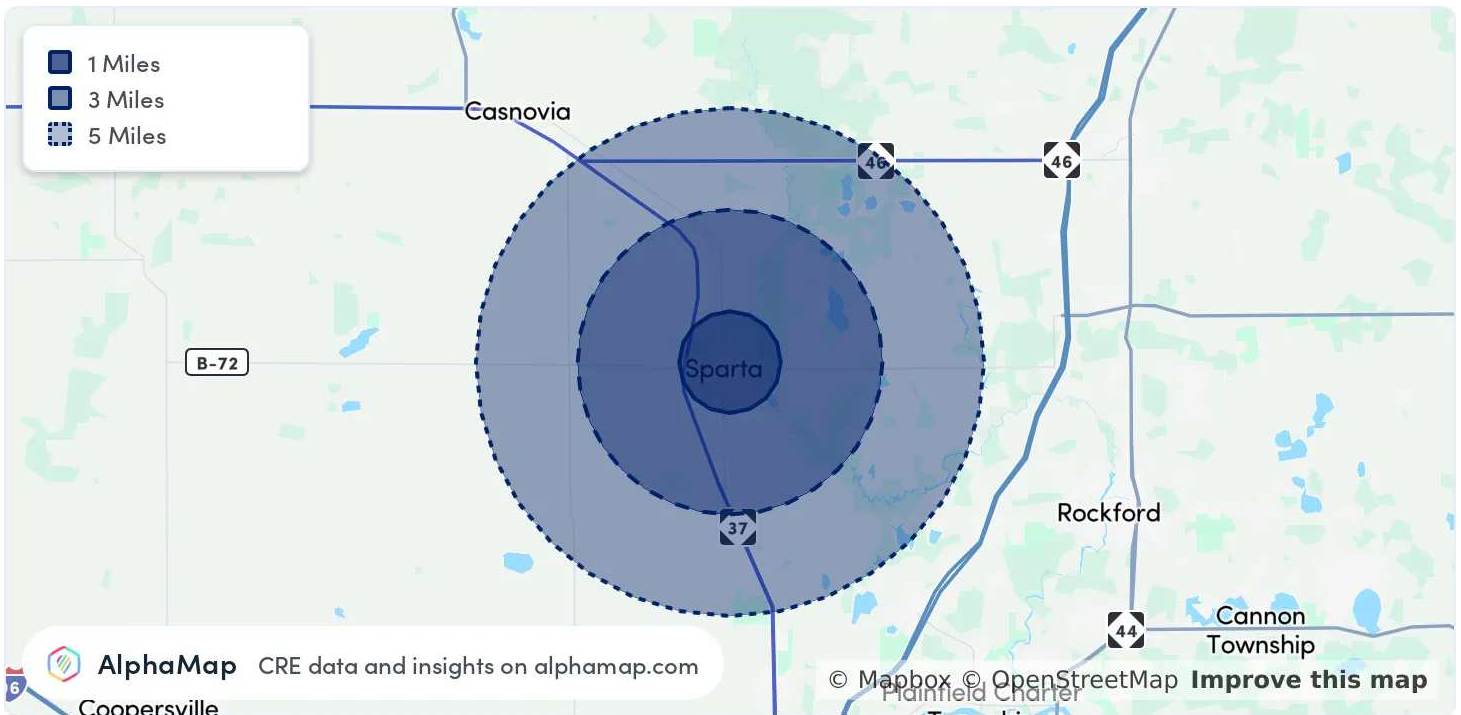
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COMMERCIAL
SCHMIDT REALTORS

DEMOGRAPHICS

75 N UNION ST
75 N Union St Sparta, MI 49345



POPULATION

	1 MILE	3 MILES	5 MILES
Total Population	3,998	9,620	17,903
Average Age	40	40	40
Average Age (Male)	38	39	39
Average Age (Female)	42	41	41

HOUSEHOLD & INCOME

	1 MILE	3 MILES	5 MILES
Total Households	1,630	3,720	6,693
Persons per HH	2.5	2.6	2.7
Average HH Income	\$82,365	\$98,184	\$104,452
Average House Value	\$256,751	\$294,768	\$318,516
Per Capita Income	\$32,946	\$37,763	\$38,685

Map and demographics data derived from AlphaMap

In order to maximize the value of an investment grade property, effective marketing is critical. The goal of Coldwell Banker Commercial Schmidt Realtors is to package the property appropriately and distribute to as many qualified buyers and agents to create competition. In order to achieve this goal, we will successfully implement the following marketing plan:

VALUE OF THE PROPERTY

- Compile all lease information to generate a proper rent roll
- Use rent roll to generate a financial summary page incorporating operating expenses, vacancy and reserves
- Gather market information of similar sold properties to determine market cap rate
- Analyze similar leases to determine potential areas that would effect the value of the property
- Take into consideration any other factors that could increase or decrease the value of the property

PROFESSIONALLY PACKAGING THE PROPERTY

- Description of property with area information, photographs, tenant summary and demographics
- Use of current technology and graphics to incorporate professional aerial maps including the surrounding commercial and residential activity as applicable
- Valuation of the property with appropriate detail regarding tenant rent roll, income, expenses, debt, etc
- Comparable market lease and sale information

STRATEGIC PROPERTY PROMOTION

- Promotion will consist of the following after execution of an exclusive listing representation agreement:
- Direct promotion to qualified local and out-of-state owners/buyers from our database - Such Buyers may include REIT's, national syndicates, large partnerships, local individuals and institutional clients
- High impact ads may be placed in carefully selected regional and national newspapers
- Use of Coldwell Banker Commercial network for promotion in which there are 200 affiliate offices throughout the United States including 3,000 agents

1

- Place sign(s) and/or banners on the property (if applicable)
- Prepare property brochures, property packages, electronic marketing materials and other miscellaneous marketing materials
- Distribute property information to Coldwell Banker Commercial® affiliates and internal professionals
- Enter listing information on CBCWorldwide.com & Loop Net
- Enter listing information on CCIM website with direct access to more than 7,000 CCIM designees
Enter property into Teamwork PM, our project management tool which includes timelines, documents, so you have 24 hour access to all necessary information.

2-3

- Email marketing package to all members of the local commercial real estate community
- Email marketing package to 7,000 members of CCIM organization
- Email marketing package to 3,334 Coldwell Banker Commercial professionals
- Marketing meeting with clients to review progress

4-16

- Direct mail and personal follow-up to targeting prospects in database
- Constant marketing through the national Coldwell Banker Commercial organization
- Marketing meeting with clients to review progress

16-20

- Compile all lease information to generate a proper rent roll
- Negotiate with interested parties
- Prepare Letters of Intent
- Assist with Due Diligence
- Marketing meeting with clients to review progress

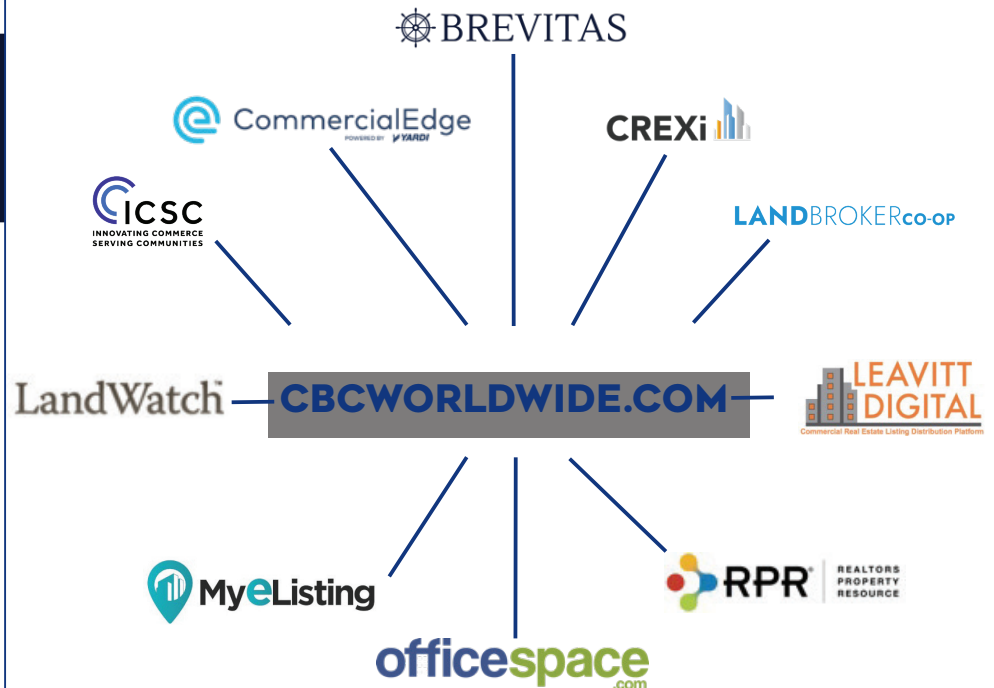
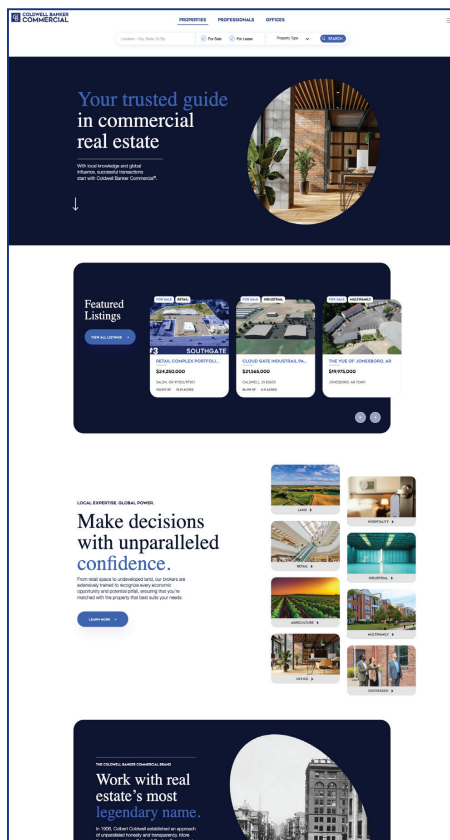
20-24

- Transaction Closes
- Public relations effort (Social Media, Announcement)

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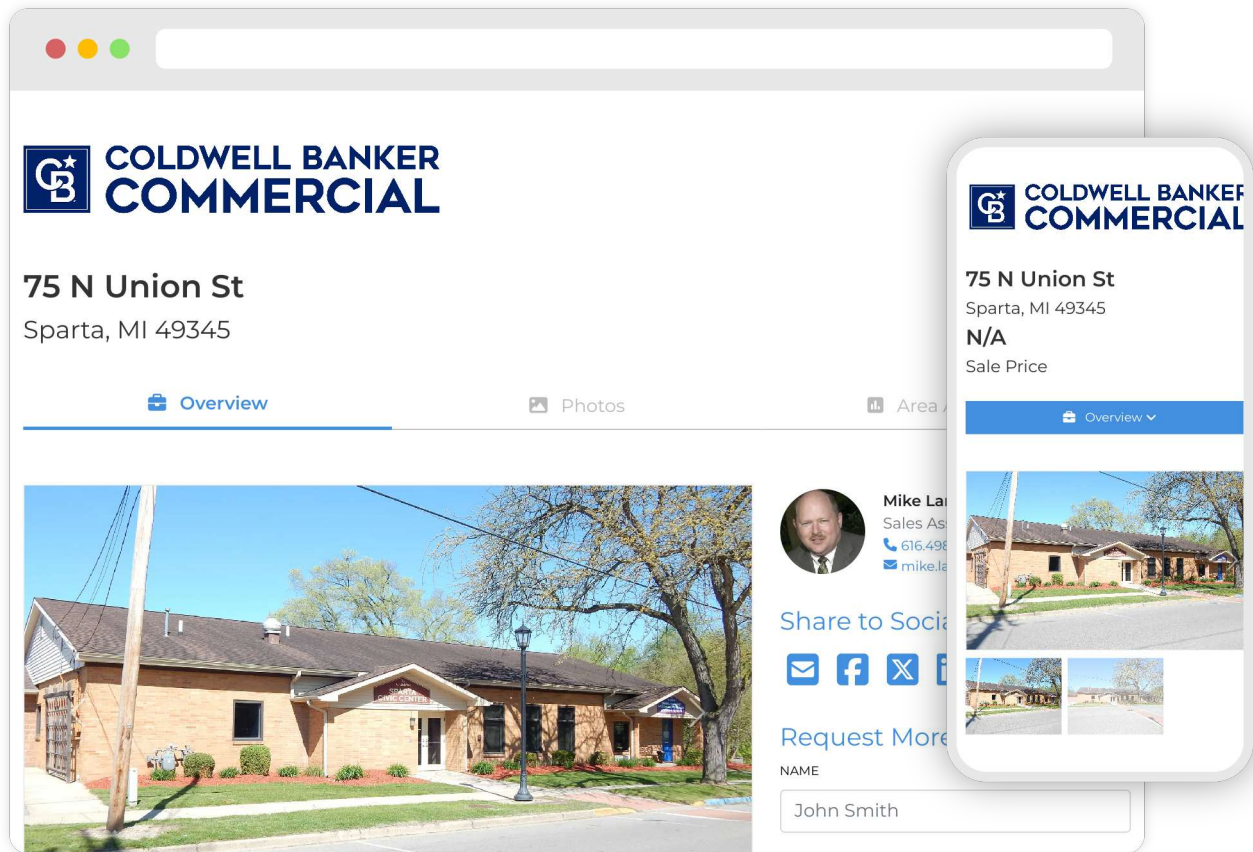


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MARKETING EXAMPLES

75 N UNION ST
75 N Union St Sparta, MI 49345



PROPERTY WEBSITE

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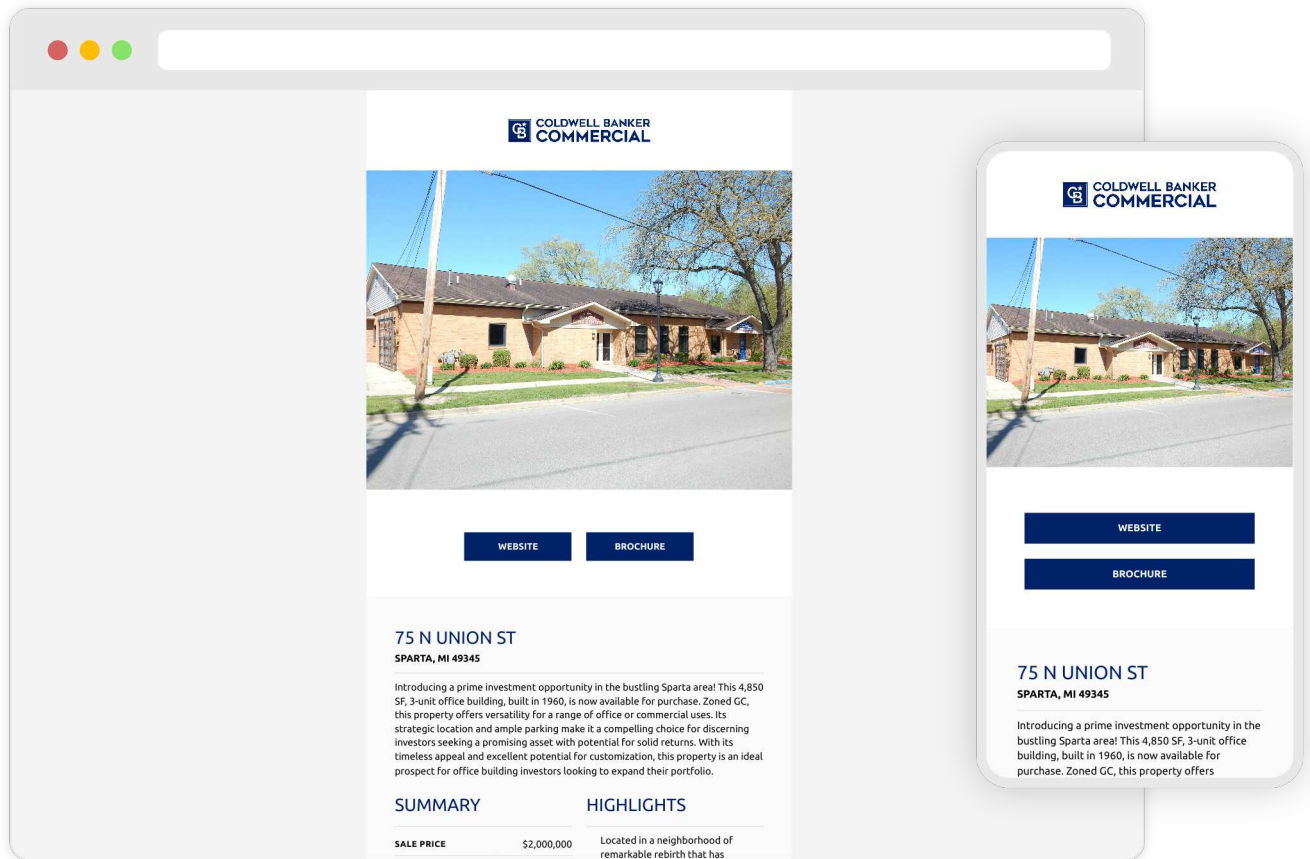
Mike Lamb
(616) 498-5368



**COLDWELL BANKER
COMMERCIAL**
SCHMIDT REALTORS

MARKETING EXAMPLES

75 N UNION ST
75 N Union St Sparta, MI 49345



EMAIL CAMPAIGN

Our email campaign is designed to generate interest at a large scale. Our extensive list of investors receive the email with high-resolution photos of your property, a map, listing information, a link to the property website and broker contact information. This is one of our best lead generation tools.

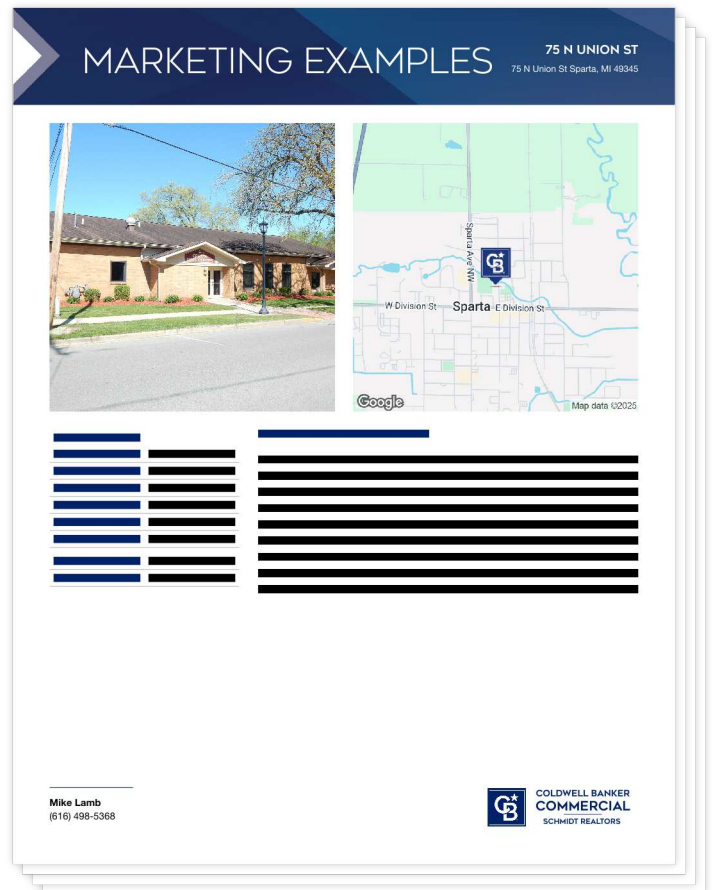
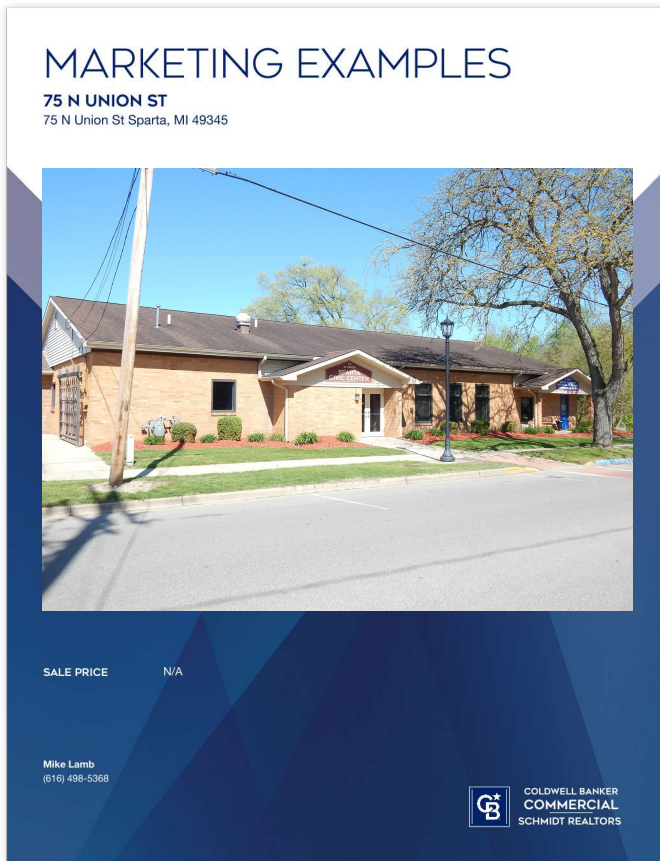
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**COLDWELL BANKER
COMMERCIAL**
SCHMIDT REALTORS

MARKETING EXAMPLES

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SCHMIDT REALTORS

MARKETING EXAMPLES

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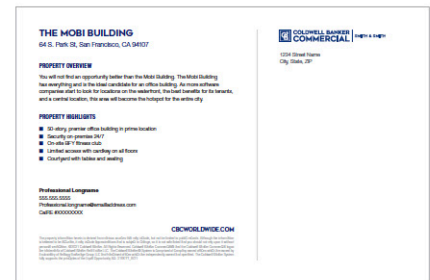
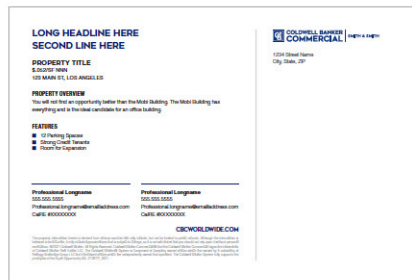
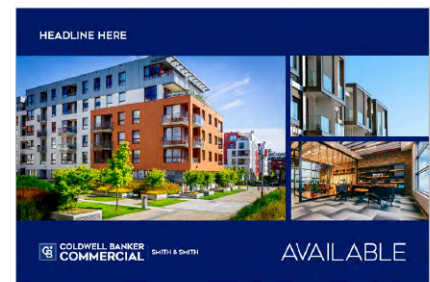
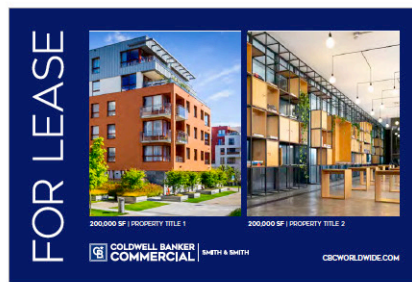
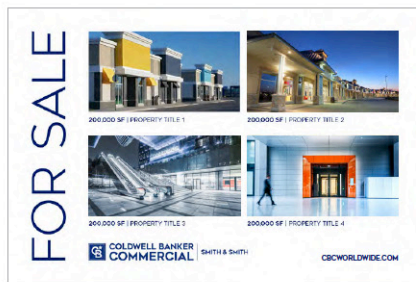


MARKETING EXAMPLES

75 N UNION ST
75 N Union St Sparta, MI 49345

DIRECT MAIL

When paired with digital marketing, specialty marketing, like direct mailers, serves to set your listing apart and remains an effective add-on for directly connecting with buyers. It's also a resourceful way to tap into commercial property owner and investor networks - creating an opportunity for them to notify buyers who are looking for a new property.



CONTACT

75 N UNION ST
75 N Union St Sparta, MI 49345



MIKE LAMB

Associate Broker/Manager

mike.lamb@cbgreatlakes.com

Direct: (616) 498-5368

Being a Real Estate Professional since 1989, I am a top-performing Realtor recognized nationally for Multi-Million Dollar production and hold prestigious designations like ABR, CNS, CRS, GRI, and RMM. I have been an active member in the real estate community, serving on boards and contributed to associations like the Greater Regional Alliance of REAL TORS® (GRAR) and the Michigan Association of REALTORS®. I specialize in commercial real estate, condominiums, and residential sales as a licensed Associate Real Estate Broker and Commercial Real Estate Professional. My goal is to surpass your expectations with a seamless, stress-reduced real estate journey, whether buying your first home, upgrading, or investing. Beyond real estate, I support community initiatives and co-chair events like the Silent Observer Charity Golf Classic. I am also member of the Sparta Downtown Development Authority (DDA) and Sparta Township Board of Review and the Rental Property Owners Association. Contact me today to benefit from my expertise and dedication in achieving your real estate goals.

MEMBERSHIPS

- Accredited Buyer Representative (ABR)
- Certified Negotiation Specialist (CNS)
- Certified Residential Specialist (CRS)
- Graduate Real Estate Institute (GRI)
- Residential Masters of Marketing (RMM)

Schmidt Realtors
194 South State St.
Sparta, MI 49345
616.887.7307

Mike Lamb
(616) 498-5368



COLDWELL BANKER
COMMERCIAL
SCHMIDT REALTORS

PROPOSAL

156 E DIVISION ST

156 E Division St Sparta, MI 49345



Mike Lamb
(616) 498-5368

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**COLDWELL BANKER
COMMERCIAL
SCHMIDT REALTORS**

CONFIDENTIALITY AGREEMENT

This offering has been prepared solely for informational purposes. It is designed to assist a potential investor in determining whether it wishes to proceed with an in-depth investigation of the subject property. While the information contained herein is from sources deemed reliable, it has not been independently verified by the Coldwell Banker Commercial affiliate or by the Seller.

The projections and pro forma budget contained herein represent best estimates on assumptions considered reasonable under the circumstances. No representations or warranties, expressed or implied, are made that actual results will conform to such projections.

This document is provided subject to errors, omissions and changes in the information and is subject to modification or withdrawal. The contents herein are confidential and are not to be reproduced without the express written consent.

Interested buyers should be aware that the Seller is selling the Property "AS IS" CONDITION WITH ALL FAULTS, WITHOUT REPRESENTATIONS OR WARRANTIES OF ANY KIND OR NATURE. Prior to and/or after contracting to purchase, as appropriate, buyer will be given a reasonable opportunity to inspect and investigate the Property and all improvements thereon, either independently or through agents of the buyer's choosing.

The Seller reserves the right to withdraw the Property being marketed at any time without notice, to reject all offers, and to accept any offer without regard to the relative price and terms of any other offer. Any offer to buy must be: (i) presented in the form of a non-binding letter of intent; (ii) incorporated in a formal written contract of purchase and sale to be prepared by the Seller and executed by both parties; and (iii) approved by Seller and such other parties who may have an interest in the Property. Neither the prospective buyer nor Seller shall be bound until execution of the contract of purchase and sale, which contract shall supersede prior discussions and writings and shall constitute the sole agreement of the parties.

Prospective buyers shall be responsible for their costs and expenses of investigating the Property and all other expenses, professional or otherwise, incurred by them.

PROPOSAL

156 E DIVISION ST

156 E Division St Sparta, MI 49345

WHY COLDWELL BANKER COMMERCIAL

Owner. Occupier. Investor. Local business or global corporation. No matter who you are, the challenges remain the same.

The success of the CBC organization lies in its striking versatility. The organization deftly combines a powerful national presence with the agility of a regional market innovator. Each CBC affiliate office has the resources and insight to understand its local market and the expertise to convert this knowledge into tangible value for each client. The CBC organization's skillful professionals and nimble affiliate offices service a wealth of business categories in markets of any size, with clients ranging from established corporations to small businesses to individual investors.

- Acquisition and Disposition
- Capital Services & Investment Analysis
- Construction Management
- Corporate Services
- Distressed Assets
- Relocation Services
- Market Research & Analysis
- Property & Facilities Management
- Startups & Small Business
- Tenant Representation
- Landlord Representation

3,334

Affiliated Professionals

Based upon sales professionals
designated as commercial in dash as of
12/31/24.

Presence in

**158 OFFICES,
45 COUNTRIES**

OVER 18,400

Transactions

\$7.67 BILLION

Sales Volume

\$1.01 BILLION

Lease Volume

Based on Coldwell Banker Commercial transaction financial data in the U.S. Coldwell Banker and Coldwell Banker Commercial Networks 01/01/2024 – 12/31/2024

Mike Lamb
(616) 498-5368



**COLDWELL BANKER
COMMERCIAL**
SCHMIDT REALTORS

WHY COLDWELL BANKER COMMERCIAL SCHMIDT REALTORS

CAPTURING UNREALIZED VALUE

Often property owners are not aware of the many intrinsic values their asset may hold. We have an intimate understanding of the market and its trends. We know what the current demand is and what the market seeks.

DIRECT CONTACT WITH MARKET PLAYERS

Our ability to access active market players is key, and the market is constantly shifting. We have built a long list of direct contacts and strong relationships from years of marketing and ongoing involvement in the market.

VALUATING & MARKETING YOUR PROPERTY

We feel that it is critical to work closely with our clients to formulate a specific marketing plan for each transaction, one that the market would respond to. We have access to a marketing and technology platform that was built for the successful marketing of your property.

CONNECTED TO A GLOBAL BRAND

CBC has one of the largest domestic footprints in commercial real estate with 161 offices in primary, secondary and international markets and over 3,300 professionals worldwide.



**COLDWELL BANKER
COMMERCIAL**
SCHMIDT FAMILY
OF COMPANIES

**#1 COMMERCIAL
AFFILIATE**

FOR COLDWELL BANKER COMMERCIAL IN 2024

SCHMIDT FAMILY OF COMPANIES

Schmidt Family of Companies is a fifth generation, full service brokerage firm founded in 1927. We are a commercial leader in real estate business sales and property management in Michigan, Florida, and Ohio. Schmidt Family of Companies has a locally focused, fully committed national network of Commercial agents and support staff providing market leading advisory, marketing, resources, and services. In 2024, Coldwell Banker Commercial Schmidt Family of Companies had an annual commercial and business sales volume exceeding \$421,000,000 and 801 closed transactions.

Schmidt Family of Companies is the #1 Coldwell Banker Commercial® Affiliate.



1,800+
AGENTS

84+
OFFICES

\$4.5 BILLION
2024 SALES VOLUME

LOCAL REACH

Thanks to local market expertise and relationships with Coldwell Banker office and agents across all of our regions, we create more opportunities to show off commercial properties to a greater number of buyers, and increased referral opportunities throughout our network.



**COLDWELL BANKER
COMMERCIAL**
SCHMIDT REALTORS

#1

**COLDWELL BANKER
COMMERCIAL OFFICE
IN MICHIGAN FOR THE
PAST 10 YEARS**

SCHMIDT REALTORS

Coldwell Banker Commercial Schmidt has been the number one Coldwell Banker Commercial office in the state of Michigan for the past 10 years. We back each realtor by offering a suite of marketing opportunities and total internet listing exposure.

Coldwell Banker Commercial Schmidt Realtors represents the region's finest properties with exceptional skill using the most innovative technologies currently available. We offer ultimate privacy and security, speed, and efficiency. Our years of full-time experience have given us a clear understanding of the mindset of real estate buyers and sellers and a thorough understanding of the regional marketplace.

2024 STATISTICS

262

TOTAL TRANSACTION SIDES

\$139,649,933

2024 SALES VOLUME

PROPOSAL

156 E DIVISION ST

156 E Division St Sparta, MI 49345



OFFERING SUMMARY

Building Size:	2,853 SF
Lot Size:	3,005 SF
Year Built:	1880
Zoning:	CBD

PROPERTY OVERVIEW

Introducing a prime investment opportunity in the heart of Sparta, MI. This historic 2,853 SF building, constructed in 1880, presents an exceptional chance to own a piece of local heritage. Zoned CBD, the property is perfectly situated for office or office building use, offering great versatility. This well-maintained, character-filled space has immense potential for customization, with endless opportunities to create a unique and impressive business hub. Embrace the possibilities offered by this prominent location and position your investment for success in the burgeoning Sparta area. This is a rare chance to own a piece of history while making a shrewd investment in the future.

PROPERTY HIGHLIGHTS

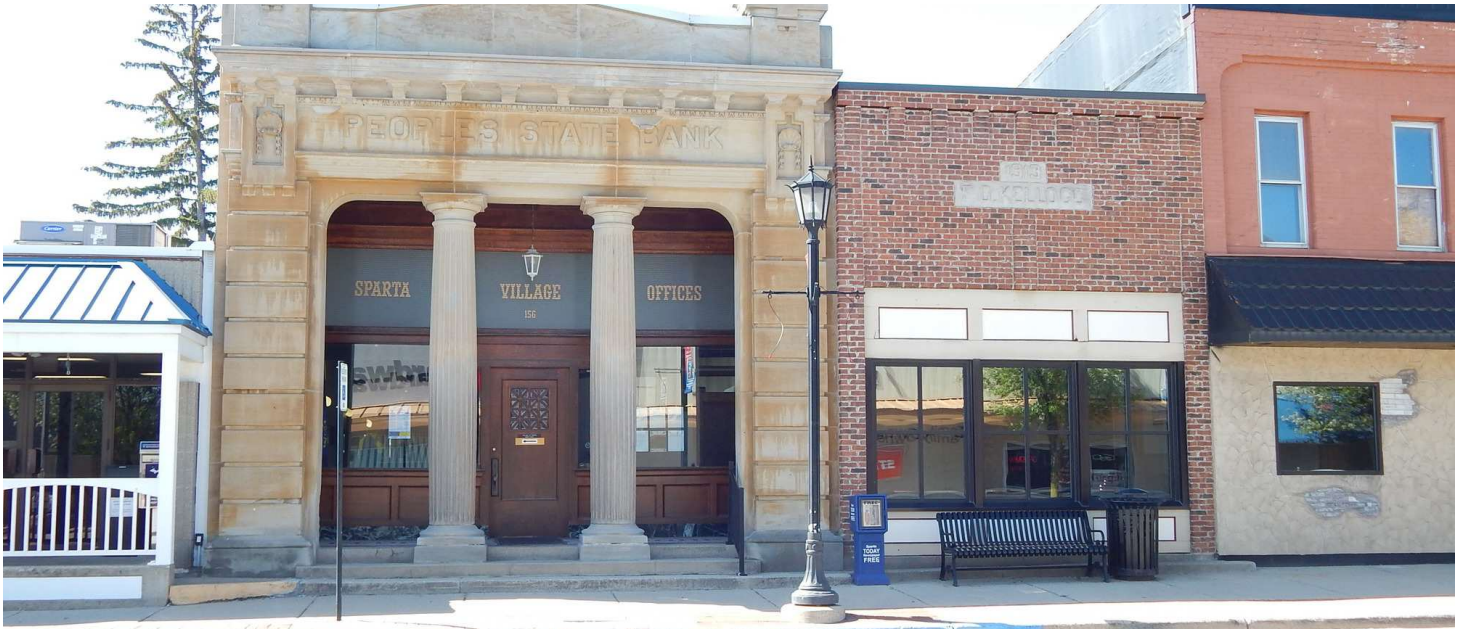
- 2,853 SF building
- Historic charm
- Zoned CBD
- Prime location
- Excellent investment opportunity
- Flexible layout
- Unique architectural features
- Great visibility



PHOTOS

156 E DIVISION ST

156 E Division St Sparta, MI 49345



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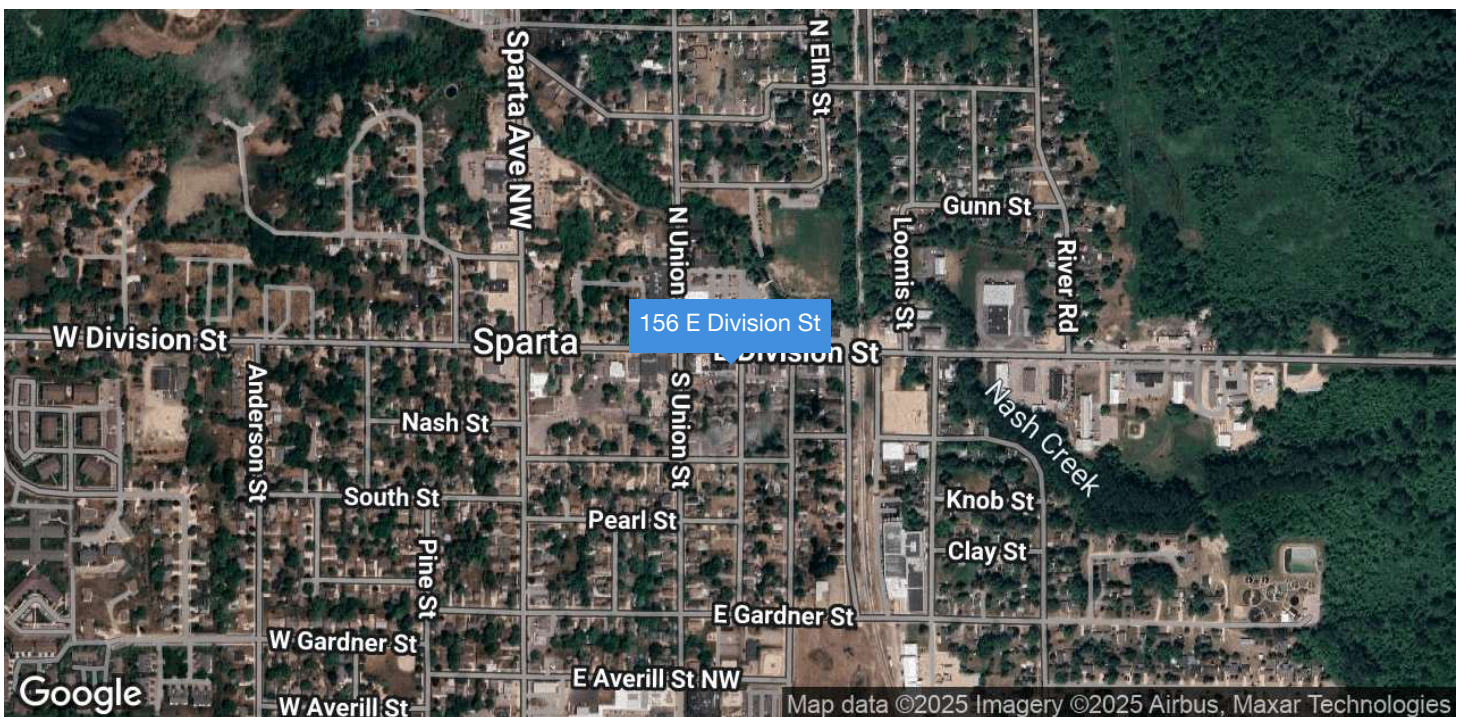
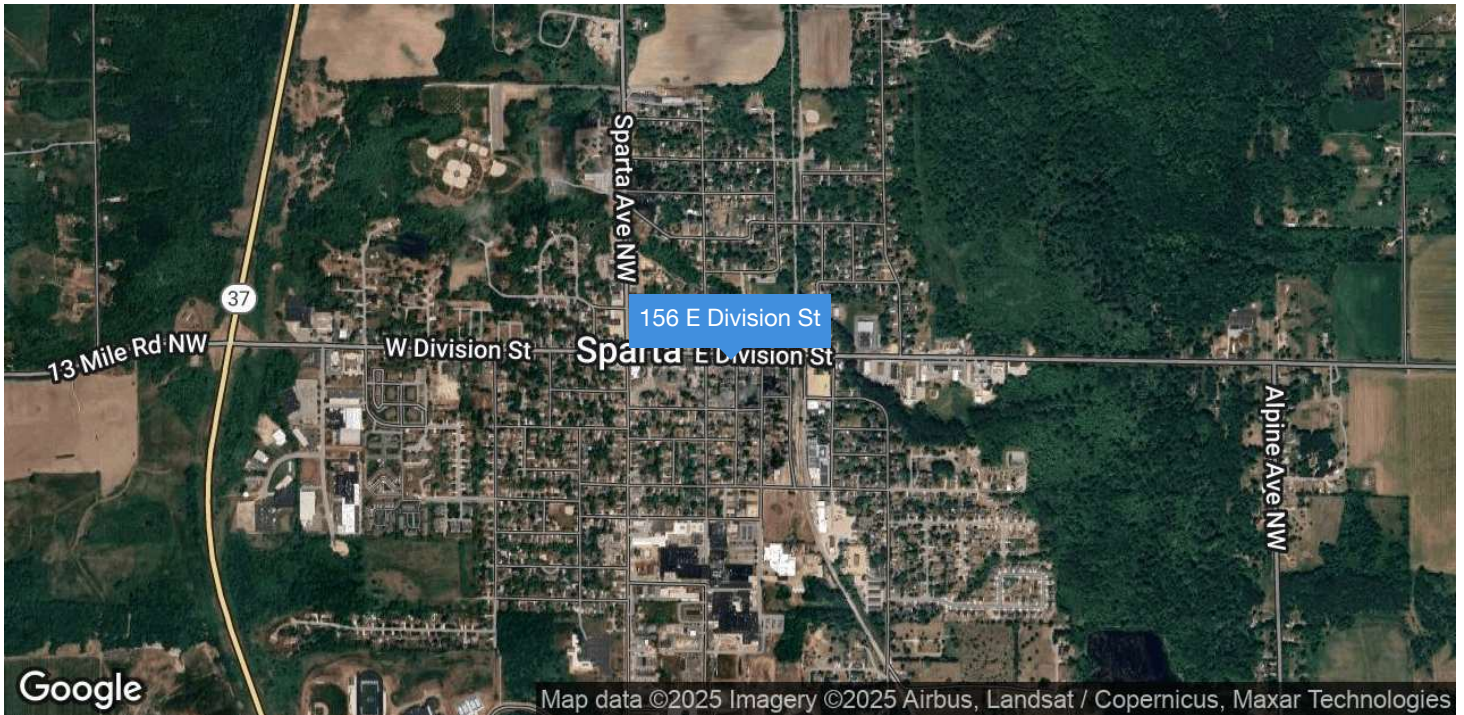


COLDWELL BANKER
COMMERCIAL
SCHMIDT REALTORS

LOCATION MAPS

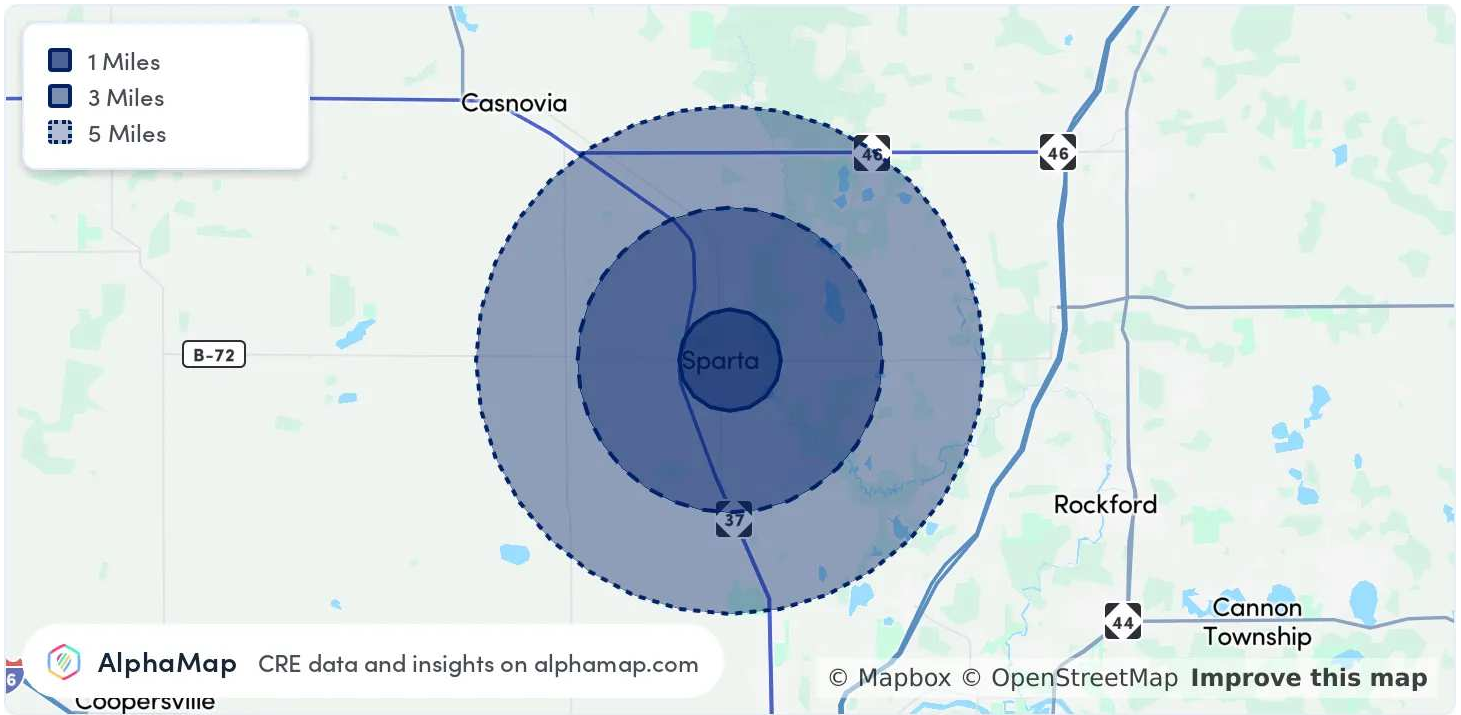
156 E DIVISION ST

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Map and demographics data derived from AlphaMap

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COLDWELL BANKER
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MARKETING PLAN

156 E DIVISION ST

156 E Division St Sparta, MI 49345

In order to maximize the value of an investment grade property, effective marketing is critical. The goal of Coldwell Banker Commercial Schmidt Realtors is to package the property appropriately and distribute to as many qualified buyers and agents to create competition. In order to achieve this goal, we will successfully implement the following marketing plan:

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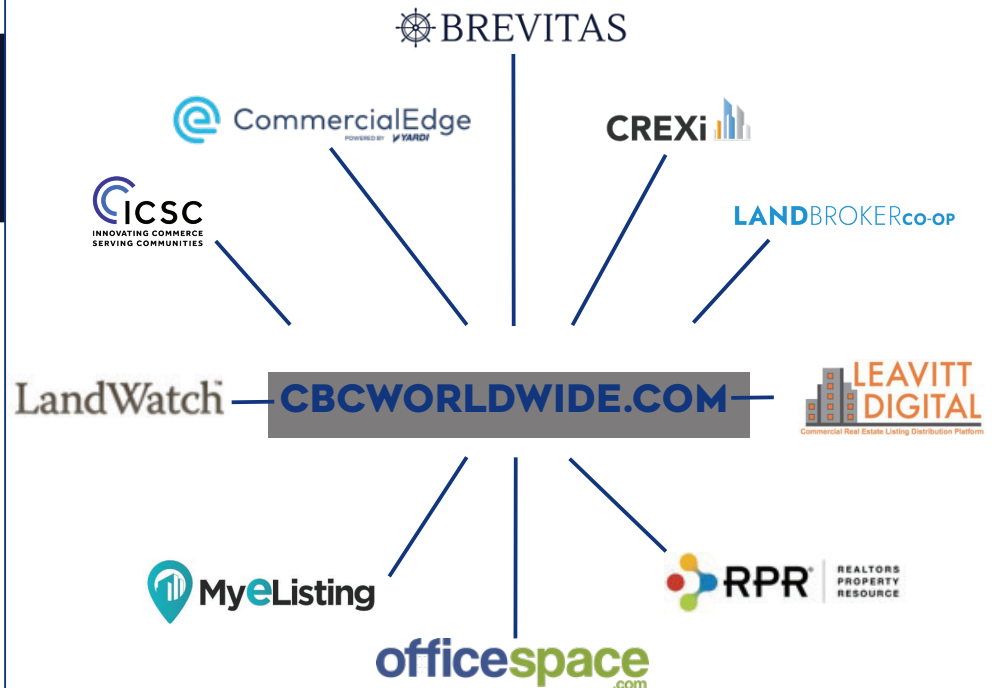
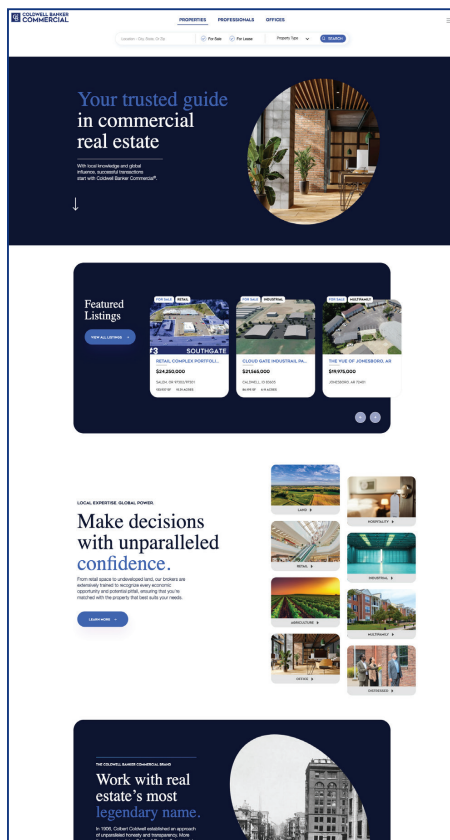
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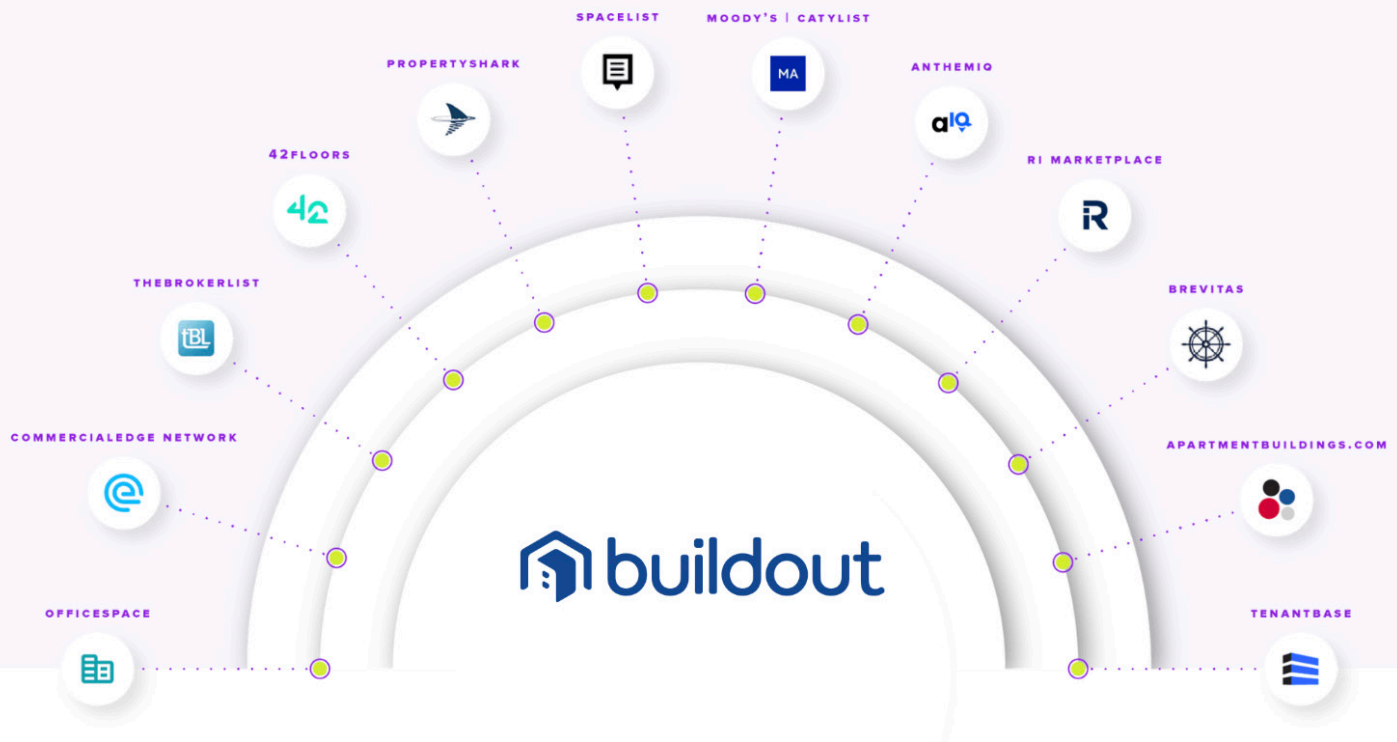
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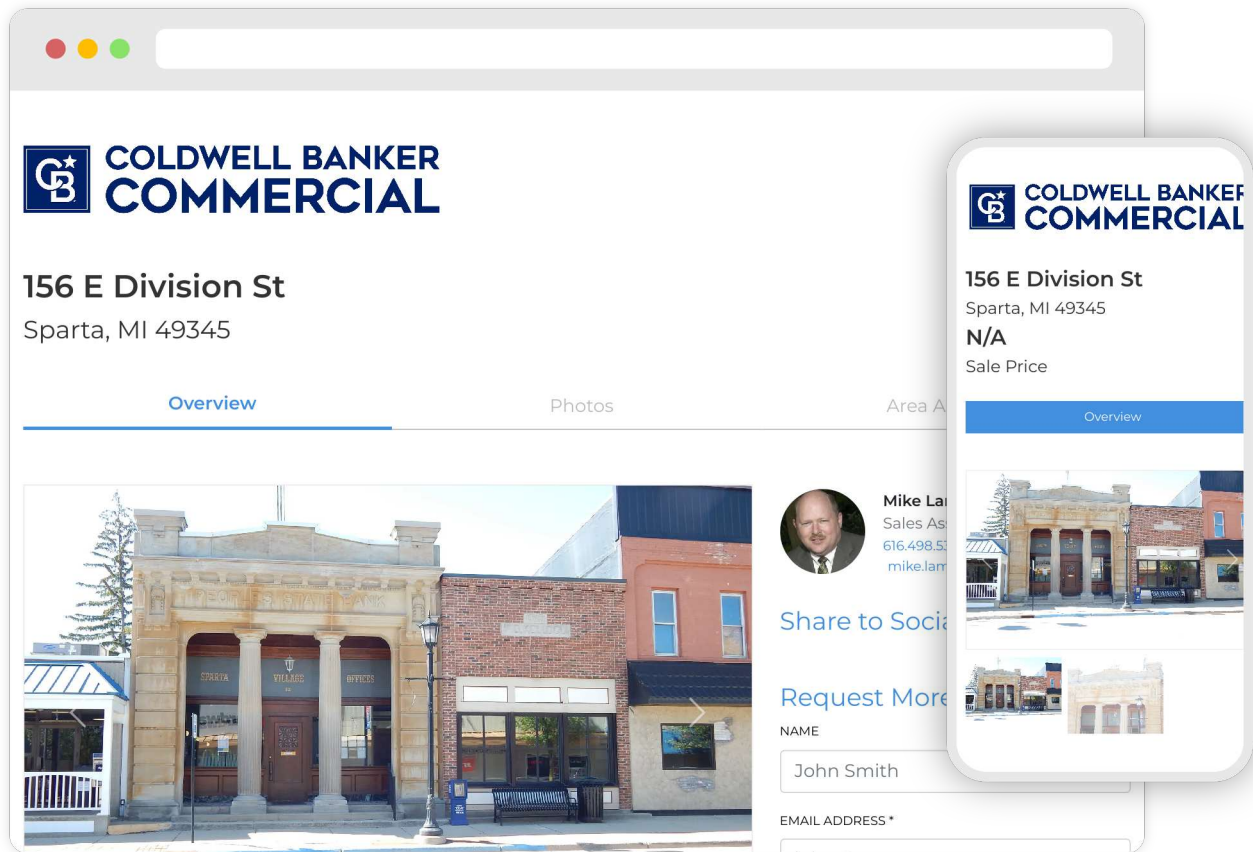
GAIN MORE EXPOSURE

In addition to listing syndication through CBCWORLDWIDE.com, listings are added into Buildout which syndicates to these commercial marketplaces.



MARKETING EXAMPLES

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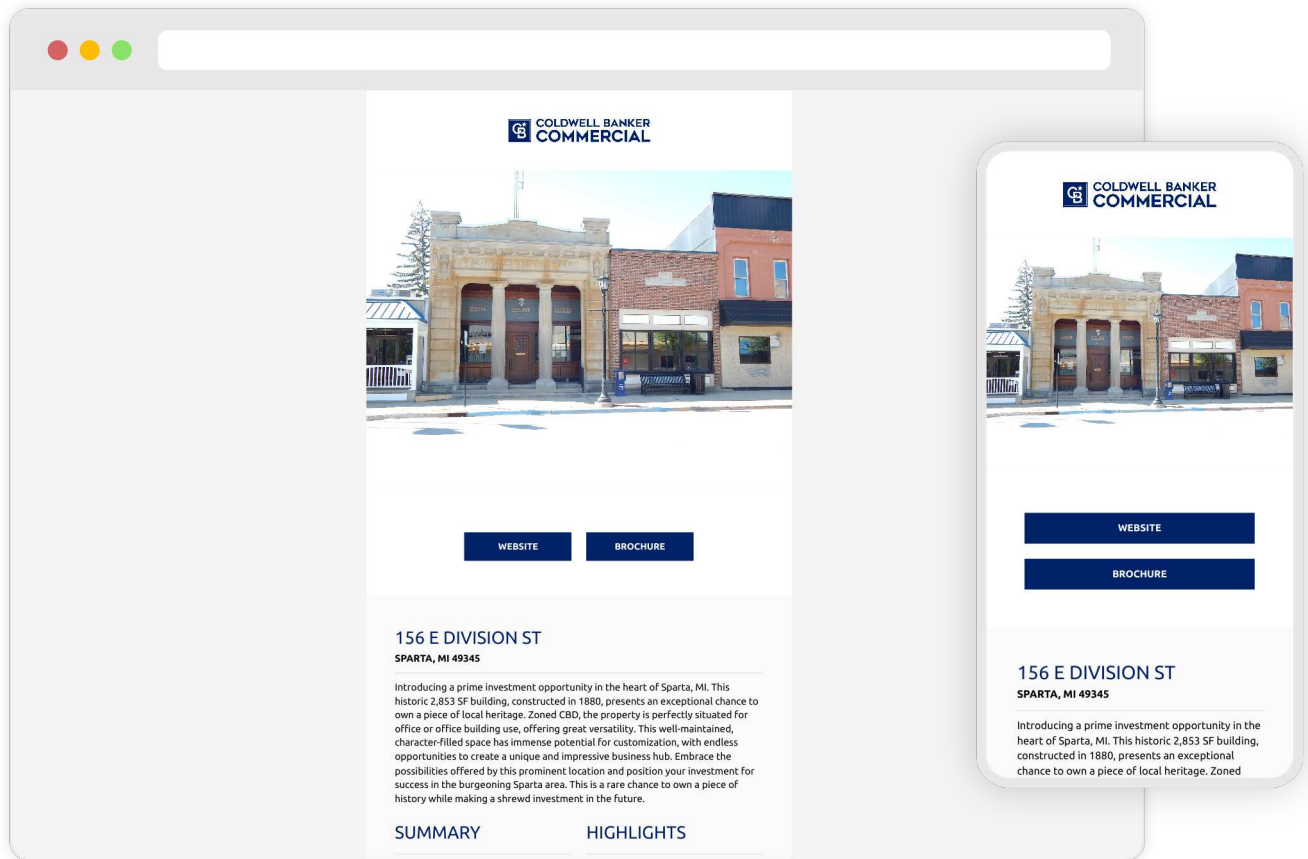
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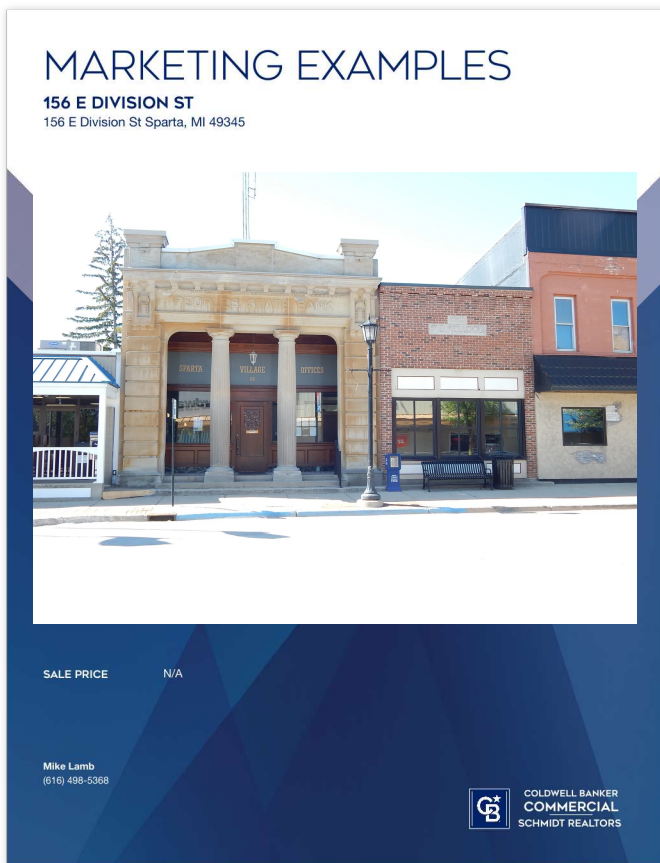
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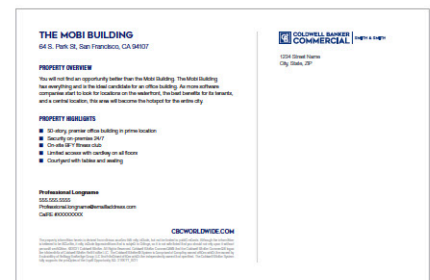
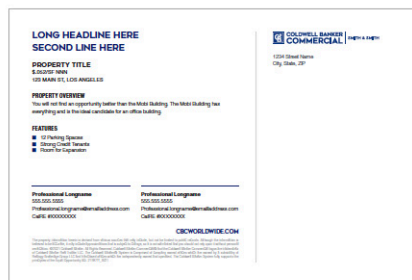
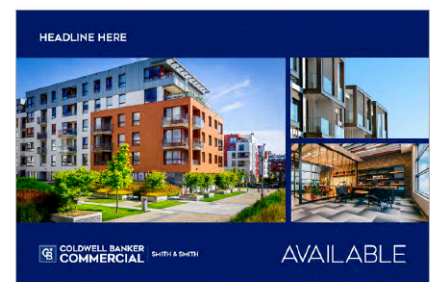
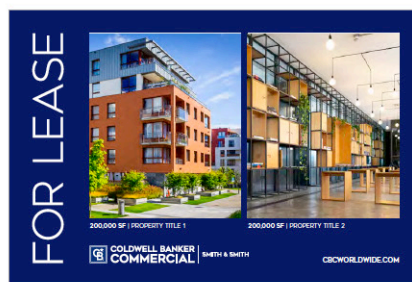
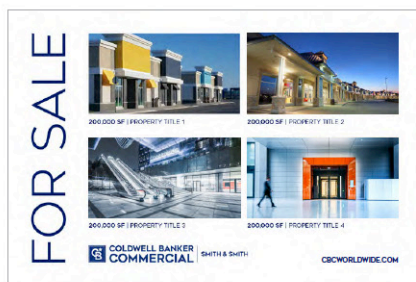


MARKETING EXAMPLES

156 E DIVISION ST
156 E Division St Sparta, MI 49345

DIRECT MAIL

When paired with digital marketing, specialty marketing, like direct mailers, serves to set your listing apart and remains an effective add-on for directly connecting with buyers. It's also a resourceful way to tap into commercial property owner and investor networks - creating an opportunity for them to notify buyers who are looking for a new property.



CONTACT

156 E DIVISION ST
156 E Division St Sparta, MI 49345



MIKE LAMB

Associate Broker/Manager

mike.lamb@cbgreatlakes.com

Direct: (616) 498-5368

Being a Real Estate Professional since 1989, I am a top-performing Realtor recognized nationally for Multi-Million Dollar production and hold prestigious designations like ABR, CNS, CRS, GRI, and RMM. I have been an active member in the real estate community, serving on boards and contributed to associations like the Greater Regional Alliance of REAL TORS® (GRAR) and the Michigan Association of REALTORS®. I specialize in commercial real estate, condominiums, and residential sales as a licensed Associate Real Estate Broker and Commercial Real Estate Professional. My goal is to surpass your expectations with a seamless, stress-reduced real estate journey, whether buying your first home, upgrading, or investing. Beyond real estate, I support community initiatives and co-chair events like the Silent Observer Charity Golf Classic. I am also member of the Sparta Downtown Development Authority (DDA) and Sparta Township Board of Review and the Rental Property Owners Association. Contact me today to benefit from my expertise and dedication in achieving your real estate goals.

MEMBERSHIPS

- Accredited Buyer Representative (ABR)
- Certified Negotiation Specialist (CNS)
- Certified Residential Specialist (CRS)
- Graduate Real Estate Institute (GRI)
- Residential Masters of Marketing (RMM)

Schmidt Realtors
194 South State St.
Sparta, MI 49345
616.887.7307

Mike Lamb
(616) 498-5368



COLDWELL BANKER
COMMERCIAL
SCHMIDT REALTORS



Request for Proposal

Redevelopment Opportunity at 75 N. Union Street, Sparta, MI 49345

Property Description

The Village of Sparta is seeking proposals for the adaptive reuse or redevelopment of the Village-owned Civic Center located at 75 N. Union Street. This centrally located property offers a unique opportunity to contribute to the vitality of downtown Sparta.

- Structure: Single-story masonry building formerly used for community events and gatherings
- Total Area: Approximately 7,810 sq. ft.
- Lot Size: Approximately 0.6 acres
- Location: Within walking distance of downtown businesses, public parking, and amenities. Directly adjacent to Rogers Park

Site Vision

The Village is open to a variety of proposals that enhance community value and activate this important downtown parcel. Potential uses may include, but are not limited to:

- Mixed-use development
- Community or cultural centers
- Educational or nonprofit facilities
- Residential or commercial spaces

Special consideration will be given to proposals from community-based organizations with a public mission. However, all qualified proposals will be considered.

Zoning

Current Zoning: B - Business District

Permitted Uses: B-Business District include, but are not limited to:

- Office buildings for various professional services
- Retail establishments
- Personal service establishments
- Restaurants and bars
- Private educational institutions
- Commercial recreation facilities
- Warehousing and storage facilities
- Light manufacturing and assembly operations
- Public and private utility uses

For a comprehensive list of permitted and special land uses, please refer to the Village of Sparta Code of Ordinances.

Utilities

The site is fully serviced with:

- Municipal water
- Municipal sewer
- Electric and gas utilities

Environmental Site Conditions

No environmental assessments have been conducted to date. The building has historically been used for civic purposes. Any necessary due diligence, including environmental assessments, will be the responsibility of the selected developer.

Submission Requirements

Interested parties must submit the following:

1. Contact Information: Name, address, phone number, and email of the individual or entity submitting the proposal.
2. Development Experience/Portfolio: Summary of relevant past projects.
3. Letter of Interest: Include reason for interest, intended use, proposed timeline, and purchase price.
4. Proposal Package: Preliminary design concepts, site plans, or architectural renderings, if available.
5. Additional Supporting Material: Letters of financing, letters of support, or other items that strengthen the proposal.

Process & Proposal Schedule

- RFP Issued: May 22, 2025
- Proposal Submission Deadline: July 7, 2025 (45 days from issuance)
- Evaluation Period: July 8 - July 20, 2025
- Selection Announcement: July 21, 2025, during the Village Council meeting

Questions and Submission

Submit proposals and inquiries to (via email PDF format):

James A. Lower, Village Manager

Village of Sparta

Email: manager@spartami.org

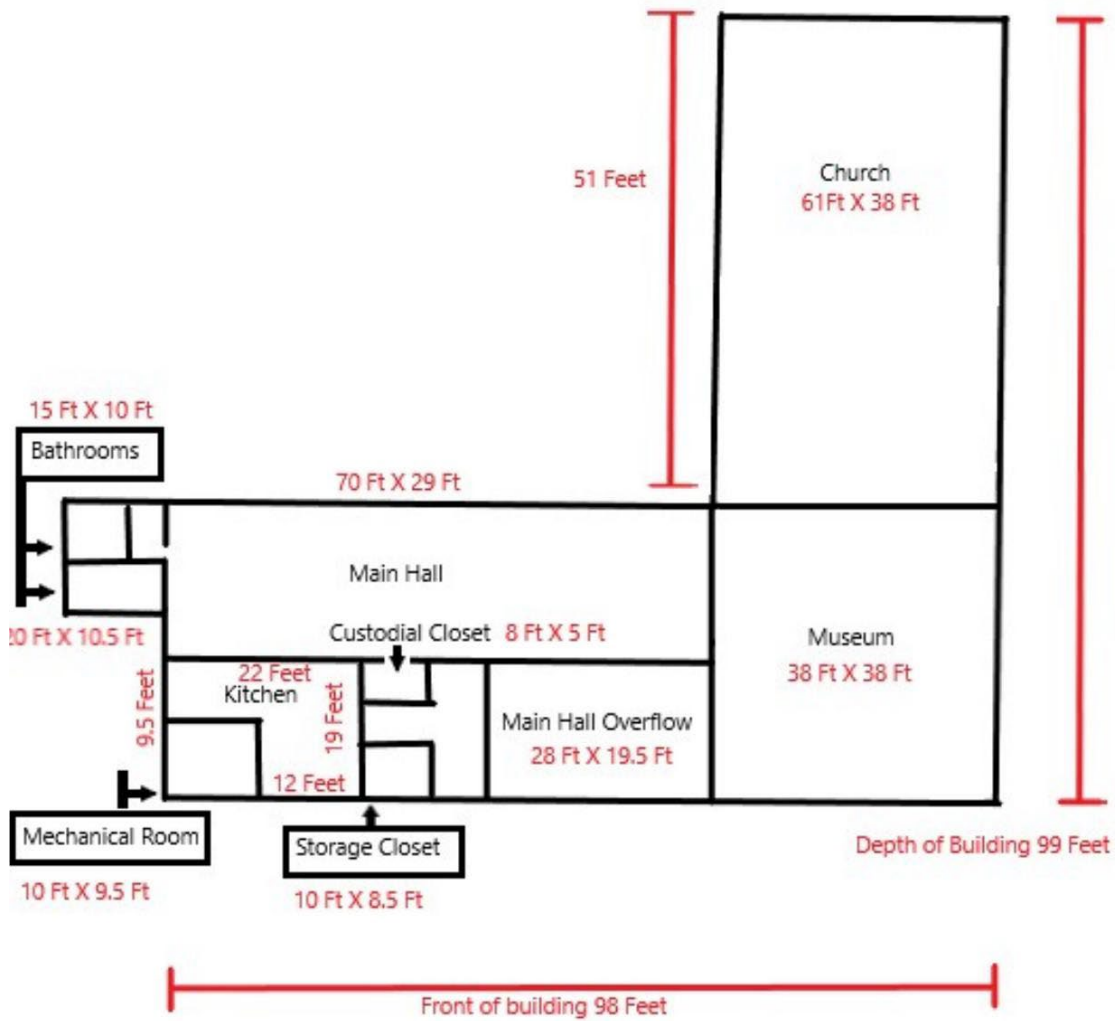
Phone: (616) 887-8251

Site Photos





Building Layout and Square Footage



Note: All square footage measurements provided are estimates. It is the responsibility of the proposer to verify all dimensions and specifications as needed. The leases with the Church and Museum can either be curtailed or continued at the proposer's discretion. The church lease is up in September and the Museum simply requires proper notice to be given.



Request for Proposal

Redevelopment Opportunity of the Current Village Hall at 156 E. Division Street, Sparta, MI 49345

Overview

The Village of Sparta is soliciting proposals for the adaptive reuse or redevelopment of the existing Village Hall located at 156 E. Division Street in the heart of Downtown Sparta. This high-visibility location offers a unique opportunity for private or community-based investment in a landmark civic property.

Background

The building has served as the seat of local government for decades and is located within Sparta's vibrant and walkable downtown. It is currently zoned Core Business District (CBD), which supports a wide range of uses, including office, retail, service, institutional, and mixed-use. More details about permitted uses and zoning requirements can be found on the Village's website at www.spartami.org under the Zoning Ordinance section (Municode link).

Building Information

- Address: 156 E. Division Street, Sparta, MI 49345
- Zoning: Central Business Commercial District – Downtown (CBD)
- Main Floor: See attached floor plan
- Basement: Significant finished and unfinished storage space (see attached layout)
- Attic: Large open attic suitable for additional storage or potential reconfiguration
- Access: Rear and front public entrances
- Condition: Structurally sound, with utilities in working condition

Key Features

- Prominent downtown location adjacent to other commercial and civic buildings
 - Ample storage space in both the basement and attic
 - Flexible floor plan suitable for office, retail, public use, or creative repurposing
 - On-street parking in front and additional public parking in the rear and nearby
-
- Basement Total: 1,100 FT²
 - Storage 1: 225 FT²
 - Storage 2: 96 FT²
 - Bathroom: 63 FT²

- Main Floor Total: 2,370 FT²
 - Main Lobby/Work Area: 814 FT²
 - Conference Room: 405 FT²
 - Office 1: 150 FT²
 - Office 2: 170 FT²
 - Vault: 96 FT²
 - Bathroom: 36 FT²
 - Storage 1: 127.5 FT²
 - Storage 2: 90 FT²

All measurements/ layout drawings are estimates and should be verified by interested parties.

Dimensions and Layout

Eligibility and Evaluation

Proposals are open to both private and nonprofit developers or organizations.

Submission Requirements

Interested parties must submit the following:

1. Contact Information: Name, address, phone number, and email of the individual or entity submitting the proposal.
2. Development Experience/Portfolio: Summary of relevant past projects.
3. Letter of Interest: Include reason for interest, intended use, proposed timeline, and purchase price.
4. Proposal Package: Preliminary design concepts, site plans, or architectural renderings, if available.
5. Additional Supporting Material: Letters of financing, letters of support, or other items that strengthen the proposal.

Proposal Timeline

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James A. Lower, Village Manager

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Email: manager@spartami.org

Phone: (616) 887-8251

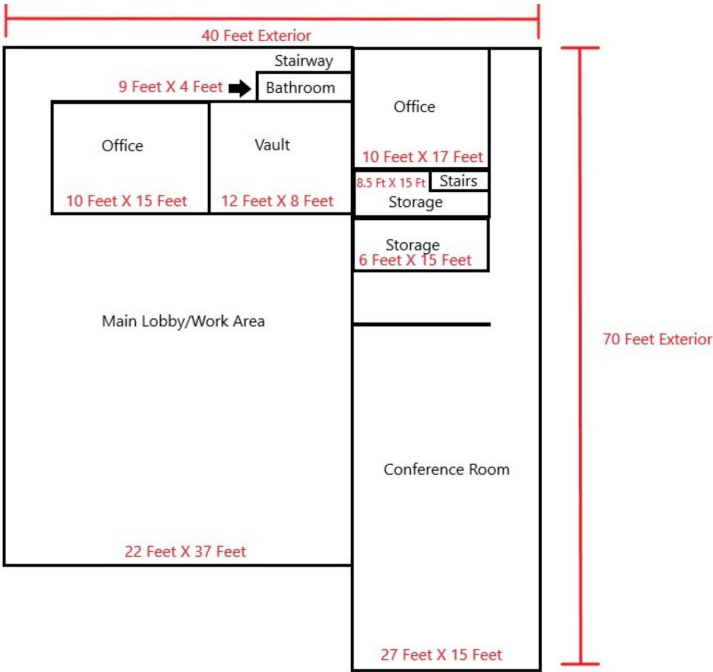
Photos



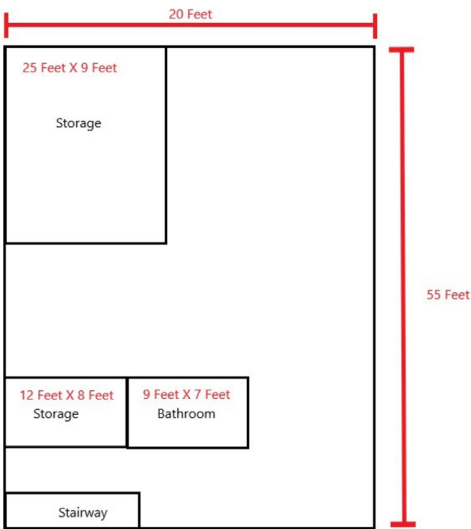


Floor Plan Layouts

Main Floor Layout



Basement Layout





ACTION MEMO

Staff Communication

DATE: May 13, 2025
TO: Village President Whalen and Members of Council
FROM: William Hunter, Director of Public Works
RE: Road Work Approval – Resurfacing and Mastic Projects

PURPOSE

To seek Village Council approval for two road preservation initiatives under the FY2025 Capital Improvement Plan (CIP):

1. Awarding the asphalt resurfacing contract to Michigan Paving & Materials Company.
2. Authorizing payment for mastic repair work completed by the Kent County Road Commission (KCRC).

These projects represent continued implementation of the Village's Street maintenance plan and responsible use of budgeted infrastructure funds.

BACKGROUND

HMA Resurfacing Project

The Village took part in the Kent County Road Commission's cooperative Local Road Program bid process to secure competitive pricing. The project includes approximately 0.69 miles of resurfacing on Blake Street, Mark/Doris Street, Maizie Court, Tentree Street, and Anderson Street. Bids were received under Contract 25-44 in the Full Depth (2.0" & 3.5") category, with the following results:

Rank	Bidder	Sparta Portion Bid	Notes
1	Michigan Paving & Materials Co.	\$179,957.50	Lowest responsive and responsible bidder
2	Rieth-Riley Construction Co.	\$193,754.10	7.7% higher than Michigan Paving
3	Black Gold Transport, Inc.	\$209,699.15	16.5% higher than Michigan Paving

The Village also plans to use KCRC’s pre-bid contracts for related concrete curb work (\$30,000) and construction inspection services (\$10,000), ensuring quality and administrative efficiency.

Mastic Surface Repair Work

KCRC performed mastic surface treatment in April 2025 on several Village streets where pavement conditions have advanced beyond the point of traditional crack sealing. Mastic, a rubberized asphalt/aggregate blend, provides longer-lasting repairs for wide cracks, shallow potholes, and surface fatigue. The work totaled \$28,803.61, covering labor, equipment, and 23,320 lbs of material at approximately \$0.584/lb—below typical market pricing.

BUDGET IMPLEMENTATION & COST SAVINGS

The FY2025 Capital Improvement Plan allocated \$435,000 for street resurfacing and preservation. The pre-bid engineering estimate for this work was \$275,000. The final combined project cost of \$248,761.11 reflects substantial savings—more than \$26,000 under the estimate and over \$186,000 under the total CIP allocation.

The mastic work is fully funded within the \$30,000 budgeted for crack sealing, and no budget amendments are required.

This outcome highlights effective project management and demonstrates the benefits of cooperative purchasing and strategic planning.

Description	Amount
Michigan Paving (asphalt)	\$179,957.50
Concrete Work (via KCRC)	\$30,000.00
Inspection (via KCRC)	\$10,000.00
Mastic Surface Treatment (KCRC)	\$28,803.61
Total Project Cost	\$248,761.11

RECOMMENDATION

Staff recommends that the Village Council:

1. Approve the bid from Michigan Paving & Materials Company in the amount of \$179,957.50 for asphalt resurfacing.
2. Authorize the use of Kent County Road Commission contracts for \$30,000 in concrete curb work and \$10,000 in inspection services.
3. Approve the invoice from Kent County Road Commission in the amount of \$28,803.61 for completed mastic surface treatment, funded by the \$30,000 crack sealing budget.

These approvals support the Village’s ongoing infrastructure improvements while staying well within the FY2025 Capital Improvement Plan budget.



ACTION MEMO

Staff Communication

DATE: May 13, 2025
TO: Village President Whalen and Members of Council
FROM: William Hunter, Director of Public Works
RE: Wellhead Protection Plan Update – Project Authorization

BACKGROUND:

The Village of Sparta last completed its Wellhead Protection Plan (WHPP) on March 1, 2009. Given the plan's age and changes in land use, operations, and regulatory expectations, it is both timely and necessary to revise the plan to ensure continued protection of the public drinking water supply and maintain compliance with EGLE's Source Water Protection Program.

IMPORTANCE OF THE PROGRAM:

The WHPP serves as a proactive strategy to identify and manage potential threats to our municipal water supply. It is a key tool in preventing contamination and ensuring the long-term sustainability of the aquifer system that supplies our drinking water. A current WHPP also demonstrates environmental stewardship and regulatory readiness.

Maintaining an up-to-date WHPP is not only a best practice—it also provides tangible benefits. The Michigan Department of Environment, Great Lakes, and Energy (EGLE) awards additional points to municipalities with approved WHPPs during competitive scoring for infrastructure grants such as the Drinking Water State Revolving Fund (DWSRF). This can improve the Village's eligibility and ranking in future funding rounds.

ACTION TAKEN:

The Village Manager has authorized Fleis & VandenBrink (F&V) to update the Village's WHPP. This professional services engagement falls within the Village Manager's purchasing authority, as the proposed fee of \$12,500 is below the \$25,000 threshold requiring Council approval.

F&V will also assist with the submission of a Source Water Protection Grant application to EGLE. If successful, the Village would receive 50% reimbursement, reducing the net cost to \$6,250. F&V is an experienced consultant in this area, having completed over 70 EGLE-approved WHPPs statewide.

PROJECT SCOPE HIGHLIGHTS:

- Review and update the delineated Wellhead Protection Area (WHPA)
- Inventory known and potential contaminant sources
- Evaluate emergency contingency procedures
- Develop management strategies and community education tools
- Submit a fully compliant, EGLE-approvable WHPP

TIMELINE:

The grant application is due June 15, 2025. If awarded, the updated WHPP will be completed during the one-year grant cycle, which ends on August 31, 2026.

CONCLUSION:

No Council action is required at this time. However, due to the importance of source water protection and the potential to improve our eligibility for future infrastructure grants, staff is providing this update for transparency and Council awareness. Progress updates and grant award status will be shared as they become available.



To: Sparta Village Council
From: Michael Krzciok, Airport Manager
Date: May 15, 2025
RE: Sparta Municipal Airport Monthly Report for April 2025

Fuel Sales:

Excellent spring weather provided for record April fuel sales. Flight training activity was exceptionally strong along with increased based and transient aircraft operations. Sparta Aviation Flight School reported their best April ever!

Month	Year	Total Transactions	Total Gallons
April	2025	315	6526
April	2024	271	5497
April	2023	255	5254
April	2022	219	4362
April	2021	239	4827
April	2020	111	2608

Hangar Demand:

All hangars are occupied. We had one tenant move up north and I was able to fill that hangar immediately. There are currently three airplanes on the field that are for sale so I will have some openings in the future. We should be able to fill them quickly based on our wait list.

Available Hangars	0
Upcoming Availability	3
T-hangar Waitlist	56

Hangar Construction:

Surveying has been completed and two new hangars are scheduled to begin site preparation in late May with construction starting in June. The lease for the Johnston hangar is complete and payment received. Drawings are attached. The VanderVeen hangar lease will be executed in May and I should have the engineered drawings soon.

Summer Reading Program and Airplane Rides:

The Sparta Airport is partnering with the Sparta Township Library to offer airplane rides as prizes for their Summer Reading Program. Both flight schools have offered two Discovery Flights each and I have a commitment for two private airplane rides for a total of six prizes. The airport will donate the fuel for these flights. We are excited to give back to our local community and look forward to working with the library to help incentivize Sparta's students and adults to keep reading this summer!

Summer Events at Sparta Airport:

The airport will be hosting several fun events that help draw interest to the airport and aviation and offer our local community a chance to enjoy their wonderful airport.

EAA Chapter 704's monthly meeting: Monday May 19. The Sparta EAA (Experimental Aircraft Association) Chapter will be hosting Gentle Journey's hot air ballooning. Weather permitting, we will have a balloon launch at the airport. I will be helping to coordinate this event so I will not be at the Village Council meeting. <https://www.gentlejourneyballoons.com/>

Grill & Chill Evening Hangouts: June, July and August. I am working with our EAA Chapter to pick a date each month this summer to have an informal gathering at the airport for area pilots and anyone interested in aviation to hang out at the airport for hotdogs and hamburgers, airplane viewing, etc. The airport will supply the food, drinks and promotion, the EAA will supply volunteers to cook. I will announce the dates via our email list and our Facebook and Instagram pages.

Michigan Aeronautics Commission (MAC) quarterly meeting: July 19. The Michigan Aeronautics Commission holds its quarterly public meetings at various airports and Sparta is happy to host their July 2025 meeting. <https://www.michigan.gov/mdot/about/commissions-councils-committees/michigan-aeronautics-commission>

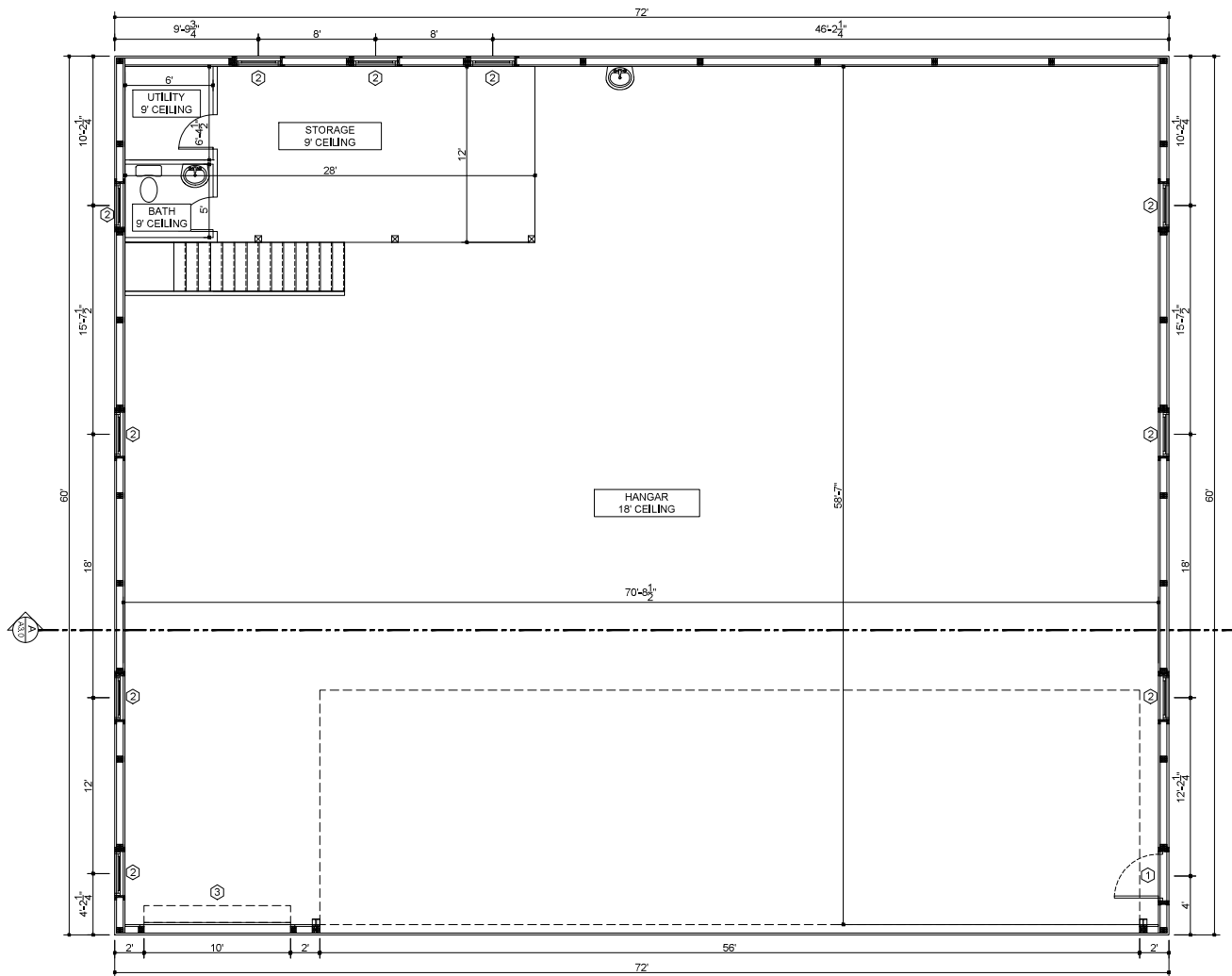
Young Eagle Flights: Saturday August 2. Free airplane rides for kids ages 8-17 through the EAA Young Eagles flight program and provided by the local Sparta EAA Chapter known as the "Peach Ridge Air Force". <https://www.eaa.org/ea/youth/free-ye-flights> This is a great community outreach program and the Sparta Airport is excited to host this event.

Aircraft Owners and Pilots Association (AOPA) "Rusty Pilot" seminar: August 2. Sparta Aviation Services and the Sparta Airport are excited to host this course which helps pilot who haven't flown recently (or in years) to get back in the game. <https://www.aopa.org/training-and-safety/lapsed-pilots/rusty-pilots>

Sparta Airport Fly-in: Saturday August 9. Our annual fly-in and pancake breakfast hosted by Sparta's local EAA Chapter is a popular event for the local community and pilots from all over Michigan.

Sparta Mud Races: August 2025: (date TBD) Last year we brought the mud run back to Sparta Airport and it was a big success. Nic Gill with Auto Care Excellence is working to secure a date in August. We look forward to an even better year two of getting down and dirty in the bog! Stay tuned for updates.





OPENING SCHEDULE

- ① ENTRY DOOR - 3068 (3'-0" WIDE X 6'-8" TALL)
- ② WINDOW - 3040 (3'-0" WIDE X 4'-0" TALL)
- ③ ROLL UP DOOR - 100120 (10'-0" WIDE X 12'-0" TALL)

FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"



MICHIGAN BUILDING DESIGN
231.577.9523
PLANS@MICHIGANBUILDINGDESIGN.COM
WWW.MICHIGANBUILDINGDESIGN.COM

PROJECT NAME:

Specialty Field Hangar

9100 Vinton Ave NW
Sparta, MI 49345

PROJECT NUMBER:

25021

PROJECT PHASE:

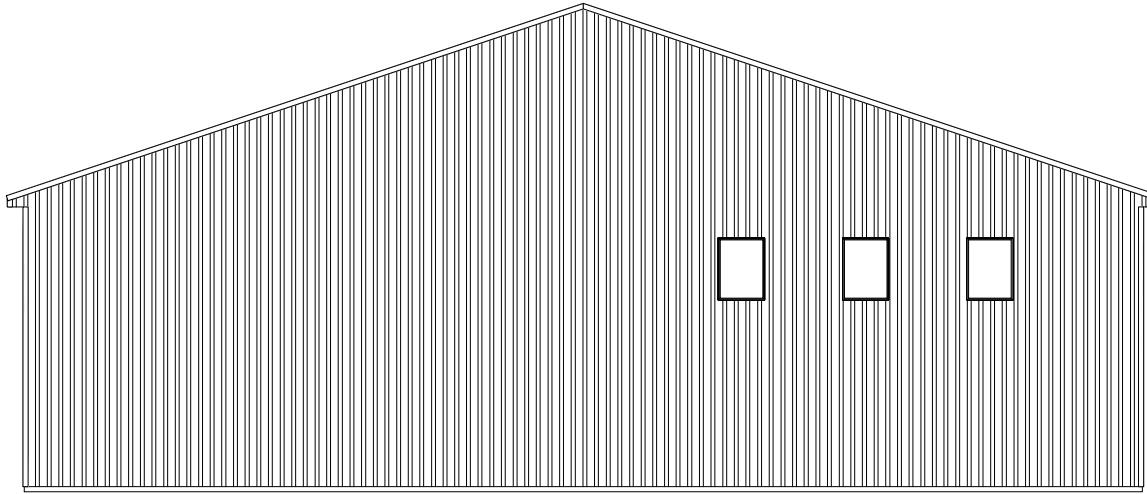
PERMITTING

RELEASE DATE:

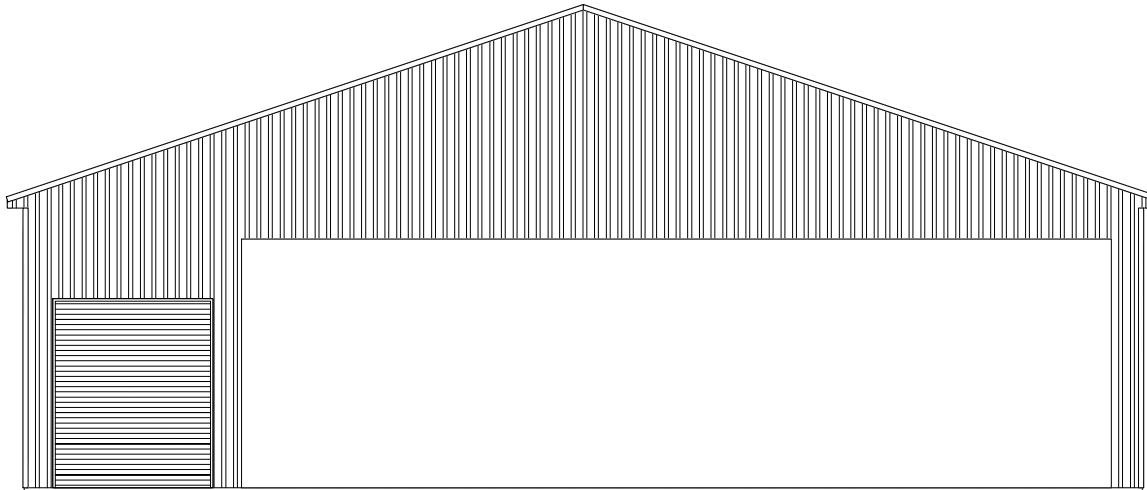
14 May 2025

SHEET NUMBER:

A1.1



REAR ELEVATION
SCALE: 1/8" = 1'-0"



FRONT ELEVATION
SCALE: 1/8" = 1'-0"

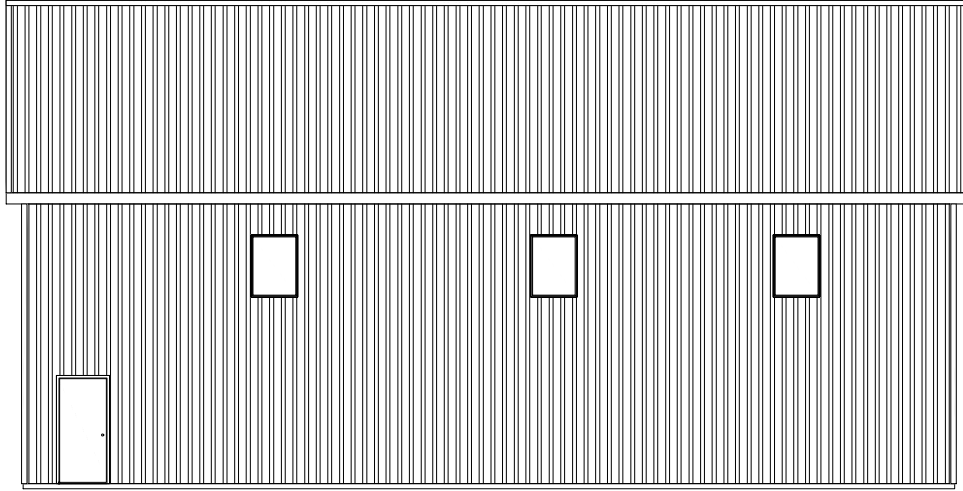


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Specialty Field Hangar
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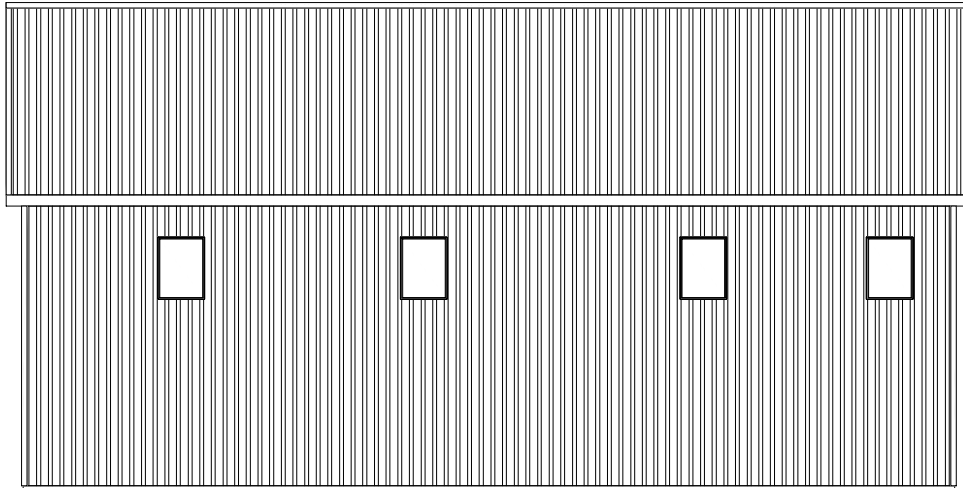
PROJECT NUMBER:
25021
PROJECT PHASE:
PERMITTING
RELEASE DATE:
14 May 2025
SHEET NUMBER:

A2.0



RIGHT ELEVATION

SCALE: 1/8" = 1'-0"



LEFT ELEVATION

SCALE: 1/8" = 1'-0"



**MICHIGAN BUILDING DESIGN**
231.577.9523
PLANS@MICHIGANBUILDINGDESIGN.COM
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Sparta, MI 49345

PROJECT NUMBER:
25021
PROJECT PHASE:
PERMITTING
RELEASE DATE:
14 May 2025
SHEET NUMBER:

A2.1



ACTION MEMO

Staff Communication

DATE: May 13, 2025
TO: Village President Whalen and Members of Council
FROM: William Hunter, Director of Public Works
RE: DPW Monthly Update

1. Water System Operations

- April 7 – Conducted a citric acid rinse of all softener resin in all three cells.
- April 17 – RS Technical recalibrated the chlorine analyzer at the Water Plant.
- April 25 – Conducted hydrant flow testing as part of the Water Reliability Study update.
- April 30 – Purchased a new brine transfer pump for the Water Plant.
- May 1 – Staff responded to a PLC issue at the Water Plant caused by a planned power outage; the issue was related to a “safe point” fault.
- May 7 – Began spring system-wide water main flushing.
- May 13 – West Michigan Instruments installed a new dialer and remote and repaired safe point functionality on the PLC system.
- May 9 – Peerless Pump evaluated all wells in the system.
- April 24, 29; May 1, 7, 8, 9, 13 – Ongoing operations and maintenance activities were performed at the Water Plant.

2. Water Main Breaks

- April 15 – Repaired a water main break on Ida Red.
- May 8 – Repaired a water main break on the 300–400 block of Nelson.

3. Stormwater & Sewer System

- April 28 – Investigated a sinkhole at 147 Pine Street caused by a boring contractor.
- April 28 – Hired a contractor to repair storm infrastructure at Anderson and Gardner after boring activity damaged a catch basin.

- May 5 – Responded to a resident call about a storm line void behind Park Lane. The area was secured with cones; repairs will be completed in the coming weeks.
- April 17, 18, 23, 30 – Conducted catch basin cleaning throughout the Village.
- April 23 – Performed maintenance on the sanitary sewer system.

4. Capital & Facility Projects

- April 17 – Held kickoff meeting for the Safe Routes to School project.
- April 23 – Replaced the roof on the outbuilding at Nash Field.
- April 23 – Repaired a catch basin at the entrance to Sparta Recreation Authority (SRA).
- April 22 – Performed Civic Center and park maintenance.

5. Parks, Streets & Brush Pickup

- April 18 – Trimmed trees in the right-of-way.
- April 21, 28, 30 – Conducted general equipment and park maintenance.
- May 5 – Performed Civic Center and park maintenance along with village-wide brush pickup.
- May 6 – Continued brush pickup and supported special events.
- May 7 – Conducted Civic Center maintenance.
- Weekly – Staff collects grass clipping bags throughout the Village every Monday; this task takes approximately 2 to 3 hours.

6. Miss Dig Activity

- April 16, 2025, to May 16, 2025 – Staff cleared 125 Miss Dig tickets through the system.



ACTION MEMO

Staff Communication

DATE: May 14, 2025
TO: Village President Whalen and Members of Council
Jim Lower, Village Manager
William Hunter, Director of Public Works
FROM: Conrad Bowman, Wastewater Superintendent
RE: Wastewater Plant-update

Summary:

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

April 2025 Flow Data

Wastewater Treatment Plant flow:

- 19.457 M gallons treated for the month
- 0.991 M gallons max daily flow
- 0.649 M gallons per day average

Algoma Township flow:

- 1,283,159 gallons treated for the month
- 63,117 gallons max daily flow
- 42,772 gallons per day average

Significant Events/Emergency Callouts:

There were no violations for the month of April.

- We are continuing to write SOPs, perform preventive maintenance, and do housekeeping.
- We are continuing to update our laboratory QA/QC program. This has involved re-writing outdated approved methods and SOP's, running duplicates, spikes, reference samples, and inter-lab splits.
- Started a laboratory chemical inventory program.
- Staff have been cross-training at the water plant and DPW garage.
- Continued cataloging our assets for an asset management program that will improve maintenance schedules.
- We are continuing to collect composite samples and run lab on Old Orchard daily.
- Working with Fleis and Vandenbrink on plant upgrades and design. We had our 60% design meeting on 4/3 with EGLE and the village.
- Discovered a leaking bleach overflow tank on 4/7. We were able to isolate the leak without a large spill. Also replaced a section of bleach feed line at the same time.
- Non-domestic user surveys were mailed out on 4/10.
- Found shredded belts on our headworks building exhaust system on 4/14. We were able to replace the belts and get the system back up and running.
- Plumbers was contracted to clean out Applewood lift station on 4/14.
- Our ferric chloride feed pump had a diaphragm failure on 4/15. We were able to replace the pump and rebuild the spare pump.
- Trace Laboratories was on site on 4/16 to take our quarterly low level mercury and hexavalent chromium samples, along with our 2x annual WET testing.
- On 4/16 I found blower 3 that feeds our aerobic digesters not running. There were melted wires inside the cabinet coming from the motor starter. Dursko Electric was out on 4/17 to diagnose. He was able to re-wire the cabinet. When testing blower 3 I found the bearings to be failing in the motor, this was most likely caused by the overloads failing and the motor getting too hot.
- We were able to replace the motor in-house with a spare we had at the plant on 4/22. We will be sending out the old one to get rebuilt.

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



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 April 2025

Crime Report Information:

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

Incidents of interest

Officer Jones is currently working on two CSC cases involving juveniles. These are intensive and time-consuming cases, however, I am confident that when concluded charges will be brought against the two suspects.

Officer Sietsema is working on an unlawful entry to a residence. He has not identified the subject as of this writing.

Officer Kusmierski is working on some car larcenies and has apprehended two juveniles. He is working the case and will soon be sending it down to Juvenile for review.

Traffic

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

Parking Citations for April

Zero (0)

Department Issues

The 2024 Cruiser has been outfitted and in rotation.

The HVAC system is being installed at the PD.

Officer Bultsma is in background investigations with Grandville PD. He is one of four they are looking at for one position. I should know within the next few weeks if he is chosen. If he is there will be a full-time position open that I will work on filling as soon as possible.

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
04/01/2025	04/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>2 CAR CRASH</i>					Count: 1
25-001310	04/27/2025	2 CAR CRASH		JONES, CALEB	Closed
<i>ABANDONED VEHICLE ON PRIVATE PROP</i>					Count: 1
25-001246	04/14/2025	ABANDONED VEHICLE ON PRIVATE PROP		PRICE, DAVE	Closed
<i>ALARM</i>					Count: 1
25-001252	04/15/2025	ALARM		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST COUNTY - CAR VS MOTORCYCLE</i>					Count: 1
25-001298	04/25/2025	ASSIST COUNTY - CAR VS MOTORCYCLE		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST COUNTY - CRASH / OWI</i>					Count: 1
25-001260	04/16/2025	ASSIST COUNTY - CRASH / OWI		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST COUNTY ON PI</i>					Count: 1
25-001180	04/04/2025	ASSIST COUNTY ON PI		SOULES, CALEB HOWARD	Turned Over
<i>ASSIST COUNTY ON ROLLOVER PI</i>					Count: 1
25-001223	04/10/2025	ASSIST COUNTY ON ROLLOVER PI		SOULES, CALEB HOWARD	Turned Over
<i>ASSIST CPS</i>					Count: 1
25-001289	04/24/2025	ASSIST CPS		SOULES, CALEB HOWARD	Closed
<i>ASSIST GRAND LEDGE PD</i>					Count: 1
25-001275	04/19/2025	ASSIST GRAND LEDGE PD		SIETSEMA, ETHAN	Closed
<i>ASSIST KCSO</i>					Count: 2
25-001187	04/05/2025	ASSIST KCSO		WYNBEEK, LEAH	Closed
25-001266	04/17/2025	ASSIST KCSO		BULTSMA, ZACHARY NEAL	Closed
<i>ASSIST KCSO ON DISORDERLY</i>					Count: 1
25-001301	04/25/2025	ASSIST KCSO ON DISORDERLY		WYNBEEK, LEAH	Closed
<i>ASSIST MEDICAL</i>					Count: 2
25-001181	04/04/2025	ASSIST MEDICAL		SIETSEMA, ETHAN	Closed
25-001238	04/12/2025	ASSIST MEDICAL		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST MEDICAL / KCSO</i>					Count: 1
25-001273	04/19/2025	ASSIST MEDICAL / KCSO		SOULES, CALEB HOWARD	Closed
<i>ASSIST TO CPS</i>					Count: 1
25-000078	04/21/2025	ASSIST TO CPS		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST WITH AGGRESSIVE STUDENT</i>					Count: 1
25-001165	04/01/2025	ASSIST WITH AGGRESSIVE STUDENT		KUSMIERSKI, TRAVIS	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
04/01/2025	04/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>ASSIST WITH AGGRESSIVE STUDENT</i>					Count: 1
<i>BROKEN WATER MAIN</i>					Count: 1
25-001249	04/14/2025	BROKEN WATER MAIN		SIETSEMA, ETHAN	Closed
<i>CAR VS PEDESTRIAN</i>					Count: 1
25-001335	04/29/2025	CAR VS PEDESTRIAN		KUSMIERSKI, TRAVIS	Closed
<i>CIVIL ASSIST</i>					Count: 1
25-001340	04/30/2025	CIVIL ASSIST		BULTSMA, ZACHARY NEAL	Closed
<i>CIVIL DOMESTIC</i>					Count: 1
25-001234	04/12/2025	CIVIL DOMESTIC		JONES, CALEB	Closed
<i>COMPLAINT MADE IN ERROR</i>					Count: 1
25-001219	04/09/2025	COMPLAINT MADE IN ERROR		SIETSEMA, ETHAN	Closed
<i>CPS INVESTIGATION</i>					Count: 1
25-001293	04/24/2025	CPS INVESTIGATION		SIETSEMA, ETHAN	Open
<i>CRIMINAL HISTORY CHECKS</i>					Count: 10
25-000068	04/01/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000069	04/04/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000073	04/09/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000074	04/10/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000075	04/11/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000076	04/14/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000077	04/16/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000080	04/21/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000081	04/22/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
25-000083	04/29/2025	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
<i>CSAM</i>					Count: 1
25-001261	04/17/2025	CSAM		JONES, CALEB	Open
<i>DISORDERLY JUVENILES</i>					Count: 1
25-001256	04/16/2025	DISORDERLY JUVENILES		JONES, CALEB	Closed
<i>DOMESTIC / WARRANT ARREST</i>					Count: 1
25-001268	04/18/2025	DOMESTIC / WARRANT ARREST		SOULES, CALEB HOWARD	Cleared by Arrest
<i>DOMESTIC ASSAULT</i>					Count: 2
25-001251	04/15/2025	DOMESTIC ASSAULT		SOULES, CALEB HOWARD	Pending
25-001308	04/26/2025	DOMESTIC ASSAULT		JONES, CALEB	Cleared by Arrest
<i>DWLS</i>					Count: 1
25-001306	04/26/2025	DWLS		WYNBEEK, LEAH	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
04/01/2025	04/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>EQUIPMENT CHECK</i>					Count: 1
25-001291	04/24/2025	EQUIPMENT CHECK		SIETSEMA, ETHAN	Closed
<i>EXHIBITION DRIVING / BURNOUT</i>					Count: 1
25-001316	04/27/2025	EXHIBITION DRIVING / BURNOUT		PRICE, DAVE	Open
<i>EXTORTION</i>					Count: 1
25-001280	04/21/2025	EXTORTION		KUSMIERSKI, TRAVIS	Closed
<i>FALSE ALARM</i>					Count: 2
25-001285	04/23/2025	FALSE ALARM		SIETSEMA, ETHAN	Closed
25-001287	04/23/2025	FALSE ALARM		SIETSEMA, ETHAN	Closed
<i>FOUND PROPERTY</i>					Count: 3
25-001218	04/09/2025	FOUND PROPERTY		SIETSEMA, ETHAN	Closed
25-001263	04/17/2025	FOUND PROPERTY		JONES, CALEB	Closed
25-001327	04/28/2025	FOUND PROPERTY		SOULES, CALEB HOWARD	Closed
<i>FRAUD</i>					Count: 2
25-001332	04/29/2025	FRAUD		SOULES, CALEB HOWARD	Open
25-001337	04/29/2025	FRAUD		SIETSEMA, ETHAN	Closed
<i>FRAUDULENT ATM WITHDRAWAL</i>					Count: 1
25-001294	04/25/2025	FRAUDULENT ATM WITHDRAWAL		JONES, CALEB	Open
<i>HARASSMENT</i>					Count: 1
25-001221	04/10/2025	HARASSMENT		SOULES, CALEB HOWARD	Closed
<i>ILLEGAL DUMPING</i>					Count: 1
25-001318	04/27/2025	ILLEGAL DUMPING		JONES, CALEB	Closed
<i>ILLEGAL ENTRY</i>					Count: 1
25-001328	04/29/2025	ILLEGAL ENTRY		SIETSEMA, ETHAN	Closed
<i>INTRUSION ALARM</i>					Count: 1
25-001311	04/26/2025	INTRUSION ALARM		WYNBEEK, LEAH	Closed
<i>INTRUSTION ALARM - FALSE</i>					Count: 1
25-001303	04/25/2025	INTRUSTION ALARM - FALSE		WYNBEEK, LEAH	Closed
<i>JUVENILE RUNAWAY</i>					Count: 1
25-001201	04/07/2025	JUVENILE RUNAWAY		SIETSEMA, ETHAN	Closed
<i>KCSO ASSIST</i>					Count: 1
25-001231	04/12/2025	KCSO ASSIST		BULTSMA, ZACHARY NEAL	Closed
<i>LANDLORD / TENANT DISPUTE</i>					Count: 1
25-001203	04/07/2025	LANDLORD / TENANT DISPUTE		KUSMIERSKI, TRAVIS	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
04/01/2025	04/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>LARCENY</i>					Count: 1
25-001259	04/17/2025	LARCENY		BULTSMA, ZACHARY NEAL	Open
<i>LOCAL RECORDS CHECK</i>					Count: 6
25-000070	04/08/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
25-000071	04/08/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
25-000072	04/09/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
25-000079	04/21/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
25-000082	04/23/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
25-000084	04/30/2025	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
<i>LOUD MUSIC</i>					Count: 1
25-001257	04/16/2025	LOUD MUSIC		KUSMIERSKI, TRAVIS	Closed
<i>MED 1 ECHO</i>					Count: 1
25-001279	04/20/2025	MED 1 ECHO		KUSMIERSKI, TRAVIS	Closed
<i>MED ECHO - DISREGARDED</i>					Count: 1
25-001284	04/23/2025	MED ECHO - DISREGARDED		SOULES, CALEB HOWARD	Turned Over
<i>MOTORIST ASSIST</i>					Count: 1
25-001295	04/25/2025	MOTORIST ASSIST		KUSMIERSKI, TRAVIS	Closed
<i>NOISE COMPLAINT</i>					Count: 1
25-001300	04/25/2025	NOISE COMPLAINT		WYNBEEK, LEAH	Closed
<i>OWI</i>					Count: 1
25-001312	04/26/2025	OWI		WYNBEEK, LEAH	Warrant Request-County
<i>OWI 2ND</i>					Count: 1
25-001239	04/13/2025	OWI 2ND		BULTSMA, ZACHARY NEAL	Cleared by Arrest
<i>OWI HIGH BAC >.17</i>					Count: 1
25-001159	04/01/2025	OWI HIGH BAC >.17		SIETSEMA, ETHAN	Cleared by Arrest
<i>PARKING COMPLAINT</i>					Count: 1
25-001299	04/25/2025	PARKING COMPLAINT		KUSMIERSKI, TRAVIS	Closed
<i>PARKINGCOMPLAINT</i>					Count: 1
25-001264	04/17/2025	PARKINGCOMPLAINT		JONES, CALEB	Closed
<i>PEACEFUL STAND BY</i>					Count: 1
25-001342	04/30/2025	PEACEFUL STAND BY		BULTSMA, ZACHARY NEAL	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
04/01/2025	04/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>PEOPLE LINGERING</i>					Count: 1
25-001313	04/26/2025	PEOPLE LINGERING		KUSMIERSKI, TRAVIS	Closed
<i>PERSON CHOKING</i>					Count: 1
25-001292	04/24/2025	PERSON CHOKING		KUSMIERSKI, TRAVIS	Closed
<i>PERSON DRIVING ON GRASS</i>					Count: 1
25-001167	04/01/2025	PERSON DRIVING ON GRASS		KUSMIERSKI, TRAVIS	Closed
<i>PERSONAL PANIC ALARM</i>					Count: 1
25-001162	04/01/2025	PERSONAL PANIC ALARM		SOULES, CALEB HOWARD	Closed
<i>POSSIBLE STOLEN</i>					Count: 1
25-001255	04/16/2025	POSSIBLE STOLEN		JONES, CALEB	Open
<i>PRIVATE PROPERTY TRAFFIC CRASH</i>					Count: 1
25-001270	04/18/2025	PRIVATE PROPERTY TRAFFIC CRASH		SIETSEMA, ETHAN	Closed
<i>RECKLESS</i>					Count: 1
25-001315	04/27/2025	RECKLESS		WYNBEEK, LEAH	Closed
<i>RECKLESS DRIVER</i>					Count: 1
25-001262	04/17/2025	RECKLESS DRIVER		JONES, CALEB	Closed
<i>RECKLESS DRIVING</i>					Count: 1
25-001339	04/30/2025	RECKLESS DRIVING		JONES, CALEB	Closed
<i>RECKLESS TOT KCSO</i>					Count: 1
25-001269	04/18/2025	RECKLESS TOT KCSO		SOULES, CALEB HOWARD	Turned Over
<i>RETAIL FRAUD</i>					Count: 2
25-001217	04/09/2025	RETAIL FRAUD		SOULES, CALEB HOWARD	Pending
25-001290	04/24/2025	RETAIL FRAUD		KUSMIERSKI, TRAVIS	Open
<i>RUNAWAY</i>					Count: 1
25-001307	04/26/2025	RUNAWAY		KUSMIERSKI, TRAVIS	Closed
<i>SCAM</i>					Count: 2
25-001222	04/10/2025	SCAM		SOULES, CALEB HOWARD	Closed
25-001225	04/10/2025	SCAM		SOULES, CALEB HOWARD	Closed
<i>SOUNDS OF SHOTS</i>					Count: 1
25-001209	04/08/2025	SOUNDS OF SHOTS		WYNBEEK, LEAH	Closed
<i>STRUCTURE FIRE</i>					Count: 1
25-001202	04/07/2025	STRUCTURE FIRE		SIETSEMA, ETHAN	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
04/01/2025	04/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>SUICIDAL</i>					Count: 1
25-001241	04/13/2025	SUICIDAL		JONES, CALEB	Closed
<i>SUICIDAL STATEMENTS</i>					Count: 1
25-001168	04/01/2025	SUICIDAL STATEMENTS		SIETSEMA, ETHAN	Closed
<i>SUICIDAL SUBJECT</i>					Count: 1
25-001183	04/04/2025	SUICIDAL SUBJECT		SIETSEMA, ETHAN	Closed
<i>SUICIDE THREATS</i>					Count: 1
25-001170	04/02/2025	SUICIDE THREATS		WYNBEEK, LEAH	Closed
<i>SUSPICIOUS</i>					Count: 3
25-001314	04/27/2025	SUSPICIOUS		WYNBEEK, LEAH	Closed
25-001333	04/29/2025	SUSPICIOUS		SOULES, CALEB HOWARD	Closed
25-001334	04/29/2025	SUSPICIOUS		SOULES, CALEB HOWARD	Closed
<i>SUSPICIOUS MALE</i>					Count: 1
25-001283	04/23/2025	SUSPICIOUS MALE		SOULES, CALEB HOWARD	Closed
<i>SUSPICIOUS NOISE</i>					Count: 1
25-001258	04/17/2025	SUSPICIOUS NOISE		BULTSMA, ZACHARY NEAL	Closed
<i>SUSPICIOUS SITUATION</i>					Count: 5
25-001160	04/01/2025	SUSPICIOUS SITUATION		SIETSEMA, ETHAN	Closed
25-001161	04/01/2025	SUSPICIOUS SITUATION		SIETSEMA, ETHAN	Closed
25-001191	04/05/2025	SUSPICIOUS SITUATION		SIETSEMA, ETHAN	Closed
25-001220	04/09/2025	SUSPICIOUS SITUATION		SIETSEMA, ETHAN	Closed
25-001330	04/29/2025	SUSPICIOUS SITUATION		SIETSEMA, ETHAN	Closed
<i>SUSPICIOUS STATEMENTS BY SON</i>					Count: 1
25-001172	04/03/2025	SUSPICIOUS STATEMENTS BY SON		JONES, CALEB	Closed
<i>TR-52 CHECK</i>					Count: 1
25-001338	04/30/2025	TR-52 CHECK		JONES, CALEB	Closed
<i>TRAFFIC ACCIDENT</i>					Count: 1
25-001282	04/23/2025	TRAFFIC ACCIDENT		SOULES, CALEB HOWARD	Closed
<i>TRESPASS/ CIVIL DISPUTE</i>					Count: 1
25-001319	04/27/2025	TRESPASS/ CIVIL DISPUTE		JONES, CALEB	Closed
<i>UNFOUNDED ALARM</i>					Count: 3
25-001227	04/11/2025	UNFOUNDED ALARM		JONES, CALEB	Closed
25-001235	04/13/2025	UNFOUNDED ALARM		JONES, CALEB	Closed
25-001265	04/17/2025	UNFOUNDED ALARM		BULTSMA, ZACHARY NEAL	Closed

Incident Description Count Report

Report Criteria:

Start Date	End Date	Status
04/01/2025	04/30/2025	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>UNKNOWN ACCIDENT</i>					Count: 1
25-001236	04/12/2025	UNKNOWN ACCIDENT		KUSMIERSKI, TRAVIS	Closed
<i>VERBAL DOMESTIC</i>					Count: 2
25-001254	04/16/2025	VERBAL DOMESTIC		JONES, CALEB	Closed
25-001272	04/19/2025	VERBAL DOMESTIC		SIETSEMA, ETHAN	Closed
<i>VIN CHECK</i>					Count: 1
25-001240	04/13/2025	VIN CHECK		JONES, CALEB	Closed
<i>WARRANT ARREST</i>					Count: 1
25-001212	04/09/2025	WARRANT ARREST		WYNBEEK, LEAH	Closed
<i>WELFARE</i>					Count: 1
25-001341	04/30/2025	WELFARE		BULTSMA, ZACHARY NEAL	Closed
<i>WELFARE CHECK</i>					Count: 3
25-001169	04/02/2025	WELFARE CHECK		WYNBEEK, LEAH	Closed
25-001205	04/08/2025	WELFARE CHECK		JONES, CALEB	Closed
25-001253	04/15/2025	WELFARE CHECK		KUSMIERSKI, TRAVIS	Closed
					Total: 123

Ticket Offense Report

Report Criteria:

Start Date	End Date	Start Offense	End Offense
04/01/2025	04/30/2025	.653A1A	Y

Ticket	Issued Date	Ticket Type	Location	Officer	Count:	
<i>257.215 -- Unregistered motor vehicle</i>					Count:	2
44237	04/01/2025	Civil Infraction	GROVE/RIVER	SOULES,CALEB,HOWARD		
44239	04/28/2025	Civil Infraction	N STATE ST / E MARK ST NW	SOULES,CALEB,HOWARD		
<i>257.255 -- Expired Registration Plate</i>					Count:	4
44382	04/05/2025	Civil Infraction	54 E DIVISION	WYNBEEK,LEAH		
44350	04/12/2025	Civil Infraction	S STATE ST / 12 MILE RD	BULTSMA,ZACHARY,NEAL		
44403	04/18/2025	Civil Infraction	SPARTA AVE/HOMESTEAD ACRES	BULTSMA,ZACHARY,NEAL		
43973	04/25/2025	Civil Infraction	S STATE/PEARL	KUSMIERSKI,TRAVIS		
<i>257.311 -- No valid operators license on person</i>					Count:	1
44266	04/10/2025	Civil Infraction	S STATE/12 MILE	SIETSEMA,ETHAN		
<i>257.312A -- No Cycle endorsement</i>					Count:	1
44239	04/28/2025	Civil Infraction	N STATE ST / E MARK ST NW	SOULES,CALEB,HOWARD		
<i>257.328 -- No Proof of Insurance on a motor vehicle</i>					Count:	3
44266	04/10/2025	Civil Infraction	S STATE/12 MILE	SIETSEMA,ETHAN		
44350	04/12/2025	Civil Infraction	S STATE ST / 12 MILE RD	BULTSMA,ZACHARY,NEAL		
44239	04/28/2025	Civil Infraction	N STATE ST / E MARK ST NW	SOULES,CALEB,HOWARD		
<i>257.612 -- Disregarded Stop and Go Light</i>					Count:	3
44381	04/04/2025	Civil Infraction	STATE/ DIVISION	WYNBEEK,LEAH		
44264	04/04/2025	Civil Infraction	E DIVISION ST / S UNION ST NW	SIETSEMA,ETHAN		
443883	04/26/2025	Civil Infraction	15 ANDERSON	WYNBEEK,LEAH		
<i>257.618 -- Fail to Stop and ID at PDA (Misdemeanor)</i>					Count:	1
44321	04/08/2025	Civil Infraction	309 S UNION	JONES,CALEB		
<i>257.625(1) -- Operating While Intoxicated (O.W.I.)</i>					Count:	1
44263	04/01/2025	Misdemeanor	PLEASANT AND W DIVISION ST	SIETSEMA,ETHAN		
<i>257.626B -- Careless Driving</i>					Count:	1
44321	04/08/2025	Civil Infraction	309 S UNION	JONES,CALEB		
<i>257.627 -- Exceeded Prima Facia Speed Limit</i>					Count:	2
44350	04/12/2025	Civil Infraction	S STATE ST / 12 MILE RD	BULTSMA,ZACHARY,NEAL		
44402	04/14/2025	Civil Infraction	M37/BAUMHOFF	BULTSMA,ZACHARY,NEAL		
<i>257.628 -- Exceeded Posted Speed</i>					Count:	3
44265	04/05/2025	Civil Infraction	M37/ 13 MILE	SIETSEMA,ETHAN		
44322	04/13/2025	Civil Infraction	M37/ 13 MILE	JONES,CALEB		
44267	04/19/2025	Civil Infraction	12 MILE /M37	SIETSEMA,ETHAN		
<i>257.649(6) -- Fail to Stop at Stop Sign</i>					Count:	1
44237	04/01/2025	Civil Infraction	GROVE/RIVER	SOULES,CALEB,HOWARD		
<i>257.686 -- Defective Tail lights</i>					Count:	1
43973	04/25/2025	Civil Infraction	S STATE/PEARL	KUSMIERSKI,TRAVIS		
<i>257.721 -- Improper Towing of Vehicle/Trailer</i>					Count:	1
44238	04/23/2025	Civil Infraction	APPLEWOOD/DIVISION	SOULES,CALEB,HOWARD		

Ticket Offense Report

Report Criteria:

Start Date	End Date	Start Offense	End Offense
04/01/2025	04/30/2025	.653A1A	Y

Ticket	Issued Date	Ticket Type	Location	Officer	Count:	
257.904 -- Drove While License Suspended/Denied/Revoked					1	
443883	04/26/2025	Civil Infraction	15 ANDERSON	WYNBEEK,LEAH		
5.14C -- Exhibition Driving					1	
43929	04/27/2025	Civil Infraction	277 N STATE	PRICE,DAVE		
					Total:	27