

**VILLAGE OF SPARTA**  
Kent County, Michigan  
**Village Council Meeting**  
**Monday October 9, 2023 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 September 11, 2023*
- b. *Approve Special Council Meeting Minutes of September 25, 2023*
- c. *Approve Fire Board Minutes of September 22nd, 2023*
- d. *Approve DDA Minutes*
- e. *Appointment of Bill DeHann to the SRA Board*

**5. Approval of Consent and Business Agenda**

**6. Public Comment for Agenda Item**

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

**7. Public Hearing**

- a. Res. 23-17 A resolution approving Cascade Die Casting IFT Request

**8. Old Business**

- a. None.

**9. New Business**

- a. Res. 23-17 A resolution approving Cascade Die Casting IFT Request
- b. Res. 23-18 A resolution authorizing the village manager to sign MDOT Sponsor Contract
- c. Res. 23-19 A resolution to provide for the designation of Nov. 1 as Nation Family Literacy Day
- d. 425 Agreement Request 2124 12 Mile Rd. NW
- e. Ord. 23-11 An ordinance to amend the purchases division of chapter 2, article V
- f. Ord. 23-12 An ordinance to amend section 70-66 & to add article VII "Public Parking Lots" to Chapter 70 of the Village of Sparta Code of Ordinances
- g. Bid Approval- Tree cutting/Trimming
- h. Parking Lot Final Cost Approval
- i. Childcare RFP -Discussion

**10. Village Manager & Department Reports**

**11. Communications**

- a. Site Readiness Grant Opportunity
- b. Housing Next Grant Opportunity
- c. Adult-Use Marijuana Retailer Application

**12. Payment of Bills****September Payables**

PAYABLES	
(101) General Fund	\$82,564.57
(202) Major Street Fund	\$22,819.01
(203) Local Street Fund	\$38,508.51
(581) Airport	\$68,773.22
(590) Sewer Department Fund	\$270,911.51
(591) Water Department Fund	\$22,706.29
(661) Equipment Rental Fund	\$1,741.57
Total	\$508,024.68

## Informational:

(206) Fire Department	\$22,834.20
(208) SRA Park Fund	\$8,763.60
(248) Downtown Development Authority	\$26,865.54
Total	\$58,454.34

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

**Village of Sparta  
Kent County, Michigan  
Village Council Meeting  
Monday September 11, 2023 at 7:00 PM  
75 N. Union St. (Sparta Civic Center)**

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

**Absent:** none.

**Also present:** Village Manager Jim Lower, Village Clerk Katy Shelton, Police Chief Andy Milanowski, Police Sergeant Dave Price, Rob Smith from IAI, and Airport Manager Mike Krzciok.

1. **Call to Order:** The meeting was called to order at 7pm.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Roll Call:** Formal roll call was taken. Those in attendance/absent are noted above.
4. **Additions or Corrections to Consent and Business Agenda**  
Consent Agenda:
  - a. Approve Regular Village Council Meeting Minutes of August 14, 2023
  - b. Approve Fire Board Minutes of August 24<sup>th</sup>, 2023
  - c. Approve Fireworks Display for September 29<sup>th</sup>, 2023 Sparta Homecoming  
None.
5. **Approval of Consent and Business Agenda:** Motion by Cumings with a second by Carlstrom to approve. Motion passed unanimously.
6. **Public Comment for Agenda Item**  
Please Note: This Public Comment portion of the meeting is reserved for comment on agenda items. Personal or abusive attacks on Council members, staff members, or other participants will not be tolerated and may result in the Village President taking action, up to and including, having the speaker removed from the meeting by law enforcement officers.
  - a. None.
7. **Public Hearing**
  - a. None.
8. **Old Business:**

None.

## **9. New Business**

- a. Village Complex Presentation:** Robert Andrus from Andrus Architects gave a presentation on the proposed new administration building which will encompass both the Village offices as well as the DPW. He also provided conceptual drawings of the facility. He said that it is 25% larger than the current facilities and will include interior storage for the salt needed in the winter. He said that it will also provide room for the DDA. Village Manager Lower reported that he had requested a grant of \$2,000,000 of the estimated \$3,000,000 in cost. He said that the Village should hear back about the grant in October.
- b. IT Company Vendor Selection:** Village Manager Lower discussed our current IT vendor, VC3. He said that while they provide services at a relatively low cost, they are extremely deficient as far as supportive services go. He believes that we need to obtain a new IT vendor even at an increased cost. He evaluated several different options and solicited bids from a few IT vendors. He believes that Corporate Technologies would be the best choice. Adam Ferguson from Corporate Technologies was present at the council meeting and talked about what his firm could provide the Village of Sparta as far as IT support. He said that some of his clients include Amway, the city of Grand Rapids, and Steelcase. Motion by Carlstrom with a second by Mais to approve Corporate Technologies to provide IT services. Motion passed unanimously.
- c. Airport CPI Hangar Increase:** Airport Manager Krzciok discussed the current hanger rental situation at the airport. He said that the Village owned hangers at the airport have not had a rent increase since at least 2016. He said that right now we increase rental amounts randomly and said that we needed to change it to a scheduled time. He also said that our rental amounts are lower than those at surrounding airports. Motion by Mais with a second by Cumings to approve a yearly CPI (Consumer Price Index) increase to be included in the airport lease agreements starting January 1, 2024. Motion passed unanimously.
- d. Res. 23-15 A resolution to designate September 15th as POW/MIA recognition day:** Motion by Peoples with a second by Mais to approve. Motion passed unanimously
- e. Res. 23-16 A resolution to create the Lamoreaux Brother's Veterans Memorial Park Advisory Committee:** Currently, the Advisory Committee has no formal members. This resolution will certify a permanent Advisory Committee consisting of Jim Lyals, Tom Cheslek, JoAnne VanderWerff, Daniel Schiffiee, Jayne Heath, Larry Carter, Willie Mayer, Dave Cumings, Dale Bergman, Jim Lower, Liz Morse, and Miles Ring.  
President Whalen asked that Village Manager Lower provide oversight as far as spending by the Committee. The Village Manager stressed that this committee is an ADVISORY committee only. He said that it is completely under Village control and that all spending must be approved by the Village. Motion by Taylor with a



second by Cumings to approve this resolution. Motion passed 6:1 with Carlstrom dissenting.

**10. Village Manager & Department Reports:** Village Manager Lower said that he had had a productive phone call with the Michigan Department of Education regarding the proposed day care facility. He said that he has enough information to put together a good RFP, and that he will present a draft of that to the Village Council at the October meeting.

**11. Communications:** This weekend is Applefest which will include fireworks at Balyeat field at dark.

**12. Payment of Bills**

**August Payables**

PAYABLES	
(101) General Fund	\$72,109.97
(202) Major Street Fund	\$2,291.87
(203) Local Street Fund	\$4,551.53
(581) Airport	\$12,517.96
(590) Sewer Department Fund	\$86,581.90
(591) Water Department Fund	\$103,673.95
(661) Equipment Rental Fund	\$8,646.98
Total	\$290,374.16

Informational:

(206) Fire Department	\$6,396.44
(208) SRA Park Fund	\$2,254.79
(248) Downtown Development Authority	\$15,328.74
Total	\$23,979.97

Motion by Taylor with a second by Carlstrom to approve the payment of bills in the amount of \$290,374.16. Motion passed unanimously.

**13. Public Comment:** Police Chief Milanowski said that he is very supportive of a new administration building, He thinks that it will look very professional. He also said that it will be big enough to provide room to host trainings for other police departments. He said that when a village/town/city hosts police trainings, its officer are able to provide that training for free, which will provide a cost savings for our police department.

**14. Council Member Announcements:** There was a reminder about Applefest occurring this weekend.

**15. Adjournment:** The meeting was adjourned by President Whalen at 7:55pm.

Submitted by Katy Shelton. Village Clerk.

**Village of Sparta  
Kent County, Michigan  
Special Village Council Meeting  
Monday September 25, 2023 at 7:00 PM  
Sparta Village Hall (156 E. Division)**

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

**Absent:** none.

**Also present:** Village Manager Jim Lower, Village Clerk Katy Shelton, Police Sergeant Dave Price, Rob Smith from IAI.

1. **Call to Order:** The meeting was called to order at 7pm.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Roll Call:** Formal roll call was taken. Those in attendance/absent are noted above.
4. **Additions or Corrections to Consent and Business Agenda**
  - A. None.
  - B. **Approval of Consent and Business Agenda:** Motion by Carlstrom with a second by Braybrook to approve. Motion passed unanimously.
  - C. **Public Comment for Agenda Item**

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

    - a. None.
  - D. **Public Hearing**
    - a. None.
  - E. **Old Business:**

None.
  - F. **New Business:**
    - a. **Emergency Sewer Plant Repair (Oxidation ditch):** Village Manager Lower reported on this matter. He said that the bearings seized up on one of the rotors

for the Village's only functioning oxidation ditch at the sewer plant. As a result, the Village has installed a temporary aerator/agitator and adjusted the speed of the rotor on the other side to compensate. This has bought time to get quotes and acquire the parts needed to make the repair. He said that the Village received two quotes on the project – one from IAI's mechanical team and one from Northwest Kent Mechanical. The two firms have different ideas as to how to make the repairs which is reflected in their very different prices. Northwest Kent Mechanical's quote is \$79,927.00 and IAI's quote is \$126,448.00. Rob Smith and John English from IAI were both present at the council meeting. It was noted that these types of bearings typically have a lifespan of 8-10 years, and ours are 13 years old. The Council discussed the two proposals as well as their experience with IAI and Northwest Kent Mechanical. Both firms are ready to start the project as soon as it is approved. Motion by Carlstrom with a second by Cumings to approve Northwest Kent Mechanical to make the repairs at a cost of \$79,927.00. Motion passed unanimously.

- G. **Village Manager & Department Reports:** Village Manager Lower reported on the matter of an IT vendor which the Council dealt with at the last meeting. He said that the vendor selected by the Council, Corporate Technologies, have told the Village that they are not able to work with our police department on the LIEN function. Because of that, the Village Manager canceled the contract with Corporate Technologies. He said that we will stick with our current vendor, VC3, for the foreseeable future until we can make a change.

He also reported that Chad from the DPW was recently involved in an accident and suffered some serious injuries. Because of that, he will be off on sick leave for quite a while.

The Village Manager also gave a Balyeat Field update well as the associated work behind the Village offices and across from Angela's restaurant. He believes that all the work will be done by mid or end of October. The Council requested that he ask the contractor about milling and paving behind the vinyl shop as well as fixing the end of Alma street. This would also encompass storm sewers and catch basins.

The Village Manager also reported that the new DPW manager will be starting this next Monday and the DPW Labor employee will start October 9<sup>th</sup>.

- H. **Communications:**

a. None.

- I. **Council Member Announcements:** Randy Carter is retiring and there will be a retirement party later this week. Council members will be informed of the exact time and day.

- J. **Adjournment:** The meeting was adjourned by President Whalen at 5:39pm.

Submitted by Katy Shelton. Village Clerk.

**Minutes of the Sparta Fire Board Meeting  
September 21, 2023**

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

**Absent:** Cumings (village)

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

**Additions to Agenda:** none

**Approval of the Agenda:**

**Motion:** Anderson to approve agenda

**Seconded:** VanPatten

**Motion Passed:** 5-0

**Public Comment:** None

**Approval of the Minutes:**

**Motion:** Goodfellow to approve August 24, 2023, minutes.

**Seconded:** Peoples

**Motion Passed:** 5-0

**Finance Board Update:**

Anderson stated that the finance board met once since the last board meeting and approved all department invoices totaling \$22,834.20. There were no issues on any of the monthly invoices. Auto pay has been working very well. The operational expenses are within 38% of the total operational budget with fund ending balance of \$830,244.

**Approval of the bills:**

**Motion:** Made by VanPatten to approve bills through September 19, 2023

**Second:** Anderson

**Motion Passed:** 5-0

**Old Business:** Audit

The Chief reviewed the audit as submitted. The good news is that all the financial statements were very good. No items were identified as needing improvement.

**Chief's Report:** Chief Olney presented the Chief's report. (Attached). There were 116 calls for this period and 813 calls, year to date. There were several fire alarms, 1 fire call and several mutual aid calls. The August storm had the department handling mutual aid for Alpine and Plainfield township.

There were also 8 accidents with only one minor injury.

**Grant:** The chief informed the board that the department received a grant from the State of Michigan for Fire Equipment in the amount of \$10,000. The chief stated that the funds were used for the purchase of turnout gear.

**Snow Removal Contract:** The Chief presented to the board a Snow Removal contract from Water Works who have been doing the removal for the past several years. The chief stated that the price was the same as last year and they have done a really good job.

**Motion: Made by VanPatten** to approve yearly snow removal contract with Water Works for \$2640.00

**Second: Peoples**

**Motion Passed: 5-0**

**Request to Purchase tablet/mount/mode for Engine #3:**

The chief presented a quote to purchase a new Tablet, Modem, and Pedestal mount for new engine #3. The old computer was to be moved from the old engine to the new Engine #3 but the computer battery burned up and the old computer can't be repaired. The new tablet, modem and mount will be installed in Engine #3. The purchase was included as part of CIP budget for 23-24 years.

**Motion: Made by Anderson** to approve purchase and installation of new Tablet, Modem and Pedestal for \$3855.00 funded by Mileage #2.

**Second: VanPatten**

**Motion Passed: 5-0**

**Budget 24-25 full time Fire Chief Position:** Currently the fire chief position is considered a "Part Time" position. With the new proposed 24-25 budget review due in the next few months, the Fire Board and Fire Chief need to agree on status of the Fire Chief Position. In review of the neighboring townships, most townships have a full time Fire Chief. With the difficulty in having personal available for daytime service, the costs for scheduling on call personal and the increase in the total number of calls, the Fire Board has agreed that a full time "Fire Chief" is required. The existing Sparta Fire Chief job description has been written as a full time Fire Chief but has always been fulfilled by a "Parttime" Fire Chief. The current contract between Chief Olney and the Fire Board is due to expire at the end of the year and the Fire Board wants Chief Olney to continue to as the Sparta Fire Department Fire Chief.

**Motion: Made by Goodfellow** to change the Fire Chief position to a full-time position and retain Chief Olney as the Sparta Fire Department Fire Chief. (Contract for the position, duties and responsibilities and compensation for the full-time fire chief will be rewritten for review and signatures at the next board meeting).

**Second: Anderson**

**Motion Passed: 5-0**

**Next Meeting Date:** August 24<sup>th</sup> at 7:00 PM in the fire station.

**Next Finance Meeting Date:** August 8<sup>th</sup> & 22<sup>nd</sup> at 4:00 PM at the fire station.

**Public Comment:** none

**Adjournment:**

**Motion: Made by Van Patten** to adjourn at 7:48 PM.

**Seconded: Goodfellow**

**Motion Passed: 5-0**

Minutes by Goodfellow 9-22-2022



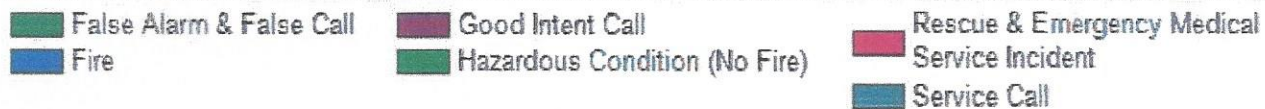
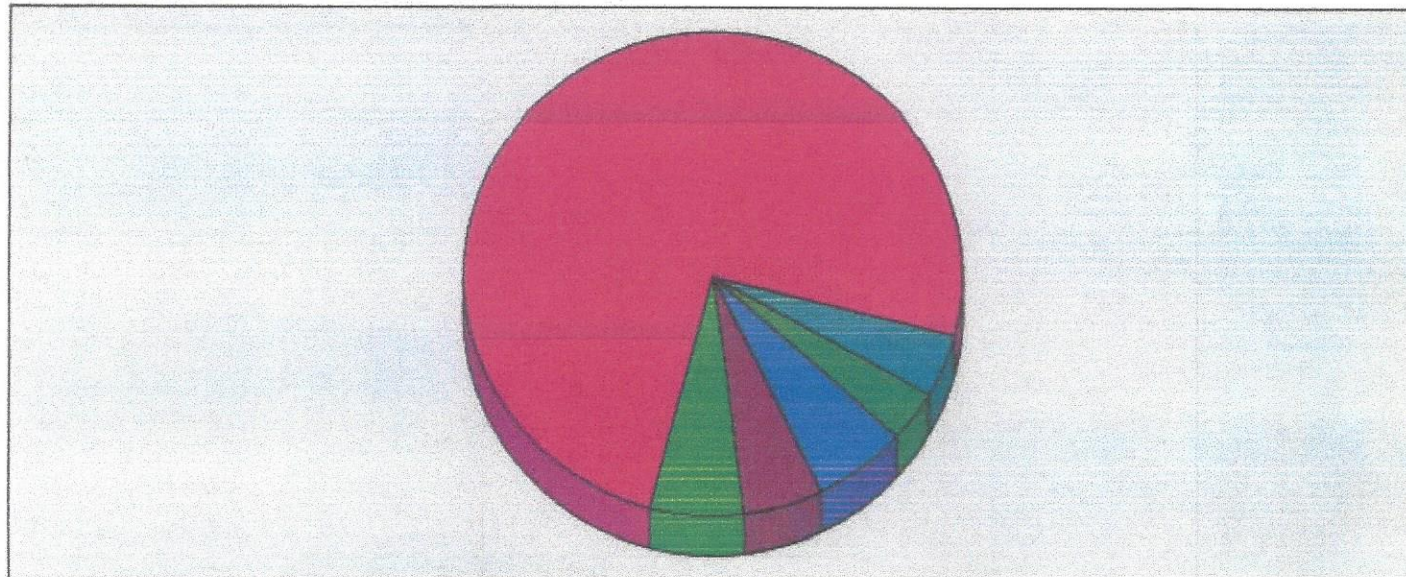
# Sparta Fire Department

Sparta, MI



## Major Incident Types by Month for Date Range

Start Date: 08/21/2023 | End Date: 09/17/2023



INCIDENT TYPE	AUG	SEP	TOTAL
False Alarm & False Call	2	2	4
Fire	4	3	7
Good Intent Call	3	3	6
Hazardous Condition (No Fire)	4	3	7
Rescue & Emergency Medical Service Incident	26	61	87
Service Call	2	3	5
Total	41	75	116

813 calls  
as of September 18, 2023

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## Sparta Fire Department

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

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### Chiefs Report September 21, 2023

#### New Business:

##### 1. Monthly report

###### a. Fire calls and alarms:

1. 173 Kent Ridge – auto aid to Kent City (cancelled enroute)
2. 4200 Alpenhorn – mutual aid to Alpine on a building fire
3. 665 13-mile: fire alarm
4. 690 Schultz – basement fire (Auto aid from Alpine and Algoma)
5. 3662 Big Bear Court – auto aid to Alpine on a house fire
6. 237 7-mile – auto aid to Alpine on a house fire
7. 5480 Alpine Ave lot #34 – auto aid to Alpine (cancelled enroute)
8. 5371 Alpine – auto aid to Alpine with Platform 5 (cancelled enroute)
9. 30 W. Garnder – smoke detector issue
10. 324 S Union – fire alarm

###### b. Wires and hazardous condition calls:

1. Peachridge and 12-mile – wire down (during the storm)
2. 5660 Block of Alpine Ave (mutual aid to Alpine during the storm)
3. 140 Anderson – fuel leak
4. 92 Orchard – kid locked in a vehicle.
5. 96 Pearl – power line down
6. 517 Donna – gas leak in the area
7. 89 Homestead Acre – lockout of the home

###### c. Accidents:

1. 565 S. State Street – car into a pole (2-injuries)
2. N Division and 15-mile – no injuries; iPhone crash alert
3. M37 and 10-mile – minor injuries
4. M37 and 13-mile – no injures (pickup vs semi)
5. M37 and 13-mile – no injuries (car vs van)
6. State and Division – no injuries (car vs. box truck)
7. State and 12-mile – one minor injury (car vs pole)



Sparta Downtown Development Authority  
MEETING MINUTES  
SEPTEMBER 12, 2023  
SPARTA CIVIC CENTER

Meeting called to order at 7:45 am by Cheslek

Members present: Whalen, Freeland, Cheslek, Shangle, Baker, Potes, Stoner, Scarffe, Knauf, Driscoll

Members Absent: Benham, Lamb

Also Present: Elizabeth Morse, DDA Director; Jim Lower, Village Manager, Marcy Savage, Sparta Township Clerk

Public Update of the DDA: The Downtown Development Authority (DDA), Public Act 57 of 2018, is designed to be a catalyst in the development of a community's downtown district. The DDA provides for a variety of funding options including a tax increment financing mechanism, which can be used to fund public improvements in the downtown district. No comments or questions were given.

Motion to accept the DDA meeting minutes of July 11, 2023 by Freeland, second by Baker. All approved.

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

**Public Comment – None**

**Unfinished Business**

**New Business**

General Update of the Village of Sparta, given by Jim Lower.

**Public Comment - None.**

Meeting adjourned by executive privilege at 8:17 am.



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** October 9, 2023  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Res. 23-17 IFT Certificate Application

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

Cascade Die Casting Inc. is requesting an Industrial Facilities Tax Abatement for the \$1,288,845 expansion they are in the process of completing. The application states that the IFT will help them retain 149 local jobs and create an additional 16 within 2 years.

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

#### **FINANCIAL IMPACT:**

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

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

None.

#### **STAFF RECOMMENDATION:**

If the council wishes to move forward after the public hearing and consideration of the request, then I would suggest a motion to adopt Res. 23-17.

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

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

**RESOLUTION NO. 23-17  
A RESOLUTION APPROVING THE CASCADE DIE CASTING, INC. INDUSTRIAL  
FACILITIES EXEMPTION CERTIFICATE APPLICATION**

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

**WHEREAS**, pursuant to Act 198 and after a duly noticed public hearing held on April 02, 1988, this Village Council, by its resolution adopted April 02, 1988, established a Plant Rehabilitation District as legally described in said resolution; and

**WHEREAS**, Cascade Die Casting, Inc. has filed an application for an Industrial Facilities Exemption Certificate with respect to new facility investment of \$1,288,845 to be installed within the Industrial Development District located at 9983 Sparta Avenue, Sparta MI 49345 established by Resolution; and

**WHEREAS**, before acting on said application, the Village Council held a public hearing on October 9, 2023, at which hearing the applicant, the Assessor, the Public and a representative of the affected taxing units were given notice by certified mail and were afforded an opportunity to be heard on said application and notice of the public hearing was published at least fifteen (15) prior to the hearing; and

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

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

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

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

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

Parcel #41-05-27-226-037

*Legal Description:* N 584.43 FT OF E 456.87 FT OF NE 1/4 ALSO N 189.75 FT OF W 236.13 FT OF E 693.0 FT OF NE 1/4 EX E 50 FT & EX N 33 FT OF REMAINDER \* SEC 27 T9N R12W 6.00 A. SPLIT/COMBINED ON 02/03/2015 FROM 41-05-27-226-021, 41-05-27-226-019;

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

**YEAS:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

## **RESOLUTION DECLARED ADOPTED**

### **CERTIFICATION**

As its Clerk, I certify that this is a true and complete copy of a resolution adopted by the Village Council of the Village of Sparta, Kent County, Michigan, at a regular meeting held on October 9, 2023

Date: October 9, 2023

Katy Shelton, Village Clerk

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## **ACTION MEMO**

### **Staff Communication**

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**DATE:** October 9, 2023  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Res. 23-18 Airport Grant Funding

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

MDOT requires an official resolution authorizing me to accept grant funding on behalf of the airport. These are done for each grant funded project individually. Resolution 23-18 is specific to the AWOS weather reporting system. The project is slated to start later this year or early next year.

#### **FINANCIAL IMPACT:**

The airport fund will be responsible for a 5% match, totaling \$9,713, while MDOT and the FAA will cover 95% of the project cost, which is \$194,243 in total.

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

None.

#### **STAFF RECOMMENDATION:**

Suggested motion: I move to adopted resolution 23-18.

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

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

**RESOLUTION NO. 23-18**

**A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO SIGN  
MDOT SPONSOR CONTRACT NO 2023-0744 TO INSTALL WEATHER  
REPORTING EQUIPMENT-AWOS-N/A (MODT-CONTRACTORS) -  
CONSTRUCTION**

WHEREAS, the Sparta Municipal Airport is eligible for federal and state entitlement funds for capital expenses related to the maintenance of the Airport; and

WHEREAS, the Sparta Village Council identified a need for upgrades to the ramp area to increase aircraft parking space and improve safety for pilots and staff; and

WHEREAS, the cost share breakdown for this project is as follows: Federal - 90% (\$174,818) State of Michigan - 5% (\$9,712) and Village of Sparta - 5% (\$9,713); and

WHEREAS, the MDOT Office of Aeronautics requires that all sponsors provide a certified resolution that specifically names the official authorized to sign MDOT Contract No. 2023-0744; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village Council authorizes the Village Manager to execute any and all documents necessary to facilitate completion of MDOT Contract No. 2023-0744.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

**RESOLUTION DECLARED ADOPTED.**

**CERTIFICATION**

As its Clerk, I certify that this is a true and complete copy of a resolution adopted by the Village Council of the Village of Sparta, Kent County, Michigan, at a regular meeting held on October 9, 2023.

Date: October 9, 2023

\_\_\_\_\_  
Katy Shelton, Village Clerk



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** October 9, 2023  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Res 23-19 National Family Literacy Day

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### **SUMMARY OF REQUEST:**

The Sophie de Marsac Campau Chapter of the National Society of the Daughters of the American Revolution asked the Village of Sparta to designate 11-1-23 as National Family Literacy Day. The goal is to help raise awareness and further the cause of literacy.

### **FINANCIAL IMPACT:**

None.

### **BUDGET ACTION REQUIRED:**

None.

### **STAFF RECOMMENDATION:**

I recommend a motion to adopt Resolution 23-19.

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

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

**RESOLUTION NO. 23-19**

**A RESOLUTION TO PROVIDE FOR THE DESIGNATION OF  
NOVEMBER 1, 2023 AS NATIONAL FAMILY LITERACY DAY**

**WHEREAS**, National Family Literacy Day, established by the 103rd Congress in 1994, and now marking its 29th anniversary on November 1, 2023, highlights the importance of reading and learning for the entire family and emphasizes the impact that parents have on their child's learning; and

**WHEREAS**, this day is celebrated across America each year, and focuses on special activities and events that showcase the importance of family literacy programs that empower families and build a nation of readers; and

**WHEREAS**, literacy programs across the United States will observe National Family Literacy Day by holding read-a-thons, book drives, workshops, and family activities at schools, libraries, and community centers to encourage literacy; and

**WHEREAS**, as many as one in six adults struggle with reading and writing, and by learning to read, individuals can gain self-respect and confidence and strive toward goals that otherwise would not be achievable; and

**WHEREAS**, the Sophie de Marsac Campau Chapter of the National Society of the Daughters of the American Revolution is a nonprofit, nonpolitical volunteer women's service organization dedicated to promoting patriotism, preserving American history, and securing America's future through better education for children and adults; and

**WHEREAS**, education being one of the cornerstones of the National Society of the Daughters of the American Revolution, is committed to increasing literacy by promoting and supporting literacy programs.

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

The Council of the Village Sparta hereby designates Wednesday November 1, 2023 as:

**"NATIONAL FAMILY LITERACY DAY"**

To underscore the importance of literacy, celebrate the joy of reading, encourage residents to promote literacy by reading together as a family, and to extend deep appreciation to our local librarians, educators, and literacy service providers for their tireless efforts to strengthen the literacy of our children and our community.

YEAS: Council members:

NAYS: Council members:

ABSENT: Council members:

**RESOLUTION DECLARED ADOPTED.**



CERTIFICATION

I certify that this is a true and complete copy of a resolution adopted by the Village Council of the Village of Sparta, Kent County, Michigan, at a regular meeting held on October 9, 2023. which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Date: October 9, 2023

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Katy Shelton, Clerk



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** October 9, 2023  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** 425 Agreement Request 2124 12 Mile Rd. NW

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### **SUMMARY OF REQUEST:**

The owners of 2124 12 Mile Rd. NW (John Klamt & Chad Momber) have request that the parcel be brought into the village via a 425 agreement with Sparta Township. They will be meeting with the Sparta Township Board on Thursday October 12, 2023 to discuss this request as well. The Sparta Township Supervisor advised me that he and members of his board would like the village to formal vote on whether or not we'd be interested in granting this request prior to it being consider by the Township. That is why this request is before you today.

As part of our master planning process this parcel was already identified as a potential addition to the village. Therefore, this request would comport with our master plan that is currently out for public comment. Additionally, having the parcel as part of the village would allow for village service such as water and sewer. This would also allow for more viable commercial and residential development on the site. This request seems to be a win for the property owners, Sparta Township, and the Village of Sparta no matter which angle you look at it from.

### **FINANCIAL IMPACT:**

None at this time. But, if the 425 becomes a reality, then the village would see an increase in tax revenue, water & sewer revenue from the development.

### **BUDGET ACTION REQUIRED:**

None.

### **STAFF RECOMMENDATION:**

Sparta Township has asked that the Village Council specifically pass a motion stating we are interested in partnering with them on a 425 agreement for the development of this parcel. I suggest we pass a motion to that effect for the purposes of formally beginning these conversations.



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** October 9, 2023  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Ord. 23-11 An ordinance to amend the purchases division of chapter 2, article V

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

This issue has been discussed high level during at least two separate council meetings this year. The council and village manager have both expressed interest in updating our purchasing ordinance to add more discretionary authority for the manager as well as to clarify emergency procedures. Ord. 23-11 does both of those things. First, it increases the manager's purchasing authority from \$5,000 to \$25,000. This may seem like a large jump, but the spending ultimately still must be approved by council with the payables as we do every month, all checks also require two signatures are part of our process, and the cost of goods and services have gone up dramatically in the last several years. This increase will allow the village manager to respond to needs in a timelier fashion and reserve agenda space for more important village business.

The ordinance also adds section 2-205 which is borrowed from examples of municipalities have. It essentially allows the village manager to make any emergency purchases necessary and then report the circumstances of the emergency and the expenditure to the council at the next meeting. This has functionally been our process in the past, but has never been put into the village code.

Finally, the ordinance also clarifies in the code the village's practice of accepting the best bid, not necessarily the low bid. This is something the council has done as a matter of policy and this change simply codifies it in our ordinance.

#### **FINANCIAL IMPACT:**

No impact in terms of dollars at this time. However, the passage of this ordinance will clarify our emergency procedures which will help us save time and possibly money during future emergencies. Increasing the dollar amount of the village managers purchasing authority will also help modernize and stream line our processes.

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

None.

#### **STAFF RECOMMENDATION:**

A motion to adopted Ordinance 23-11.

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

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

**ORDINANCE NO. 23-11**

**AN ORDINANCE TO AMEND THE PURCHASES DIVISION OF CHAPTER 2  
ARTICLE V OF THE VILLAGE OF SPARTA CODE OF ORDINANCES.**

**THE VILLAGE OF SPARTA ORDAINS:**

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

**Sec. 2-201. -Purchasing agent.**

The village manager shall act as purchasing agent of the village, unless another officer or employee shall be designated to act as purchasing agent by the village president, in writing filed with the village clerk. The purchasing agent may adopt any necessary rules respecting requisitions and purchase orders.

State Law reference— Authority to make manager purchasing agent, MCL 65.8(4).

**Sec. 2-202. - Purchases or contracts under \$25,000.00.**

Purchase of supplies, materials, equipment, or construction project, the cost of which is less than \$25,000.00 may be made in the open market by the village manager, provided funds have been appropriated for that purpose and as long as the cost does not exceed the available budget allocation.

**Sec. 2-203. - Purchases or contracts over \$25,000.00.**

Any expenditure for supplies, materials, equipment, construction project, or contract obligating the village, where the amount of the village's obligation is in excess of \$25,000.00, shall be selected by a competitive bid or quote process as designed by the village manager. Every effort must be made to secure at least two bids or quotes as part of this process. The village council shall select from the quotes or bids assembled by the village manager. The village council reserves the right to accept or reject any or all bids/quotes and is not obligated to select the lowest bidder.

**Sec. 2-204. - Exceptions to competitive bidding.**

Competitive bidding shall not be required in the following cases:

- (1) Where the product or material contracted for is not readily available through competition, and the purchasing agent certifies this to the council in writing.
- (2) Where the product is made available through a cooperative purchasing service such as MiDeal. In these cases, the competitive solicitation of the best and lowest price is done by a 3<sup>rd</sup> party vendor and then that price is passed along to the village.
- (3) In the employment of professional services.
- (4) Where the council shall determine that the public interest will be best served by joint purchase with or from another unit of government.
- (5) In an emergency, where the public health, safety, or welfare may be endangered or damage to village property may result if action is delayed to solicit competitive bids or quotes.

**Sec. 2-205. Emergency purchases.**

In the case of any emergency, which, in the discretion of the village manager or his designee, requires the immediate purchase of supplies or services, the village manager or his designee shall be empowered to purchase on the open market, at the most favorable price available, any necessary services or supplies. The village manager or his/her designee shall report the circumstances of such emergency purchase to the village council and shall request that the village council ratify such purchase.

**Secs. 2-206—2-240. - Reserved.**

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

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

ORDINANCE DECLARED ADOPTED.

**CERTIFICATION**

I certify this is a true and complete copy of an ordinance adopted at a regular meeting of the Village Council of the Village of Sparta, Kent County, Michigan, held on October 9, 2023.

Date: October 9, 2023

\_\_\_\_\_  
Katy Shelton, Clerk

Published: \_\_\_\_\_, 2023

Effective: \_\_\_\_\_, 2023



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** October 9, 2023  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Res 23-12 Public Park Lots

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

Chief Milanowski, Sargent Price, and I have put together the following ordinance to address several parking situations that have occurred in the village and several that are likely to occur in the future.

Earlier this year and several times in the past, the village police have had a difficult time addressing long term parking of vehicles in our parking lots as well as other problems such as inoperable vehicles, improperly parked vehicles, etc. This ordinance will add teeth to our enforcement capabilities when we are face with these situations.

This ordinance is timely in that we will very shortly have a large increase in available parking in the village. We want to ensure that we can manage this new space and our old space in an appropriate way for the benefit of village residents and taxpayers.

#### **FINANCIAL IMPACT:**

Minimal. Positive to the extent legal costs are saved in the future and ticket revenue is generated.

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

None.

#### **STAFF RECOMMENDATION:**

I recommend a motion to adopt Ordinance 23-12.

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

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

**ORDINANCE NO. 23-12**

**AN ORDINANCE TO AMEND DIVISION II SECTION 70-66 & TO ADD ARTICLE VII “PUBLIC PARKING LOTS” TO CHAPTER 70 OF THE VILLAGE OF SPARTA CODE OF ORDINANCES.**

**THE VILLAGE OF SPARTA ORDAINS:**

Section 1.     Amendment. That, Chapter 70, Article II, Division 2, Section 70-66 of the Ordinances of the Village of Sparta, Michigan, is amended such that the chart under sub- (3) Village Code of Ordinances reads in its entirety as follows:

Section	Offense	Penalty
70-9	Yard Parking	10.00
70-309	Public Parking Lot Violations	20.00

Section 2.     New Article. That, Article VII, is added to Chapter 70, of the Code of Ordinances of the Village of Sparta, Michigan, to read in its entirety as follows:

**Sec. 70-301. -Purpose.**

The purpose of this ordinance is to regulate parking in parking lots owned by the Village of Sparta to ensure the efficient use of parking spaces, promote safety and environmental protection, and maintain smooth traffic flow. This includes preventing long-term parking, the parking of recreational vehicles (including boats on trailers), the parking of unattached trailers, and prohibiting inoperable vehicles (including unregistered vehicles), vehicles leaking fluids, and improper parking that impedes normal vehicle traffic.

**Sec. 70-302. -Definitions.**

- a. Parking Lot: Any area owned or operated by the Village of Sparta designated for the parking of vehicles.
- b. Long-term Parking: The act of parking a vehicle in a Village-owned parking lot for a continuous period exceeding twenty-four (24) hours.
- c. Recreational Vehicle (RV): Any motor vehicle designed or used for human habitation that contains sleeping, cooking, and toilet facilities, including motorhomes, travel trailers, camper vans, and boats on trailers.

- d. Unattached Trailer: A trailer that is not attached to a motor vehicle and is designed for use in transporting goods or cargo.
- e. Inoperable Vehicle (including unregistered vehicles): Any vehicle that is unable to move under its own power, missing essential components required for safe and lawful operation under state and local laws, or does not have current and valid vehicle registration as required by state and local laws.
- f. Leaking Fluids: The release of fluids, such as oil, gasoline, coolant, or other automotive fluids, from a vehicle, which can pose environmental hazards.
- g. Improper Parking: Parking a vehicle in a manner that obstructs the normal flow of vehicle traffic, parks across multiple parking spaces, parks in an area designated for the travel of vehicles, or parks in a way that impedes normal vehicle traffic.

**Sec. 70-303. -Prohibition of Long-Term Parking, Recreational Vehicles, and Unattached Trailers**

- a. No person shall park or leave a vehicle in any parking lot owned by the Village of Sparta for a continuous period exceeding twenty-four (24) hours.
- b. No person shall park or leave a recreational vehicle (including boats on trailers) or unattached trailer in any Village-owned parking lot at any time.
- c. This restriction shall apply to all Village-owned parking lots and shall be enforced twenty-four (24) hours a day, seven (7) days a week.

**Sec. 70-304. -Prohibition of Inoperable Vehicles, Vehicles Leaking Fluids, and Improper Parking**

- a. No person shall park or leave an inoperable vehicle (including unregistered vehicles), or a vehicle leaking fluids, in any Village-owned parking lot at any time.
- b. All vehicles, must be parked within designated parking spaces. Improper parking, which includes parking across multiple parking spaces, parking in an area designated for the travel of vehicles, or parking in a way that impedes normal vehicle traffic, is prohibited.
- c. It shall be consider improper parking to place a long-term storage cover on any vehicle parked in any Village-owned parking lot at any time.

**Sec. 70-305. -Towing of Vehicles**

Vehicles found parked in violation of Sec. 70-303 or 70-304 may be towed at the owner's expense.

**Sec. 70-306. -Installation of Signage**

The Village of Sparta shall erect and maintain conspicuous signage in all Village-owned parking lots to inform the public of this ordinance, its regulations, and the consequences of improper parking.



### **Sec. 70-307. -Designation of Reserved Parking Spaces**

The Sparta Village Manager may designate certain parking spaces in Village-owned parking lots as reserved for government employees during specified times. It shall be prohibited for any person to park in these designated spaces outside of the times specified by the Village Manager.

### **Sec. 70-308. -Exceptions and Parking Permits**

- a. This ordinance shall not apply to vehicles parked in Village-owned parking lots for the purpose of official government business, maintenance, or authorized events with written approval from the Sparta Village Manager or his/her designee.
- b. The Sparta Village Manager is authorized to exempt certain vehicles or circumstances from the requirements of this ordinance by the issuance of a parking permit. Such permits shall be subject to specific terms, conditions, and durations as determined by the Village Manager.

### **Sec. 70-309. -Enforcement and Penalty**

- a. Enforcement: Members of the village police department shall enforce this section in accordance with the procedures specified within sections 70-61 through 70-66 of the village code of ordinances, as amended, and may issue citations for violations.
- b. Penalty: Any violation of this ordinance shall be subject to the penalties of section 70-66 of the village code of ordinances, as amended. Each day of continued violation shall constitute a separate offense.

### **Sec. 70-310. -Severability**

If any section, provision, or part of this ordinance is adjudged invalid or unconstitutional by a court of competent jurisdiction, the remainder of the ordinance shall not be affected.

### **Sec. 70-311. -Repeal of Conflicting Ordinances**

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 3. Effective Date. This Ordinance shall take effect twenty (20) days after its adoption or upon its publication in a newspaper of general circulation within the Village, whichever occurs later.

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

ORDINANCE DECLARED ADOPTED.

**CERTIFICATION**

I certify this is a true and complete copy of an ordinance adopted at a regular meeting of the Village Council of the Village of Sparta, Kent County, Michigan, held on October 9, 2023.

Date: October 9, 2023

\_\_\_\_\_  
Katy Shelton, Clerk

Published: \_\_\_\_\_, 2023

Effective: \_\_\_\_\_, 2023



## **ACTION MEMO**

### **Staff Communication**

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**DATE:** October 4, 2023  
**TO:** Village President Whalen and Members of Council  
**FROM:** William Hunter, Director of Public Works  
**RE:** Annual Tree Contract

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

In front of the Village Council tonight is a recommendation from the DPW to approve a low bid for contracted services for tree work in designated areas within the Village. These established sites are tree work outside the Department of Public Works capabilities due to equipment, i.e., having a lift, sump grinder, or the trees' proximity to electric lines.

#### **MAINTAINING URBAN FOREST:**

Maintaining urban forest in the Sparta Village right-of-way is crucial for several reasons:

- **Public Safety:** Trees need regular maintenance to remove dead or dangerous limbs, which can fall and cause injury or damage to property, vehicles, or power lines.
- **Aesthetic Value:** Well-maintained trees enhance the appearance and attractiveness of neighborhoods, contributing to a positive community image and potentially increasing property values.
- **Shade and Cooling:** Trees provide shade, reducing the urban heat island effect and helping to lower energy consumption by cooling the surrounding environment.
- **Stormwater Management:** Trees can help manage stormwater runoff by absorbing water, which minimizes flooding and reduces the burden on stormwater infrastructure.

Proactive management and maintenance of the urban forest within the right-of-way ensure that the community maximizes these benefits while minimizing potential risks and liabilities. Proper tree care also extends the life of the trees, providing long-term value for the community.

**BID OPENING:**

On September 4, 2023, the DPW opened the following bids:

Beaver Tree Service LLC  
8733 Mason Dr,  
Newaygo, MI 49337  
Amount-\$8,350

That Tree Guy  
2090 21 Mile Rd NE,  
Cedar Springs, MI 49319  
Amount-\$37,500

Timber Ridge Tree Care  
4335 Abrigador Trail NE,  
Comstock Park, MI 49321  
None response to bid request

The contractor, "That Tree Guy," in their bid proposal, requests temporary power disconnection at three locations. The DPW believes this is why their bid proposal is so much higher than the low bid.

DPW staff reached out to Timber Ridge requesting a bid. The team received no response from the contractor.

Staff has worked with Beaver Tree Service LLC over the last few years. DPW staff is happy with their quality of work and customer service.

**FINANCIAL IMPACT:**

The cost of the tree services will be \$8,350.00. We have enough money in the street funds to accommodate this contractual service.

**BUDGET ACTION REQUIRED:**

None.

**STAFF RECOMMENDATION:**

Staff recommends a motion to approve the low bid from Beaver Tree Services LLC for \$8,350.00, authoring the team to execute the necessary documents.



**ACTION MEMO**  
**Staff Communication**

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**DATE:** October 9, 2023  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Parking Lot Final Costs

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**SUMMARY OF REQUEST:**

At our June meeting we approved a preliminary budget for the downtown parking lot projects with the understanding that I may have to revise the budget as the projects progress. As we finalized the design specifications for the downtown lot behind the village office, we realized improvements to the storm water drainage design were needed. These changes have increased the cost for that portion of the project. Furthermore, the final design for how to handle the stormwater run off for the Elm Street lot also increased cost. Finally, we had not contemplated the replacement costs for the fence around the downtown lot or adding additional electrical outlets/lights along the drive path for Balyeat in the original bids.

All of the changes described above have increases the costs of the project beyond our preliminary budget. It is important to remember that an increase final budget was consider likely at the time of initial approval though.

**FINANCIAL IMPACT:**

The original budget was \$525,000. The final cost for the storm water, site prep, paving and basic lighting is now \$630,950. There is an additional cost of \$12,570 for lighting along the Balyeat driveway and adding multiple high amp electrical outlets of \$17,307. There is also the additional cost of new fencing for the downtown lot totally \$7,500.

All in cost is now \$668,327.

As a reminder we are planning on utilizing \$462,285 of ARPA funds for this project. The additional cost will be mostly covered by the sale of our downtown lot for infill development of \$160,000. We also have much more interest and LCSA revenue than originally budget this year. So, we several options for covering these additional costs without negatively effecting or cash/fund balance position.

**BUDGET ACTION REQUIRED:**

Cost will be included in our year end budget adjustments.

**STAFF RECOMMENDATION:**

I recommend a motion to approve the final total budget for parking improvements in the amount of \$668,327.

Parent Biditem Code	Child Biditem Code	Client #	Description	Bid Quantity	Unit of Measure	Unit Price	Total Price
<b>1</b>			<b>Park Lot</b>	<b>1.00</b>	<b>LSUM</b>	<b>402,500.00</b>	<b>402,500.00</b>
	2		Park Lot Earthwork	1.00	LSUM	235,000.00	235,000.00
	3		Park Lot Electrical	1.00	LSUM	47,500.00	47,500.00
	4		Park Lot HMA	1,200.00	TON	99.20	119,040.00
	5		Park Lot Striping	1.00	LSUM	960.00	960.00
<b>6</b>			<b>Downtown Lot</b>	<b>1.00</b>	<b>LSUM</b>	<b>149,200.00</b>	<b>149,200.00</b>
	7		Downtown Tree trim	1.00	LSUM	1,200.00	1,200.00
	8		Downtown Earthwork/Pipe/Restoration	1.00	LSUM	75,500.00	75,500.00
	9		Downtown Lot HMA	500.00	TON	125.00	62,500.00
	10		Downtown Lot Concrete	1.00	LSUM	9,000.00	9,000.00
	11		Downtown Lot Striping	1.00	LSUM	1,000.00	1,000.00
<b>12</b>			<b>Railroad Lot</b>	<b>1.00</b>	<b>LSUM</b>	<b>79,250.00</b>	<b>79,250.00</b>
	13		Railroad Lot Earthwork	1.00	LSUM	20,000.00	20,000.00
	14		Railroad Lot Concrete	1.00	LSUM	20,000.00	20,000.00
	15		Railroad Lot Striping	1.00	LSUM	750.00	750.00
	16		Railroad Lot HMA	220.00	TON	175.00	38,500.00



1695 Service Road NE  
Grand Rapids, MI 49503  
(616) 458-7210  
www.bazenelectric.com

October 5, 2023

Attn: Bill Hunter  
Village of Sparta  
156 E. Division  
Sparta, MI 49345

**QUOTE #230736-1      SPARTA PARKING LOT POWER PEDESTALS AND ROADWAY LIGHTING**

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Bill,

We are pleased to provide a quote for the power pedestals and roadway lighting for the Village of Sparta Parking Lot.

Power Pedestals

- (2) New pedestals
  - (1) with 50-amp receptacle
  - (1) with (6) 20-amp GFCI receptacles
- (3) 2" Sleeves across drive for future pedestals
- (3) 2" Sleeves out of existing panel for future pedestals
- Open trench underground

**Estimate:      \$17,307.**

Roadway Lights

- Provide and install (2) new poles and fixtures.

**Estimate:      \$12,570.**

**Total Proposal: \$29,877.**

Thank you,

Joel Visser, Estimator  
JV/jg

**Lazer Line Fencing LLC**  
**Job Estimate Form**

785 N. 176<sup>th</sup> Ave.

Walkerville, MI 49459

(231) 730-1652

[lazerlinefencing@email.com](mailto:lazerlinefencing@email.com)

Phone: (616) 887-9303

Date: 10/04/2023

**Customer Name/Address:**

Village of Sparta

276 W. Division St.

Sparta, MI 49345

**Job Description:**

Install 300' of 6' tall dog ear pickets

Custom built on sight

Concrete in all posts

**Estimated Job Cost:** \$7,500

**Estimated by:** Cameron Lohman

**This estimate is valid for 30 days**

This estimate is for completing the job described above. It is solely based on our evaluation and does not include material price increases or additional labor and/or materials that may be needed should unforeseen problems be developed following the start of the job.





## **ACTION MEMO**

### **Staff Communication**

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**DATE:** October 9, 2023  
**TO:** Village President Whalen and Members of Council  
**FROM:** James A. Lower, Village Manager  
**RE:** Childcare RFP Discussion

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

Attached to this memo you will see a draft of the RFP for the 347 Evergreen building. As you will notice many of the topics are open ended. This is by design to allow for creativity from providers/applicants.

I have arranged with contacts at the State of Michigan and the Grand Rapids Chamber of Commerce to get the RFP out in front of license providers in West Michigan and around the region. This partnership should greatly increase the likelihood of success with the RFP.

If we follow the process, I created in the RFP we should ideally have identified a partner by earlier December. This will allow work on getting the childcare center up and running over the winter and hopefully allow it to open in the spring.

#### **FINANCIAL IMPACT:**

TBD.

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

None.

#### **STAFF RECOMMENDATION:**

Read over the draft RFP and provide me feedback.

October 9, 2023



## REQUEST FOR PROPOSALS

Sparta Childcare Facility

**DEADLINE FOR SUBMISSIONS:**

**12:00PM (NOON) ON November 27, 2023**

**CONTACT:**

James Lower, Village Manager  
Village of Sparta  
616-887-8251  
[villagemanager@spartami.org](mailto:villagemanager@spartami.org)

## SECTION I OVERVIEW

### **THE OPPORTUNITY**

The Village of Sparta owns a previously licensed 5600 sq ft childcare facility. The building is in good structural condition with a newer roof and has 5 standard and 2 handicap bathrooms as well as a kitchen. The property is fenced in with a 4' chain link fence. The parking lot has 25 spots and is in fair condition. The building and grounds are being made available for lease to a qualified childcare provider.

#### **Room Sizes:**

38 X 20

13 X 20

8 X 12

7 X 12

6 X 9

20 X 20

9 X 9

22 X 34

27 X 28

Several Closets

18 X 10 Kitchen with industrial Gas Range, Range Hood, Refrigeration, Dishwasher, and Storage.

The parcel boasts 2.5 acres and backs up to a village owned park (Nash Field). There is ample space outside for recreation and playground equipment.

Private tours of the facility and grounds can be arranged prior to the submission deadline for parties that are interested in submitting a proposal. This can be arranged by contacting the village manager.

### **BACKGROUND**

The Village of Sparta obtained the property at 347 Evergreen Street from Kent County in the summer of 2023. After evaluating several options, the Village Council decided the best option was to use the building for childcare. Many Sparta families have a difficult time finding childcare options in the village. The Village Council hopes that if the right partner can be identified, then the building can be used to help meet the childcare needs of village residents.

### **PURPOSE**

The purpose of this request for proposal is to identify a partner with which the Village of Sparta can work to provide childcare service to residents of the Village of Sparta and surrounding areas. The ideal proposal will demonstrate a clear ability to provide safe, affordable, available, and sustainable daycare service to the area. It is important that the provider be invested in providing daycare services in the village for a long period of time.

## SECTION II PROPOSAL FORMAT

### **REQUIRED PROPOSAL COMPONENTS**

The following proposal components outline the requirement for this RFP:

- Business Organization and History
- Competence, Experience, and Staff Capacity
- Lease Proposal Narrative

#### **Business Organization and History**

State the full name, address, phone number, and contact person for Respondent organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, the proposal must state whether the organization is licensed to operate in the State of Michigan.

#### **Competence, Experience, and Staff Capacity**

Describe the prior experience of the Respondent organization that may be considered relevant to the RFP. Include sufficient detail to demonstrate the relevance of such experience.

The Respondent must be able to provide all licensing, staffing, equipment and assets needed to run a successful and sustainable (meaning viable long term) childcare facility.

Include any visual aides of currently or previously run facilities if applicable.

Include proposed hours of operation, how many children maximum can be served per week and at any given time, how many staff will be required, and potential/approximate costs that will be charged per child (broken out by age group).

Include any other information that is believed to be pertinent, but not specifically asked for elsewhere.

The proposal narrative is limited to a 10-pages, single spaced, single side 8.5 x 11 page with 12-point Arial font, using one-inch margins. PDF format.

#### **Lease Proposal Narrative**

A comprehensive lease proposal narrative must be provided by the respondent. This will include: the maximum amount of rent to be paid per month, how maintenance costs will be allocated, who will provide lawn service and snow removal (village or lessee?), and the proposed duration of the lease.

The village will consider deducting from the first year's rent the cost of any needed upgrades for licensing and cosmetics to the building as long as such upgrades will stay with the building at the end of the lease. If interested in this provision, please provide details of such upgrades and the probable costs in the lease narrative.

**SECTION III  
RFP PROCESS AND TERMS AND CONDITIONS**

**TIMELINE FOR PROPOSAL AND POTENTIAL AWARD**

**Proposals must be submitted to the contact person listed below via email by 12:00 PM (NOON) on November 27, 2023.**

Contact: James Lower, Village Manager  
Village of Sparta  
616-887-8251  
villagemanager@spartami.org

All respondents will be contacted regarding their status and/or potential award per the following schedule:

DATE	ACTIVITY
October 11, 2023	RFP Posted
November 27, 2023	<b>Deadline for Submission</b>
December 11, 2023	Proposals evaluated by the Village Council

**PROPOSALS**

To be considered, Respondents must submit a complete response to this RFP by noon on Monday, November 27, 2023. No other distribution of proposals is to be made by the Respondent. Respondent's proposal must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFP or considered by the Respondent to be essential to a complete understanding of the proposal. Each section of the proposal should be clearly identified with appropriate headings.

The proposal must include a statement as to the period during which it remains valid; this period must be at least ninety (90) days from December 11, 2023. The rates quoted in the lease proposal narrative must remain firm for the period indicated in lease terms proposal.

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

**SELECTION CRITERIA**

Respondents will be rated on evidence of the capacity, commitment, and experience to operate a successful childcare facility; the degree to which village assistance is needed to maintain the building and grounds, the number of children that can be served, and lastly the proposed rental terms.

Preference will be given to those respondents who can demonstrate experience and successful participation in the state's child care system.

Responses to this RFP will be evaluated by the village manager and village council. The village reserves the right to accept or reject any or all proposals.

**To:** Sparta Village Council  
**From:** Michael Krzciok, Airport Manager  
**Date:** October 4, 2023  
**RE:** Sparta Municipal Airport Monthly Report, September 2023



**September Recap:**

September saw a bit of a slowdown in flight activity. We had some bad flying weather at the beginning and end of the month that curtailed the number of operations. Sparta Aviation also reports that several of their flight students returned to college significantly reducing the number of flight training hours compared to the summer months.

The courtesy cars remain a popular item with 18 uses in September.

I attended the fall session of the MDOT/MAAE (Michigan Association of Airport Executives) Airports 101 training conference in Midland, MI. It was a highly informative session and being able to connect and collaborate with other airport managers was very beneficial.

**Airfield Project Update:**

The FAA had to reschedule the flight check to commission our new PAPI's (Precision Approach Path Indicators). They are now planning on flying October 6.

We completed the 60% Design Review meeting with MDOT and Prein & Newhof for our Apron Expansion Project in 2024.

Construction began on the new private hangar! All the footings are in place and concrete is scheduled for early October.

On September 29, Letters of Intent were sent, via certified mail, to eight property owners near the airport regarding the need for the airport to trim or remove trees that have become obstructions to the runway approaches. I have not received push back yet but anticipate this to be a long process. Randy Slaktowski with the DPW and I started removing trees on Village owned property that have been identified as obstructions and will continue to pick away at them throughout the fall and winter months. I am soliciting estimates from local companies for the removal of the trees on private property to also include stump grinding and restoration work where necessary.

**Fuel Sales:**

Fuel sales sagged in September due to some bad weather and reduced flight training hours flown. Fuel prices remain high throughout West Michigan.

		Transactions	Gallons Pumped
September	2021	371	7815
September	2022	356	7271
September	2023	282	5865

**Hangar Demand:**

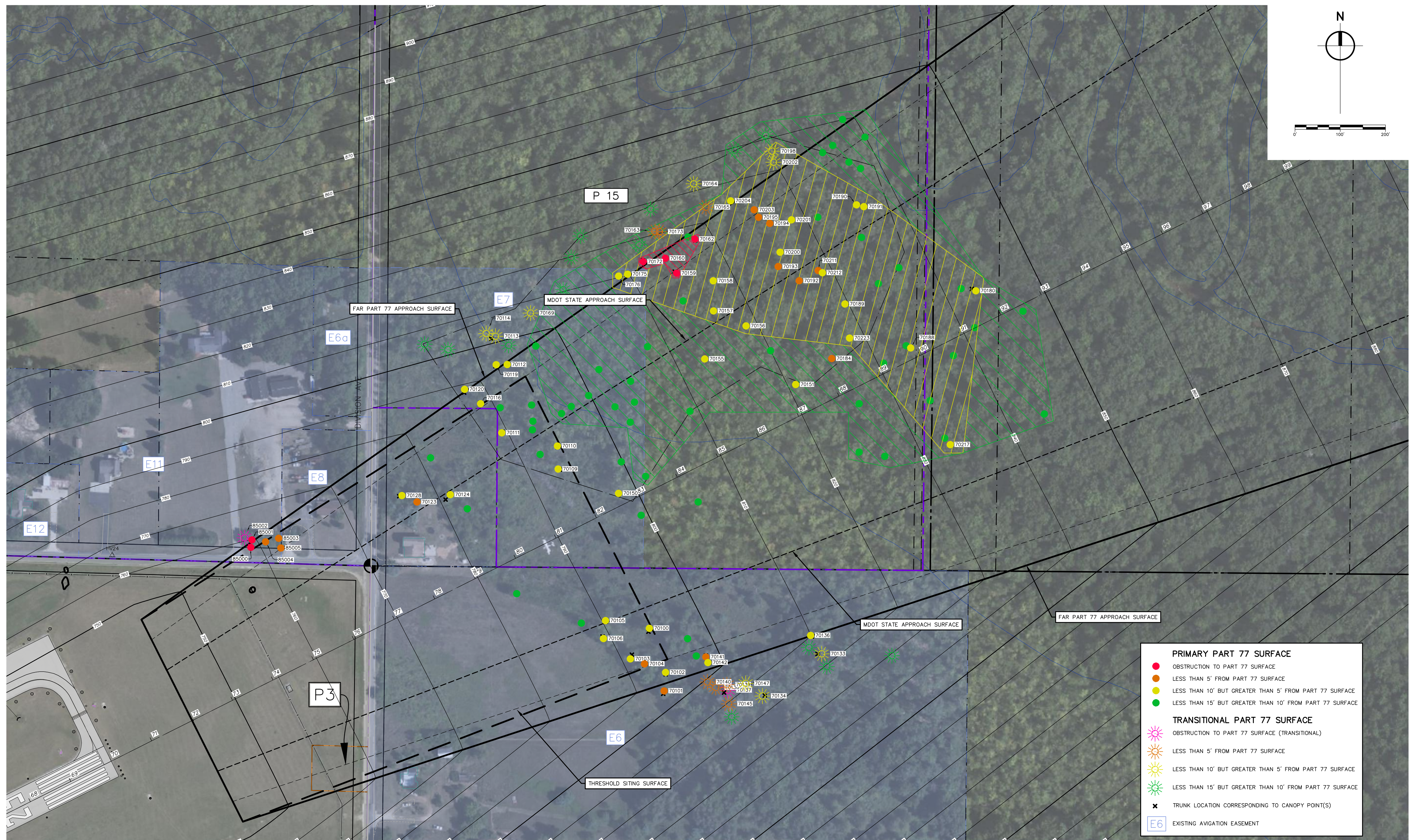
Demand for hangar space continues to remain high. I now have one of our old hangars with no door available thru April of next year. The current tenant's aircraft will be gone until then for extensive maintenance and repairs. We added three more names to the wait list in September.

<b>Available Hangars</b>	1
<b>Upcoming Availability</b>	0
<b>Community Hangar Waitlist</b>	24
<b>Nested Hangar Waitlist</b>	21









NO.		R E V I S I O N S		BY	DATE	DRAWN
						<b>STAFF</b>
						DATE JUL. '23
						CHECKED B.J.M.
						DATE JUL. '23

PAUL C. MILLER — SPARTA AIRPORT  
SPARTA, MICHIGAN

RUNWAY 7-25 APPROACH SURVEY

**RUNWAY 25 OBSTRUCTIONS**



T:\UNL03D PROJECTS\2021\2211067\_VILLAGE OF SPARTA\_RECONSTRUCT RUNWAY 7-25 LIGHTING\2\_SHEET\2211067\_OBSTRUCTIONS.DWG - BMRK - Jul, 19 2023 - 01:10pm - Prein&Newhof

OBSTRUCTION TO PART 77 APPROACH SURFACE

POINT NUMBER	NORTHING	EASTING	ELEVATION	DISTANCE TO PART 77	DESCRIPTION	POINT NUMBER	NORTHING	EASTING	ELEVATION	DESCRIPTION	EASEMENT
70037	594547.363	12769955.247	833.1	-4.22	CANOPY OBSTRUCTION	80037	594547.319	12769955.077	764.0	Trunk Location	E107
70045	594214.000	12770183.899	831.5	-5.33	CANOPY OBSTRUCTION	80045	594230.145	12770189.587	757.5	Trunk Location	E67
70046	594179.491	12770183.288	829.5	-2.58	CANOPY OBSTRUCTION	80046	594166.743	12770179.847	755.4	Trunk Location	E68
70047	594190.204	12770203.651	829.1	-3.35	CANOPY OBSTRUCTION	80047	594186.472	12770203.886	755.1	Trunk Location	E67
70048	594215.009	12770241.467	826.6	-3.03	CANOPY OBSTRUCTION	80048	594214.494	12770241.719	756.6	Trunk Location	E67
70049	594202.232	12770273.598	824.0	-1.62	CANOPY OBSTRUCTION	80049	594202.232	12770273.598	755.9	Trunk Location	E67
70050	594197.487	12770308.839	823.3	-2.34	CANOPY OBSTRUCTION	80050	594197.845	12770308.524	755.2	Trunk Location	E67
70065	594846.251	12770422.894	812.4	-11.09	CANOPY OBSTRUCTION	80065	594863.905	12770413.923	750.7	Trunk Location	E47
70066	594894.259	12770442.964	799.2	0.00	CANOPY OBSTRUCTION	80066	594889.575	12770440.004	749.4	Trunk Location	E46 / E47
70076	594919.325	12770678.376	802.4	-14.21	CANOPY OBSTRUCTION	80076	594914.735	12770683.428	749.8	Trunk Location	E46 / E47
70077	594764.626	12770707.802	802.8	-12.41	CANOPY OBSTRUCTION	80077	594763.520	12770709.960	754.2	Trunk Location	AIRPORT
70078	594851.933	12770700.415	798.6	-9.84	CANOPY OBSTRUCTION	80078	594852.003	12770700.723	753.2	Trunk Location	E47
70091	594829.732	12770694.854	798.6	-9.14	CANOPY OBSTRUCTION	80091	594818.706	12770706.148	753.6	Trunk Location	E47
70092	594922.154	12770832.603	782.6	-1.32	CANOPY OBSTRUCTION	80092	594917.485	12770828.516	757.6	Trunk Location	E51
70096	594878.092	12770560.791	795.2	-0.81	CANOPY OBSTRUCTION	80096	594880.332	12770557.678	749.1	Trunk Location	E47
70159	597800.895	12776067.414	816.5	-1.72	CANOPY OBSTRUCTION	80159	597804.411	12776063.414	726.2	Trunk Location	AIRPORT
70160	597833.951	12776042.612	818.0	-3.62	CANOPY OBSTRUCTION	80160	597834.208	12776041.056	727.3	Trunk Location	AIRPORT
70162	597876.250	12776107.792	822.6	-4.34	CANOPY OBSTRUCTION	80162	597873.319	12776108.423	726.0	Trunk Location	AIRPORT
70172	597826.424	12775993.535	813.0	0.00	CANOPY OBSTRUCTION	80172	597829.270	12775993.289	726.4	Trunk Location	AIRPORT
85000	597194.601	12775126.344	759.6	-0.46	CANOPY OBSTRUCTION						E11
85001	597211.154	12775128.826	759.9	-0.35	CANOPY OBSTRUCTION						E11

LESS THAN 5’ BELOW PART 77 SURFACES

POINT NUMBER	NORTHING	EASTING	ELEVATION	DISTANCE TO PART 77	DESCRIPTION	POINT NUMBER	NORTHING	EASTING	ELEVATION	DESCRIPTION	EASEMENT
70002	594473.910	12769585.607	842.5	4.55	CANOPY OBSTRUCTION	80002	594474.868	12769577.453	759.3	Trunk Location	E108
70003	594464.073	12769528.647	847.7	2.13	CANOPY OBSTRUCTION	80003	594459.437	12769529.296	760.0	Trunk Location	E108
70004	594465.713	12769548.713	846.5	2.35	CANOPY OBSTRUCTION	80004	594464.074	12769546.531	758.6	Trunk Location	E108
70019	593983.111	12769769.996	846.1	3.74	CANOPY OBSTRUCTION	80019	593977.767	12769771.506	759.4	Trunk Location Multiple	
70027	593685.939	12770118.477	860.3	2.89	CANOPY OBSTRUCTION	80027	593688.998	12770118.038	753.7	Trunk Location Multiple	
70030	593753.917	12770074.908	847.2	4.77	CANOPY OBSTRUCTION	80030	593758.490	12770072.134	755.6	Trunk Location Multiple	
70035	594699.942	12769771.313	836.4	1.34	CANOPY OBSTRUCTION	80035	594702.768	12769769.695	769.3	Trunk Location	
70040	594726.916	12769990.732	821.4	1.90	CANOPY OBSTRUCTION	80040	594731.893	12769992.632	773.0	Trunk Location Multiple	E88/ROW
70051	594178.412	12770393.100	815.1	2.51	CANOPY OBSTRUCTION						AIRPORT
70052	594292.561	12770289.085	815.0	4.64	CANOPY OBSTRUCTION	80052	594284.518	12770290.486	760.9	Trunk Location	E67
70053	594257.037	12770421.525	811.2	3.30	CANOPY OBSTRUCTION	80053	594255.962	12770420.828	754.3	Trunk Location	AIRPORT
70054	594281.235	12770407.304	810.9	3.77	CANOPY OBSTRUCTION	80054	594292.629	12770395.393	754.5	Trunk Location Multiple	AIRPORT
70057	594340.118	12770450.878	808.9	2.43	CANOPY OBSTRUCTION	80057	594347.094	12770445.963	753.8	Trunk Location Multiple	AIRPORT
70060	595024.797	12770180.278	837.2	1.20	CANOPY OBSTRUCTION	80060	595030.827	12770186.660	760.4	Trunk Location	
70081	595030.046	12770495.429	807.1	3.67	CANOPY OBSTRUCTION	80081	595028.337	12770497.715	748.6	Trunk Location Multiple	E44
70086	594636.097	12770778.751	787.7	2.33	CANOPY OBSTRUCTION	80086	594637.279	12770785.617	757.1	Trunk Location Multiple	E51
70087	594589.236	12770786.551	787.9	2.93	CANOPY OBSTRUCTION	80087	594591.914	12770786.779	755.2	Trunk Location Multiple	AIRPORT
70090	594674.004	12770776.749	785.6	3.70	CANOPY OBSTRUCTION	80090	594676.534	12770781.210	755.6	Trunk Location Multiple	E51
70097	594842.209	12770521.431	791.9	5.00	CANOPY OBSTRUCTION	80097	594845.590	12770511.940	748.0	Trunk Location Multiple	E47
70101	596877.109	12776039.910	793.1	1.86	CANOPY OBSTRUCTION	80101	596870.758	12776037.892	729.4	Trunk Location Multiple	E6
70104	596936.906	12775996.566	787.3	4.90	CANOPY OBSTRUCTION	80104	596938.111	12775998.420	728.3	Trunk Location Multiple	E6
70123	597294.927	12775493.709	776.2	1.62	CANOPY OBSTRUCTION						E7
70138	596884.716	12776153.875	800.3	4.06	CANOPY OBSTRUCTION						E6
70139	596890.817	12776178.607	801.0	4.78	CANOPY OBSTRUCTION						E6
70140	596896.747	12776135.422	797.8	3.45	CANOPY OBSTRUCTION						E6
70141	596952.210	12776132.236	796.2	2.46	CANOPY OBSTRUCTION	80141	596955.324	12776132.372	730.8	Trunk Location	E6
70145	596848.384	12776182.730	806.8	4.24	CANOPY OBSTRUCTION						E6
70163	597893.094	12776019.532	819.1	2.48	CANOPY OBSTRUCTION						AIRPORT
70165	597946.899	12776132.198	820.6	4.13	CANOPY OBSTRUCTION						AIRPORT
70173	597892.587	12776029.524	816.9	4.16	CANOPY OBSTRUCTION						AIRPORT
70184	597612.206	12776410.462	823.5	2.39	CANOPY OBSTRUCTION						AIRPORT
70192	597784.274	12776338.455	821.9	4.61	CANOPY OBSTRUCTION						AIRPORT
70193	597815.665	12776292.120	822.8	2.37	CANOPY OBSTRUCTION						AIRPORT
70194	597910.958	12776273.490	824.3	2.18	CANOPY OBSTRUCTION						AIRPORT
70195	597924.518	12776248.722	824.6	1.09	CANOPY OBSTRUCTION						AIRPORT
70203	597941.039	12776238.895	822.6	3.03	CANOPY OBSTRUCTION						AIRPORT
70211	597806.884	12776380.425	824.0	4.88	CANOPY OBSTRUCTION						AIRPORT
85003	597214.599	12775187.840	760.6	1.74	CANOPY OBSTRUCTION						E11
85004	597206.837	12775158.958	759.9	0.99	CANOPY OBSTRUCTION						E11
85005	597193.169	12775192.679	760.3	1.80	CANOPY OBSTRUCTION						E11

OBSTRUCTION TO PART 77 TRANSITIONAL SURFACE (SIDE SLOPE)

POINT NUMBER	NORTHING	EASTING	ELEVATION	DISTANCE TO PART 77	DESCRIPTION	POINT NUMBER	NORTHING	EASTING	ELEVATION	DESCRIPTION	EASEMENT
70062	595067.068	12770363.324	832.4	-5.54	CANOPY OBSTRUCTION	80062	595069.380	12770361.701	752.7	Trunk Location	E44
70063	595021.997	12770393.668	825.1	-6.11	CANOPY OBSTRUCTION	80063	595022.313	12770389.432	750.2	Trunk Location	E45
70064	594902.218	12770342.232	812.0	-2.19	CANOPY OBSTRUCTION	80064	594895.079	12770336.533	753.4	Trunk Location	E46
70080	595070.056	12770577.730	807.0	0.00	CANOPY OBSTRUCTION	80080	595071.471	12770577.004	748.4	Trunk Location	E44
70085	595042.834	12770729.499	809.8	-18.53	CANOPY OBSTRUCTION	80085	595042.140	12770729.751	753.3	Trunk Location	AIRPORT
70094	594950.964	12770548.031	796.6	0.00	CANOPY OBSTRUCTION	80094	594948.617	12770550.397	748.6	Trunk Location	E46
70095	594980.351	12770558.295	798.8	0.00	CANOPY OBSTRUCTION	80095	594979.637	12770558.316	747.0	Trunk Location	E45
70098	595100.125	12770677.057	804.0	-1.40	CANOPY OBSTRUCTION	80098	595095.353	12770677.852	748.5	Trunk Location	E44
70137	596878.632	12776180.451	807.9	-0.49	CANOPY OBSTRUCTION	80137	596873.484	12776172.277	728.7	Trunk Location	E6
85002	597215.543	12775112.363	761.3	0.00	CANOPY OBSTRUCTION						E11

LESS THAN 10’ BUT GREATER THAN 5’ FROM PART 77 SURFACES

POINT NUMBER	NORTHING	EASTING	ELEVATION	DISTANCE TO PART 77	DESCRIPTION	POINT NUMBER	NORTHING	EASTING	ELEVATION	DESCRIPTION	EASEMENT
70005	594417.013	12769510.685	845.8	5.89	CANOPY OBSTRUCTION	80005	594416.340	12769497.683	760.5	Trunk Location Multiple	
70006	594402.226	12769500.823	843.3	9.10	CANOPY OBSTRUCTION						
70007	594420.023	12769489.553	844.0	8.54	CANOPY OBSTRUCTION						
70008	594441.178	12769486.489	847.0	5.21	CANOPY OBSTRUCTION						
70009	594433.242	12769557.785	839.6	9.56	CANOPY OBSTRUCTION	80009	594436.723	12769556.683	760.0	Trunk Location	E108
70010	594435.650	12769537.255	843.2	6.82	CANOPY OBSTRUCTION	80010	594434.767	12769537.118	757.9	Trunk Location Multiple	E108
70020	593985.191	12769713.756	845.7	6.61	CANOPY OBSTRUCTION	80020	593997.290	12769721.384	759.3	Trunk Location Multiple	
70023	593808.140	12769938.362	839.8	6.41	CANOPY OBSTRUCTION	80023	593805.574	12769932.866	758.8	Trunk Location Multiple	
70026	593656.081	12770131.308	861.6	6.31	CANOPY OBSTRUCTION	80026	593657.761	12770126.135	754.0	Trunk Location	
70028	593707.870	12770105.131	850.6	9.02	CANOPY OBSTRUCTION	80028	593709.862	12770100.387	754.1	Trunk Location Multiple	
70029	593724.560	12770078.682	849.5	6.78	CANOPY OBSTRUCTION						
70031	593791.537	12770069.861	837.7	8.83	CANOPY OBSTRUCTION	80031	593776.400	12770080.926	756.7	Trunk Location	
70033	594473.594	12769759.462	833.2	6.08	CANOPY OBSTRUCTION	80033	594473.301	12769762.762	758.5	Trunk Location	E107/ROW
70036	594663.121	12769832.851	825.1	6.64	CANOPY OBSTRUCTION	80036	594660.796	12769833.998	772.7	Trunk Location	E88
70038	594528.049	12769984.457	819.1	8.92	CANOPY OBSTRUCTION	80038	594525.066	12769993.123	762.1	Trunk Location	E107/ROW
70039	594657.290	12769986.175	818.4	6.65	CANOPY OBSTRUCTION	80039	594669.959	12769993.523	772.6	Trunk Location	E88
70041	594810.940	12769984.465	823.9	7.44	CANOPY OBSTRUCTION	80041	594817.043	12769984.353	768.2	Trunk Location	AIRPORT
70042	594731.491	12770257.901	803.7	7.54	CANOPY OBSTRUCTION	80042	594729.866	12770251.779	764.7	Trunk Location	AIRPORT
70044	593926.680	12770239.100	824.5	9.53	CANOPY OBSTRUCTION	80044	593922.311	12770238.398	752.6	Trunk Location	
70056	594363.796	12770426.427	806.3	5.58	CANOPY OBSTRUCTION	80056	594363.169	12770427.017	752.4	Trunk Location Multiple	AIRPORT
70059	594365.385	12770403.578	804.5	8.45	CANOPY OBSTRUCTION	80059	594384.812	12770405.506	752.2	Trunk Location Multiple	AIRPORT
70061	594798.730	12770346.922	798.7	7.04	CANOPY OBSTRUCTION	80061	594798.920	12770346.844	754.7	Trunk Location	E47
70067	594986.464	12770535.896	801.7	9.40	CANOPY OBSTRUCTION	80067	594982.191	12770434.125	749.7	Trunk Location	E45
70070	594387.324	12770713.662	790.0	8.52	CANOPY OBSTRUCTION	80070	594387.046	12770713.419	751.5	Trunk Location	AIRPORT
70072	594519.298	12770656.424	791.1	7.07	CANOPY OBSTRUCTION	80072	594517.609	12770655.874	752.3	Trunk Location	AIRPORT
70075	594731.055	12770597.766	787.5	8.52	CANOPY OBSTRUCTION	80075	594726.636	12770587.728	749.2	Trunk Location	AIRPORT
70079	595044.071	12770557.106	799.7	7.13	CANOPY OBSTRUCTION	80079	595050.738	12770545.796	747.9	Trunk Location	E44
70083	595240.999	12770650.937	815.7	5.33	CANOPY OBSTRUCTION	80083	595241.833	12770649.331	750.5	Trunk Location Multiple	E43
70084	595379.391	12770700.774	825.4	7.09	CANOPY OBSTRUCTION	80084	595380.734	12770702.415	754.0	Trunk Location Multiple	
70088	594590.863	12770843.492	782.6	5.60	CANOPY OBSTRUCTION	80088	594589.995	12770841.661	757.9	Trunk Location Multiple	AIRPORT
70089	594514.475	12770787.731	785.8	6.60	CANOPY OBSTRUCTION	80089	594513.313	12770791.426	755.6	Trunk Location Multiple	AIRPORT
70100	597015.603	12776007.279	786.9	7.56	CANOPY OBSTRUCTION	80100	597008.135	12776005.195	728.9	Trunk Location Multiple	E6
70102	596918.072	12776043.138	786.9	6.97	CANOPY OBSTRUCTION	80102	596914.012	12776043.349	727.5	Trunk Location Multiple	E6
70103	596948.012	12775965.326	784.2	6.87	CANOPY OBSTRUCTION	80103	596957.239	12775968.645	734.1	Trunk Location Multiple	E6
70105	597032.607	12775910.357	782.2	8.32	CANOPY OBSTRUCTION	80105	597030.099	12775910.948	727.6	Trunk Location Multiple	E6
70106	596992.946	12775905.848	782.0	7.43	CANOPY OBSTRUCTION	80106	596997.325	12775903.697	730.2	Trunk Location Multiple	E6
70109	597367.797	12775805.641	783.4	9.99	CANOPY OBSTRUCTION	80109	597366.462	12775809.316	728.3	Trunk Location	AIRPORT
70110	597418.685	12775804.067	788.0	6.44	CANOPY OBSTRUCTION	80110	597416.195	12775803.939	727.7	Trunk Location	AIRPORT
70111	597447.867	12775681.064	783.5	6.10	CANOPY OBSTRUCTION	80111	597450.296	12775682.623	731.0	Trunk Location	AIRPORT
70112	597598.969	12775963.021	787.9	5.61	CANOPY OBSTRUCTION	80112	597598.997	12775962.678	727.1	Trunk Location Multiple	AIRPORT
70113	597661.333	12775666.994	793.2	9.39	CANOPY OBSTRUCTION	80113	597655.948	12775657.664	734.1	Trunk Location Multiple	AIRPORT
70114	597667.545	12775646.440	794.3	9.94	CANOPY OBSTRUCTION						AIRPORT
70116	597512.369	12775634.250	779.5	9.44	CANOPY OBSTRUCTION	80116	597514.284	12775633.367	727.7	Trunk Location Multiple	AIRPORT
70119	597598.482	12775668.731	785.8	7.87	CANOPY OBSTRUCTION	80119	597595.339	12775666.813	727.1	Trunk Location	AIRPORT
70120	597544.074	12775598.848	779.1	9.66	CANOPY OBSTRUCTION	80120	597536.861	12775597.698	727.9	Trunk Location Multiple	AIRPORT
70124	597311.176	12775567.162	774.7	6.70	CANOPY OBSTRUCTION	80124	597300.216	12775556.772	729.0	Trunk Location Multiple	E7
70128	597309.164	12775460.263	768.7	7.91	CANOPY OBSTRUCTION	80128	597307.729	12775454.408	729.8	Trunk Location Multiple	E7
70133	596959.087	12776388.061	809.9	6.85	CANOPY OBSTRUCTION	80133	596958.801	12776379.023	729.4	Trunk Location Multiple	E6
70134	596865.790	12776257.019	808.1	7.61	CANOPY OBSTRUCTION	80134	596867.115	12776262.527	728.0	Trunk Location Multiple	E6
70136	596999.853	12776563.787	800.8	9.30	CANOPY OBSTRUCTION	80135	596997.375	12776366.414	729.7	Trunk Location	E6
70142	596939.775	12776136.729	792.4	6.16	CANOPY OBSTRUCTION	80142	596948.708	12776134.569	729.8	Trunk Location	E6
70147	596893.693	12776220.119	804.0	5.26	CANOPY OBSTRUCTION						E6
70150	597314.008	12775939.130	790.9	7.24	CANOPY OBSTRUCTION	80150	597311.491	12775939.087	728.2	Trunk Location	AIRPORT
70151	597554.731	12776330.749	811.2	9.84	CANOPY OBSTRUCTION	80151	597766.109	12776720.032	725.8	Trunk Location Multiple	AIRPORT
70155	597611.232	12776129.660	805.1	8.20	CANOPY OBSTRUCTION						AIRPORT
70156	597684.366	12776220.956	811.4	7.59	CANOPY OBSTRUCTION						AIRPORT
70157	597717.524	12776149.060	810.0	6.56	CANOPY OBSTRUCTION						AIRPORT
70158	597784.117	12776148.449	811.9	6.16	CANOPY OBSTRUCTION						AIRPORT
70164	597998.456	12776105.125	824.7	8.36	CANOPY OBSTRUCTION						AIRPORT
70169	597712.661	12775744.624	801.6	5.24	CANOPY OBSTRUCTION						AIRPORT
70175	597798.630	12775959.294	800.8	9.86	CANOPY OBSTRUCTION						AIRPORT
70176	597794.519	12775939.354	802.3	8.53	CANOPY OBSTRUCTION						AIRPORT
70180	597761.975	12776728.910	835.2	8.26	CANOPY OBSTRUCTION						
70188	597635.607	12776834.952	824.5	9.69	CANOPY OBSTRUCTION						AIRPORT
70189	597732.773	12776439.637	824.5	5.43	CANOPY OBSTRUCTION						AIRPORT
70190	597952.160	12776465.144	829.7	6.26	CANOPY OBSTRUCTION						AIRPORT
70191	597948.022	12776481.286	828.7	7.87	CANOPY OBSTRUCTION						AIRPORT
70198	598070.689	12776278.312	827.0	9.55	CANOPY OBSTRUCTION						AIRPORT
70200	597847.344	12776296.263	820.7	5.39	CANOPY OBSTRUCTION						AIRPORT
70201	597918.949	12776321.430	820.6	8.22	CANOPY OBSTRUCTION						AIRPORT
70202	598046.236	12776281.578	823.6	9.41	CANOPY OBSTRUCTION						AIRPORT
70204	597960.948	12776186.988	816.8	7.81	CANOPY OBSTRUCTION						AIRPORT
70212	597801.901	12776389.809	822.7	6.52	CANOPY OBSTRUCTION						AIRPORT
70217	597421.809	12776672.378	825.0	8.31	CANOPY OBSTRUCTION						AIRPORT
70223	597657.458	12776449.792	822.0	6.62	CANOPY OBSTRUCTION						AIRPORT



- 1) Haybales are in full swing, we are showcasing about double of the bales as last year! The bale contest will be in affect through October 15!



- 2) Sponsorship requests Winter 2023/2024 is underway, wrapping up the season of sponsorship. The sponsorship revenue and revenue from event fees are in a good shape and on track for the year!
- 3) Winterfest 2024 discussions are underway on what the winterfest will consist of, and what activities we should include. We are not going to invest in the synthetic expensive ice rink as of now, but looking for other fun, interactive ideas to embrace the winter time.
- 4) Sparta Community Foundation Grant requests have been submitted for several requests.
- 5) Applefest went really well, great weather, good crowds, and fantastic representation to thousands of locals and visitors of Sparta!
- 6) Sparta-opoly has been launched, a board game that features Sparta area businesses as all the places around the traditional monopoly board. This has been a great success, the Chamber is printing 750 boards that will be for sale to the public starting December 1!
- 7) Wayfinding Signage replacement for the outdated signage is the process of being installed with the updated locations and changes. Valley City Signs is installing the items as weather permits.
- 8) Sparta dates for 2024 have been decided!



## 2024 Sparta Events

We LOVE making amazing memories in Sparta and providing unique experiences for our visitors and community. Each event takes sponsorship, logistics, planning, and volunteerism. With your help, we will continue to make Sparta Vibrant!

We are excited to announce that we have listened to the community and volunteers who spend hours planning and executing the annual festivities of Town & Country Days. After much consideration, Town & Country Days will now be held with the Carnival in May 2024!

Town & Country Days has been a tradition in our community for over 80 years, and has been held in different months throughout the decades. For the last 30 years, it has been in July, but due to logistics, the board of directors has made the decision to move the celebration to the weekend in May with our contracted Carnival who can only come at that time. This will keep our annual tradition alive! We anticipate changes to the event timeline but many of the traditions that you have come to love will be included in our annual schedule. Details will be forthcoming as soon as they are available!



\*Dates are Subject to Change

FEB	WINTER FEST
MAY 17-19	TOWN & COUNTRY DAYS (CARNIVAL, PARADE, & MORE!)
JUNE 5	PRINCESS & SUPERHERO NIGHT
JUNE 6- OCT 24	THURSDAYS ON THE SQUARE
JUNE 12- AUG 7	CONCERTS IN ROGERS PARK
JUNE 14-15	BEER & BRAT STREET FEST
AUG 9-10	CELTIC FEST
SEPT 20-21	MICHIGAN APPLE FEST
OCT 26	SCARE ON THE SQUARE
NOV 22	SHOP SPARTA

- 9) The consultant for the Opera House has been diligently doing research and pulling together some strategies for the Task Force to consider on future options for the renovation of the Opera House. The main issue currently is accessibility (ADA accessibility with elevators, etc.) but we are working through some options.
- 10) The DDA is seeking new greenhouse flower vendor and will be soliciting targeted bids to present to the board in an upcoming meeting. DDA staff and DPW staff have been meeting with a larger greenhouse who may be equipped to handle this type of project (100 hanging baskets and 50 large cement pots). We are asking for continued assistance on maintaining the flowers through fertilization and irrigation techniques as part of our new bid.
- 11) The office has had part time outdoor staff help assisting Sue Blackall and the Nash Creek projects this summer. DDA, with the agreement of the Village Manager, has provided support with in kind labor to help with the hand irrigating, planting, weed removal, etc.
- 12) Monthly coffee meetings at Koffee Haus have been very successful throughout 2023, and the Chamber will continue to keep the coffee times vibrant with fresh topics.
- 13) Sparta DDA is the location the Michigan Downtown Association is hosting their September 21<sup>st</sup> discussion and tour of the downtown to look at what changes have been taking place over the last several years.

As one of our valued supporters, I wanted to give you a heads up on some changes for 2024 in regards to our annual event schedule in regards to Town & Country Days.

The short version:

We are very excited to keep our 80+ year old tradition of Town & Country Days alive in our community! With the consideration of extensive logistics and our valued volunteers, the decision was made to move our annual Sparta Town & Country Days to align with our Spring carnival, May 17-19, 2024. The Town & Country Days will keep some of our beloved traditions such as the parade and artisan arts & craft show, but will also include the carnival, too! More details to come soon!

The long version:

We are very excited to keep our 80+ year old tradition of Town & Country Days alive in our community! Some background: you may be aware that our previous carnival company unfortunately closed permanently during COVID shut downs, which led us to find a new Carnival Contract. Interestingly enough, Carnivals are the boss when it comes to scheduling in the communities/fairs, and they tell YOU when they will fit you in their schedule. It was told to us during that time, due to the demand of Carnivals and the County Fairs that are taking place all over Michigan in late June/July/early august, that we shouldn't be expecting to ever find a carnival in those months again, and if we did, we'd really want to investigate that carnival and why they were available. So, moving on, we were lucky to book a fantastic carnival company, Skerbeck Family Carnival, and their availability was mid-May. That is how we ended up post-COVID with Town & Country in July and our carnival in May.

After more consideration on logistics, weather, etc. the board of directors made the hard decision to MOVE Town & Country Days from July to meet up with our annual new contract for the carnival. Historically, Town & Country days over the decades has been held in June, August and September, but in the last 30 years or so, in July.

What does this all mean? We are going to move our Town & Country Celebrations to May, we are going to embrace that this is the week before the Senior High School Class graduations and that our spring youth sports are happening during this time who may be excited to get involved in the parade on

Saturday, May 18 (Time TBD). We will bring some of our volunteer-led events to this weekend, and others might move to other festivals throughout the year.

As always, we greatly appreciate your trust in our brand partnership, that we will best represent your company brand interests, and we will do our very best to hold positive, effective, and radiant events that bring people near and far together to enjoy! Thank you for your support in the past, and we hope you will consider supporting us again in the future.

Please do not hesitate to contact me with any questions at all, email, call, or text at your convenience!





# 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 September 2023

### Crime Report Information:

The "Incident Description Count Report" for September 2023 is attached.

### Incidents of interest

On 9/17/23 Officer Bultsma responded to 233 Prospect on a larceny of pallets complaint. Stolen were numerous pallets valued at \$300. Their security camera caught the suspect and vehicle. The suspect was located on 68<sup>th</sup> street and Sgt. Price and Bultsma interviewed her. She confessed and charges for larceny are now being sought.

On 9/18/23 Officer Soules responded to a child abuse complaint. Upon viewing the video, the complainant/witness had taken, Sgt. Price and Officer Soules interviewed the suspect. An adult female was placed under arrest and lodged. Felony 3<sup>rd</sup> Degree Child Abuse charges were authorized by the Prosecutors office.

On 9/21/23 Officers Kusmierski and Bultsma were dispatched to a domestic. During the incident the male subject was ordered to comply with the officers and ended up resisting and fighting with them. Officer Kusmierski deployed the taser on the man and eventually he complied. Charges of Resisting and Obstructing were issued by the Prosecutors office.

### Traffic

The "Ticket Offense Report" for September is attached.

### Parking Citations for September

Zero

### Department Issues

The 2009 Crown Victoria is now equipped with an 800 MGH radio and computer dock. This will enable us to be able to use this for patrol if needed, and to use for special events etc.

The Axon in car video cameras are scheduled to be installed in the three Tahoe's on November 7, by Axon per the contract.

## Incident Description Count Report

Page: 1

## Report Criteria:

Start Date	End Date	Status
09/01/2023	09/30/2023	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>48 HOUR TAG</i>					Count: 1
23-001871	09/28/2023	48 HOUR TAG		BULTSMA, ZACHARY NEAL	Closed
<i>911 HANGUP</i>					Count: 1
23-001824	09/23/2023	911 HANGUP		SOULES, CALEB HOWARD	Closed
<i>ABANDONED VEHICLE</i>					Count: 1
23-001721	09/11/2023	ABANDONED VEHICLE		JONES, CALEB	Closed
<i>ALARM</i>					Count: 1
23-001875	09/29/2023	ALARM		WAWRZY尼亚K, MARK	Closed
<i>ALARM CALL</i>					Count: 1
23-001733	09/13/2023	ALARM CALL		BULTSMA, ZACHARY NEAL	Closed
<i>ASSAULT REPORT ONLY</i>					Count: 1
23-001763	09/16/2023	ASSAULT REPORT ONLY		BULTSMA, ZACHARY NEAL	Closed
<i>ASSIST AFC HOME/EVALUATION</i>					Count: 1
23-001801	09/19/2023	ASSIST AFC HOME/EVALUATION		WAWRZY尼亚K, MARK	Closed
<i>ASSIST COUNTY</i>					Count: 1
23-001884	09/30/2023	ASSIST COUNTY		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST COUNTY ON MOTORCYCLE PI</i>					Count: 1
23-001818	09/22/2023	ASSIST COUNTY ON MOTORCYCLE PI		SOULES, CALEB HOWARD	Turned Over
<i>ASSIST COUNTY WITH OWI</i>					Count: 1
23-001846	09/26/2023	ASSIST COUNTY WITH OWI		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST COUNTY WITH RECKLESS</i>					Count: 1
23-001806	09/20/2023	ASSIST COUNTY WITH RECKLESS		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST CPS</i>					Count: 1
23-001741	09/13/2023	ASSIST CPS		WAWRZY尼亚K, MARK	Closed
<i>ASSIST DPW</i>					Count: 1
23-001810	09/21/2023	ASSIST DPW		KUSMIERSKI, TRAVIS	Closed
<i>ASSIST DTE</i>					Count: 1
23-001683	09/05/2023	ASSIST DTE		WAWRZY尼亚K, MARK	Closed
<i>ASSIST KCSO</i>					Count: 1
23-001823	09/22/2023	ASSIST KCSO		SIETSEMA, ETHAN	Closed



## Incident Description Count Report

Page: 2

## Report Criteria:

Start Date	End Date	Status
09/01/2023	09/30/2023	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>ASSIST KCSP/MSP ON ASSAULT</i>					Count: 1
23-001715	09/10/2023	ASSIST KCSP/MSP ON ASSAULT		SOULES, CALEB HOWARD	Turned Over
<i>ASSIST KENT COUNTY</i>					Count: 1
23-001704	09/09/2023	ASSIST KENT COUNTY		SOULES, CALEB HOWARD	Turned Over
<i>ASSIST MED ECHO</i>					Count: 1
23-001791	09/18/2023	ASSIST MED ECHO		SOULES, CALEB HOWARD	Turned Over
<i>ASSIST MEDICAL</i>					Count: 1
23-001885	09/30/2023	ASSIST MEDICAL		JONES, CALEB	Closed
<i>ASSIST MSP</i>					Count: 2
23-001693	09/07/2023	ASSIST MSP		JONES, CALEB	Turned Over
23-001860	09/27/2023	ASSIST MSP		SOULES, CALEB HOWARD	Turned Over
<i>ASSIST MSP - DIREGARDED</i>					Count: 1
23-001770	09/16/2023	ASSIST MSP - DIREGARDED		JONES, CALEB	Closed
<i>ASSIST MSP ON PI</i>					Count: 1
23-001706	09/09/2023	ASSIST MSP ON PI		SOULES, CALEB HOWARD	Closed
<i>ASSIST ON CRASH</i>					Count: 1
23-001802	09/19/2023	ASSIST ON CRASH		WAWRZYNIAK, MARK	Closed
<i>ASSIST ROCKFORD AMBULANCE</i>					Count: 2
23-001748	09/14/2023	ASSIST ROCKFORD AMBULANCE		SOULES, CALEB HOWARD	Closed
23-001755	09/15/2023	ASSIST ROCKFORD AMBULANCE		SIETSEMA, ETHAN	Closed
<i>ASSIST SPARTA MIDDLE SCHOOL</i>					Count: 1
23-001815	09/22/2023	ASSIST SPARTA MIDDLE SCHOOL		SOULES, CALEB HOWARD	Closed
<i>ASSIST TO MSP ON ACCIDENT</i>					Count: 1
23-001697	09/08/2023	ASSIST TO MSP ON ACCIDENT		SOULES, CALEB HOWARD	Turned Over
<i>BARKING DOG</i>					Count: 1
23-001676	09/04/2023	BARKING DOG		BULTSMA, ZACHARY NEAL	Closed
<i>BARKING DOGS</i>					Count: 1
23-001887	09/30/2023	BARKING DOGS		BULTSMA, ZACHARY NEAL	Closed
<i>BAT INSIDE HOUSE</i>					Count: 1
23-001686	09/06/2023	BAT INSIDE HOUSE		BULTSMA, ZACHARY NEAL	Open

## Incident Description Count Report

## Report Criteria:

Start Date	End Date	Status
09/01/2023	09/30/2023	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>CAR VS DEER</i>					Count: 1
23-001666	09/02/2023	CAR VS DEER		SIETSEMA, ETHAN	Closed
<i>CAR VS DOG</i>					Count: 1
23-001759	09/15/2023	CAR VS DOG		BULTSMA, ZACHARY NEAL	Closed
<i>CHECK WELLBEING SUBJECT GROANING</i>					Count: 1
23-001722	09/11/2023	CHECK WELLBEING SUBJECT GROANING		PRICE, DAVE	Closed
<i>CIVIL DOMESTIC</i>					Count: 1
23-001821	09/22/2023	CIVIL DOMESTIC		SIETSEMA, ETHAN	Closed
<i>CIVIL ISSUE</i>					Count: 1
23-001754	09/15/2023	CIVIL ISSUE		SIETSEMA, ETHAN	Closed
<i>CIVIL MATTER/FAIL RETURN VEHICLE</i>					Count: 1
23-001873	09/28/2023	CIVIL MATTER/FAIL RETURN VEHICLE		WAWRZYNIAK, MARK	Closed
<i>CIVIL NOISE</i>					Count: 1
23-001870	09/28/2023	CIVIL NOISE		SOULES, CALEB HOWARD	Closed
<i>CIVIL STAND BY/ PRIVATE PARTY IMPOUND</i>					Count: 1
23-001847	09/26/2023	CIVIL STAND BY/ PRIVATE PARTY IMPOUND		JONES, CALEB	Closed
<i>CPS REFERRAL</i>					Count: 1
23-001716	09/10/2023	CPS REFERRAL		PRICE, DAVE	Closed
<i>CRIMINAL HISTORY CHECK</i>					Count: 2
23-000132	09/06/2023	CRIMINAL HISTORY CHECK		ALT, BROOKE L	Closed
23-000134	09/18/2023	CRIMINAL HISTORY CHECK		ALT, BROOKE L	Closed
<i>CRIMINAL HISTORY CHECKS</i>					Count: 1
23-000138	09/28/2023	CRIMINAL HISTORY CHECKS		ALT, BROOKE L	Closed
<i>CURFEW</i>					Count: 1
23-001764	09/16/2023	CURFEW		BULTSMA, ZACHARY NEAL	Closed
<i>CURFEW VIOLATION</i>					Count: 1
23-001724	09/12/2023	CURFEW VIOLATION		BULTSMA, ZACHARY NEAL	Closed
<i>DAMAGED VEHICLE</i>					Count: 1
23-001658	09/02/2023	DAMAGED VEHICLE		BULTSMA, ZACHARY NEAL	Closed
<i>DISORDERLY</i>					Count: 1
23-001856	09/27/2023	DISORDERLY		SOULES, CALEB HOWARD	Closed

## Incident Description Count Report

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## Report Criteria:

Start Date	End Date	Status
09/01/2023	09/30/2023	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>DISTRIBUTION OF CHILD PORN</i>					Count: 1
23-001681	09/05/2023	DISTRIBUTION OF CHILD PORN		SOULES, CALEB HOWARD	Open
<i>DOMESTIC</i>					Count: 1
23-001651	09/01/2023	DOMESTIC		WAWRZYNIAK, MARK	Closed
<i>DOMESTIC ARGUMENT</i>					Count: 1
23-001859	09/27/2023	DOMESTIC ARGUMENT		SOULES, CALEB HOWARD	Closed
<i>DOMESTIC ASSAULT</i>					Count: 3
23-001671	09/03/2023	DOMESTIC ASSAULT		BULTSMA, ZACHARY NEAL	Open
23-001707	09/09/2023	DOMESTIC ASSAULT		SOULES, CALEB HOWARD	Closed
23-001785	09/18/2023	DOMESTIC ASSAULT		BULTSMA, ZACHARY NEAL	Closed
<i>DOMESTIC DISPUTE</i>					Count: 1
23-001852	09/26/2023	DOMESTIC DISPUTE		KUSMIERSKI, TRAVIS	Closed
<i>DONUTS IN ROADWAY</i>					Count: 1
23-001772	09/17/2023	DONUTS IN ROADWAY		BULTSMA, ZACHARY NEAL	Closed
<i>DRIVE OFF FROM FAMILY FAIR GAS</i>					Count: 1
23-001790	09/18/2023	DRIVE OFF FROM FAMILY FAIR GAS		SOULES, CALEB HOWARD	Closed
<i>DRIVER ASSIST</i>					Count: 1
23-001689	09/07/2023	DRIVER ASSIST		BULTSMA, ZACHARY NEAL	Closed
<i>DRIVING LAWS VIOLATION</i>					Count: 1
23-001879	09/29/2023	DRIVING LAWS VIOLATION		BULTSMA, ZACHARY NEAL	Closed
<i>DRIVING WHILE LICENSE SUSPENDED</i>					Count: 1
23-001767	09/16/2023	DRIVING WHILE LICENSE SUSPENDED		SIETSEMA, ETHAN	Closed
<i>DUPLICATE REPORT</i>					Count: 1
23-001797	09/19/2023	DUPLICATE REPORT		SOULES, CALEB HOWARD	Closed
<i>DV / R&amp;O / OWI</i>					Count: 1
23-001811	09/21/2023	DV / R&O / OWI		KUSMIERSKI, TRAVIS	Open
<i>EMBEZZLEMENT</i>					Count: 1
23-001701	09/08/2023	EMBEZZLEMENT		SIETSEMA, ETHAN	Open

## Incident Description Count Report

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## Report Criteria:

Start Date	End Date	Status
09/01/2023	09/30/2023	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>FELONY CHILD ABUSE / DOMESTIC</i>					Count: 1
23-001788	09/18/2023	FELONY CHILD ABUSE / DOMESTIC		SOULES, CALEB HOWARD	Warrant Request-County
<i>FEMALE IN SEIZURE</i>					Count: 1
23-001714	09/10/2023	FEMALE IN SEIZURE		SOULES, CALEB HOWARD	Closed
<i>FOUND BIKE</i>					Count: 1
23-001753	09/14/2023	FOUND BIKE		SIETSEMA, ETHAN	Closed
<i>HARASSING TEXTS</i>					Count: 1
23-001848	09/26/2023	HARASSING TEXTS		JONES, CALEB	Closed
<i>HOME LOCKOUT</i>					Count: 1
23-001699	09/08/2023	HOME LOCKOUT		SOULES, CALEB HOWARD	Closed
<i>INJURED DOG</i>					Count: 1
23-001832	09/23/2023	INJURED DOG		SIETSEMA, ETHAN	Closed
<i>JUVENILE ASSAULT</i>					Count: 1
23-001803	09/20/2023	JUVENILE ASSAULT		JONES, CALEB	Closed
<i>JUVENILE ISSUES</i>					Count: 1
23-001726	09/12/2023	JUVENILE ISSUES		JONES, CALEB	Closed
<i>KCSO ASSIST</i>					Count: 3
23-001677	09/04/2023	KCSO ASSIST		BULTSMA, ZACHARY NEAL	Closed
23-001782	09/17/2023	KCSO ASSIST		BULTSMA, ZACHARY NEAL	Closed
23-001889	09/30/2023	KCSO ASSIST		BULTSMA, ZACHARY NEAL	Closed
<i>KCSO ASSIST DV</i>					Count: 1
23-001670	09/03/2023	KCSO ASSIST DV		BULTSMA, ZACHARY NEAL	Closed
<i>KCSO ASSIST WELFARE</i>					Count: 1
23-001777	09/17/2023	KCSO ASSIST WELFARE		BULTSMA, ZACHARY NEAL	Closed
<i>KIDS ON ROOF OF BANDSHELL</i>					Count: 1
23-001794	09/18/2023	KIDS ON ROOF OF BANDSHELL		WAWRZYNIAK, MARK	Closed
<i>LARCENY</i>					Count: 1
23-001816	09/22/2023	LARCENY		SOULES, CALEB HOWARD	Closed
<i>LARCENY OF PALLETS</i>					Count: 1
23-001771	09/17/2023	LARCENY OF PALLETS		BULTSMA, ZACHARY NEAL	Closed

## Incident Description Count Report

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## Report Criteria:

Start Date	End Date	Status
09/01/2023	09/30/2023	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>LOCAL RECORDS CHECK</i>					Count: 5
23-000130	09/06/2023	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
23-000131	09/06/2023	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
23-000133	09/15/2023	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
23-000136	09/27/2023	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
23-000137	09/28/2023	LOCAL RECORDS CHECK		ALT, BROOKE L	Closed
<i>LOCK OUT</i>					Count: 2
23-001719	09/11/2023	LOCK OUT		JONES, CALEB	Closed
23-001888	09/30/2023	LOCK OUT		BULTSMA, ZACHARY NEAL	Closed
<i>LOCKOUT</i>					Count: 1
23-001850	09/26/2023	LOCKOUT		JONES, CALEB	Closed
<i>LOOSE / AGGRESSIVE DOG</i>					Count: 1
23-001886	09/30/2023	LOOSE / AGGRESSIVE DOG		JONES, CALEB	Closed
<i>LOST / FOUND WALLET RETURNED</i>					Count: 1
23-000135	09/19/2023	LOST / FOUND WALLET RETURNED		PRICE, DAVE	Closed
<i>LOST DOG</i>					Count: 1
23-001773	09/17/2023	LOST DOG		BULTSMA, ZACHARY NEAL	Closed
<i>LOST/STOLEN PLATE</i>					Count: 1
23-001876	09/29/2023	LOST/STOLEN PLATE		JONES, CALEB	Closed
<i>MAINTENANCE PHONE CALL</i>					Count: 1
23-001845	09/25/2023	MAINTENANCE PHONE CALL		BULTSMA, ZACHARY NEAL	Closed
<i>MDOP</i>					Count: 1
23-001804	09/20/2023	MDOP		BULTSMA, ZACHARY NEAL	Closed
<i>MEDICAL</i>					Count: 1
23-001738	09/13/2023	MEDICAL		SOULES, CALEB HOWARD	Closed
<i>MEDICAL ASSIST</i>					Count: 1
23-001718	09/11/2023	MEDICAL ASSIST		JONES, CALEB	Closed
<i>MISSING CHILD - FOUND</i>					Count: 1
23-001826	09/23/2023	MISSING CHILD - FOUND		SOULES, CALEB HOWARD	Closed
<i>MISSING COMPUTER</i>					Count: 1
23-001795	09/18/2023	MISSING COMPUTER		WAWRZYNIAK, MARK	Closed
<i>MISSING FROM AFC</i>					Count: 1
23-001800	09/19/2023	MISSING FROM AFC		SOULES, CALEB HOWARD	Closed

## Incident Description Count Report

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## Report Criteria:

Start Date	End Date	Status
09/01/2023	09/30/2023	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>MISSING JUVENILE</i>					Count: 1
23-001742	09/13/2023	MISSING JUVENILE		WAWRZYNIAK, MARK	Closed
<i>NEIGHBOR DISPUTE</i>					Count: 3
23-001654	09/02/2023	NEIGHBOR DISPUTE		BULTSMA, ZACHARY NEAL	Closed
23-001713	09/09/2023	NEIGHBOR DISPUTE		SIETSEMA, ETHAN	Closed
23-001783	09/09/2023	NEIGHBOR DISPUTE		SIETSEMA, ETHAN	Closed
<i>NEIGHBOR ISSUES</i>					Count: 1
23-001752	09/14/2023	NEIGHBOR ISSUES		SOULES, CALEB HOWARD	Closed
<i>NOISE COMPLAINT</i>					Count: 4
23-001695	09/08/2023	NOISE COMPLAINT		BULTSMA, ZACHARY NEAL	Closed
23-001711	09/09/2023	NOISE COMPLAINT		SIETSEMA, ETHAN	Closed
23-001805	09/21/2023	NOISE COMPLAINT		BULTSMA, ZACHARY NEAL	Closed
23-001834	09/23/2023	NOISE COMPLAINT		SIETSEMA, ETHAN	Closed
<i>OPEN CAR DOOR</i>					Count: 1
23-001855	09/27/2023	OPEN CAR DOOR		KUSMIERSKI, TRAVIS	Closed
<i>ORDINANCE VIOLATION</i>					Count: 1
23-001739	09/13/2023	ORDINANCE VIOLATION		SOULES, CALEB HOWARD	Closed
<i>OWI 3RD / FLEE&amp;ELUDE / R&amp;O</i>					Count: 1
23-001678	09/04/2023	OWI 3RD / FLEE&ELUDE / R&O		BULTSMA, ZACHARY NEAL	Open
<i>PARKING VIOLATION</i>					Count: 1
23-001843	09/25/2023	PARKING VIOLATION		JONES, CALEB	Open
<i>PDA</i>					Count: 2
23-001751	09/14/2023	PDA		SOULES, CALEB HOWARD	Closed
23-001789	09/18/2023	PDA		SOULES, CALEB HOWARD	Closed
<i>PEOPLE ON RAILROAD TRACKS</i>					Count: 1
23-001758	09/15/2023	PEOPLE ON RAILROAD TRACKS		BULTSMA, ZACHARY NEAL	Closed
<i>PORTA POTTY TIPPED OVER</i>					Count: 1
23-001793	09/18/2023	PORTA POTTY TIPPED OVER		PRICE, DAVE	Closed
<i>PRIVATE PROPERTY PDA</i>					Count: 1
23-001652	09/01/2023	PRIVATE PROPERTY PDA		JONES, CALEB	Closed

## Incident Description Count Report

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## Report Criteria:

Start Date	End Date	Status
09/01/2023	09/30/2023	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>PROPERTY DAMAGE</i>					Count: 1
23-001662	09/02/2023	PROPERTY DAMAGE		BULTSMA, ZACHARY NEAL	Closed
<i>PROPERTY DAMAGE ACCIDENT</i>					Count: 2
23-001729	09/12/2023	PROPERTY DAMAGE ACCIDENT		BULTSMA, ZACHARY NEAL	Closed
23-001750	09/14/2023	PROPERTY DAMAGE ACCIDENT		SOULES, CALEB HOWARD	Closed
<i>PROPERTY DAMAGE MAILBOXES</i>					Count: 1
23-001665	09/02/2023	PROPERTY DAMAGE MAILBOXES		BULTSMA, ZACHARY NEAL	Closed
<i>PUBLIC DISTURBANCE</i>					Count: 1
23-001762	09/15/2023	PUBLIC DISTURBANCE		BULTSMA, ZACHARY NEAL	Closed
<i>R&amp;R SIGN OFF</i>					Count: 1
23-001691	09/07/2023	R&R SIGN OFF		JONES, CALEB	Closed
<i>REPORT OF A DOMESTIC</i>					Count: 1
23-001862	09/27/2023	REPORT OF A DOMESTIC		WAWRZYNIAK, MARK	Closed
<i>REPORT OF MIP / MARIJUANA USE</i>					Count: 1
23-001844	09/25/2023	REPORT OF MIP / MARIJUANA USE		PRICE, DAVE	Closed
<i>RETAIL FRAUD</i>					Count: 2
23-001820	09/22/2023	RETAIL FRAUD		SIETSEMA, ETHAN	Open
23-001822	09/22/2023	RETAIL FRAUD		SIETSEMA, ETHAN	Open
<i>RETURNED PROPERTY</i>					Count: 1
23-001705	09/09/2023	RETURNED PROPERTY		SOULES, CALEB HOWARD	Closed
<i>STOLEN CHAIN / SIGN</i>					Count: 1
23-001854	09/26/2023	STOLEN CHAIN / SIGN		KUSMIERSKI, TRAVIS	Closed
<i>SUBJECTS ASKING TO FIGHT CALLER</i>					Count: 1
23-001796	09/19/2023	SUBJECTS ASKING TO FIGHT CALLER		WAWRZYNIAK, MARK	Closed
<i>SUBJECTS HANGING AROUND AGO</i>					Count: 1
23-001744	09/14/2023	SUBJECTS HANGING AROUND AGO		WAWRZYNIAK, MARK	Closed
<i>SUICIDAL</i>					Count: 1
23-001851	09/26/2023	SUICIDAL		JONES, CALEB	Closed
<i>SUSPICIOUS</i>					Count: 4
23-001781	09/17/2023	SUSPICIOUS		BULTSMA, ZACHARY NEAL	Closed
23-001817	09/22/2023	SUSPICIOUS		SOULES, CALEB HOWARD	Closed

## Incident Description Count Report

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## Report Criteria:

Start Date	End Date	Status
09/01/2023	09/30/2023	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>SUSPICIOUS</i>					Count: 4
23-001857	09/27/2023	SUSPICIOUS		SOULES, CALEB HOWARD	Closed
23-001861	09/27/2023	SUSPICIOUS		SOULES, CALEB HOWARD	Closed
<i>SUSPICIOUS / PERSON IN VEHICLE.</i>					Count: 1
23-001659	09/01/2023	SUSPICIOUS / PERSON IN VEHICLE.		PRICE, DAVE	Closed
<i>SUSPICIOUS SITUATION</i>					Count: 2
23-001712	09/09/2023	SUSPICIOUS SITUATION		SIETSEMA, ETHAN	Closed
23-001784	09/09/2023	SUSPICIOUS SITUATION		SIETSEMA, ETHAN	Closed
<i>SUSPICIOUS SUSPECT</i>					Count: 1
23-001831	09/23/2023	SUSPICIOUS SUSPECT		SIETSEMA, ETHAN	Closed
<i>SUSPICIOUS VEHICLE</i>					Count: 3
23-001682	09/05/2023	SUSPICIOUS VEHICLE		WAWRZYNIAK, MARK	Closed
23-001698	09/08/2023	SUSPICIOUS VEHICLE		SOULES, CALEB HOWARD	Closed
23-001778	09/17/2023	SUSPICIOUS VEHICLE		BULTSMA, ZACHARY NEAL	Closed
<i>THREATENING MESSAGES</i>					Count: 1
23-001664	09/02/2023	THREATENING MESSAGES		JONES, CALEB	Closed
<i>THREATS</i>					Count: 1
23-001868	09/28/2023	THREATS		SOULES, CALEB HOWARD	Pending
<i>TRAFFIC COMPLAINT</i>					Count: 1
23-001780	09/17/2023	TRAFFIC COMPLAINT		JONES, CALEB	Closed
<i>UNFOUNDED ALARM</i>					Count: 4
23-001703	09/09/2023	UNFOUNDED ALARM		SOULES, CALEB HOWARD	Closed
23-001765	09/16/2023	UNFOUNDED ALARM		JONES, CALEB	Closed
23-001866	09/28/2023	UNFOUNDED ALARM		SOULES, CALEB HOWARD	Closed
23-001867	09/28/2023	UNFOUNDED ALARM		SOULES, CALEB HOWARD	Closed
<i>UNFOUNDED BRANDISH WEAPON</i>					Count: 1
23-001743	09/14/2023	UNFOUNDED BRANDISH WEAPON		WAWRZYNIAK, MARK	Closed
<i>UNFOUNDED REPORT OF ACCIDENT</i>					Count: 1
23-001825	09/23/2023	UNFOUNDED REPORT OF ACCIDENT		SOULES, CALEB HOWARD	Turned Over



## Incident Description Count Report

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## Report Criteria:

Start Date	End Date	Status
09/01/2023	09/30/2023	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<i>UNKNOWN ACCIDENT</i>					Count: 1
23-001749	09/14/2023	UNKNOWN ACCIDENT		SOULES, CALEB HOWARD	Turned Over
<i>VAN PARKED ODDLY</i>					Count: 1
23-001684	09/05/2023	VAN PARKED ODDLY		WAWRZYNIAK, MARK	Closed
<i>VCSA POSSESS METHAMPHETAMINE</i>					Count: 1
23-001692	09/07/2023	VCSA POSSESS METHAMPHETAMINE		PRICE, DAVE	Closed
<i>VERBAL DOMESTIC</i>					Count: 1
23-001747	09/14/2023	VERBAL DOMESTIC		SOULES, CALEB HOWARD	Closed
<i>VIN</i>					Count: 1
23-001849	09/26/2023	VIN		JONES, CALEB	Closed
<i>VIN INSPECTION</i>					Count: 1
23-001696	09/08/2023	VIN INSPECTION		SOULES, CALEB HOWARD	Closed
<i>VOID</i>					Count: 1
23-001769	09/16/2023	VOID		JONES, CALEB	Closed
<i>WELFARE CHECK</i>					Count: 6
23-001663	09/02/2023	WELFARE CHECK		JONES, CALEB	Closed
23-001685	09/06/2023	WELFARE CHECK		JONES, CALEB	Closed
23-001757	09/15/2023	WELFARE CHECK		SIETSEMA, ETHAN	Closed
23-001776	09/17/2023	WELFARE CHECK		BULTSMA, ZACHARY NEAL	Closed
23-001798	09/19/2023	WELFARE CHECK		SOULES, CALEB HOWARD	Closed
23-001853	09/26/2023	WELFARE CHECK		KUSMIERSKI, TRAVIS	Closed
<i>WELFARE CHECK - CANCELLED</i>					Count: 1
23-001809	09/21/2023	WELFARE CHECK - CANCELLED		JONES, CALEB	Closed
					<b>Total: 164</b>

## Ticket Offense Report

## Report Criteria:

Start Date	End Date	Start Offense	End Offense
09/01/2023	09/30/2023	.653A1A	Y

Ticket	Issued Date	Ticket Type	Location	Officer	Count:
<i>257.255 -- Expired Registration Plate</i>					2
43884	09/12/2023	Warning	E DIVISION/UNION	JONES,CALEB	
44127	09/16/2023	Civil Infraction	N UNION/ALMA	BULTSMA,ZACHARY,NEAL	
<i>257.256 -- Improper Registration Plate</i>					1
43864	09/14/2023	Traffic	S ELM/E GARDNER	SOULES,CALEB,HOWARD	
<i>257.312A -- No Cycle endorsement</i>					1
44126	09/04/2023	Misdemeanor	54 IDA RED AVE NW/GARDNER	BULTSMA,ZACHARY,NEAL	
<i>257.328 -- No Proof of Insurance on a motor vehicle</i>					1
43864	09/14/2023	Traffic	S ELM/E GARDNER	SOULES,CALEB,HOWARD	
<i>257.612 -- Disregarded Stop and Go Light</i>					1
43865	09/14/2023	Traffic	E DIVISION ST / N STATE ST NW	SOULES,CALEB,HOWARD	
<i>257.626 -- Reckless Driving</i>					1
43866	09/24/2023	Civil Infraction		SOULES,CALEB,HOWARD	
<i>257.627 -- Exceeded Prima Facia Speed Limit</i>					1
43866	09/24/2023	Civil Infraction		SOULES,CALEB,HOWARD	
<i>257.628 -- Exceeded Posted Speed</i>					6
43881	09/03/2023	Warning	13 MILE AND OLD ALPINE AT OLD ALPINE	JONES,CALEB	
43882	09/03/2023	Warning	M 37/SPARTA AVE/12 MILE RD NW	JONES,CALEB	
43824	09/07/2023	Civil Infraction	W DIVISION/PLEASANT	PRICE,DAVE	
43825	09/10/2023	Civil Infraction	M37/BAUMHOFF	PRICE,DAVE	
43885	09/16/2023	Warning	12 MILE /M37	JONES,CALEB	
43886	09/16/2023	Warning	10 MILE/M37	JONES,CALEB	
<i>257.642 -- Improper lane usage</i>					1
44103	09/09/2023	Civil Infraction	W DIVISION/PLEASANT	SIETSEMA,ETHAN	
<i>257.649(6) -- Fail to Stop at Stop Sign</i>					1
43883	09/11/2023	Warning	RIVER/GROVE	JONES,CALEB	
<i>257.671 -- Failed to stop for stop sign</i>					1
44126	09/04/2023	Misdemeanor	54 IDA RED AVE NW/GARDNER	BULTSMA,ZACHARY,NEAL	
<i>257.684 -- Headlight out</i>					1
44127	09/16/2023	Civil Infraction	N UNION/ALMA	BULTSMA,ZACHARY,NEAL	
<i>257.708 -- MIRROR REQ/MOTORCYCLE</i>					1
43884	09/12/2023	Warning	E DIVISION/UNION	JONES,CALEB	
<i>257.904 -- Drove While License Suspended/Denied/Revoked</i>					2
44126	09/04/2023	Misdemeanor	54 IDA RED AVE NW/GARDNER	BULTSMA,ZACHARY,NEAL	
44104	09/16/2023	Misdemeanor	UNION AND GARDNER	SIETSEMA,ETHAN	
<b>Total:</b>					<b>21</b>