

Meeting of the Sparta Township Board
Sparta Township Hall 160 East Division Street, Sparta, Mi. 49345
Watch meeting Live @ [Sparta Township - YouTube](#)

October 8th, 2026

7:00 p.m.

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ADDITIONS OR CORRECTIONS TO AGENDA

PUBLIC COMMENT FOR AGENDA ITEMS

APPROVAL OF THE MINUTES AND TREASURER'S REPORT

1. Approval of Minutes – September 10th, 2026, Special Meeting – September 24th, 2026
2. Treasurer's Report
3. Building Department Monthly Reports

BUSINESS ITEMS

1. Approval of Bills
2. Planning Commission Recommendation: Home Occupations
3. Christmas Decorations Quote
4. Website Proposal: Revise
5. Fresh Coast Planning Rate Increase
6. RTU Blower Motor

OTHER INFORMATIONAL

PUBLIC COMMENT

ADJOURNMENT

Building Department Monthly Report

Month Ended:	September 2026		
Building Permits:			
	New Homes	4	
	Modular Homes		
	Mobile Homes	2	
	Remodel and Additions		
	Pole Barns		
	Decks		
	Accessory Building		
	Demolition		
	Swimming Pool		
	Commercial New: Airplane Hanger		
	Commercial Alteration		
	Commercial Addition		
	Renewal		
	Other:		
		Total Building:	6
Mechanical Permits:			
		Total Mechanical:	6
Plumbing Permits:			
		Total Plumbing:	3
Electrical Permits:			
		Total Electrical:	5
Zoning Permits:			
		Total Zoning:	4

Permit List

09/30/2026

Permit	Address	Issued	Status	Category	Permit Fees	Const. Value
PB260034	195 TOBY RD NW	09/02/2026	ISSUED	Res, New Home	\$1,612.00	\$504,000
PB260035	576 BAKERSMITH LANE	09/02/2026	ISSUED	Res, New Home	\$2,014.00	\$638,000
PB260036	112 NW SAN SOUCI DR	09/16/2026	ISSUED	MOBILE HOME	\$340.00	\$80,000
PB260037	87 TRAVELER DR	09/16/2026	ISSUED	MOBILE HOME	\$340.00	\$80,000
PB260038	1732 15 MILE RD NW	09/24/2026	ISSUED	Res, New Home	\$1,600.00	\$500,000
PB260039	12061 LONG LAKE DR	09/24/2026	ISSUED	Res, New Home	\$1,300.00	\$400,000

Total Permits: 6

Total Value: \$2,202,000

Total Fees: \$7,206.00

Meeting of Sparta Township Board

Sparta Township Hall - 160 E Division St - Sparta MI 49345

Watch Meeting live Sparta Township - YouTube

September 10th, 2026 - 7 p.m.

Present: Supervisor Dale Bergman, Clerk Marcy Savage, Treasurer Ashley Johnson, Trustee Bill Goodfellow, Barb Johnson, Jason Bradford and Rob Steffens.

Also Present: MerriJo Library Director and Recording Secretary Sarah Fischer.

Absent: None.

1. **Call to order:** The meeting was called to order at 7:00PM.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Additions or corrections to the agenda:** Dale Bergman requested that number 8, approval of press release concerning library millage be added. Barb Johnson made the motion to approve the agenda with the addition of number 8, seconded by Marcy Savage. The motion was carried unanimously, with all members voting in favor.
4. **Public Comment on agenda items:** None.
5. **Approval of Minutes and Treasurer's Report:**
 - a. **Approval of Minutes of August 13th, 2026:** Motion to approve the Minutes by Rob Steffens, second by Bill Goodfellow. The motion passed unanimously, with all members in favor.
 - b. **Treasurer's Report:** Motion to approve the Treasurer's Report by Rob Steffens, second by Barb Johnson. The motion passed unanimously, with all members in favor.
6. **Building Department Monthly Report:** Informational only.

Business Items:

1. **Approval of the bills:** Motion by Ashley Johnson with a second by Marcy Savage to approve the bills. The motion passed unanimously, with all members in favor.
2. **Roof Quote Approval:** The Board reviewed the proposed Township Hall roof replacement with Arrow Roofing. The contractor and bid were recommended by the committee. The contractor discussed the scope of work, including insulation, edge metal, HVAC and utility considerations, removal and reinstallation of the murals, and potential treatment of the adjoining brick wall. The roof quote totaled \$53,887, with an additional estimated \$2,950 option for membrane treatment of the adjoining wall, pending coordination and permission from the neighboring property owner. A motion was made by Jason Bradford with a second by Barb Johnson to approve the Arrow Roofing quote for \$53,887. The motion passed unanimously with all members in favor.

3. **Public Safety Revenue Sharing Allocation:** Sergeant Price shared how the Township could connect its cameras through a cellular carrier to the Kent County system, allowing the Sparta Police Department real-time remote access to camera footage. The Board discussed using a portion of the \$16,000 Public Safety Revenue Sharing allocation to improve camera systems at the Sparta Sports Complex, Township Office, and other Township properties, with the remaining funds allocated to the Kent County Sheriff's Department as previously discussed. A motion was made by Marcy Savage and seconded by Barb Johnson to proceed with the proposed public safety improvements. Additionally, a committee consisting of Ashley Johnson, Barb Johnson, and Rob Steffens was formed to determine the locations for additional cameras throughout the Township.
4. **Planning Commission Recommendation:** The Board reviewed the proposed Home Occupation Ordinance and discussed questions regarding contractor offices, non-resident employees, licensing requirements, and special land use provisions. The Board agreed to submit the outstanding questions to Kevin for further clarification and table the item until a future meeting.
5. **Library Sign:** The Board discussed repairs to the damaged Sparta Library Memorial Park sign, located at the park behind the library. The sign requires repair due to a missing section. A motion was made by Jason Bradford and seconded by Barb Johnson to approve up to \$1,000 for repairs to the sign. The motion passed unanimously with all members in favor.
6. **Z.B.A. Re-appointment - Terry Jost:** Dale Bergman recommended the reappointment of Terry Jost. A motion was made by Rob Steffens and seconded by Bill Goodfellow to reappoint Terry Jost. The motion passed unanimously with all members in favor.
7. **B.O.R. Appointment Replacing Chris Brown - Dean Anderson - Rachel Shangle Replacing Dean Anderson (Alternate):** The Board discussed appointments to fill vacancies on the Board of Review. A motion was made by Bill Goodfellow and seconded by Jason Bradford to appoint Dean Anderson to the Board of Review. The motion passed unanimously.

A motion was made by Marcy Savage and seconded by Ashley Johnson to appoint Rachel Shangle as the alternate to the Board of Review. The motion passed unanimously.

8. **Approval of the Press Release:** The Board reviewed and discussed a proposed press release regarding the library millage and related litigation. Board members discussed the purpose, content, and tone of the press release, which was prepared following consultation with the Township's legal counsel. A motion was made by Barb Johnson and seconded by Rob Steffens to approve the release of the press release. A roll call vote was taken, with Marcy Savage, Jason Bradford, Ashley Johnson, Barb Johnson, Rob Steffens, and Dale Bergman voting yes, and Bill Goodfellow voting no. The motion passed 6 to 1. The Board reached a consensus to post the press release on the Township website.

Other Informational:

- The Fire Station has broken ground on the construction project.
- Barb Johnson provided an update on the new museum, reporting significant progress. Museum representatives will be meeting with a representative from the Grand Rapids Public Museum who has been assisting with the project. The museum is hoping to open by December and will be selling apple-themed products during Apple Fest, with proceeds benefiting the museum.
- The Board received an update from Rob Steffens on recent improvements made to the Sparta Sports Park.

Public Comment:

- Lynn Afendoulis, Republican candidate for State Representative, addressed the Board and thanked Sparta residents for their support. She spoke briefly about her campaign and her desire to represent and remain engaged with the Sparta community.
- Mary-Ann Meyer, a member of the Library Board, thanked the Township Board for its continued support of the library. She highlighted the library's importance to the community, including participation in its programs, and expressed concern about the potential impact on library services, staffing, and operations if funding were reduced. She expressed the Library Board's appreciation for the Township's support.

ADJOURNMENT: Motion to adjourn at 8:38PM by Marcy Savage, second by Ashley Johnson. The motion passed unanimously, with all members in favor.

Submitted by: Sarah Fischer

Reviewed by :Marcy Savage

Minutes of a Special Meeting of the
Sparta Township Board
160 E. Division - Sparta MI 49345
September 24, 2026 at 4:00 PM

The meeting was called to order at 4:00 PM by Supervisor Dale Bergman.

The Pledge of Allegiance was recited.

Members Present: Dale Bergman, Marcy Savage, Bill Goodfellow, Rob Steffens, Ashley Johnson, and Barb Johnson

Members Absent: Jason Bradford

Public Comment:

None

BUSINESS ITEMS:

1. Amending the L-4029 due to the Headlee Rollback

A motion was made by Savage, to amend the L-4029 to roll back 2026 tax rate based upon a recommendation from the Township Attorney. It was seconded by B. Johnson, Passed 6-0

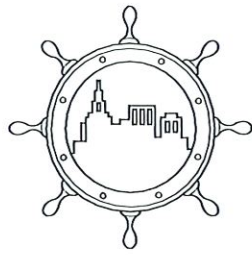
PUBLIC COMMENT

None

ADJOURNMENT

Goodfellow made a motion to adjourn the meeting at 9:04, Seconded by Savage 6-0

Respectfully submitted,
Marcy Savage, Sparta Township Clerk



Fresh Coast Planning

Grand Haven, MI 49417
www.freshcoastplanning.com

MEMORANDUM

To: Sparta Township Board
From: Kevin Yeomans
Date: 9/30/2026
Re: Home Based Business Amendment

After the Board's September we received inquiries about the impact of the proposed home based business zoning ordinance amendment. Based on the inquiries received from Board members, our understanding is the Board may want to address the following items prior to adopting the proposed amendment.

Some of these items are relatively minor and would not require further review by the Planning Commission. However, if any major changes are proposed the amendment should be sent back to the Planning Commission and additional public hearing should be held.

- Home Occupations: subsection (1) Language that is clearer and more concise regarding who can be employed in the operation of a home occupation.
 - We have provided updated language that should be clearer.
- Home Occupations, subsection (8): Language that is clearer and more concise regarding what is allowed as a home occupation. Specifically differentiating between a contractor's office (home occupation) and a contractor as a home based business.
 - We have provided updated language and structure to provide more clarity on what constitutes a home occupation.
- Home Based Business, subsection (6): Provide clarity on how a home based business is approved to have employees.
 - As currently proposed, a home based business is a special land use regardless of whether there are non-resident employees. The intent of subsection 6 is to ensure that applicants provide clear information regarding the number of non-resident employees and to avoid misunderstandings and future conflicts. With this provision an Applicant must make it clear how many non-resident employees there will be and require planning commission approval. If an applicant does not request approval for non-resident employees, then none are permitted as part of the special land use.
 - We have added language to help clarify.

- Home Based Automotive Repair Business: Clarity on licensing.
 - It's our understanding that the State of Michigan requires all auto repair facilities to be licensed through the State. The proposed amendment does not require proof of such licensing but could be updated to make proof of state licensing a requirement.
- Home Based Automotive Repair Business: Required to operate in an accessory building.
 - As proposed, a Home Based Auto Repair Business has to meet the requirements of a home based business and the additional regulations in Section (C), but is not required to operate out of an accessory building. As written, a Home Based Auto Repair Business could be operated out of an attached garage.
 - If the Board wants to require the Home Based Auto Repair Business to operate out of an accessory building the amendment can be updated.
- General Feedback: It's our understanding that the Board, or some members of the Board, may find that the proposed ordinance is too restrictive in regard to the use of accessory buildings. For example:
 - Should a music teacher that has their studio in their pole barn instead of their house be required to get a special use or should that be a use by right?
 - Should a pole barn be allowed to be used for storage only as a use by right?

If the Board wants to look at ways to make the amendment less restrictive, it is possible to do so. This may add some complexity to the Zoning Ordinance. It may also result in unintended consequences because the line between what is a Home Occupation and what is a Home Based Business could become less clear. The amendment could be changed to have a Level 1 and Level 2 Home Based Business, where a Level 1 is a use by right and a Level 2 is a special land use. There are many other options also.

If the Board would like to explore alternative options, it may be beneficial to send the amendment back to the Planning Commission with your comments and concerns, so the Planning Commission can more thoroughly review potential alternatives and impacts these alternative approaches may have.

Alternatively, the Board can make changes prior to sending the amendment back to the Planning Commission for review and public hearing.

NEXT STEPS

We seek the Board's direction on how to proceed. Some potential actions the Board may take are listed below.

- Adopt the proposed amendment as revised.
- Send the amendment, with comments, back to the Planning Commission for further review and consideration.
- Make additional changes prior to sending back to the Planning Commission.
- Deny the proposed amendment.
- Other path as identified by the Board.

We are unable to attend the October 8th Board meeting, if you have any questions prior to the meeting, please let us know.

Kevin Yeomans

Kevin Yeomans
Planner

Attachments

cc: Terry Hartman, Planning Commission Chair

**SPARTA TOWNSHIP
KENT COUNTY, MICHIGAN**

ORDINANCE NO. ____

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE REGARDING
HOME BASED BUSINESSES**

THE TOWNSHIP OF SPARTA ORDAINS:

Section 1. Amendment of Section 154.006 of the Sparta Township Zoning Ordinance.

Section 154.006 of the Sparta Township Zoning Ordinance is amended by the addition of the following definitions, which shall be inserted in alphabetical order:

HOME BASED BUSINESS. This is similar to a Home Occupation but can be conducted both in a single-family residential dwelling and an accessory building if approved as a special land use by the Planning Commission.

Section 2. Amendment of Section 154.208 of the Sparta Township Zoning Ordinance.

Section 154.208 of the Sparta Township Zoning Ordinance is amended in its entirety, as follows:

§ 154.208 HOME OCCUPATIONS AND HOME BASED BUSINESSES.

(A) Home occupations, as defined in this chapter, are permitted as a use-by-right as an accessory use as provided in § 154.247 of this chapter; provided that, all of the following regulations shall control.

(1) ~~No other than members of the family residing in the dwelling shall be engaged in connection with such home occupation at the same time. No person other than members of the family residing in the dwelling shall be engaged in or employed by the home occupation.~~

(2) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants and not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home occupation.

(3) There shall be no change in the outside appearance of the building, no variation from the residential character of the dwelling, and no visible evidence of the conduct of such home occupation other than one sign, not exceeding two square feet in area, non-illuminated and mounted flat against the wall of the main building.

(4) No home occupation shall be conducted outdoors or in any accessory building.

(5) There shall be no sale of products or services, except as are produced on the premises by such home occupation.

(6) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for

parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard.

(7) No equipment or process shall be used in such home occupation that creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the premises if the occupation is conducted in a single-family dwelling. If conducted in other than a single-family dwelling, such nuisance shall not be detectable outside the dwelling unit. In the case of electrical interference, no equipment or process shall be used that creates visual or audible interference in any radio or television receivers off the premises or cause fluctuations in line voltage off the premises.

~~(8) In particular, a home occupation can be, but is not limited to: art studio; dressmaking; teacher, with musical or dancing instruction limited to a maximum of six pupils at a time; contractor's office; professional office or studio or a physician, dentist, author, artist, musician, lawyer, engineer, architect, community planner, realtor, accountant, one-chair salon or similar use; but shall not include animal hospital, automotive repair service, restaurant, tearoom, tavern or similar use. A home occupation includes, but is not limited to, low-impact uses such as:~~

~~(a) Creative and Personal Services: Art studios, dressmaking, and one-chair salons.~~

~~(b) Instruction: Private instruction (such as music or dance lessons), capped at a maximum of 6 students at a time.~~

~~(c) Professional Offices: Offices for a physician, dentist, author, artist, musician, lawyer, engineer, architect, community planner, realtor, accountant, or similar professional, maintained solely for the personal use of a resident of the dwelling.~~

~~Prohibited Home Occupations: Home Occupations shall not include animal hospitals, automotive repair, restaurants, tearooms, taverns, or similar uses.~~

(B) Home Based Businesses, as defined in this Chapter, are permitted as a special land use as an accessory use as provided in § 154.247 of this chapter; provided that, all of the following regulations shall control.

(1) In particular, a home based business can be, but is not limited to: electrical, plumbing, heating, landscaping, building contractors, and excavators or similar use; but shall not include warehousing or distribution. For home based automotive repair businesses additional requirements as shown in subsection (C) shall apply.

(2) Sketch Plan: In place of a site plan a sketch plan may be submitted. The sketch plan shall be drawn to scale. The sketch plan shall include the location, dimensions, and area, of all structures and parking areas on the site. The sketch plan shall include a scale, north arrow, date of drawing, property owner's name and address, and description of the nature of the home based business. Section 154.162 – Standards for Review and Approval shall apply.

(a) The Planning Commission may require a site plan meeting the requirements of Section 154.170 if deemed necessary. In making this determination the Planning Commission shall consider the following:

1. The scale of the proposed home based business.
2. Distance to the nearest non-participating structure.
3. Nature of the home based business and its potential impact to nearby properties.
4. The magnitude of proposed changes to existing grades and the natural landscape.

(3) Non-transferability: No home based business shall be assigned, transferred, or otherwise conveyed to another person or business entity. Any change in the ownership of the home based business shall require the filing of a new application and a full compliance review.

(4) Inspection: The home based business shall be subject to periodic inspections by the Zoning Administrator or other designated officials to determine that the home based business is proceeding in accordance with the conditions and requirements of the approved sketch plan and special land use approval.

(5) The home based business shall be conducted primarily by one or more persons residing in a dwelling on the lot where the home based business is located.

(6) A home based business shall not employ persons who do not reside on the premises, unless specifically approved by the Planning Commission as part of the special land use. The Commission shall only grant such approvals if it determines that the addition of non-resident employees will not adversely impact the health, safety, and welfare, nor diminish the character of the area. In making this determination the Planning Commission shall consider the following:

- (a) Nature of the Operation: The type of business activity, including the frequency of client visits, the necessity of on-site staff for the specific service provided, and the hours during which employees will be present.
- (b) Lot Dimensions and Separation: The size of the subject parcel and the physical distance between the primary structure (or area of business activity) and the nearest non-participating residential dwellings. Larger setbacks may be required to mitigate the perceived intensity of the business.
- (c) Site Mitigation and Buffering: The adequacy of existing or proposed physical characteristics of the lot, including natural topography, professional landscaping, fencing, and screening—to effectively shield neighboring properties from parking areas, increased activity, or light spillover.
- (d) Zoning Intent and Land Use Compatibility: The degree to which the proposed employment density aligns with the stated intent of the underlying

Zoning District. The Commission shall ensure the activity remains secondary to the residential use and is harmonious with the scale and intensity of the surrounding land uses.

(7) Conditions of Approval: In granting approval for non-resident employees the Planning Commission may impose reasonable conditions, including but not limited to:

- (a) Caps on Headcount: A strict limit on the total number of non-resident employees allowed on-site simultaneously.
- (b) Parking Requirements: Mandatory off-street parking configurations to prevent employee overflow onto public rights-of-way.
- (c) Time Limitations: Restricted hours of operation and/or restricted hours of arrival and departure for staff to minimize disruptions during sensitive morning or evening hours.

(8) There shall be no sale of products or services, except as are produced on the premises by such home based business and only if permitted by the Planning Commission.

(9) There shall be no change in the outside appearance of the building, no variation from the residential character of the dwelling, and no visible evidence of the conduct of such home based business other than one sign, not exceeding two square feet in area, non-illuminated and mounted flat against the wall of the main building.

(10) No traffic shall be generated by such home based business in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home based business shall be met off the street and other than in a required front yard.

(11) No equipment or process shall be used in such home based business that creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the premises.

(12) Districts Allowed:

- (a) Ag-1
- (b) Ag-2
- (c) R-1

(13) A Home Based Business may occur within the single-family dwelling and not more than one accessory building located on the same lot as the single-family dwelling.

(14) The use of the dwelling unit or accessory building for the home based business shall be clearly incidental and subordinate to its use for residential purposes by its occupants.

(15) Maximum Floor Area

(a) Dwelling: Not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home based business.

(b) Accessory Building: Not more than 1,200 square feet of floor area within an accessory building shall be used in the conduct of the home based business, unless a larger floor area is approved by the Planning Commission.

1. The Commission shall only grant an expansion of floor area if the applicant demonstrates the increased scale of the operation will not adversely impact the health, safety, and welfare, nor diminish the character of the area. In making this determination the Planning Commission shall consider the following:

a. Nature of the Operation: The intensity of the use, including the type of equipment utilized, storage requirements, and the frequency of vehicular trips (deliveries or clients) generated by the larger footprint.

b. Lot Dimensions and Separation: The size of the subject lot and the setbacks between the accessory building and adjacent non-participating dwellings. The Commission shall determine if the lot is of sufficient size to absorb the increased intensity of the business use.

c. Site Mitigation and Buffering: The effectiveness of existing or proposed screening, including landscaping, berms, or fencing—to obscure the business activity and minimize its visual and auditory impact on neighboring properties.

d. Zoning Intent and Land Use Compatibility: The degree to which the expanded use maintains the primary purpose of the property and remains consistent with the intent of the underlying Zoning District and the character of surrounding land uses.

2. Conditions of Approval: In granting approval for a larger floor area, the Planning Commission may impose reasonable conditions related to noise reduction, hours of operation, or enhanced landscaping to ensure continued compatibility with the character of the area.

(16) Setbacks

- (a) Dwelling: Shall meet the setback requirements for a single-family dwelling as required by the zoning district.
 - (b) Accessory Building: Shall meet the setback requirements for an accessory building as required by the zoning district. However, in their review of the special land use the Planning Commission may require greater setbacks and/or additional landscaping and/or screening between the accessory building and adjoining properties and/or road to ensure that home based business will have no substantial adverse impacts by reason of noise, fumes, vibration, lights, or views.
- (17) No toxic or hazardous materials may be used or stored on the premises to support such home based business except in a safe manner and in full compliance with federal, state, and local requirements as to use, handling, storage, transport, and disposal of any such materials.
- (a) If hazardous materials are proposed and expected to be stored on the premises, a hazardous material storage and disposal plan shall be submitted as part of the application for a home based business.
- (18) All machinery and other equipment, associated with the home based business must, at all times, be located within a completely enclosed accessory building, accessory to the residential dwelling which is on the same parcel as the business or within an outdoor storage area that is screened from public view.
- (a) Outdoor Storage Screening: Visual buffers, such as year-round greenery, decorative fencing, or earthen berms, shall be utilized to maintain a continuous screen of all outdoor storage from public view in all seasons.

(C) Home Based Automotive Repair Businesses

- (1) Home based automotive repair businesses shall not be permitted in any residential zoning district.
- (2) Home based automotive repair businesses may be permitted as a special land use in the Ag-1 and Ag-2 zoning districts, provided all requirements of a Home Based Business and Home Occupation are met.
- (3) Customer Vehicles: No more than four (4) vehicles not owned by or registered to the property owner, or another individual residing on the property, may be stored outdoors.
- (4) Customer vehicles that are stored outdoors must be stored in an outdoor storage area that is located in the Rear Yard.
- (5) No customer vehicle may remain on the property for more than thirty (30) consecutive days.
- (6) Customer drop-off of vehicles shall be restricted to hours approved by the Planning Commission.

[illegible]

Clerk's Certification

I, the undersigned, the duly qualified and acting Clerk of the Township of Sparta, Kent County, Michigan, certify that the above Ordinance was adopted at a regular meeting of the Sparta Township Board on the ____ day of _____, 2025, by a majority of the members of the board members present and voting.

Marcy Savage
Sparta Township Clerk

CLASSIC LAWN CARE INC.
6129 Maksimowksi NE
Belmont MI 49306

QUOTE FORM
Date: 9/17/26
Prepared by: Chris VanGessel

Customer Information

Name:	Marcy Savage/ Sparta Chamber of Commerce
Address:	160 E. Division
City & Zip	Sparta, MI 49345
Phone/Email:	
Installation Address:	Same as above

Christmas Decorations & Pricing

Material	Qty	Price
Garland (ft)	50	200
Wreaths		
14 in	1	25
36 in		
48 in		
Red Velvet Bows		15
Lights (100 ct. strands)		
		Total: 240

Notes/ Instructions:

Garland installed along railing with red velvet bows and 1 door wreath.

***All quotes include installation and removal. Pricing is based on the scope above. Changes requested after approval may affect the total.**

Customer Approval Signature: _____

Date: _____

revize.

The Government Website Experts

WEBSITE PROPOSAL FOR Sparta Township, Michigan

Revize is a Minority Business Enterprise (MBE)

Prepared by Brian Rohen

T

150 Kirts Blvd. Troy, MI 48084

F

www.revize.com May 28th, 2026

Pricing good for 60 Days



Website Project Experience Examples

The City of Evert, Michigan



<https://www.evert.org/>

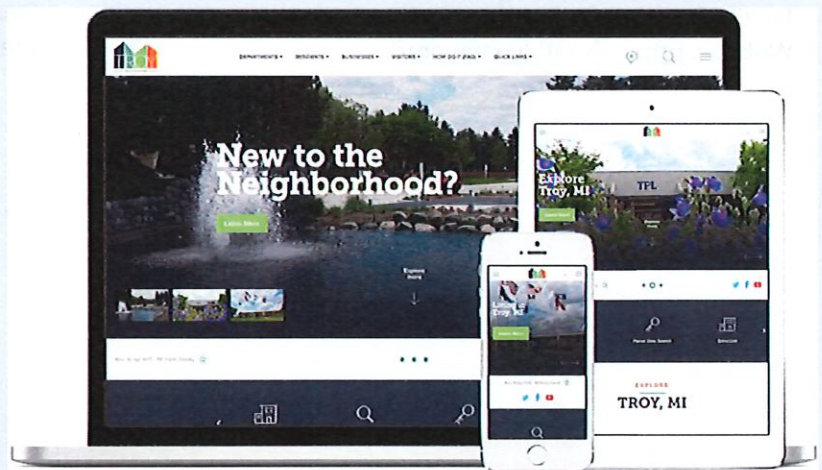
Details:

Revize created a modern, aesthetically pleasing website for Evert that truly captured the essence of the community. The website introduced a responsive design which now allows for an adaptive experience across all devices including smartphones and tablets, but also integrated a user-friendly content editing management system. This website brings together an amazing design with a full suite of web apps to engage residents. Smooth transitions from the home page to interior pages allow users to find exactly what they are looking for easily.

Details:

The City of Troy wanted a website to increase ease of communication to residents and visitors alike: The city has been experiencing an economic resurgence particularly in the technology sector. In fact, Revize headquarters are in the City of Troy! This project included custom designs for The City, Library, and Recreation Department. Integration with the City's existing 3rd party software was a major linchpin of this project. Revize also included a live-searchable "How Do I?" section that narrows down results as the user is typing, allowing any user to easily find what they are looking for regardless of which department it exists under.

The City of Troy, Michigan



www.troymi.gov

Timeline Summary

Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW - Revize will conduct a staff interview and website design kickoff meeting with the client. - After the meeting, Revize will provide a detailed project plan that assesses key findings and details.	Weeks 1 through 3	3 Weeks
Phase 2: Discovery & Design - Within (5) five weeks of the kick-off meeting Revize will provide (1) one custom homepage mockup, (1) one basic interior page mockup, and (1) one navigation mockup. - Revize will provide revisions to each mockup based on the feedback received from the client, and will begin site-mapping process when client approves design	Weeks 4 through 8	5 Weeks
Phase 3 and 4: Template Development and CMS Integration - Mockups will be developed into HTML pages making them clickable and resizable. - Following HTML Development, Revize will add in the Revize Content Management System which makes the website easily editable. - Integration of any 3rd party software will begin during this phase	Phase 3: Weeks 9 through 12	4 Weeks
	Phase 4: Weeks 12 through 16	5 Weeks
Phase 5 and 6: Quality Assurance, Accessibility and Custom Development - Revize will review all developed assets for functionality. The development team will review functionality, style sheet, and formatting checking for errors and verifying that site matches approved design mockups. - Any custom needs identified earlier in the project will be executed during this phase and tested for quality assurance. - ADA programming and beta site review with the client	Phase 5 Weeks 15 through 16	2 Weeks
	Phase 6: Week 17	1 Week
Phase 7: Sitemap Development / Content Migration - Revize will deliver a suggested sitemap, in Excel format, for the website prior to this phase (Unless the client has chosen to create their sitemap). Client and Revize will review and provide updated versions for approval. Pages will be built out one-by-one according to this previously approved sitemap architecture. Pages that are not linked in the sitemap will be created as blank pages. - Migration includes up to all webpages, documents, and new content up to the relevant amount on the current website.	Weeks 18 through 24	7 Weeks
Phase 8: Content Editor and Web Administrator Training and Go Live preparation - Revize will conduct a review of the beta site followed by a core team training (smaller group). - After the beta site review, the client may request tweaks to the functionality of the website. - Revize will conduct Website Usability testing and a separate full staff training for all CMS editors on-site in a classroom style setting. - The training schedule will include editor training, and administrator training with a question-and-answer period. - Results of the user experience testing will be provided to the client for review. - Any change requests will be reviewed by Revize for feasibility and scope conformance before they are completed. - Revize will conduct meeting with client IT department before go live to discuss the process and establish pre-go-live checklist (e.g. SSL certificates, redirects, subdomains, etc.) - Retraining is available any time after Go Live.	Weeks 25 through 27	3 Weeks
Go-Live (Average)		21-27 Weeks

Did you know?

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires!

Revize Design Option 1: Custom

Phase 1: Project Planning and Analysis, SOW \$800

Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page design, and inner page design, includes Responsive Web Programming for great viewing on mobile screens. \$2,650

Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web applications. You also receive all updates to all CMS modules for the life of your Revize relationship. **You own the technology, design and content!** \$2,700

ADD-ON APPLICATIONS

None at this time

[See Addon Applications on pages 11-13](#)

Phase 5 & 6: Q/A Testing, Accessibility and Custom Applications \$1,550

Phase 7: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections – up to 400 webpages and documents **(approximate amount on your website today)**. To help remove stale content, Revize will not be moving over old announcements, events or calendar items. Additional content migration, if requested, is available for \$3 per webpage and document. \$0

Revize Custom Design Payment Plans

Payment Schedule & Interest-Free Payment Plans

Option 1: Revize Year One Pay-In-Phases Payment Plan

During year one the client reserves the option to pay for the website upon completion of certain project phases. The first payment would be collected upon project start, second payment upon completion of Phase 2: Design Concept, and the final payment after completion of Phase 7: Client Training.

Payment Amount	Due Date	Payment Includes
\$ 10,800	Start of Project	Project Cost + Year 1 Annual Hosting and Maintenance
\$ 2,000	Year 2	Year 2 Annual Hosting & Maintenance
\$ 2,000	Year 3	Year 3 Annual Hosting & Maintenance
\$ 2,000	Year 4	Year 4 Annual Hosting & Maintenance + Free Redesign!
\$ 2,000	Year 5	Year 5 Annual Hosting & Maintenance

Option 2: Revize Five-Year Interest-Free Payment Plan

Instead of paying for the total project cost in year one, Revize would spread out the total first year cost over five years of service.

Payment Amount	Due Date	Payment Includes
\$ 3,760	Year 1	20% of Project Cost + Year 1 Annual Hosting & Maintenance
\$ 3,760	Year 2	20% of Project Cost + Year 2 Annual Hosting & Maintenance
\$ 3,760	Year 3	20% of Project Cost + Year 3 Annual Hosting & Maintenance
\$ 3,760	Year 4	20% of Project Cost + Year 4 Annual Hosting & Maintenance + Free Redesign!
\$ 3,760	Year 5	20% of Project Cost + Year 5 Annual Hosting & Maintenance

Revize Design Option 2: “Ready to Use”

Revize “Ready to Use” Website Design – includes Color Scheme and Banner customization. Revize CMS integration, and Content Editor training, onetime fee: \$3,800

Site map development/content reorganization and migration from old website into new website including spell checking and style corrections – up to 400 webpages and documents (**approximate amount on your website today**). To help remove stale content, Revize will not be moving over old announcements, events or calendar items. Additional content migration, if requested, is available for \$3 per webpage and document. \$0

In-State Discounts Applied

“Ready-to-Use” Website Design Subtotal \$3,800

Revize Annual Maintenance Fee (1st Year pre-paid during site development)
Revize CMS Annual Software Subscription (2 User), Unlimited Tech Support, Software Updates, SSL Security Certificate, and Website Hosting up to 5 GB storage, 30GB monthly bandwidth limit: \$2,000/yr

Grand Total (1st Year) \$5,800

4-Year Agreement (**Length Optional**)

-Or- 4-year payment plan = \$2,950 Annually (Y1-Y4)

“Ready-to-Use” Website Features Included

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. The applications and features are grouped into five categories:

CITIZEN'S COMMUNICATION CENTER APPS

- Home Page Alert
- Document Center with search bar
- News Center
- Photo Gallery/YouTube Video Upload
- Quick Link Buttons
- New Revize Web Calendars with monthly grid and listing view
- Language Translator – over 95 languages

CITIZEN'S ENGAGEMENT CENTER APPS:

- Social Media Sharing App
- Online Bill Pay via Third Party Payment Provider (if required)
- Citizen's Request Center

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ADA Compliant WCAG 2.1AA
- ADA Accessibility Widget
- Responsive Website Design (RWD) – for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

STAFF PRODUCTIVITY APPS

- Image Manager
- Link Checker
- Menu Manager
- CMS Web Form Builder with Drag & Drop Text Fields
- Vendor Registration/RFP Management System via Vendor Registry
- Website Content Archiving

SITE ADMIN & SECURITY APPS

- Audit Trail
- History Log
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor

Optional Payment Plans available for “Ready-to-Use” Designs as well!

Citizen Engagement Features Discussed:(1YR term available)

Employee Intranet Development (Private Webpage with Login Access) One Time Set-up Fee: Annual Hosting and Maintenance Fee Example: https://www.southington.org/stafflogin/index.php	\$1,500 \$500/yr
Documents on Demand (TIER 1: Scans/Archive 3000 PDF)(Docs Content Keyword Searchable) One-Time Set Up Fee: Annual Hosting and Maintenance Fee Example: https://newcanaantownct.documents-on-demand.com/	\$950 \$950/yr
Multi-Use Listing Directory (for business/municipal listings with Google Mapping and indexing) One Time Set-up Fee: Example: https://www.largo.com/facilities_directory/index.php	\$1,500
Tile Template Organization (add internal page links with shortcut icons instead of standard text hyperlinks) One Time Set-up Fee: Example: https://www.pascocountyfl.net/government/	\$900
Agenda Posting/Listing module One Time Set-up Fee: Example: https://www.lindenhurstil.org/government/lindy_open_data/agendas_minutes/village_board.php#outer-656	\$750
Interactive Google Mapping Templates One Time Set-up Fee: Examples: https://elections.bcohoio.gov/maps/index.php https://www.rivertonwy.gov/departments/community_dev/city_maps.php	\$750
New RZ ClearDocs ADA Service Automated PDF to HTML Conversion Up to 7,500 document pages Annual Hosting and Maintenance Fee: Example: https://www.leavenworthcounty.gov/government/county_commission/agenda.php?cleardocs=on	\$2,800/yr
New RZ ASSIST (ACCESSIBILITY WIDGE) (MANUAL ADA SCANNER with Tier 3) https://www.wdundee.org/ Tier 1: RZ-Assist: • Text Size Adjustment & Font Options • Color Theme • Ruler • Screen Masking • Animation & Image Pause • Plain Text Mode • Magnifier • Cursor Size/Color Adjustor Tier 2: RZ-Assist Pro: • All options included in Tier 1 • Dictionary • Page Audio Download • Text-to-Speech • Language Translation • Page Summarization Tier 3: RZ-Assist Pro Plus: • All Options included in Tiers 1 and 2 • Sitewide Accessibility Scanning • Backend Dashboard • Reports & Analytics	FREE \$1,200/yr \$3,900/yr

Thank you

For Considering Revize

Prepared by Brian Rohen
150 Kirts Blvd., Suite B, Troy, MI 48084
Ph: ? Fax: 8

Dale Bergman

From: Gregory L. Ransford <
Sent: Thursday, September 24, 2026 3:40 PM
To: Dale Bergman; Marcy Savage
Subject: Proposed Rate Increase

Dale and Marcy:

Good afternoon. I never enjoy composing this email but significant increases in business costs, particularly related to health insurance expenses, pushes us to reexamine our rates and seek increases where necessary to help lessen the impacts of those increased costs, and allow us to continue to retain talented staff with our salary and benefits package.

Given that we are mindful to not simply "pass on the costs" to our communities, we do assess rates every couple of years in general but this year is more significant than ever as a result vendor increases.

As you know, we have been able to maintain our current rates for two years and were happy to do so. We propose the following rate increases per hour:

- Zoning: \$70 to \$75
- Associate Planner: \$105 to \$115
- Principal Planner: \$130 to \$140

We appreciate your understanding and confidence in our firm. It is a pleasure to serve Sparta Township and we look forward to our continued service.

If you have any questions or need anything further from me, please let me know.

Thanks,

Gregory L. Ransford, MPA
Principal
Fresh Coast Planning
119 1/2 Washington Avenue, Studio B
Grand Haven, MI 49417

CLASSIC LAWN CARE INC.
6129 Maksimowski NE
Belmont MI 49306

QUOTE FORM

Date: 9/17/26

Prepared by: Chris VanGessel

Customer Information

Name:	Marcy Savage/ Sparta Chamber of Commerce
Address:	160 E. Division
City & Zip	Sparta, MI 49345
Phone/Email:	
Installation Address:	Same as above

Christmas Decorations & Pricing

Material	Qty	Price
Garland (ft)	50	200
Wreaths		
14 in	1	25
36 in		
48 in		
Red Velvet Bows		15
Lights (100 ct. strands)		
		Total: 240

Notes/ Instructions:

Garland installed along railing with red velvet bows and 1 door wreath.

*All quotes include installation and removal. Pricing is based on the scope above. Changes requested after approval may affect the total.

Customer Approval Signature: _____

Date: _____



From Armock Mechanical Contractors
745 South State Street
Sparta MI 49345
(616) 281-1111
www.armockmc.com

Quote No. 0001521
Type Repair
Prepared By Ryan Curtis
Created On 10/01/2026
Valid Until 11/01/2026

Quote For Sparta Township Office
160 East Division Street
Sparta MI 49345

Description of Work

DATE: 10/1/26

TO: Sparta Township

SUBJECT: RTU Blower Motor

Armock Mechanical Contractors Inc. is pleased to offer the following quote for the described project. Armock Mechanical will provide all necessary labor, equipment, and materials to complete the following:

- Replace Eco Blue blower assembly in RTU which was found failed during recent Preventative Maintenance

We propose to furnish and install the above described for the sum of; \$2,655.00

Quote is good for 30 days.

Thank you for the opportunity to quote this work. If you have any questions, please feel free to call us at any time.

Sincerely,

Ryan Curtis

Services to be completed

[HVAC] Rooftop Unit - A14928 roof Carrier 48FCFA06A2A6A0A0A0 0919C84258

Send quote to contact.

SERVICE TOTAL \$0.00

GRAND TOTAL \$0.00

Terms and Conditions

All pricing on this quote will be honored for 30 days from the quote date.

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: _____ Date: _____

Signature: _____

Photos

