

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

August 13th, 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 – July 9th, 2026 Special meetings- July 15th, July 22nd and July 29th 2026
2. Treasurer's Report
3. Building Department Monthly Reports

BUSINESS ITEMS

1. Approval of Bills
2. Roof Quotes – Sparta Township Hall
3. Public Safety Revenue Sharing Allocation
4. P.O.W. – M.I.A. Resolution
5. Clerk's Proposal
6. PA 116 Application Victor Hubert LLC

OTHER INFORMATIONAL

PUBLIC COMMENT

ADJOURNMENT

Building Department Monthly Report

Month Ended:	July 2026		
Building Permits:			
	New Homes	1	
	Modular Homes		
	Mobile Homes		
	Remodel and Additions		
	Pole Barns		
	Decks	1	
	Garage		
	Demolition		
	Swimming Pool		
	Commercial New: Airplane Hanger	1	
	Commercial Alteration		
	Commercial Addition		
	Renewal		
	Other:		
		Total Building:	3
Mechanical Permits:			
		Total Mechanical:	5
Plumbing Permits:			
		Total Plumbing:	0
Electrical Permits:			
		Total Electrical:	3
Zoning Permits:			
		Total Zoning:	3

Permit List

08/05/2026

Permit	Address	Issued	Status	Category	Permit Fees	Const. Value
PB260023	12982 BALL CREEK RD	07/08/2026	ISSUED	Res, New Home	\$820.00	\$240,000
PB260024	9070 VINTON AVE	07/13/2026	ISSUED	AIRPORT HANGAR	\$937.00	\$279,000
PB260025	8505 ALPINE AVE NW	07/29/2026	ISSUED	RESIDENTIAL DECK	\$217.00	\$39,000

Total Permits: 3

Total Value: \$558,000

Total Fees: \$1,974.00

Meeting of Sparta Township Board

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

Watch Meeting live Sparta Township - YouTube

July 9th, 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:** Barb Johnson requested that the agenda be amended to correct the date listed under the Approval of Minutes from **May 11, 2026**, to **June 11, 2026**. A motion to approve the amendment was made by Bill Goodfellow and 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:**
 1. **Approval of Minutes of June 11th, 2026:** Motion to approve the Minutes by Barb Johnson, second by Ashley Johnson. The motion passed unanimously, with all members in favor.
 2. **Treasurer's Report:** Motion to approve the Treasurer's Report by Rob Steffens, second by Bill Goodfellow. The motion passed unanimously, with all members in favor.
6. **Building Department Monthly Report:** Informational only.

Business Items:

1. **Approval of Bills:** Motion by Ashley Johnson with a second by Barb Johnson to approve the bills. The motion passed unanimously, with all members in favor.
2. **Cub Scouts Flag Placement Appreciation:** John Kosel, Cubmaster of Cub Scout Pack 3280, thanked the Board for allowing the Cub Scouts to continue placing American flags at veterans' graves each year. He shared that the scouts take pride in

maintaining the flags by repairing them before placement, retiring worn flags through a respectful ceremony each fall, and helping preserve the township's resources by extending the life of the flags. Kosel also highlighted the educational value of the project, noting that it teaches youth about citizenship, community service, and honoring veterans. He mentioned that Cub Scouts now welcomes both boys and girls and encouraged community support as the local pack works to rebuild membership. Board members expressed their appreciation for the Cub Scouts' continued partnership and discussed additional opportunities for collaboration, including cemetery restoration projects and ongoing maintenance efforts. The board also noted plans to purchase additional flags as current inventory is depleted and thanked the Cub Scouts for their dedication to honoring the community's veterans.

3. **Public Safety Revenue Sharing Allocation:** The Township Board discussed potential uses for its public safety revenue-sharing funds after meeting with a representative from the Kent County Sheriff's Office. The discussion focused on the Kent County Safety Network, a camera system that allows law enforcement to monitor public areas and respond more quickly to criminal activity. Board members reviewed several possible investments, including security cameras at township parks, intersections, township facilities, and other high-traffic locations. They also discussed the option of using funding to support an AED purchase for the Sparta Police Department and explored the possibility of connecting existing cameras owned by local businesses to the county's camera network. While members agreed additional information was needed before making decisions on the larger public safety projects, they emphasized the importance of keeping the funding invested within the township whenever possible. The board elected to postpone further discussion on cameras until more details are available.

Separately, in response to an immediate safety need at the township offices, Jason Bradford made a motion, seconded by Barb Johnson, to approve the purchase of five combination smoke and carbon monoxide detectors. The motion passed unanimously, enhancing safety measures within the building. The motion passed unanimously, with all members in favor.

4. **New Township Hall Roof Quotes:** The Board reviewed multiple quotes for the township office roof replacement project. Specifications were sent to the roofing contractors, and three bids were received by the deadline and reviewed by the Board.

Submitted bids included:

- **Arrow Roofing:** \$48,884 for completion of the project.
- **Strong House Solutions:** Approximately \$48,840 for the specified roofing system.
- **Trident Roof Solutions:** Submitted a bid of \$55,890 for the original EPDM roofing specifications and an alternate bid of \$45,275 for a TPO membrane roofing system.

A representative from Trident Roofing explained the differences between the EPDM and TPO roofing options. The proposed TPO system would provide the same 20-year warranty while offering cost savings, improved durability, increased UV resistance, and a stronger membrane compared to the originally specified EPDM system. The contractor explained that TPO is a newer roofing technology that has become more widely used due to its durability, energy efficiency, and reduced installation costs. The Board discussed whether the alternate TPO option should be sent back out to the other bidders for a chance to provide pricing. Members noted that because the bid information and pricing discussion had already been made public during the meeting, requesting new bids at that point could potentially put Trident Roofing at a disadvantage. Other vendors would have knowledge of Trident's proposed pricing and could submit a lower bid based on that information, creating an unfair bidding environment. The Board acknowledged that while rebidding the alternate product would typically be preferred for comparison purposes, the circumstances surrounding the public disclosure of the bids needed to be considered.

After discussion, the Board determined that moving forward with the TPO roofing option from Trident Roofing provided the best value for the township while maintaining the desired quality and warranty. Motion made by Rob Steffens, with a second by Barb Johnson to approve the bid from Trident Roofing's, with the TPO membrane proposal for \$45,275. The motion passed with a vote of 6-0.

OTHER INFORMATION:

1. **CBD3 Grant:** The Board received an update regarding the CBD3 grant for the elevator project after several community members inquired about the status of the funding. Marcy reported that she spoke with the grant representative and was notified that the project is expected to move forward with grant support. Additional details regarding the final grant amount and funding approval are anticipated later this month.
2. **New museum in the Civic Center:** Barb Johnson shared that the Historical Commission have plans to develop a new museum space in the back portion of the

Civic Center. The Commission will be meeting this Saturday with a museum expert from the Grand Rapids Museum, who also serves as the curator for the Voigt House, to provide guidance and assistance with designing and organizing the new exhibits. The Friends of the Historical Commission have approved funding to support this project, providing compensation for 45 hours of assistance from the museum consultant throughout the summer. The Commission has already begun moving items from the Research Center basement and plans to relocate additional items from the schoolhouse in preparation for creating displays. The new museum will focus on the early history of Sparta, highlighting the community's development, lifestyles, and historical significance. The Commission expressed excitement about the project and is seeking volunteers to help with the museum's development and setup.

3. **Sports Park Drain Project Update:** An update was provided regarding the ongoing drain project near the sports park. The contractor has completed the work to remove silt from the pond on Ackland, including excavating the larger area behind the quad. The completed work was reported to be progressing well and has been cleaned up. The Board was informed that one portion of the drain project is approximately 80% complete, with 80% of the associated contract payments already issued. Another contractor working on a separate portion of the project is currently at approximately 20% completion. Upcoming work will continue from the pond area back toward Sparta and eventually toward the Rogue River, while additional work continues farther west into Ottawa County. During the project, it was determined that the removed silt material could not be used as topsoil as originally anticipated, so additional topsoil was brought in to complete the restoration. Minor repairs may be needed to the pathway due to construction traffic, but the area was reported to have been significantly improved. The Board also discussed the possibility of obtaining gravel for the township parking lot. It was decided to wait until the drain project progresses further before making a decision, as additional work and contractor payments are still underway.
4. **Township Website:** The Board received an update regarding the township website after learning the current developer, who has maintained the site for many years, will be retiring next year. The Board expressed appreciation for his work and the quality of the existing website. The developer will assist with the transition by helping transfer website content to a new provider and has provided recommendations for potential companies. Several options are being reviewed, including providers specializing in municipal websites, with costs ranging from approximately \$3,000 for a template-based site to around \$8,000 for a custom

design. However, the township will continue exploring options and provide additional updates as the process moves forward.

PUBLIC COMMENT:

- Jeffrey Ferris, a resident of 279 Winter Pines Court, addressed the Board regarding concerns with a neighboring property's lack of maintenance, including excessive weeds and overgrown vegetation, which he believes is impacting the appearance and property values within the residential subdivision. He also raised concerns regarding the homeowner's association (HOA) structure and lack of clear bylaws. The Board recommended that Mr. Ferris speak with another Township representative to see if additional information or guidance could be provided. The Board noted that, in most cases, property maintenance concerns within private development are handled through the HOA and are typically outside the Township's authority. However, they acknowledged Mr. Ferris' frustration, as he was directed by the HOA to seek assistance from the Township.

ADJOURMENT: Motion to adjourn at 8:12PM by Marcy Savage, second by Ashley Johnson. The motion passed unanimously, with all members in favor.

Submitted by: Sarah Fischer

Minutes of a Special Meeting of the
Sparta Township Board
160 E. Division - Sparta MI 49345
July 15, 8:00 AM

The meeting was called to order at 8:00 AM. 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

BUSINESS ITEMS:

1. Sparta Township Hall New Roof Project

Jason from Trident Roof Solutions discussed the TPO product and how they offered two specs. He asked the Board to stick to the agreement that was originally decided at the previous board meeting. He addressed the concerns about the white roof and the concern with snow melt compared to the rubber roof. He believes the TPO is the best product and more cost effective.

Patrick Hendrick with Strong House also spoke and believed that the condition of the roof needs a cut and release done. Currently Strong House isn't using Trident to subcontract like that was stated in the previous meeting. He believes that it should be rebid based on what occurred in the previous meeting.

Savage made a motion not to award the contract to Trident Roofing, it was seconded by Goodfellow. Passed 5-0 with A. Johnson Abstaining.

B. Johnson made a motion to work with a professional to have it reevaluated for the roof before the board puts it out for bid. It was seconded by Savage. Motion Passed 5-0 A. Johnson Abstained.

A. Johnson asked the Board to look at the Bid policy to update it so that it allows the board time to look at the bids before we vote on them.

Sub-Committee-

Savage made a motion to form a sub-committee to work with a professional to draw up new specs and appoint Goodfellow, B. Johnson and D. Bergman to the Committee, It was seconded by A. Johnson. Passed 5-1 with Bill Dissenting

PUBLIC COMMENT

None

ADJOURNMENT

Savage made a motion to adjourn the meeting with second by A. Johnson Passed 6-0 at 8:45 AM

Respectfully submitted,
Marcy Savage, Sparta Township Clerk

Minutes of a Special Meeting of the
Sparta Township Board
160 E. Division - Sparta MI 49345
July 22, 2026 9:00 AM

The meeting was called to order at 9:00 AM. by Supervisor Dale Bergman.

The Pledge of Allegiance was recited.

Members Present: Dale Bergman, Marcy Savage, Bill Goodfellow, Jason Bradford, Ashley Johnson, and Barb Johnson

Members Absent: Rob Steffens

Approval of the Agenda: It was motioned by B. Johnson to approve the agenda with the removal of number 2, which was approving new wording for the ballot. It was seconded by Goodfellow. Passed 6-0

Public Comment:

Jim Lyema appreciated how the Clerk's office has run elections. He also believes that the ballot wording was an honest mistake. He stated that he was thankful the board was addressing the situation.

MerriJo Tuinstra, Library Director, read a statement from the Millage Committee (Larry Carter)

BUSINESS ITEMS:

1. Resolution of Intent Regarding Sparta Township Library Millage Renewal Proposal

Savage commented that the mistake on the ballot regarding the library, was her mistake. She stated a rumor was circulating that the Township would have to charge more than what is stated on the ballot. Savage reassured the community that the attorney stated that since this is a renewal and due to the Headlee Amendment, that it is illegal for the Township to charge more than the .2375. In addition, the DDA cannot capture money from a library. Savage then read the attached resolution. B. Johnson made a motion to accept Resolution 26-4 (see attached) as written. It was seconded by Bradford. There was a roll call vote taken, Motion Passed 6-0.

Goodfellow made a comment that the whole board was at fault, he wished the board had done something sooner.

PUBLIC COMMENT

Jim Lynama made a statement and asked the public to vote no on the Library Millage.

ADJOURNMENT

B. Johnson made a motion to adjourn the meeting with a second by A. Johnson. Passed 6-0 at 9:21 AM>

Respectfully submitted,
Marcy Savage, Sparta Township Clerk

Minutes of a Special Meeting of the
Sparta Township Board
Sparta Civic Center 75 N. Union Street
July 29, 2026 9:00 AM

The meeting was called to order at 9:00 AM. by Supervisor Dale Bergman.

The Pledge of Allegiance was recited.

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

Members Absent: Barb Johnson

Public Comment: None

BUSINESS ITEMS:

1. Media Response suggestions for the Sparta Twp Library Millage Renewal

Attorney Mike Homier made a statement that the Library Board is the one who presents the Millage renewal to the Township Board. The Township just approves the libraries wording. The Ballot language on the ballot had a typographical error but due to the Headlee Amendment and the fact that it was a renewal the Township nor the library can levy any more than the .2375 mils. It is illegal to charge any more. If it fails and goes on the Ballot in November it will no longer be a renewal.

2. Resolution 26-5 to amend Resolution 21-6 Poverty Exemption Income Guidelines

Cliff Turner made a statement explaining the changes that need to be made to the Poverty Exemption Guild lines due to changes made in the statute. A motion was made by Goodfellow to revise the Resolution to follow the current Guidelines and update the evaluation form. It was seconded by Bradford. It passed 6-0

PUBLIC COMMENT

Gina Johnson- made a statement and is running for State Senate

Bob Whalen- made a statement.

ADJOURNMENT

Goodfellow made a motion to adjourn the meeting with second by Steffens Passed 6-0 at 9: 22 AM

Respectfully submitted,
Marcy Savage, Sparta Township Clerk



SPARTA TOWNSHIP

160 E. Division St, Sparta MI 49345
(616) 887-8863

Synopsis of meeting of the new roof for the Sparta Township Hall sub-committee, July 17th 8:00 a.m. 2026

Committee members attending Bill Goodfellow, Barb Johnson and Dale Bergman. Also attending was Tim Driscoll, Steve Boluyt and Marcus Kiste from Master Tech.

Dale, Bill, Marcus, Tim and Steve went on top of the roof to inspect the roof.

The committee met after the walk through and listened to Marcus Kiste's explanation concerning a new roof.

The committee decided to go with the EPDM (black) roofing system after listening to advantages of the EPDM roof compared to the TPO (white) roofing system.

The committee decided to have Master Tech to do core samples of the existing roof for the cost of 400.00 dollars. Core samples will decide how many layers of rubber roof there are and whether the insulation needs to be replaced due to water damage. If there are 2 layers of rubber roofing the roof must be brought down to the metal roof material by state law requirements.

The committee decided to have Marcus Kiste from Master Tech write up the specification sheet (which will be about 6 pages) for the cost of 1000.00 dollars. Marcus will get the roof specification sheet to Dale Bergman within a week so Dale can get the specification sheet to prospective bidders.

The bids are due by August 13th, 2026, at 5 p.m. and will be opened at the Township Board on that evening, Board Meeting. The decision on whether to accept a bid will not be made on the night of the Board meeting on August 13th, 2026.

The quotes will be handed over to the roof subcommittee for their review and recommendation to the Township Board. The decision on who won the roof quote will be determined by the Township Board at a special meeting or will be decided at the next Township Board meeting on September 10th, 2026.

Dale Bergman, Sparta Township Supervisor, July 22, 2026

Sparta Township Hall Roof Specification 2026

PART 1 GENERAL

1.01 DESCRIPTION

- A. The reroofing project is located at 160 East Division Street, Sparta Michigan 49345. The township supervisor is Dale Bergman, who can be contacted at 616-952-1441.
- B. The project consists of the installation of a new Versico Black EPDM Fully Adhered Roofing System as specified herein:

The Contractor shall completely remove the existing roofing system down to the structural roof deck. The roof deck shall be inspected for deterioration or damage, and any deficiencies shall be reported to the Owner's Representative before installation of the new roofing system proceeds.

New wood nailer shall be installed at the roof perimeter and other required locations as necessary to accommodate the increased insulation thickness and to provide proper attachment for edge metal and flashing components.

A mechanically attached, full tapered polyisocyanurate insulation system shall be installed to achieve a minimum average thermal value of R-30. The tapered insulation system shall be designed to provide positive drainage across the roof surface. Tapered insulation saddles shall be installed between roof drains to direct water toward adjacent drains, and tapered crickets shall be installed at curbs, equipment, and other penetrations where required to prevent water ponding. Install tapered sumps at the drain locations.

The new roofing system shall consist of a 60-mil Versico Black Fully Adhered EPDM membrane, installed in strict accordance with the manufacturer's current published specifications and details. The completed roofing system shall qualify for and receive a Versico 20-Year Total System Warranty.

The exposed brick walls of the elevator shaft shall be completely covered with EPDM membrane, extending as required to provide a continuous, watertight flashing assembly and long-term protection against water intrusion.

All exposed termination bars shall be concealed and protected with surface-mounted metal counterflashing securely fastened to the wall in accordance with the manufacturer's details. Counterflashing shall completely cover the termination bars and fasteners to provide a finished appearance and prevent moisture infiltration.
- C. If access to the roof if needed for verification needs, please contact Dale Bergman at 616-952-1441

- D. Sealed bids shall be submitted to the Township clerk by August 13, 2026 by 5pm. Late or incomplete bids will not be accepted. The bids shall be marked on the outside "Sealed Bid For Sparta Township Hall Roof". All bids submitted by the time and date shall be opened publicly. Winning bidder will be notified of the awarded contract in a timely manner.
- E. The roofing contractor identified in the bid proposal shall self-perform all work associated with the removal of the existing roofing system and the installation of the new roofing system described in these specifications. Subcontracting of any portion of the roofing work shall not be permitted.
- The successful bidder shall maintain direct supervision of all work performed on the project and shall provide its own experienced personnel for all phases of the installation, including roof removal, insulation installation, membrane installation, flashing, sheet metal work, and warranty-related items. The use of temporary labor or subcontractors for any roofing-related work is expressly prohibited unless prior written approval is obtained from the Owner. Unauthorized subcontracting shall be considered grounds for rejection of the bid or termination of the contract.
- F. Alternate bids shall not be accepted. The bid shall be based solely on the roofing system, materials, and installation methods specified in these contract documents. Any proposal that includes substitutions, alternates, or deviations from the specified system without prior written approval from the Owner will be considered non-responsive and will be rejected.
- G. The Sparta Township Board reserves the right to accept or reject any or all bids, to waive informalities of errors in the bidding process, and accept any bid deemed to be in the best interest of the Township including bids that are NOT the lowest amount.

1.02 EXTENT OF WORK

Provide all labor, material, tools, equipment, and supervision necessary to complete the installation of a Versico 60 mil EPDM Membrane Fully Adhered Roofing System, including flashings and insulation as specified herein and as indicated on the drawings in accordance with the manufacturer's most current specifications and details.

The roofing contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work.

The roofing contractor shall confirm all given information and advise the building owner, prior to bid, of any conflicts that will affect their cost proposal.

Any contractor who intends to submit a bid using a roofing system other than the approved manufacturer must submit for pre-qualification in writing fourteen (14) days prior to the bid date. Any contractor who fails to submit all information as requested will be subject to rejection. Bids stating "as per plans and specs" will be unacceptable.

1.03 SUBMITTALS

- A. Prior to starting work, the roofing contractor must submit the following:
 - 1. Sample of the manufacturer's Total Systems Warranty covering all components of the roofing system.
 - 2. Submit a letter of certification from the manufacturer that certifies the roofing contractor is authorized to install the manufacturer's roofing system and lists foremen who have received training from the manufacturer, along with the dates training was received.
 - 3. Certification of the manufacturer's warranty reserve.
- B. Upon completion of the installed work, submit copies of the manufacturer's final inspection report to the specifier prior to the issuance of the manufacturer's warranty.

1.04 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to the job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name, and installation instructions intact and legible. Deliver in sufficient quantity to permit work to continue without interruption.
- B. Comply with the manufacturer's written instructions for proper material storage.
 - 1. Store materials between 60°F and 80°F in dry areas protected from water and direct sunlight. If exposed to a lower temperature, restore to a 60°F minimum temperature before using.
 - 2. Store materials containing solvents in dry, well-ventilated spaces with proper fire and safety precautions. Keep lids on tight. Use before the expiration of their shelf life.
- C. Insulation and underlayment products must be on pallets, off the ground, and tightly covered with waterproof materials. The manufacturer's wrap does not provide sufficient waterproofing. Insulation and underlayment products that become wet or saturated are to be discarded.
- D. Any materials that are found to be damaged shall be removed and replaced at the applicator's expense.

1.05 WORK SEQUENCE

- A. Schedule and execute work to prevent leaks and excessive traffic on completed roof sections. Care should be exercised to provide protection for the interior of the building and to ensure water does not flow beneath any completed sections of the membrane system.
- B. Do not disrupt activities in occupied spaces.

1.06 USE OF THE PREMISES

- A. Before beginning work, the roofing contractor must secure approval from the building owner's representative for the following:
 - 1. Areas permitted for personnel parking.
 - 2. Access to the site.
 - 3. Areas permitted for the storage of materials and debris.
 - 4. Areas permitted for the location of cranes, hoists, and chutes for loading and unloading materials to and from the roof.

- B. Interior stairs or elevators may not be used for removing debris or delivering materials, except as authorized by the building superintendent.

1.07 EXISTING CONDITIONS

If discrepancies are discovered between the existing conditions and those noted on the drawings, immediately notify the owner's representative by phone and solicit the manufacturer's approval prior to commencing with the work. Necessary steps shall be taken to make the building watertight until the discrepancies are resolved.

1.08 PRE-CONSTRUCTION

- A. Prior to bid submittal, if access to the roof is needed for verification needs, please contact Dale Bergman at 616-952-1441
- B. Any conditions which are not shown on the shop drawings should be indicated on a copy of the shop drawing and included with bid submittal if necessary to clarify any conditions not shown.

1.09 TEMPORARY FACILITIES AND CONTROLS

A. Temporary Utilities:

1. Water, power for construction purposes and lighting are not available at the site and will not be made available to the roofing contractor.
2. Provide all hoses, valves and connections for water from source designated by the owner when made available.
3. When available, electrical power should be extended as required from the source. Provide all trailers, connections, and fused disconnects.

B. Temporary Sanitary Facilities

Sanitary facilities will not be available at the job site. The roofing contractor shall be responsible for the provision and maintenance of portable toilets or their equal.

C. Building Site:

1. The roofing contractor shall use reasonable care and responsibility to protect the building and site against damages. The contractor shall be responsible for the correction of any damage incurred as a result of the performance of the contract.
2. The roofing contractor shall remove all construction debris from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the building.

D. Security:

Obey the owner's requirements for personnel identification, inspection and other security measures.

1.10 JOB SITE PROTECTION

- A. The roofing contractor shall adequately protect building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. Provide canvas, boards and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The contractor shall repair or be responsible for costs to repair all property damaged during the roofing application.

- B. During the roofing contractor's performance of the work, the building owner will continue to occupy the existing building. The contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may sift into the building. The roofing contractor shall provide labor and materials to construct, maintain and remove necessary temporary enclosures to prevent dust or debris in the construction area(s) from entering the remainder of the building.
- C. Do not overload any portion of the building, either by use of or placement of equipment, storage of debris, or storage of materials.
- D. Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.
- E. Take precautions to prevent drains from clogging during the roofing application. Remove debris at the completion of each day's work and clean drains, if required.
- F. Store moisture-susceptible materials above ground and protect with waterproof coverings.
- G. Remove all traces of piled bulk materials and return the job site to its original condition upon completion of the work.

1.11 SAFETY

The roofing contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. Safety shall be the responsibility of the roofing contractor. All related personnel shall be instructed daily to be mindful of the full time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers and the occurrence of the general public on or near the site.

1.12 WORKMANSHIP

- A. Applicators installing new roof, flashing and related work shall be factory trained and approved by the manufacturer they are representing.
- B. All work shall be of highest quality and in strict accordance with the manufacturer's published specifications and to the building owner's satisfaction.
- C. There shall be a supervisor on the job site at all times while work is in progress.
- D. All field seams and flashing details are to be completed according to manufacturer's specifications and details by the end of each work day.

1.13 QUALITY ASSURANCE

- A. The Versico Roofing System must achieve a UL Class A.
- B. The membrane must be manufactured by the material supplier. Manufacturers supplying membrane made by others are not acceptable.
- C. The manufacturer must have a minimum of 30 years experience in the manufacturing of vulcanized, white or black, thermoset sheeting.
- D. Unless otherwise noted in this specification, the roofing contractor must strictly comply with the manufacturer's current specifications and details.
- E. The roofing system must be installed by an applicator authorized and trained by the manufacturer in compliance with shop drawings as approved by the manufacturer. The roofing applicator shall be thoroughly experienced and upon request be able to provide evidence of having at least ten (10) years successful experience installing single-ply EPDM roofing systems and having installed at least three (3) EPDM roofing application or several similar systems of equal or greater size within one year.

The applicator shall, upon request, be able to document three (3) installations completed more than two years prior to issuance of the contract documents, utilizing components of the proposed manufacturer, that are comparable to those required for the work and similar in scope and complexity. Provide complete contact information, warranty history for previous installations and demonstrate in-service performance.

- F. Provide adequate number of experienced workmen regularly engaged in this type of work who are skilled in the application techniques of the materials specified. Provide at least one thoroughly trained and experienced superintendent on the job at all times roofing work is in progress.
- G. There shall be no deviations made from this specification or the approved shop drawings without the prior written approval of the specifier. Any deviation from the manufacturer's installation procedures must be supported by a written certification on the manufacturer's letterhead and presented for the specifier's consideration.
- H. Upon completion of the installation, the applicator shall arrange for an inspection to be made by a non-sales technical representative of the membrane manufacturer in order to identify any needed corrective repairs that will be required for warranty issuance. Notify the building owner seventy-two (72) hours prior to the manufacturer's final inspection.
- I. Inspector shall be employed and trained by the manufacturer and have received product-specific training from the manufacturer of the products.
- J. The Versico EPDM Membrane exceeds 41,580 kJ/m² under Xenon-Arc UV Light testing used for testing "Resistance to Outdoor (Ultraviolet) Weathering." (ASTM D 4637 Specification requires a 7560 kJ/m² minimum total radiant exposure at 70 W/m² irradiance at 176°F black panel temperature to pass.)The membrane shows no visible signs of cracking or crazing.
- K. The Versico EPDM Membrane exceeds 35,320 kJ/m² under Xenon-Arc UV Light testing used for testing "Resistance to Outdoor (Ultraviolet) Weathering." (ASTM D 4637 Specification requires a 7560 kJ/m² minimum total radiant exposure at 70 W/m² irradiance at 176°F black panel temperature to pass.)The membrane shows no visible signs of cracking or crazing.
- L. Versico EPDM Membranes achieves a zero (no growth) rating in the ASTM G21 test for fungi growth.

1.14 JOB CONDITIONS, CAUTIONS AND WARNINGS

Refer to Versico's EPDM Roofing System specification for General Job Site Considerations.

- A. Safety Data Sheets (SDS) must be on location at all times during the transportation, storage and application of materials.
- B. When positioning membrane sheets, exercise care to locate all field splices away from low spots and out of drain sumps. All field splices should be shingled to prevent bucking of water.
- C. When loading materials onto the roof, the Carlisle Authorized Roofing Applicator must comply with the requirements of the building owner to prevent overloading and possible disturbance to the building structure.
- D. Proceed with roofing work only when weather conditions are in compliance with the manufacturer's recommended limitations, and when conditions will permit the work to proceed in accordance with the manufacturer's requirements and recommendations.
- E. Proceed with work so new roofing materials are not subject to construction traffic. When necessary, new roof sections shall be protected and inspected upon completion for possible damage.
- F. Provide protection, such as 3/4 inch thick plywood, for all roof areas exposed to traffic during construction. Plywood must be smooth and free of fasteners and splinters.

- G. The surface on which the insulation or roofing membrane is to be applied shall be clean, smooth, dry, and free of projections or contaminants that would prevent proper application of or be incompatible with the new installation, such as fins, sharp edges, foreign materials, oil and grease.
- H. New roofing shall be complete and weathertight at the end of the work day.
- I. Contaminants such as grease, fats and oils shall not be permitted to come in direct contact with the roofing membrane. An overlay of Epichlorohydrin membrane must be adhered around units which have the potential to emit solvents, grease or oil.

1.15 WARRANTY

- A. Provide manufacturer's 20 year Total System Warranty covering both labor and all materials with no dollar limitation. The maximum wind speed coverage shall be peak gusts of 55 mph measured at 10 meters above ground level. Certification is required with bid submittal indicating the manufacturer has reviewed and agreed to such wind coverage.
- B. Pro-rated System Warranties shall not be accepted.

PART 2 PRODUCTS

2.01 GENERAL

- A. All components of the specified roofing system shall be products of Versico or accepted by Versico as compatible.
- B. Unless otherwise approved by the specifier and accepted by the membrane manufacturer, all products (including insulation, fasteners, fastening plates and edgings) must be manufactured and supplied by the roofing system manufacturer and covered by the warranty.

Manufacturer of roof membrane shall also manufacture all polymeric components for the roofing system, including, but limited to, membrane, adhesives, primers, flashings, caulks and tapes.

2.02 MEMBRANE

Furnish Versico 60 mil EPDM (Ethylene, Propylene, Diene Terpolymer)(black) in the largest sheet possible with 3" Factory-Applied Tape (FAT). (Splice tape shall be a butyl/EPDM based polymer with a minimum thickness of 25-mil.) The membrane shall conform to the minimum physical properties of ASTM D4637. When a 10 foot wide membrane is to be used, the membrane shall be manufactured in a single panel with no factory splices to reduce splice intersections.

2.03 INSULATION/UNDERLAYMENT

Insulation shall be tapered polyisocyanurate insulation as supplied by Versico Roofing Systems. Minimum R-value required is R-30. Installing tapered saddles between drains and crickets at penetrations where needed. Install tapered sumps at the drain locations.

Versico Polyisocyanurate – A foam core insulation board covered on both sides with a medium weight fiber-reinforced felt facer meeting ASTM C 1289-06, Type II, Class 1, Grade 2 (20 psi) or Grade 3 (25 psi). The product is available in 4' x 8' standard size with a thickness from 1 to 4 inches. 4' x 4' tapered panels are also available.

2.04 FASTENING COMPONENTS

To be used for mechanical attachment of pressure-sensitive riss strip, and terminations where applicable.

- A. Fasteners, Plates and Bars

1. **HP- Fasteners:** a threaded, #14 fastener with a #3 phillips drive used with steel and wood roof decks.
2. **HP-X Fasteners:** A heavy duty #15 threaded fastener with a #3 phillips drive used for insulation securement into steel, wood plank or minimum 15/32 inch thick plywood when increased pullout resistance is desired.
3. **Pre-Assembled ASAP Fasteners:** A pre-assembled 3" diameter Plastic Plate and # 12 threaded fastener with a #3 drive used for insulation attachment into steel or wood decks. Installed using OMG Fastening Tools.
4. **InsulFast Fasteners:** A threaded #12 fastener with #3 phillips drive used for insulation attachment into steel or wood decks.
5. **Seam Fastening Plate:** a 2" diameter metal fastening plate used in conjunction with RUSS or EPDM membrane for additional membrane securement.
6. **Polymer Seam Plate:** a 2" diameter plastic fastening plate incorporating barbs on the underside of the plate. This plate is required for membrane and RUSS attachment installed in conjunction with steel roof decks. May also be used for insulation attachment.
7. **Insulation Fastening Plates:** a nominal 3 inch diameter plastic or metal plate used for insulation attachment.
8. **Pressure-Sensitive RUSS™ (Reinforced Universal Securement Strip):** a 6" wide, nominal 45-mil thick clean, cured black reinforced EPDM membrane with 3" wide SecurTAPE laminated along one edge. The 6" wide Pressure-Sensitive RUSS is used horizontally or vertically at the base of walls, curbs, etc., in conjunction with 2" diameter securement plates or bars below the EPDM deck membrane for additional membrane securement.

2.05 ADHESIVES, CLEANERS AND SEALANTS

All products shall be furnished by Versico and specifically formulated for the intended purpose.

- A. **G-200 Bonding Adhesive:** A high-strength, yellow colored, synthetic rubber adhesive used for bonding EPDM membranes to various surfaces. Available in 5 gallon pails.
- B. **EPDM x-23 Low-VOC Bonding Adhesive:** A Low-VOC (volatile organic compound) bonding adhesive (less than 250 grams/liter) used for bonding EPDM membranes to various surfaces. Adhesive is available in 5 gallon pails.
- C. **Low VOC Bonding Adhesive:** A low VOC (volatile organic compound) bonding adhesive (less than 250 grams/liter) used for bonding EPDM membranes to various surfaces. This product meets the <250 gpl VOC (volatile organic compound) content requirements of the OTC Model Rule for Single Ply Roofing Adhesives. Available in 5 gallon pails.
- D. **Low VOC Bonding Adhesive 1168:** A low VOC (volatile organic compound) bonding adhesive that has < 250 gpl and is designed to comply with the regulations of the South Coast Air Quality Management District's Rule 1168. See Carlisle's Product Data Sheet for a listing of the counties involved. The high strength, solvent-based contact adhesive allows bonding of EPDM membrane to various porous and non-porous substrates. Apply at a rate of 60 ft² per gallon finished surface. Available in 5-gallon cans.
- E. **Aqua Base 120 Bonding Adhesive:** (for use in areas where volatile organic compound, VOC, regulations are in effect): A two (2) sided application, water based contact adhesive for bonding Sure-Seal/Sure-White EPDM membrane to various surfaces. Complies with the South Coast Air Quality Management District Rule 1168.
- F. **Versico Weathered Membrane Cleaner:** A clear, solvent-based cleaner used to loosen and remove dirt and other contaminants from the surface of exposed EPDM membrane (for repairs, etc.) prior to applying EPDM Primer. Weathered Membrane Cleaner can also be used when applying Splicing Cement. Available in 1 and

5-gallon pails.

- G. **Pressure-Sensitive SecurTAPETM (Factory Applied):** A 3" wide by 100' long splice tape used for splicing adjoining sections of EPDM membrane. Complies with the South Coast Air Quality Management District Rule 1168.
- H. **EPDM Primer:** A solvent-based primer used to prepare the surface of EPDM membrane for application of Splice Tape or Pressure-Sensitive products. Available in 1 or 3 gallon pails and as CAV-PRIME Pressurized Cylinders.
- I. **Low-VOC EPDM Primer -** A low VOC (volatile organic compound) primer (less than 250 grams/liter) for use with SecurTape or Pressure-Sensitive products. Available in 1 or 3 gallon pails and as CAV-PRIME Pressurized Cylinders.
- J. **Lap Sealant:** A heavy-bodied material used to seal the exposed edges of a membrane splice. Available in tubes.
 - 1. Lap Sealant is a black sealant for use with Sure-Seal (black) Roofing Systems.
- K. **Water Cut-Off Mastic:** A one-component, low viscosity, self wetting, Butyl blend mastic used to achieve a compression seal between the EPDM membrane or Elastoform Flashing and applicable substrates. Available in tubes.
- L. **Pourable Sealer:** A black, two-component, solvent-free, polyurethane based product used for tie-ins and as a sealant around hard-to-flash membrane penetrating objects such as clusters of pipes and for a daily seal when the completion of flashings and terminations cannot be completed by the end of each work day.
- M. **One-Part Pourable Sealer:** Available in black or white, a one-component, moisture curing, elastomeric polyether sealant used for attaching lightning rod bases and ground cable clips to the membrane surface and as a sealant around hard-to-flash penetrations such as clusters of pipes.
- N. **Universal Single-Ply Sealant** A one-part polyether, non-sagging sealant designed for sealing expansion joints, control joints and counterflashings. Available in white only.
- O. **CAV-GRIP III Low-VOC Aerosol Contact Adhesive/Primer:** a low-VOC, methylene chloride-free adhesive that can be used for a variety of applications including: enhancing the bond between Carlisle's VapAir Seal 725TR and various substrates, priming unexposed asphalt prior to applying Flexible FAST Adhesive, adhering Sure-Seal EPDM, horizontally, for the field of the roof and for adhering Sure-Seal FleeceBACK and Sure-Seal EPDM membrane to vertical walls. Coverage rate is approximately 2,000-2,500 sq. ft. per #40 cylinder and 4,000-5,000 sq. ft. per #85 cylinder as a primer, in a single-sided application and 750 sq. ft. per #40 cylinder and 1,500 sq. ft. per #85 cylinder as an adhesive for vertical walls, in a double-sided application.

2.06 METAL EDGING AND MEMBRANE TERMINATIONS

- A. **General:** All metal edgings shall be tested and meet ANSI/SPRI ES-1 standards and comply with International building codes.
- B. **Termination Bar:** a 1" wide and .098" thick extruded aluminum bar pre-punched 6" on center; incorporates a sealant ledge to support Lap Sealant and provide increased stability for membrane terminations.
- C. **Provide and install metal counterflashing at all locations where termination bars are installed.**

PART 3 EXECUTION

3.01 GENERAL

- A. Comply with the manufacturer's published instructions for the installation of the membrane roofing system including proper substrate preparation, job site considerations and weather restrictions.
- B. Position sheets to accommodate contours of the roof deck and shingle splices to avoid bucking water.

3.02 INSULATION PLACEMENT

- A. Install insulation or membrane underlayment over the substrate with boards butted tightly together with no joints or gaps greater than 1/4 inch. Stagger joints both horizontally and vertically if multiple layers are provided.
- B. Secure insulation to the substrate with the required Versico Dash Adhesive in accordance with the manufacturer's specifications.

3.03 MEMBRANE PLACEMENT AND BONDING

- A. Unroll and position membrane without stretching. Allow the membrane to relax for approximately 1/2 hour before bonding. Fold the sheet back onto itself so half the underside of the membrane is exposed.
- B. Apply the Bonding Adhesive in accordance with the manufacturer's published instructions and coverage rates, to both the underside of the membrane and the substrate. Allow the adhesive to dry until it is tacky but will not string or stick to a dry finger touch.
 - 1. Roll the coated membrane into the coated substrate while avoiding wrinkles. Brush down the bonded half of the membrane sheet with a soft bristle push broom to achieve maximum contact.
 - 2. Fold back the unbonded half of the membrane sheet and repeat the bonding procedure.
- C. Install adjoining membrane sheets in the same manner, overlapping edges approximately 4 inches. Do not apply bonding adhesive to the splice area.

3.04 MEMBRANE SPLICING

- A. Position membrane sheet to allow for required splice overlap. Mark the bottom sheets with an indelible marker approximately 1/4" to 1/2" from the top sheet edge. The pre-marked line on the membrane edge can also be used as a guide for positioning splice tape.
- B. When the membrane is contaminated with dirt, fold the top sheet back and clean the dry splice area (minimum 3" wide) of both membrane sheets by scrubbing with clean natural fiber rags saturated with Weathered Membrane Cleaner. When using (black) PRE-KLEENED membrane, cleaning the splice area is not required unless contaminated with field dirt or other residue.

Apply EPDM Primer or Low VOC EPDM Primer to splice area and permit to flash off. Primer must be applied to both the top membrane layer and the bottom membrane layer.
- C. When adhering Factory Applied Tape (FAT), pull the poly backing from FAT beneath the top sheet and allow the top sheet to fall freely onto the exposed primed surface. Press top sheet on to the bottom sheet using firm even hand pressure across the splice towards the splice edge
- D. For end laps, apply 3" or 6" SecurTAPE to the primed membrane surface in accordance with the manufacturer's specifications. Remove the poly backing and roll the top sheet onto the mating surface.
- E. Tape splices must be a minimum of 2-1/2" wide using 3" wide (Butyl/EPDM) SecurTAPE that is a

minimum 25-mil thick. SecurTAPE must extend 1/8" minimum to 1/2" maximum beyond the splice edge. Field splices at roof drains must be located outside the drain sump.

- F. Immediately roll the splice using positive pressure when using a 2" wide steel roller. Roll across the splice edge, not parallel to it. When FAT is used, Versico's Stand-Up Seam Roller can be used to roll parallel to the splice edge.
- G. At all field splice intersections, apply Lap Sealant along the edge of the membrane splice to cover the exposed SecurTAPE 2" in each direction from the splice intersection. Install Versico's Pressure-Sensitive "T" Joint Covers or a 6" wide section (with rounded corners) of Sure-Seal Pressure-Sensitive Elastoform Flashing over the field splice intersection.

3.05 FLASHING

- A. Wall and curb flashing shall be cured EPDM membrane. Continue the deck membrane as wall flashing where practicable. Use Pressure-Sensitive Curb Wrap when possible to flash curb units.
- B. Follow manufacturer's typical flashing procedures for all wall, curb, and penetration flashing including metal edging/coping and roof drain applications.

3.06 DAILY SEAL

- A. On phased roofing, when the completion of flashings and terminations is not achieved by the end of the work day, a daily seal must be performed by making the seal with seam tape (hard tie-in)

3.07 CLEAN UP

Perform daily clean-up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.

Prior to the manufacturer's inspection for warranty, the applicator must perform a pre-inspection to review all work and to verify all flashing has been completed as well as the application of all caulking.

Sparta Township Hall



Approx. 2450 sqft





Roof Core:

- Metal deck
- 1" fiberglass(dry)
- 1/2" wood fiber(dry)
- BUR
- 1/2" wood fiber(dry)
- BUR
- 1/2" wood fiber(wet)
- EPDM

Both Cores Identical (2)

End Of Specification

MASTER TECH
ROOF MANAGEMENT



MasterTech Roof Management
1620 E. Sidney Road
Stanton, MI 48888



INVOICE

Sparta Township Hall
160 East Division Street
Sparta, MI 49345

DATE 07/22/2026
DUE DATE 08/21/2026
INVOICE # 2512951

PROPERTY:
Sparta Township Hall
160 East Division Street
Sparta, MI 49345

DESCRIPTION	AMOUNT
Collected roof core samples and prepared a roof specification for the upcoming roof replacement project. See attached:	\$1,400.00

BALANCE DUE \$1,400.00

Please make all checks payable to:

MasterTech Roof Management

I hereby authorize the work indicated above
Payment terms: 30 days from completion of work

If you have any questions about this invoice, please contact
Dennis Soule II at dennis@mastertechroofmanagement.com

Thank you for your business.

Property:
Sparta Township Hall
160 East Division Street
Sparta, MI 49345

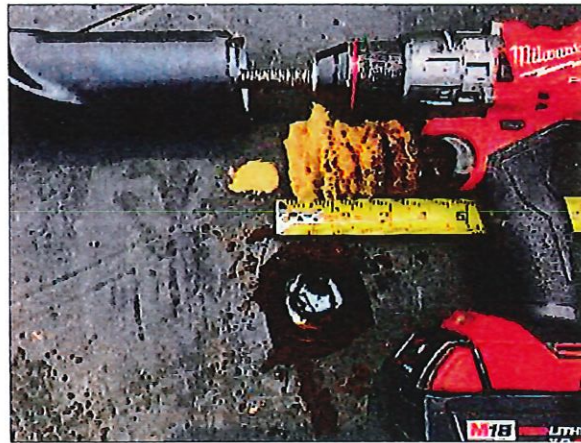
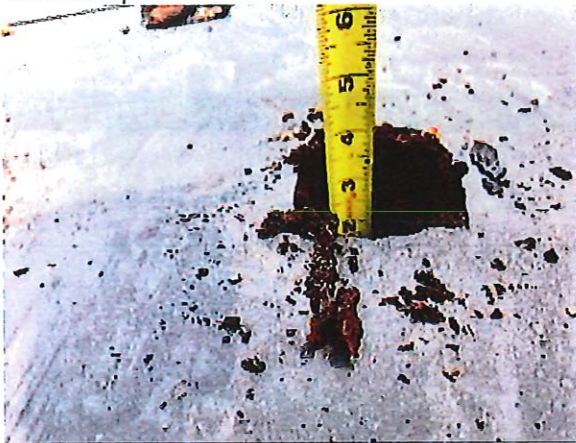
INVOICE # 2512951
Sparta Township Hall
160 East Division Street
Sparta, MI 49345



Distributed By: MasterTech Roof Management
Date dispatched: 07/17/2026
Time dispatched: 11:49 AMEST

Acknowledged: 07/17/2026 02:20 PM
Signed: Kevin

1 Problem:
Core Sample



Metal deck, 1" fiberglass, 1/2" wood fiber, BUR, 1/2" wood fiber, BUR, 1/2" wood fiber, EPDM.3 roof systems on metal deck with no slope. Roof area is 70 ft by 35 ft and flashing height restrictions exist at most rooftop units. Total roof thickness is 4 in. The wood fiber underneath the top EPDM roof was saturated at both core cut locations.

1 Corrective Action:



Both core samples were identical and consisted of a metal deck with two layers of built up Roofing with 1/2-in with fiber and an EPDM roof on top.

Vietnam Veterans of America
Michael J. Bost Chapter 18
P.O. Box 1766
Grand Rapids, MI 49501

Dale Bergman, Supervisor
SPARTA TOWNSHIP
160 East Division
Sparta, MI 49345

Dear Supervisor Bergman,

Vietnam Veterans of America will observe National Prisoner of War/Missing in Action Day on September 18, 2026. This ceremony will be held in the Grand River Room at the Grand Rapids Homes for Veterans at 2:00 pm.

We would like ***Sparta Township*** to issue a proclamation declaring September 18, 2026, as Prisoner of War/Missing in Action Day. This proclamation will be given to the Vietnam Veterans of America Chapter 18. A sample is included for your convenience.

If you have any questions, please call **Betty Pike**, Associates of Vietnam Veterans of America, at **616-644-2787**.

Sincerely,

John Baxter, President
Vietnam Veterans of America
Michael J. Bost Chapter 18

RESOLUTION TO PROVIDE FOR THE DESIGNATION OF

SEPTEMBER 18, 2026 AS

“PRISONER OF WAR/MISSING IN ACTION RECOGNITION DAY”

WHEREAS, the United States has fought in many wars, one of the longest of which was the Vietnamese Conflict; and,

WHEREAS, Friday, September 18, 2026, is a day of remembrance for those who suffered as prisoners of war or are still missing as a result of any conflict; and,

WHEREAS, although cooperation has increased within the past few years, there are still over 1,700 American servicemen and civilians including 48 from the State of Michigan missing and unaccounted for in Indochina. The uncertainty surrounding their fates has caused their families to suffer great hardship, and

WHEREAS, increasing public awareness and focusing public attention on this issue is one way to help achieve this goal;

NOW, THEREFORE BE IT RESOLVED, by the trustees of **SPARTA TOWNSHIP** that **Friday, September 18, 2026**, shall be designated as

“PRISONER OF WAR/MISSING IN ACTION RECOGNITION DAY”

We urge all of our citizens to take note of this important issue and remember those servicemen and civilians who were prisoners of war and those who are still missing and to commemorate the day with the appropriate activities.

PA116 Application Form and Process

From: Coscarelli, Sarah (MDARD) (coscarellis1@michigan.gov)

To: applefarmerken@aol.com

Date: Tuesday, July 7, 2026 at 09:02 AM EDT

Good morning, Victor,

Attached is a PA116 application form to enroll property under a Farmland Development Rights Agreement. Although it sounds like you're familiar with the process, I have also attached a graphic that outlines the application process.

If you have any questions, please feel free to reach out.

Sarah Coscarelli

Farmland and Open Space Preservation Program

Michigan Department of Agriculture and Rural Development

www.michigan.gov/Farmland



Farmland Development Rights New Agreement Application_2026.pdf

575 kB



MDARD Farmland and Open Space Preservation Enrollment Infographic.pdf

619.6 kB



Farmland and Open Space Preservation Program

Application for Farmland Development Rights Agreement

Contact and Legal Information

Please print or type responses. Attach additional sheets as needed. Refer to the Eligibility and Instructions document before filling out this form.

ALL APPLICATIONS MUST BE APPROVED BY LOCAL GOVERNING BODY ON OR BEFORE NOVEMBER 1 TO BE EFFECTIVE FOR THE CURRENT TAX YEAR.

OFFICIAL USE ONLY

Local Governing Body

Date received: _____

Application #: _____

I. Personal Information

1. Name(s) of applicant

Hubert

Victor

J

Last

First

Initial

(If more than two, see #18)

Last

First

Initial

2. Entity name:

Victor Hubert LLC

3. Mailing address:

9700 Fruit Ridge Sparta, MI 49345

Street

City

State

Zip Code

4. Phone number:

5. Alternative telephone number (cell, work, etc.): (____) ____-____

6. Email address: aprkfarmerken@aol.com

II. Property Location (can be taken from the deed/land contract)

7. County: Kent

8. Township, city, or village: Sparta

9. Section #: 29 Town #: _____

Range #: _____ Parcel # (Tax ID): 41-05-29-100-005

III. Legal Information

10. Attach a clear copy of the recorded deed or land contract. Must include all pages and must include the legal description. (See #15, #16, and #17)

11. Date of purchase from your deed: 6/23/20

NOTE: If land was transferred from yourself to your trust, a copy of the previous deed indicating whom you purchased it from is required.

CONTACT AND LEGAL INFORMATION CONTINUES ON PAGE 5



Farmland and Open Space Preservation Program

Application for Farmland Development Rights Agreement

Contact and Legal Information

12. Attach a clear copy of the most recent tax assessment or tax bill with complete tax description of property.

13. Is there a tax lien against the land described above? ☐ Yes ☒ No

If "Yes," please explain circumstances:

14. Does the applicant own the mineral rights? ☒ Yes ☐ No ☐ Unknown

If owned by the applicant, are the mineral rights leased? ☐ Yes ☒ No

Indicate who owns or is leasing rights if other than the applicant:

Name the type(s) of mineral(s) involved: _____

15. Is land cited in the application subject to a lease agreement (other than for mineral rights) permitting use for something other than agricultural purposes? ☐ Yes ☒ No

If "Yes," indicate to whom, for what purpose, and the number of acres involved:

16. Is land cited in the application subject to any other encumbrances (such as easements) that would prohibit agricultural use of the property, or impact the applicant's eligibility for the farmland tax credit? ☐ Yes ☒ No ☐ Unknown

If "Yes," indicate the type of encumbrance and grantee:

17. Is land being purchased under land contract? ☐ Yes ☒ No

If "Yes," a complete copy of the recorded land contract is required and must include the name and address of both the vendor (seller) and vendee (buyer).

If the property is under land contract, the vendor (seller) must agree to allow the land cited in the application to be enrolled in the program. Please have the land contract seller sign below (all sellers must sign).

Land Contract Vendor(s): I, the undersigned, understand and agree to permit the land cited in this application to be enrolled in the Farmland and Open Space Preservation Program.

Printed Name of Land Contract Vendor (Seller)

Signature of Land Contract Vendor (Seller)

Date

CONTACT AND LEGAL INFORMATION CONTINUES ON PAGE 6



Farmland and Open Space Preservation Program

Application for Farmland Development Rights Agreement

Contact and Legal Information

18. Please check the appropriate selection(s) below. A copy of the executed document supporting your choice must be provided (trust, agreement, articles of incorporation, etc.).

- ☐ 2 or more persons have a joint or common interest in the land
- ☐ Corporation ☒ Limited Liability Company ☐ Partnership
- ☐ Estate ☐ Trust ☐ Association

If applicable, list the following: Individual Names if more than 2 Persons, President, Vice President, Secretary, Treasurer, Trustee(s), Member(s), Partner(s), or Estate Representative(s):

Name: Victor Hubert Title: owner

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

(Additional names may be attached on a separate sheet)

LAND ELIGIBILITY

IV. Land Eligibility Qualifications: Check one and fill out the correct section(s).

This application is for

- ☒ 40 acres or more and 51% agriculture use → Complete only Section 19 (a-g).
☐ 5 acres or more but less than 40 acres and 51% agriculture use and income requirement → Complete only Sections 19 and 20.
☐ A specialty farm of 15 acres or more → Complete only Sections 19 and 21.

19. a. Type of agricultural enterprise (e.g. livestock, cash crops, fruit, etc.):

Fruit - Apples

b. Total number of acres on this farm: 127

c. Total number of acres to be enrolled (if different than above): _____

d. Acreage in cultivation: 0

e. Acreage in cleared, fenced, improved pasture, or harvested grassland: 0

f. All other acres (swamp, woods, etc.): 0

g. Indicate any structures on the property (If more than one structure, indicate the number of structures):

Total: 2

NOTE: Rental houses and other non-agricultural structures are not considered a permitted use and will require a survey to exclude these uses from the application.

Description of structures (include items such as residence, barn, shed, silo, wind turbines, cell towers, etc.): NONE

20. To qualify as agricultural land of 5 acres or more but less than 40 acres, the land must produce a gross annual income from agriculture of \$200.00 per year or more per acre of cleared and tillable land.

- » Supporting documentation is necessary to validate the income requirements.
- » Landowner signature on the application is required to certify the income information provided.
- » A signed statement by a licensed professional (such as an attorney or accountant) may also be provided.

21. To qualify as a specialty farm, the land must be 15 acres or more in size, and produce a gross annual income from an agricultural use of \$2,000 or more. If applying as a specialty farm, provide a signed affidavit attesting to the annual income earned during 2 of the prior 3 years immediately preceding the application. A signed affidavit by a licensed professional is preferred (such as an attorney or accountant). Include supporting documentation.

NOTE: A specialty farm designation by MDARD may require an on-site visit by an MDARD staff person.

22. Number of years requested to enroll in a Farmland Agreement (minimum 10 years, maximum 90 years): 10 years



Farmland and Open Space Preservation Program

Application for Farmland Development Rights Agreement

Landowner Signature

V. Signature(s)

23. The undersigned certifies the information contained in this application is accurate and true, and identifies the owner of record, legal description of property, and all encumbrances affecting the title of the land.
24. The undersigned certifies that there are no additional encumbrances that would impact the agreement or eligibility for the farmland tax credit including:
- a. Other conservation easements that would prevent agricultural use on the property.
 - b. Other easements granted to non-MDARD entities that could impact farmland tax credit eligibility.

Victor Hubert

Printed Name of Applicant

Victor Hubert

Signature of Applicant (Corporate Name, If Applicable)

owner

Title

8/11/26

Date

Printed Name of Co-owner, If Applicable

Title

Signature of Co-owner, If Applicable (Signature of Corporate Officer)

Date

**ALL APPLICATIONS MUST BE APPROVED BY LOCAL GOVERNING BODY ON OR BEFORE
NOVEMBER 1 IN ORDER TO BE EFFECTIVE FOR THE CURRENT TAX YEAR.**



Farmland and Open Space Preservation Program

Application for Farmland Development Rights Agreement

Local Governing Body Requirements

RESERVED FOR LOCAL GOVERNMENT USE: COMPLETED BY CLERK

I. Application Processing

Date application received: _____ (Note: Local governing body has 45 days to take action)

Date action taken by local governing body jurisdiction: _____

☐ County ☐ Township ☐ City ☐ Village

Included documentation: ☐ Resolution ☐ Meeting Minutes

This application is ☐ Approved ☐ Rejected

*Clerk must complete verification on the next page.

Date of approval or rejection by local governing body: _____

(If rejected, please attach statement from local governing body indicating reason(s) for rejection)

Property appraisal: \$ _____

Assessor certifies this is the current fair market value of the property.

Parcel # (Tax ID): _____

Clerk's name: _____

Clerk's phone: (____) ____-____ Clerk's email: _____

Printed Name of Clerk

Signature of Clerk

Date

Assessor's name: _____

Assessor's phone: (____) ____-____ Assessor's email: _____

Printed Name of Assessor

Signature of Assessor

Date

LOCAL GOVERNING BODY VERIFICATION IS FOUND ON PAGE 10



Farmland and Open Space Preservation Program

Application for Farmland Development Rights Agreement

Local Governing Body Verification

II. Verification

Please verify the following:

- ☐ Upon filing an application, clerk issues receipt to the landowner indicating date received.
- ☐ Clerk notifies reviewing agencies by forwarding a copy of the application and attachments.
- ☐ If rejected, applicant is notified in writing within 10 days stating reason for rejection and the original application, attachments, etc. are returned to the applicant. Applicant then has 30 days to appeal to MDARD.
- ☐ If approved, applicant is notified within 10 days of the vote taken. Original application, board resolution or meeting minutes, and other supporting documentation (owner, size, use, and income documents if applicable), or emails to reviewing agencies for review/comment are sent to address at the bottom of the page.

PLEASE DO NOT SEND MULTIPLE COPIES OF APPLICATIONS AND/OR SEND ADDITIONAL ATTACHMENTS IN SEPARATE MAILINGS WITHOUT FIRST CONTACTING THE FARMLAND PRESERVATION OFFICE.

Please verify the following regarding Reviewing Agencies

(The application must be sent to all reviewing agencies below for comment. Copies of the emails or letters to each reviewing agency should be included with the application package provided to MDARD.)

COPY SENT TO:

- ☐ County or Regional Planning Commission
- ☐ Conservation District
- ☐ Township (if county has zoning authority)

Before forwarding to State Agency

FINAL APPLICATION MUST INCLUDE:

- ☐ Copy of local governing body meeting minutes and/or resolution of approval
- ☐ Copy of deed or land contract (most recent showing current ownership)
- ☐ Copy of most recent tax bill (tax description and property assessment must be included)
- ☐ Map of farm
- ☐ Assessing office statement (fair market value)
- ☐ Copy of letters from review agencies (if available)
- ☐ Any other applicable documents (such as proof of income)

The local governing body can send completed applications to:

Mailing Address:

MDARD FARMLAND AND OPEN SPACE
PRESERVATION PROGRAM
P.O. BOX 30449
LANSING, MI 48909

Email: MDARD-PA116@Michigan.gov

Phone: 517-284-5663

Fax: 517-335-3131

Farmland & Open Space Preservation Program Enrollment

WHAT IS FARMLAND & OPEN SPACE PRESERVATION PROGRAM

The Michigan Department of Agriculture and Rural Development's Farmland and Open Space Preservation Program is designed to protect farmland and open space through agreements that restrict development and provide tax incentives for program participation.

How does the landowner benefit from enrollment in the program?

Landowners may be entitled to an income tax credit equal to the amount of the property taxes on the land, less 3.5% of the total household income. This tax credit is in addition to the Homestead Property Tax Credit, for which the landowner may already be qualified.

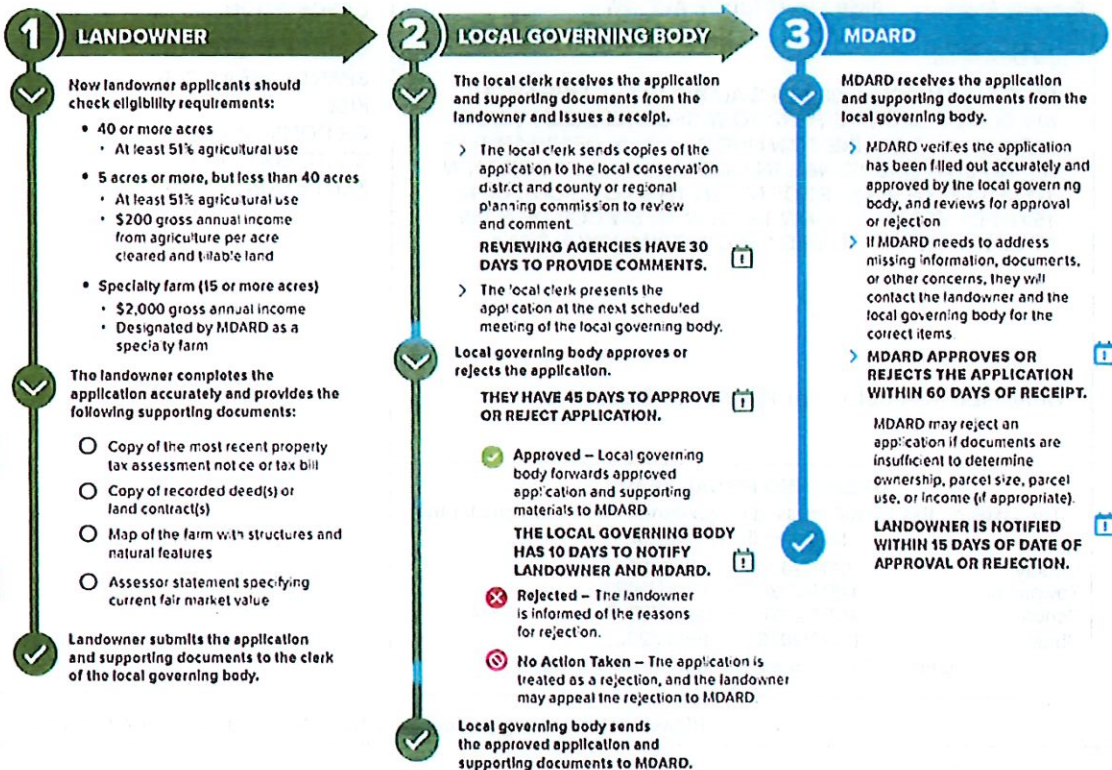
Qualified land enrolled under an agreement may be exempt from special assessments for sanitary sewers, water, lights, or non-farm drainage, unless the assessments were imposed prior to the recording of the farmland agreement.

TAX YEAR DEADLINE

Tax credits may be claimed this year for fully approved applications if the local approval is completed by Nov. 1. Days in this graphic refer to calendar days.

APPLICATION RESULTS

-  **Approved**
The applicant must record the agreement with the Register of Deeds and return a copy to MDARD.
-  **Rejected**
The landowner is informed of the reasons for rejection. The landowner may appeal directly to MDARD within 30 days.
-  **No Action Taken**
MDARD does not receive responses from the landowner or the local governing body, and informs the landowner of rejection.



Scan QR code or go to Michigan.gov/Farmland for more information.



MESSAGE TO TAXPAYER

PLEASE PAY BY CHECK OR EXACT CASH IN PERSON OR ONLINE THROUGH OUR WEBSITE. RETURN LOWER PART OF BILL WITH PAYMENT. FOR RECEIPT, ENCLOSE BOTH PARTS AND A SELF-ADDRESSED STAMPED ENVELOPE. STARTING SEPT 15 THERE IS A 1% INTEREST PER MONTH OR PART OF MONTH THEREAFTER. ADDITIONAL 3% PENALTY ADDED FEB 17. POSTMARKS NOT ACCEPTED. DEFERMENT APPLICATIONS AVAILABLE PRIOR TO SEPT 14. QUESTIONS? CALL (616) 887-8863 OR E-MAIL TREASURER@SPARTATOWNSHIP.ORG TOWNSHIP WEBSITE: WWW.SPARTATOWNSHIP.ORG

PAYMENT INFORMATION

This tax is due by: 09/14/2026

PROPERTY INFORMATION

Properly Assessed To:

HUBERT VICTOR J

4574-16 MILE RD
KENT CITY, MI 49330

Property/parcel #: 41-05-29-100-005

Property Address: 9850 FRUIT RIDGE AVE NW

Legal Description:

PART NW 1/4 COM 1096.0 FT S ALONG W SEC LINE FROM NW COR OF SEC TH E PERP TO W SEC LINE 242.0 FT TH S PAR WITH W SEC LINE TO N LINE OF S 35 A. OF NW 1/4 TH E ALONG SD N LINE TO N&S 1/4 LINE TH N TO N 1/4 COR TH W TO NE COR OF W 630 FT OF NW 1/4 TH S TO SE COR OF N 150 FT OF W 630 FT OF NW 1/4 TH W TO SW COR OF N 150 FT OF NW 1/4 TH S TO BEG * SEC 29 T9N R12W 116.88 A.

QUALIFIED AGRICULTURAL PROPERTY EXEMPTION

OPERATING FISCAL YEARS

The taxes on this bill will be used for governmental operations for the following fiscal year(s):

County: 10/01/2026 - 09/30/2027
Township: 04/01/2026 - 03/31/2027
School: 07/01/2026 - 06/30/2027
State: 10/01/2026 - 09/30/2027

(Does NOT affect the tax amount or due date.)

TAX DETAIL

Taxable Value: 222,593 Class: 101 AGRICULTURAL
State Equalized Value: 586,000 School: 41240
Principal Residence Exemption %: 100.0000 SPARTA AREA SCHOOLS

Taxes are based upon Taxable Value.
1 mill equals \$1.00 per \$1000 of Taxable Value.
Amounts with no millage are either Special
Assessments or other charges added to this bill.

DESCRIPTION	MILLAGE	AMOUNT
SPARTA AREA DEBT	4.07500	907.06
SPARTA AREA OPER	9.00000	EXEMPT
KISD	5.29060	1,177.65
GR COMM COLL	1.66030	369.57
STATE EDUC TAX	6.00000	1,335.55
KENT COUNTY OPER	4.01420	893.53

Total Tax 30.04010 4,683.36
Administration Fee 46.83

TOTAL AMOUNT DUE 4,730.19
0.00
0.00

Please detach along perforation. Keep the top portion for your records.

PLEASE RETURN THIS PORTION WITH PAYMENT. THANK YOU.



Make check payable to: SPARTA TOWNSHIP

Mail to: SPARTA TOWNSHIP
TREASURER
160 E DIVISION ST
SPARTA, MI 49345-1330

Property Addr: 9850 FRUIT RIDGE AVE NW

TAXPAYER NOTE: Are your name & mailing address correct? If not, please make corrections below. Thank You.

To: HUBERT VICTOR J

4574-16 MILE RD
KENT CITY MI 49330

New Address
9700 Fruit Ridge
Sparta, MI
49345

2026 Summer Tax for Prop #: 41-05-29-100-005

SUMMER TAX AMOUNT DUE 09/14/2026 4,730.19

After 09/14/2026 additional interest and fees apply:

Amount due if paid Sept 15 - Sept 30	4,777.02
Amount due if paid in October	4,823.86
Amount due if paid in November	4,870.69
Amount due if paid in December	4,917.52
Amount due if paid in January	4,964.36
Amount due if paid Feb 1 - Feb 16	5,011.19
Amount due if paid Feb 17 - Mar 1	5,151.69
After Mar 1, pay to Kent County Treasurer, with added penalty.	

4/2/20
202006240054122

Total Pages: 4
06/24/2020 11:02 AM Fees: \$30.00
Lisa Posthumus Lyons, County Clerk/Register
Kent County, MI



MAY 18 2020

JUN 10 2020

gr 28

I HEREBY CERTIFY that there are No Tax Liens or Taxes held by the State or any individual against the within description, and all Taxes on same are paid for five years previous to the date of this instrument, as appears by the records in my office. This certificate does not apply to current taxes. If any now in process of collection.
DATE 6-23-2020

Julie Posthumus Lyons
Deputy, Kent County Treasurer, Grand Rapids, Michigan

WARRANTY DEED

The GRANTOR(S): Good Fruit Storage, LLC, a Michigan limited liability Company of 1780 Gooding St., Conklin, MI 49403

convey(s) and warrants(s) to the GRANTEE(S):

Victor J. Hubert, a single man of 20873 Kenowa, Sparta, MI 49345

the premises located in the Township of Sparta, Kent County, Michigan, more fully described on EXHIBIT A attached to this Deed ("PROPERTY"), subject to easements, building and use restrictions, interests, reservations of record, zoning ordinances, and taxes and assessments not yet due and payable.

ACK.
Real Estate Transfer Tax Valuation Affidavit filed.

If the Property is unplatted, the following applies:

The Grantor grants to the Grantee the right to make the following division(s) under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended (enter a number, "All", or "None"):
____ (IF NO NUMBER IS INSERTED, THE RIGHT TO MAKE DIVISIONS STAYS WITH THE PORTION OF THE PARENT TRACT RETAINED BY THE GRANTOR; IF ALL OF THE PARENT TRACT IS CONVEYED, THEN ALL DIVISION RIGHTS ARE GRANTED). This Property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

This deed is dated May 8, 2020.

41-05-29-100-005 '95
PPH 006 '95
VERIFIED BY PDAM 112

This deed is dated May 8, 2020

GRANTOR(S)

Good Fruit Storage, LLC, a Michigan limited liability Company

By: Kenneth L. Hubert
Kenneth L. Hubert
as Member

By: Robert Steffens
Robert Steffens
as Member

STATE OF MICHIGAN
COUNTY OF Kent

Acknowledged before me in Kent County, Michigan on May 8, 2020, by Kenneth L. Hubert, as Member and Robert Steffens, as Member of Good Fruit Storage, LLC, a Michigan limited liability Company.



Dominic M. Corstange
Notary Name _____
Notary public, State of Michigan, County of _____
My commission expires _____
Acting in the County of Kent

PREPARED AT THE DIRECTION OF THE
GRANTOR BY (AND RETURN TO):

Stacy Labadie
Sun Title Agency of Michigan, LLC
1410 Plainfield Avenue NE
Grand Rapids, MI 49505

PC13503B

GRANTOR(S)

Good Fruit Storage, LLC, a Michigan limited liability
Company

X By: Richard J. Kent
Richard J. Kent as Trustee of the Richard J. Kent
Trust dated February 24, 1982, and restated August
21, 2007, as Member

STATE OF
COUNTY OF

Acknowledged before me in MARTIN County, FLORIDA on May 04, 2020, by Richard J. Kent,
as Trustee of The Richard J. Kent Trust dated February 24, 1982 and restated August 21, 2007 as
Member of Good Fruit Storage, LLC, a Michigan limited liability Company.

Signature: Harry R. Bayard
Notary Printed
Name HARRY R BAYARD
Notary public, State of FL County of MARTIN
My commission expires 09/12/2021
Acting in the County of MARTIN

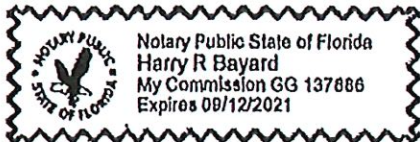


EXHIBIT A

Property

Land situated in The Township of Sparta, Kent County, Michigan:

Parcel 1:

The Northwest 1/4 of Section 29, Town 9 North, Range 12 West, EXCEPT the South 35 acres thereof, and EXCEPT the East 240 feet of the West 630 feet of the North 150 feet thereof, and EXCEPT the West 390 feet of the North 150 feet thereof,

And also EXCEPT:

Part of the Northwest 1/4 of Section 29, Town 9 North, Range 12 West, described as: Commencing at the Northwest corner of said Section 29, thence South 00 degrees 00 minutes 00 seconds West 1096.0 feet along the West line of said Section 29 to the place of beginning of this description; thence North 90 degrees 00 minutes 00 seconds East 242.00 feet; thence South 00 degrees 00 minutes 00 seconds West 992 feet, more or less, to the North line of the South 35 acres of the Northwest 1/4 of said Section 29; thence Westerly 242 feet, more or less, along said North line of the South 35 acres of the Northwest 1/4 of Section 29 to said West line of Section 29; thence North 00 degrees 00 minutes 00 seconds East 992 feet, more or less, to the place of beginning.

41-05-29-100-005

Parcel 2:

Part of the Northwest 1/4 of Section 29, Town 9 North, Range 12 West, described as: Commencing at the Northwest corner of said Section 29; thence South 00 degrees 00 minutes 00 seconds West 1096.0 feet along the West line of said Section 29 to the place of beginning of this description; thence North 90 degrees 00 minutes 00 seconds East 242.00 feet; thence South 00 degrees 00 minutes 00 seconds West 992 feet, more or less, to the North line of the South 35 acres of the Northwest 1/4 of said Section 29; thence Westerly 242 feet, more or less, along said North line of the South 35 acres of the Northwest 1/4 of Section 29 to said West line of Section 29; thence North 00 degrees 00 minutes 00 seconds East 992 feet, more or less, to the place of beginning.

41-05-29-100-006

Commonly known as: 9850 & 9800 Fruit Ridge Ave, NW, Sparta, MI 49345

The property address and tax parcel are provided solely for informational purposes, without warranty as to accuracy or completeness. If the information is inconsistent in any way with the legal description listed above, the legal description listed above shall control.

INTRODUCTION

The Farmland and Open Space Preservation Program, or P.A. 116, is designed to protect farmland and open space through agreements that restrict development and provide tax incentives for program participation. A temporary restriction on the land between the state and a landowner, voluntarily entered into by a landowner, preserves the land for agriculture in exchange for certain tax benefits and exemptions for various special assessments.

The requirement for the land to be enrolled is either 40 acres or more and at least 51% in an agricultural use; or more than 5 acres but less than 40 acres and at least 51% in an agricultural use with a minimum income of \$200 per acre per year.

All items listed below must be included with the new application packet prior to submitting to your local governing body for review. Applications must be approved by the local governing body on or before November 1 to be effective for the current tax year. Incomplete applications will be returned to the local governing body and landowner for additional information and may be rejected to comply with the statutory 60-day deadline from the date of receipt by Michigan Department of Agriculture and Rural Development (MDARD).

LANDOWNER CHECKLIST

☐ **Complete all sections of the application.**

Applications which do not contain all required information will be returned to the landowner for completion. Incomplete applications may be rejected if required information is not provided within 60 days of receipt by MDARD.

☐ **Copy of recorded deed(s) or land contract(s), including signature page(s).**

Copies must contain all pages of the recorded documents and sufficiently document the chain of title from the previous owner.

- » If providing more than one deed or land contract, the land described in each recorded document must be under the same exact ownership (grantee names must match). If the names on the recorded documents do not match, separate applications will need to be completed.
- » All pages from recorded document, including any recorded exhibits, must be included.
- » If a current owner named on the deed/land contract is deceased, a copy of the death certificate must be provided.
- » All vendors/sellers listed on a land contract must sign and date the application where indicated.

☐ **Verify landowner has no additional encumbrances that would impact the agreement, such as:**

- » Other conservation easements that would prevent agriculture use on the property.
- » Other easements granted to non-MDARD entities that could impact farmland tax credit eligibility.

☐ **Copy of most recent property tax assessment notice or tax bill with complete tax description of property and State Equalized Value (SEV).**

Include a statement by the applicant certifying the name of the owner of record, the legal description of the property, and all liens, covenants, and other encumbrances affecting the title to the land.



Farmland and Open Space Preservation Program

Application for Farmland Development Rights Agreement

Requirements Checklist

☐ Map of the farm with structures and natural features.

A property survey or GIS image showing the property boundaries is sufficient. The map must include:

- » The boundary of land cited in the application.
- » A survey or accurate legal description for the property to be enrolled if less than property described in recorded deed.
- » All buildings (house, barn(s), etc.); label roads and other encumbrances (such as utilities and other non-agricultural uses); label all buildings and indicate current use and who resides in residences.
- » Current uses of the property (crops, pasture, forest, swamp, etc.).

NOTE: Any residential structures housing persons who are not essential to the farm operation will be excluded from the application. Residential buildings that fall within this category must have a property description for its exclusion or your application cannot be processed.

☐ Submit complete application and checklist to the clerk of the local governing body (see below).

Maintain a copy of your application for your records.

The clerk will issue a receipt indicating the date the application was received and send copies of the application to the reviewing agencies.

The clerk will present the application to the local governing body at their next scheduled meeting. The local governing body has 45 days from the date the application is presented to approve or reject the application.

- » If the application is approved, the applicant will be notified by the local governing body within 10 days. The local governing body will forward the entire application packet to the MDARD Farmland and Open Space Preservation Office within 30 days.
- » Application documentation provided to MDARD must include local governing body resolution or meeting minutes.
- » If the application is rejected by the local governing body, the applicant will be notified within 10 days, stating the reason for rejection. The original application and all supporting documentation will be returned to the applicant. The applicant has 30 days to appeal the local rejection to MDARD.

LOCAL GOVERNING BODY CHECKLIST

- ☐ "Local Governing Body Requirements" on page 9 must be completed by the local governing body (Township Clerk if township has zoning authority; County Clerk if county has zoning authority). Local Clerk must present to the local governing body for approval or rejection.
- ☐ Statement from the assessing officer where the property is located specifying the current fair market value of the land and structures.

The local assessor must provide the property appraisal value on Page 10, in "Section I. Application Processing."



Farmland and Open Space Preservation Program

Application for Farmland Development Rights Agreement

Requirements Checklist

- Copy of documents demonstrating minimum income from agricultural products (\$200 per acre for 2 of the last 3 years required for applications of 5 acres or more but less than 40 acres; or \$2,000 gross annual income for specialty farms).

Landowner signature on the application is required to certify the income information provided. A signed statement by a licensed professional (such as an attorney or accountant) may also be provided.

**MDARD HAS 60 DAYS FROM DATE OF RECEIPT FROM LOCAL GOVERNING BODY
TO APPROVE OR REJECT THE APPLICATION.**

The applicant will be notified within 10 days of the date of approval or rejection by MDARD.

New applications, eligibility requirements, and instructions for completing a new application can be found online: Michigan.gov/Farmland.