

**CITY OF SPARTA
PARK BOARD AGENDA
December 5, 2016**

City Hall

6:00 p.m.

- 1. Call meeting to order**
- 2. Consent Agenda consisting of: Minutes of November 7, 2016 meeting, Park & Rec Director's monthly reports for December, monthly bills for November and River Run report for November**
- 3. Consideration of Hiring Firm for Bidding of 408 Osborne Drive Project**
- 4. Items for Future Consideration**
- 5. Adjourn**

A possible quorum of the Common Council may be in attendance at this meeting but no action will be taken by the Council.

Posted: 12-2-16

Parks & Recreation Director's Report
December 5, 2016

Adult Volleyball

The season has been running smooth thus far. Games have been competitive thus far and the official is doing a great job.

Fitness Classes

We are half way through the early winter session of classes and registration numbers continue to be strong. We will start another session of programs right after the New Year.

Scrap Booking

Has been going well, it is the second Saturday of the month from 9:00 – 4:00 at the Sparta Barney Community Center. We have had a 5-10 people show up each week and socialize, scrap book and enjoy and afternoon out. Joanie Blixt comes in to open and close the building and participate in the group.

Start Smart

We had a good number of registrations this season and the program is going fine thus far. We have a high school student teaching the course this season.

Archery

This class continues to fill up and the kids are having a great time with the program. We have already filled the next session of archery and may need to look at expanding the classes to accommodate the increased demand.

Wrestling

We will start wrestling in the beginning of January. This is traditionally a pretty large program for us and we are looking forward to the start of the season. The practices will be held at the AEC building on Monday, Tuesday and Thursdays.

Basketball - Youth

We have been working with the Basketball Association to help run a 1-2 grade and 3-4 grade in house basketball program. We have taken the registrations and the basketball association has provided all the coaches and season schedules. We have well over 120 kids that are participating in this program. Practices are on Wednesday nights at the Middle School and games are Saturday mornings at the Community Center. It has been difficult finding gym space for all the teams with such a large number of participants in the program.

Cheerleading- Basketball

The basketball cheerleaders continue to sharpen their skills and cheer on the teams on Saturday mornings.

Gymnastics

We have added a Wed. class to our line up of programs for the early winter session as we had a large waiting list to get into the program. Starting in January we will also be offering some additional Saturday morning courses to accommodate the increased demand for the program.

Our competitive is gearing up for the bulk of the gymnastics meets coming in December and January. They have been practicing hard perfecting their routines and are looking forward to getting the season started.

Golf Course

The course is shut down for the winter and we have started our winter maintenance of all the mowers, vehicles, carts and grinding all the mower blades.

I will be getting pricing for the 2016 chemical program within the next month.

I will be getting bids together for the equipment to be replaced this year with hopes to have it on the January/February agenda.

Misc.

The spring summer brochure is nearly complete and we hope to have it printed in either late December or early January.

River Run Sparta

Sales Detail By Department: River Run Sparta

From: Tuesday, November 1, 2016

To: Wednesday, November 30, 2016

Item #	Description	Qty	Sales	Cost	Margin %
Department: River Run Sparta					
Sub-Department: Golf Course Revenue					
Item Category: Green Fees					
1411	Fall Special	133	\$0.00	\$0.00	0.00
1585	Great River Trail Pass	5	\$0.00	\$0.00	0.00
Item Type: River Run Sparta					
1278	Reciprocal Dues	61	\$0.00	\$0.00	0.00
River Run Sparta Total:		61	\$0.00	\$0.00	0.00
Item Sub-Category: Member Rounds					
1057	GF - Member 9	1	\$0.00	\$0.00	0.00
1058	GF - Member 18	842	\$0.00	\$0.00	0.00
Member Rounds Total:		843	\$0.00	\$0.00	0.00
Item Sub-Category: Weekday Rounds					
1051	GF - WeekDay 18	0	\$0.00	\$0.00	0.00
Weekday Rounds Total:		0	\$0.00	\$0.00	0.00
Item Sub-Category: Weekend Rounds					
1052	GF - WeekEnd 18	0	\$0.00	\$0.00	0.00
Weekend Rounds Total:		0	\$0.00	\$0.00	0.00
Item Sub-Category: Twilight Rounds					
1044	GF - Twilight 9	43	\$652.31	\$0.00	100.00
1045	GF - Twilight 18	133	\$1,260.84	\$0.00	100.00
Twilight Rounds Total:		176	\$1,913.15	\$0.00	100.00
Item Sub-Category: Senior Rounds					
1046	GF - Senior 9	46	\$697.82	\$0.00	100.00
Senior Rounds Total:		46	\$697.82	\$0.00	100.00
Item Sub-Category: Group Rounds					
1049	GF - Group 9	17	\$193.29	\$0.00	100.00
Group Rounds Total:		17	\$193.29	\$0.00	100.00
Item Sub-Category: Military Rounds					
1054	GF - Military 9	1	\$15.17	\$0.00	100.00
Military Rounds Total:		1	\$15.17	\$0.00	100.00
Green Fees Total:		1,282	\$2,819.43	\$0.00	100.00
Item Category: Cart Revenue					
Item Sub-Category: Cart Fees					
1581	Daily Trail Fee	3	\$18.00	\$0.00	100.00
Cart Fees Total:		3	\$18.00	\$0.00	100.00
Cart Revenue Total:		3	\$18.00	\$0.00	100.00
Item Category: Driving Range Rev.					
Item Sub-Category: Driving Range					
1059	Range - Small Basket	24	\$45.60	\$0.00	100.00
1060	Range - Medium Basket	16	\$45.44	\$0.00	100.00
1061	Range - Large Basket	19	\$90.06	\$0.00	100.00
Driving Range Total:		59	\$181.10	\$0.00	100.00
Driving Range Rev. Total:		59	\$181.10	\$0.00	100.00
Item Category: Rental-Service-Other					
Item Sub-Category: Rentals					
1682	Rental Clubs - 9 Holes	3	\$28.44	\$0.00	100.00
Rentals Total:		3	\$28.44	\$0.00	100.00
Rental-Service-Other Total:		3	\$28.44	\$0.00	100.00
Item Category: Accounting					
Item Type: River Run Sparta					
1167	Miscellaneous	2	\$16.00	\$0.00	100.00
River Run Sparta Total:		2	\$16.00	\$0.00	100.00
Item Sub-Category: Cart Fees					
1018	Cart - 18 Holes	212	\$3,256.28	\$0.00	100.00
1043	Cart - 9 Holes	25	\$260.75	\$0.00	100.00
Cart Fees Total:		237	\$3,517.03	\$0.00	100.00
Accounting Total:		239	\$3,533.03	\$0.00	100.00
Golf Course Revenue Total:		1,586	\$6,580.00	\$0.00	100.00
Sub-Department: Merchandise					
Item Category: Golf Merchandise					
Item Sub-Category: Cart Fees					
1772	Ride-Along Fee	1	\$2.00	\$0.00	100.00
Cart Fees Total:		1	\$2.00	\$0.00	100.00

River Run Sparta

Sales Detail By Department: River Run Sparta

From: Tuesday, November 1, 2016

To: Wednesday, November 30, 2016

Item #	Description	Qty	Sales	Cost	Margin %
Golf Merchandise Total:		1	\$2.00	\$0.00	100.00
Item Category: Accounting					
Item Type: River Run Sparta					
1156	Gas	12	\$75.24	\$0.00	100.00
River Run Sparta Total:		12	\$75.24	\$0.00	100.00
Accounting Total:		12	\$75.24	\$0.00	100.00
Merchandise Total:		13	\$77.24	\$0.00	100.00
Sub-Department: Unearned Revenue					
Item Sub-Category: Gift Certificates					
1008	Gift Certificate - Issued	2	\$55.00	\$0.00	100.00
Gift Certificates Total:		2	\$55.00	\$0.00	100.00
Unearned Revenue Total:		2	\$55.00	\$0.00	100.00
River Run Sparta Total:		1,601	\$6,712.24	\$0.00	100.00

CITY OF SPARTA
PARK BOARD MINUTES
November 7, 2016

PRESENT: Jim Church, Kris Brieske, Josh Lydon, Alli Karrels, Wil Calkins, Tom Brown, Kevin Schmitz

ABSENT: Wil Calkins

ALSO PRESENT: Mark Sund, Todd Fahning, Brad Gilbertson, John McDonald, Ryan Hutson, Mayor Button, Dave Kuderer, Ed Lukasek, Kevin Riley, citizens

Jim Church called the meeting to order at 6:00 p.m.

A motion was made by Josh Lydon and seconded by Alli Karrels to approve the Consent Agenda consisting of minutes of the September 12, 2016 meeting, Park & Rec Director's monthly reports for October & November, monthly bills for September & October, River Run reports for September & October and Aquatic Center Report. Motion carried 7-0.

There were some military families that wanted Brad to bring the subject of military discounts back to the Park Board. They would like to see a discount given to all park and rec activities for active duty families. These families are housed at Fort McCoy and they can choose to go either to Tomah or Sparta for recreational activities. They would like to come to Sparta but do not like the fact that they have to pay the non-resident fee since they have a Sparta address. It was explained to them the difference between non-resident and resident and other municipalities in our area do not offer a military discount. The Mayor stated that Sparta is a welcoming community and we don't want to turn anyone away.

A motion was made by Kevin Schmitz and seconded by Tom Brown to treat all active military as residents of the City on all Park and Rec programs effective 1-1-17 and then review these fees again next year. Motion carried 7-0.

A motion was made by Alli Karrels and seconded by Tom Brown to approve the Program Fees for 2017-2018 as presented. Motion carried 7-0.

A motion was made by Kris Brieske and seconded by Kevin Schmitz to increase the golf course fees 10% for 2017. Motion not carried. 2 Yes, Kris Brieske and Kevin Schmitz and 4 No, Josh Lydon, Alli Karrels, Tom Brown and Jim Church.

Brad went over the Irrigation System Bid Specifications per the draft copy from T. J. Emmerich Associates. **A motion was made by Kevin Schmitz and seconded by Josh Lydon to accept the Irrigation System Bid Specifications as presented. Motion carried 7-0.**

Brad went over the Osborne Drive Bid Specifications from SEH. **A motion was made by Kevin Schmitz and seconded by Tom Brown to accept the Osborne Drive Bid Specifications as presented. Motion carried 7-0.**

A motion was made by Josh Lydon and seconded by Kevin Schmitz to go into Closed Session Per Wis. Stat. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Golf Course Employee.

Page 2 – Park Board – November 7, 2016

A motion was made by Josh Lydon and seconded by Alli Karrels to go into open session at 7:33. Motion carried 7-0.

Items for Future Consideration

Concern about the bridge near hole #6 as motorcycles and 4 wheelers are crossing
Little Free Libraries got financing to proceed with their boxes

A motion was made by Josh Lydon and seconded by Alli Karrels to adjourn at 7:36 p.m. Motion carried 7-0.

Respectfully Submitted,

Julie Hanson
City Clerk

Task 2 - BIDDING: (Lump Sum Fee)

1. Advertise project for bid as required by City of Sparta (cost shall be a reimbursable expense – above and beyond this lump sum amount)
2. Post plans and specifications for contractor download and use for bidding project.
3. Conduct pre-bid walk thru meeting with contractors
4. Respond to contractor questions during bidding
5. Issue required addendums / clarifications during bidding phase
6. Attend bid opening at City of Sparta – tabulate bids
7. Assist City of Sparta with reviewing bids and contractor selection
8. Generate construction contract

Task 3 - CONSTRUCTION ADMINISTRATION: (Time and Materials Fee)

1. Attend project kick off meeting with Contractor and City of Sparta
2. Attend period construction meetings as requested by City of Sparta and or a critical construction benchmarks.
3. Review shop drawings
4. Respond to contractor questions
5. Issue revision / clarification drawings as required.
6. Review contractor applications for payment
7. Conduction final walk thru inspection and generate punch list of items to be completed by contractor.

Not included in fee:

1. Hazardous material testing
2. Site / Civil engineering
3. Site survey / Civil engineering work
4. Telecom equipment, cables, terminations and testing. Only conduit rough-ins will be included.
5. Security equipment, cables, termination and testing. Only conduit rough-ins will be included.
6. Coordination with Focus on Energy
7. Commissioning
8. Sanitary sewer scoping

The lump sum fee for Task 1 – Design is **\$49,000** including expenses and equipment. The lump sum fee for Task 2 – Bidding is **\$6,000** including expenses and equipment. Task 3- Construction Administration will be billed on an hourly time and materials basis, not to exceed **\$12,000**. See Attachments A-1 and A-2.

Schedule:

Task 1 – Design	August 2016
Task 2- Bidding	September 2016
Task 3 – Construction	October 2016 – March 2017

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the “Agreement”) supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under “Other Terms and Conditions”. The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.



Kaiyuh Services, LLC
A Gana-A'Yoo, Limited company

June 9, 2016

Todd Fahning, City Administrator
City of Sparta
201 West Oak Street
Sparta, WI 54656

RE: Proposal for Bid Administration, Former Child Care Center, Memorial Park

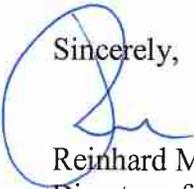
Dear Mr. Fahning:

Kaiyuh Services LLC is pleased to present to you our proposal for Bid Administration of the project you are considering for the former Child Development Center. We propose to provide:

1. We will develop and distribute advertising language to all outlets mutually decided to provide the required and necessary exposure of this project to the local market. Actual advertising costs will be paid for by the City above and beyond this proposal.
2. We will assist the City of Sparta in the development of bid packages; i.e., whether segregated by trade craft, by a logical combination of multiple trades, or as one package.
3. We will make project plans and specifications available either through on-line resources or by sending CD's to firms interested in the project. All technology and mailing costs are included in this proposal.
4. We will host the pre-proposal walk-through of the project. We will tabulate all questions received from interested firms, and will work with your AE Firm to coordinate a timely response to all firms sufficiently prior to the bid due date.
5. We will administer all necessary solicitation addendums to the project as made necessary by questions raised, or changes desired by the City or the AE Firm.
6. We will organize and conduct the official bid opening at the Sparta City Hall at the appointed date, and will read all bids out loud. We will tabulate and post all bids to the bidders. We will certify and convey the bid results to the City of Sparta.
7. We will advise the City of Sparta on the adequacy of the bids received and assist in the process of making an award to one or more entities.
8. We will assist in providing the necessary definition of scope language for the City to include in the contract(s) to entity(s) providing the work.

We propose to furnish the above services for a fee of \$4500.00. Thank you for the opportunity to provide a proposal for this very worthwhile and timely project.

Sincerely,


Reinhard Mueller
Director of Operations

112 North Water Street, Suite 201, Sparta WI 54656