

**CITY OF SPARTA**  
**PARK BOARD AGENDA**  
**June 6, 2016**

City Hall

6:00 p.m.

1. Call meeting to order
2. Consent Agenda consisting of: Minutes of April 18, 2016 meeting, Park & Rec Director's monthly reports for May and June, monthly bills for April and River Run report
3. Consideration of Name for Amundson Park Bridge
4. Consideration of Memorial Bench for Jack Harr in Memorial Park
5. Consideration of Donating 2 Junior Golf Memberships for the Singh Grewal Memorial Tournament on July 16th
6. Consideration of Little Free Libraries
7. Consideration of Irrigation Consulting Services
8. Items for Future Consideration
9. 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: 6-3-16

**CITY OF SPARTA**  
**PARK BOARD MINUTES**  
**April 18, 2016**

**PRESENT:** Jim Church, Josh Lydon, Kevin Schmitz (arrived at 7:04), Tom Brown, Kris Brieske, Wil Calkins

**ABSENT:** Carlos Holcomb

**ALSO PRESENT:** Brad Gilbertson, Mark Sund, Todd Fahning, Mayor Button, Ryan Hutson, Dave Kuderer, Kevin Riley, Dan Schamens, Ted Roels, Alli Karrels, John McDonald

Chairman Jim Church called the meeting to order at 7:00 p.m.

**A motion was made by Josh Lydon and seconded by Tom Brown to approve the Consent Agenda consisting of minutes from the March 7, 2016 meeting, Park & Rec Director's monthly report for April and monthly bills for February. Motion carried 5-0.**

Ted Roels presented a drawing and a request to purchase and install a split-rail fence around the North & East perimeter of the 9<sup>th</sup> green. This fence will go around the area by #1 tee and go around where the carts are parked. The cost of this has already been collected by donations and will be installed by volunteer workers. **A motion was made by Tom Brown and seconded by Josh Lydon to approve the split-rail fence by #9 green and extend to #1 tee box. Motion carried 6-0.**

Ryan mentioned the concern that the course is losing a lot of trees due to disease and storms, and would like to purchase some mature trees to be planted. The Men's and Women's Golf Association will donate \$1,000.00 each if the City would match a donation of \$1,000.00. The Board advised Ryan to talk with Lynn Jerome when he orders trees for the City or talk to a landscaper or Chris Barlow regarding the type and age of trees to be planted. **A motion was made by Tom Brown and seconded by Kris Brieske to approve matching the donation of \$1,000.00 towards replacement of trees for the golf course. Motion carried 6-0.**

Charlie Kruk, a long time golfer, passed away a couple of months ago and his brother approached Ryan regarding the family purchasing a memorial stone and placing it at the base of the flag pole at the Club House. The Board mentioned that other families have donated benches or trees for memorials and were not sure if they wanted to allow the memorial stones. **A motion was made by Kris Brieske to decline the request of a memorial stone and look into other options. She rescinded her motion. No action was taken at this time and can be brought back next month for further action or discussion.**

There are 2 pine trees next to the Club House that are causing havoc on the roof. These trees need to be taken down and possibly replaced with smaller trees or bushes. A privacy fence could then be installed around that area. **A motion was made by Kevin Schmitz and seconded by Tom Brown to approve removing the 2 pine trees and installing the privacy fence. Motion carried 6-0.**

Dan Schamens is requesting moving the poles for the firefighting contest during Butterfest to an area South of the maintenance shed. The Fire Department would move the poles. There is a 100 ft distance between the poles and would also be near ball diamond #3. They are to check with Brad before placing the poles.

Items for future consideration were:

Brad gave a pool update. There is a leak that they are trying to fix. The contractors are also here to check it out.

During the winter, the water pipes at the concession stand broke.

Kevin brought up that he would like to see something done near #10 green to make it more challenging. He'd like to see our course more challenging.

**A motion was made by Jim Church and seconded by Josh Lydon to adjourn at 7:39 p.m. to go into closed session per Wis. Stats. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for property located at 408 Osborne Drive. Motion carried 6-0.**

Respectfully Submitted,

Julie Hanson  
City Clerk

**Parks & Recreation Director's Report**  
**May 2, 2016**

**Adult Softball League**

Leagues are scheduled to start the week of May 2<sup>nd</sup>. We have several new umpires this year and I feel like they will do a great job with leagues! This year we have 10 men's teams, 4 women's team and 15 Co-Ed teams. In comparison to last years in which we had 12 Men's, 6 Women's and 13 Co-Ed teams. The teams are looking forward to getting the season started. We did contact Tomah to see if they would be willing to join our women's league into one to create some more competition however their women's league folded several years ago due to low registrations.

**Youth Soccer League**

We had a rough start to the season with late snow and rain cancellations. Once we finally got going everything is going great! We had volunteers that were able to secure sponsorships for all the teams this season. The officials have been doing a great job along with all the volunteer coaches.

**Gymnastics**

The competitive season has just wrapped up for the 2015-2016 season. The team was very competitive in all meets that we attended and consistently had girls placing on the podium and finishing in the top half of the teams scores. The coaches have done a fantastic job this season with all the changes and new faces we had helping out. We continue to look for another head coach for the program and will be interviewing a possible applicant for the job in May when she is finished with her internship. We will be offering summer gymnastics day camps again this summer which have been very successful in the past.

**Summer Baseball/Softball**

Registrations have been pretty slow coming in for our in house softball and baseball programs. We will have 4 teams in the traveling softball program this summer. We are planning to join with Tomah, Brookwood and Royal again this year for our in house softball leagues as it looks like we will only have 1 or 2 teams in each level. Registrations for our in-house baseball league are slowing coming in and I hope that we will be able to field 4 teams again this year.

**Take Me Fishing**

I will again be teaching a basic fishing class this summer on May 18. This is a free event but we encourage people to register ahead of time so we have a count of how many will attend. I will be contacting the Sparta Bassmaster's, Wisconsin DNR and Land Conservation Officer to help with the event. Children will be introduced to basic fish identification, fishing etiquette and techniques.

**Pool**

We are fully staffed for the summer at the pool as of right now. We will be implementing a new summer online scheduling system. This will allow us to schedule shifts online and staff can make change request right from their phones. It also allows us to better track the time worked by employees as we can print out a week, bi-week or monthly log. Staff members will be able to check their schedules via and App on their phone and it will allow us to see when a staff member has viewed their schedule so they can't tell us they didn't know they were supposed to work. The program is called Nimble, there is a small monthly user fee for the system but we feel it will be worth the saved time we have spent on scheduling in past years.

John has been working hard to bring some new and exciting events to the pool. He has theme days scheduled throughout the summer, several Flick and Floats and we will be hosting a Cross Fit competition this summer along with our annual Triathlon.

We believe we have located the leaks that were in both the main pool and the lazy river. The main pool had a faulty hydrostatic relief valve. We have capped off the pipe at this time and filled the pool and it has held water for the past week. We have a new valve to install once the water is drained from the pool. The lazy river we have found a leak in the concrete in the hopper area under the slide where we have pipes located for future slide expansions. Jurowski construction will be onsite to make repairs on Thursday, April 28<sup>th</sup>. Once this repair is make we will fill the lazy river back up and check the piping to ensure there are not additional leaks.

We will be changing to a Carbon Dioxide system this summer. Using Carbon Dioxide to maintain the PH level of the pool also adds alkalinity to the water. All the aeration of the water with the features we have takes the alkalinity out of the water. In the past we have used Muriatic Acid to lower PH and then had to add sodium Bicarbonate to the water to raise the alkalinity. Carbon Dioxide will do both with a much safer chemical and reduce the chance of injury associated with using acid.

### **Special Recreation/Olympics**

Registrations for summer programs are starting to come into the office.

### **Adult Fitness Classes**

Summer schedules should be out within the next couple of weeks. Classes still remain very popular.

### **Maintenance Updates**

Water is on in all the parks and we had significant issues with the concession stand in memorial park. There were several cracked pipes that needed to be replaced this year.

The roof on the shelter of Fisherman's Park has been replaced.

All 18 holes of the disk golf course have been installed. There has been a good amount of use of the facility. They are still planning some upgrades to the course with cement tee boxes being installed this summer and then creating a map and score card for the course. I have walked the course and it is going to be a very challenging course to play. The group has several tournament planned for the summer.

I will be out inspecting parks and making the repair list for the summer. There are some pieces of playground equipment that need some repairs this summer.

The bridge in Amundson Park is progressing along nicely. There are just a few finishing touches that need to be done on the bridge structure itself. The abutment of on the north side of the river has been poured and we are working to layout the board walk approach to the bridge.

### **Golf Course**

We have had several breaks on the irrigations system over the winter. Tom has been working to get them repaired so that we are able to water.

The tees and greens have been fertilized this week and with some warm weather they should start growing quickly.

Most of the seasonal help should be called into work within the next week depending on when the grass starts to grow.

The new tank sprayer that was purchased had some significant issue with it. It was used as a demo unit and wasn't winterized the last time it was used. The pump and the foam attachment both had cracks in the housing and had to be replaced. This was all done under warranty but caused about a week delay in the spraying schedule

### **Misc:**

The items we have listed on the Wisconsin Surplus Auction site all seem to be going for a good price so far. The auction is scheduled to end on May 3<sup>rd</sup>.

We have placed on offer on the property at 408 Osborne Drive.

**Parks & Recreation Director's Report**  
**June 6, 2016**

**Adult Softball League**

Softball has been in league play for the past 4 weeks and everything is running smooth. We have 14 teams for the Co-Ed League, Men's League has 10 teams and the Women's League has 4 teams. We have had a couple cancellations because of weather this spring.

**Adult Fitness**

The summer session of classes will be starting up soon. We will be utilizing the pool for some water classes and have our regular classes running also. One of our Zumba instructors had taken a different full time job and isn't able to commit to teaching classes anymore. We will look for a replacement class to fill her spot.

**Summer Baseball/Softball**

We will have 4 traveling softball teams this year with two High School, and a 14 and 12 under teams. We will continue with the softball cooperative program with Tomah for those girls that don't want to travel. Our baseball numbers are low at this time but I hope that we have enough players to field teams this year. We will be looking for coaches for all the in-house teams this summer.

**Gymnastics**

We will once again be offering our summer gymnastics camps along with our regular gymnastics programs. I anticipate that we will again have a full program as we have traditionally had in the past.

**Butterfest Softball Tournament**

The tournament brackets have been completed and will be mailed out on June 6<sup>th</sup>. Mike Jones has secured the umpires and I am looking forward to another successful tournament. At this time we don't have a full tournament and I have spoken with many players and they are not coming to our tournament because our payouts are very low. We may need to look at ways to increase our payouts. Maybe cut the number of umps, ball field prep, or completely change the tournament layout so there are fewer games which would have less cost for umps and we would be able to increase our payouts. At this time we have 7 teams registered for the Women's Butterfest. This is up for only 4 teams last year.

**Special Olympics**

Summer schedules are out and registrations are coming in.

**Pool**

We have repaired the pool leaks that we had in both pool vessels. The pool is full and ready to swim at this time. Start up went fairly good this year as we have had a couple years with the pool and are starting to get a feel for how things react. We have changed our PH control system to a CO2 system and eliminated the use of Muriatic Acid. The CO2 system injects CO2 gas into the water which lowers the PH and raises the alkalinity.

Swimming lesson registration has gone very good so far and session 1 is looking to be a big session yet again.

John has been working with the guards and the CABS on training so that we are ready to go on opening day.

We have had several school groups come and swim during the day and will continue with the school groups over the next week prior to opening to the public.

**Misc:**

We are a little behind on trimming this year as the guys that are hired are either teachers or students and are not able to start until school is out. We have been utilizing the summer maintenance guys to keep up with the high profile parks and we will be at a full crew in the next couple weeks. I know we have had some complaints regarding this and we are doing the best we can with the limited staff available at this time.

**Golf Course**

The golf course is in pretty good condition at this time. The heavy rains we had last week have made the course pretty wet but it will dry out soon. We had a lightning strike out on the course last week which caused 2 of our controllers to get burt. We were without 2 controllers for almost a week as we were waiting for new parts. The controllers are not made anymore and we had to replace them with new controllers and rewire the units to work with our older system. We were to have 1 of the burnt controllers repaired so we now have a back up controller.

Golf & Park Bills May 2016

	Vender	PP	PO	UP	Dept.	Description	Amount
1	ProTurf Solutions	x			Golf		\$ 23,765.57
2	All American Do It Center	x			Parks	Power Spray Rental	\$ 154.00
3	Super 8	x			Parks	Pool use for fitness	\$ 40.00
4	All American Do It Center	x			Parks	Bulk Hardware, Chrome Door Chain, Masonry Drill	\$ 13.60
5	Sherwin Williams	x			Parks	Sstrip FMP	\$ 675.20
6	Amazon.com	x			Parks	Case of Phillips light bulbs	\$ 116.00
7	Amazon.com	x			Parks	Porcelaine Steel Channel Cooking Grid	\$ 158.97
8	Golden West Industries	x			Golf	Tee Towels, Spec/Paint	\$ 793.63
9	Hornungs	x			Golf	Cart Key Tags	\$ 42.00
10	All American Do It Center	x			Golf	Gloss Black Krylon Paint, Lumber	\$ 42.38
11	All American Do It Center	x			Golf	River Rock	\$ 88.47
12	Yamaha Golf & Utility	x			Golf	Starter Gen Asy	\$ 268.99
13	Yamaha Golf & Utility	x			Golf	Relay, Woltage Regulator, Relay	\$ 254.05
14	Horst	x			Golf	Red/Golf Flags	\$ 188.01
15	All American Do It Center	x			Golf	River Rock	\$ 88.47
16	All American Do It Center	x			Golf	Bulk Blue Rock	\$ 40.18
17	Premier Cooperative	x			G & P	Diesel Fuel	\$ 301.39
18	Spectrum Business	x			Parks	Internet Service	\$ 72.18
19	The Hardware Store	x			Golf	Pipe Valve, Ball Valve	\$ 33.16
20	Theisen's	x			Golf	Bait, Mole Killer, Landscape Fabric	\$ 116.93
21	TRGA	x			Golf	2016 Membership Dues	\$ 200.00
22	Auto Value	x			Golf	Pressure Regulator	\$ 69.01
23	B&B Plumbing	x			Parks	Concession stand Parts & Labor	\$ 1,670.45
24	All American Do It Center			x	Golf	Retain Wall	\$ 61.92
25	Best Kept Portables			x	Golf	Rental Units	\$ 310.00
26	Evans Printing			x	Golf	Golf Specials Ad	\$ 142.50
27	Evans Printing			x	Golf	9 & 18 hole punch cards	\$ 27.25
28	All American Do It Center			x	Golf	Landscape Fabric pins, 1/2 Round T-box	\$ 29.97
29	Sparta-Tomah Radio Group			x	Golf	Radio ad	\$ 300.00
30	Sparta-Tomah Radio Group			x	Golf	60 radio spots	\$ 500.00
31	Sparta-Tomah Radio Group			x	Golf	Radio ad	\$ 125.00
32	Theisens's (Walter Beck)			x	Parks	Hardware for Benches	\$ 16.58
33	The Hardware Store			x	Golf	Plated Steel Angle	\$ 20.99
34	The Hardware Store			x	Parks	Keysm 1x6 Galv Pipe Nipple	\$ 23.39
35	The Hardware Store			x	Parks	Fisherman's Park Project	\$ 92.04
36	Premier Cooperative			x	Golf	Fuel	\$ 431.50
37	Premier Cooperative			x	G & P	Fuel	\$ 908.69
38	Premier Cooperative			x	G & P	Fuel	\$ 654.72
39	Premier Cooperative			x	G & P	Fuel	\$ 310.48
40	Premier Cooperative			x	Golf	Fuel	\$ 380.14
41	Xcel Energy			x	Parks	Montgomery & Rusk Ave	\$ 129.94
42	Spectrum Business			x	Parks	Internet Service	\$ 70.00
43	7 Rivers Mechanical LLC			x	Parks	Plumbing Urinal	\$ 369.48
44	Theisen's			x	Parks	Pressure Washer	\$ 529.99
45	Theisen's			x	Parks	Extension Hose, Couplers, Hose	\$ 173.87



# River Run Sparta

## Sales Detail By Department: River Run Sparta

From: Friday, April 1, 2016

To: Wednesday, April 27, 2016

Item #	Description	Qty	Sales	Cost	Margin %
<b>Department: River Run Sparta</b>					
<b>Sub-Department: Golf Course Revenue</b>					
<b>Item Category: Green Fees</b>					
1419	Midwest Golf Classic Tour	2	\$56.88	\$0.00	100.00
1585	Great River Trail Pass	14	\$0.00	\$0.00	0.00
1668	Spring Special	254	\$0.00	\$0.00	0.00
<b>Item Type: River Run Sparta</b>					
1278	Reciprocal Dues	43	\$0.00	\$0.00	0.00
1675	Midwest Classic Discount	2	(\$10.00)	\$0.00	0.00
<b>River Run Sparta Total:</b>		<b>45</b>	<b>(\$10.00)</b>	<b>\$0.00</b>	<b>0.00</b>
<b>Item Sub-Category: Lessons</b>					
1720	Summer Golf Lessons	2	\$60.00	\$0.00	100.00
<b>Lessons Total:</b>		<b>2</b>	<b>\$60.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Member Rounds</b>					
1057	GF - Member 9	53	\$0.00	\$0.00	0.00
1058	GF - Member 18	1,330	\$0.00	\$0.00	0.00
<b>Item Type: River Run Sparta</b>					
1723	Gf - Junior 6-10	1	\$4.74	\$0.00	100.00
<b>River Run Sparta Total:</b>		<b>1</b>	<b>\$4.74</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Member Rounds Total:</b>		<b>1,384</b>	<b>\$4.74</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Packaged Items</b>					
1037	Cart Shed Annual - Gas	5	\$1,250.00	\$0.00	100.00
1038	Cart Shed Annual - Electric	4	\$1,015.00	\$0.00	100.00
<b>Packaged Items Total:</b>		<b>9</b>	<b>\$2,265.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Weekday Rounds</b>					
1050	GF - WeekDay 9	3	\$62.55	\$0.00	100.00
1051	GF - WeekDay 18	255	\$2,834.49	\$0.00	100.00
<b>Weekday Rounds Total:</b>		<b>258</b>	<b>\$2,897.04</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Weekend Rounds</b>					
1052	GF - WeekEnd 18	1	\$32.23	\$0.00	100.00
1053	GF - WeekEnd 9	1	\$21.80	\$0.00	100.00
<b>Weekend Rounds Total:</b>		<b>2</b>	<b>\$54.03</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Twilight Rounds</b>					
1044	GF - Twilight 9	135	\$2,047.95	\$0.00	100.00
1045	GF - Twilight 18	0	\$0.00	\$0.00	0.00
<b>Twilight Rounds Total:</b>		<b>135</b>	<b>\$2,047.95</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Senior Rounds</b>					
1046	GF - Senior 9	102	\$1,547.34	\$0.00	100.00
1047	GF - Senior 18	2	\$47.40	\$0.00	100.00
<b>Senior Rounds Total:</b>		<b>104</b>	<b>\$1,594.74</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Military Rounds</b>					
1054	GF - Military 9	9	\$136.53	\$0.00	100.00
<b>Military Rounds Total:</b>		<b>9</b>	<b>\$136.53</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Green Fees Total:</b>		<b>2,218</b>	<b>\$9,106.91</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Category: Cart Revenue</b>					
<b>Item Sub-Category: Cart Fees</b>					
1285	Pull Cart	3	\$9.00	\$0.00	100.00
1581	Daily Trail Fee	1	\$6.00	\$0.00	100.00
<b>Cart Fees Total:</b>		<b>4</b>	<b>\$15.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Cart Revenue Total:</b>		<b>4</b>	<b>\$15.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Category: Driving Range Rev.</b>					
<b>Item Type: River Run Sparta</b>					
1230	Range Pass 2016	1	\$113.74	\$0.00	100.00
<b>River Run Sparta Total:</b>		<b>1</b>	<b>\$113.74</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Driving Range</b>					
1059	Range - Small Basket	92	\$174.80	\$0.00	100.00
1060	Range - Medium Basket	82	\$232.88	\$0.00	100.00
1061	Range - Large Basket	100	\$474.00	\$0.00	100.00
<b>Driving Range Total:</b>		<b>274</b>	<b>\$881.68</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Driving Range Rev. Total:</b>		<b>275</b>	<b>\$995.42</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Category: Rental-Service-Other</b>					
<b>Item Sub-Category: Rentals</b>					
1062	Rental Clubs - 18 Holes	6	\$113.76	\$0.00	100.00
1682	Rental Clubs - 9 Holes	6	\$56.88	\$0.00	100.00
<b>Rentals Total:</b>		<b>12</b>	<b>\$170.64</b>	<b>\$0.00</b>	<b>100.00</b>

# River Run Sparta

## Sales Detail By Department: River Run Sparta

From: Sunday, May 1, 2016

To: Tuesday, May 31, 2016

Item #	Description	Qty	Sales	Cost	Margin %
<b>Department: River Run Sparta</b>					
<b>Sub-Department: Golf Course Revenue</b>					
<b>Item Category: Green Fees</b>					
1419	Midwest Golf Classic Tour	13	\$369.72	\$0.00	100.00
1585	Great River Trail Pass	13	\$0.00	\$0.00	0.00
1668	Lax Tribune Coupon	328	\$0.00	\$0.00	0.00
1824	Tournament Fec	4	\$1,420.00	\$0.00	100.00
<b>Item Type: River Run Sparta</b>					
1278	Reciprocal Dues	91	\$0.00	\$0.00	0.00
<b>River Run Sparta Total:</b>		<b>91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>Item Sub-Category: Lessons</b>					
1720	Summer Golf Lessons	4	\$120.00	\$0.00	100.00
<b>Lessons Total:</b>		<b>4</b>	<b>\$120.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Member Rounds</b>					
1057	GF - Member 9	61	\$0.00	\$0.00	0.00
1058	GF - Member 18	2,337	\$0.00	\$0.00	0.00
<b>Item Type: River Run Sparta</b>					
1723	Gf - Junior 6-10	6	\$28.44	\$0.00	100.00
<b>River Run Sparta Total:</b>		<b>6</b>	<b>\$28.44</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Member Rounds Total:</b>		<b>2,404</b>	<b>\$28.44</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Packaged Items</b>					
1037	Cart Shed Annual - Gas	3	\$750.00	\$0.00	100.00
1038	Cart Shed Annual - Electric	1	\$270.00	\$0.00	100.00
<b>Packaged Items Total:</b>		<b>4</b>	<b>\$1,020.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Prepaid Rounds</b>					
1063	10 Play Punch Card - 9 Holes	9	\$1,305.00	\$0.00	100.00
1470	10 Play Punch Card - 18 Holes	2	\$490.00	\$0.00	100.00
<b>Prepaid Rounds Total:</b>		<b>11</b>	<b>\$1,795.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Weekday Rounds</b>					
1050	GF - WeekDay 9	33	\$688.05	\$0.00	100.00
1051	GF - WeekDay 18	367	\$5,535.43	\$0.00	100.00
<b>Weekday Rounds Total:</b>		<b>400</b>	<b>\$6,223.48</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Weekend Rounds</b>					
1052	GF - WeekEnd 18	27	\$870.21	\$0.00	100.00
1053	GF - WeekEnd 9	16	\$348.80	\$0.00	100.00
<b>Weekend Rounds Total:</b>		<b>43</b>	<b>\$1,219.01</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Twilight Rounds</b>					
1044	GF - Twilight 9	287	\$4,353.79	\$0.00	100.00
1045	GF - Twilight 18	47	\$1,113.90	\$0.00	100.00
<b>Twilight Rounds Total:</b>		<b>334</b>	<b>\$5,467.69</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Senior Rounds</b>					
1046	GF - Senior 9	183	\$2,776.11	\$0.00	100.00
1047	GF - Senior 18	42	\$995.40	\$0.00	100.00
<b>Senior Rounds Total:</b>		<b>225</b>	<b>\$3,771.51</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Group Rounds</b>					
1049	GF - Group 9	13	\$147.81	\$0.00	100.00
<b>Group Rounds Total:</b>		<b>13</b>	<b>\$147.81</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Military Rounds</b>					
1054	GF - Military 9	2	\$30.34	\$0.00	100.00
1055	GF - Military 18	22	\$521.40	\$0.00	100.00
<b>Military Rounds Total:</b>		<b>24</b>	<b>\$551.74</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Green Fees Total:</b>		<b>3,911</b>	<b>\$22,134.40</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Category: Cart Revenue</b>					
<b>Item Sub-Category: Cart Fees</b>					
1285	Pull Cart	10	\$30.00	\$0.00	100.00
1581	Daily Trail Fee	4	\$24.00	\$0.00	100.00
<b>Cart Fees Total:</b>		<b>14</b>	<b>\$54.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Cart Revenue Total:</b>		<b>14</b>	<b>\$54.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Category: Driving Range Rev.</b>					
<b>Item Type: River Run Sparta</b>					
1230	Range Pass 2016	1	\$113.74	\$0.00	100.00
<b>River Run Sparta Total:</b>		<b>1</b>	<b>\$113.74</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Driving Range</b>					
1059	Range - Small Basket	145	\$275.50	\$0.00	100.00
1060	Range - Medium Basket	126	\$357.84	\$0.00	100.00

# River Run Sparta

## Sales Detail By Department: River Run Sparta

From: Sunday, May 1, 2016

To: Tuesday, May 31, 2016

Item #	Description	Qty	Sales	Cost	Margin %
1061	Range - Large Basket	194	\$919.56	\$0.00	100.00
<b>Driving Range Total:</b>		<b>465</b>	<b>\$1,552.90</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Driving Range Rev. Total:</b>		<b>466</b>	<b>\$1,666.64</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Category: Rental-Service-Other</b>					
<b>Item Sub-Category: Rentals</b>					
1062	Rental Clubs - 18 Holes	5	\$94.80	\$0.00	100.00
1682	Rental Clubs - 9 Holes	6	\$56.88	\$0.00	100.00
<b>Rentals Total:</b>		<b>11</b>	<b>\$151.68</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Rental-Service-Other Total:</b>		<b>11</b>	<b>\$151.68</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Category: Accounting</b>					
<b>Item Type: River Run Sparta</b>					
1167	Miscellaneous	29	\$1,308.99	\$0.00	100.00
<b>River Run Sparta Total:</b>		<b>29</b>	<b>\$1,308.99</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Association Fees</b>					
1040	Men's Association Fees	7	\$210.00	\$0.00	100.00
1041	Women's Association Fees	4	\$120.00	\$0.00	100.00
<b>Association Fees Total:</b>		<b>11</b>	<b>\$330.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: Cart Fees</b>					
1018	Cart - 18 Holes	693	\$10,857.70	\$0.00	100.00
1043	Cart - 9 Holes	180	\$1,877.40	\$0.00	100.00
<b>Cart Fees Total:</b>		<b>873</b>	<b>\$12,735.10</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Accounting Total:</b>		<b>913</b>	<b>\$14,374.09</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Golf Course Revenue Total:</b>		<b>5,315</b>	<b>\$38,380.81</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Sub-Department: Merchandise</b>					
<b>Item Category: Golf Merchandise</b>					
<b>Item Sub-Category: Cart Fees</b>					
1772	Ride-Along Fee	14	\$28.00	\$0.00	100.00
<b>Cart Fees Total:</b>		<b>14</b>	<b>\$28.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Golf Merchandise Total:</b>		<b>14</b>	<b>\$28.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Category: Accounting</b>					
<b>Item Type: River Run Sparta</b>					
1156	Gas	47	\$292.36	\$0.00	100.00
<b>River Run Sparta Total:</b>		<b>47</b>	<b>\$292.36</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Accounting Total:</b>		<b>47</b>	<b>\$292.36</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Merchandise Total:</b>		<b>61</b>	<b>\$320.36</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Sub-Department: Membership</b>					
<b>Item Category: Accounting</b>					
<b>Item Sub-Category: Donations</b>					
1042	Flower Bed Fund	101	\$202.00	\$0.00	100.00
<b>Donations Total:</b>		<b>101</b>	<b>\$202.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Sub-Category: 2011 Dues</b>					
1020	Dues - Single Adult	1	\$570.01	\$0.00	100.00
1024	Dues - Family	1	\$840.01	\$0.00	100.00
1028	Dues - Student	3	\$405.00	\$0.00	100.00
1030	Dues - College Student	4	\$940.00	\$0.00	100.00
<b>2011 Dues Total:</b>		<b>9</b>	<b>\$2,755.02</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Accounting Total:</b>		<b>110</b>	<b>\$2,957.02</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Membership Total:</b>		<b>110</b>	<b>\$2,957.02</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Sub-Department: Unearned Revenue</b>					
<b>Item Sub-Category: Gift Certificates</b>					
1008	Gift Certificate - Issued	5	\$154.00	\$0.00	100.00
1009	Gift Certificate - Redeemed	7	(\$404.00)	\$0.00	0.00
<b>Gift Certificates Total:</b>		<b>12</b>	<b>(\$250.00)</b>	<b>\$0.00</b>	<b>0.00</b>
<b>Item Sub-Category: Rainchecks</b>					
1011	Raincheck Redeemed	1	\$0.00	\$0.00	0.00
<b>Rainchecks Total:</b>		<b>1</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>Item Category: Green Fees</b>					
<b>Item Sub-Category: Services</b>					
1036	Trail User's Fee	4	\$620.00	\$0.00	100.00
<b>Services Total:</b>		<b>4</b>	<b>\$620.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Green Fees Total:</b>		<b>4</b>	<b>\$620.00</b>	<b>\$0.00</b>	<b>100.00</b>
<b>Item Category: Accounting</b>					
<b>Item Sub-Category: Rentals</b>					
1039	Locker Rental	3	\$120.00	\$0.00	100.00

# River Run Sparta

## Sales Detail By Department: River Run Sparta

From: Sunday, May 1, 2016

To: Tuesday, May 31, 2016

Item #	Description	Qty	Sales	Cost	Margin %
	Rentals Total:	3	\$120.00	\$0.00	100.00
	Accounting Total:	3	\$120.00	\$0.00	100.00
	Unearned Revenue Total:	20	\$490.00	\$0.00	100.00
	River Run Sparta Total:	5,506	\$42,148.19	\$0.00	100.00

## Little Free Libraries- Let's install them in Sparta parks

Proposed by City Councilwoman Alli Karrels

About: The "little free library" is a movement in which people are building small 'mailbox'-like structures in their yards and schools in which the public can take and leave books and other educational materials. People of all ages in the community are invited to participate, it is completely free and open to the public. The idea has been gaining in popularity over the years, and Little Free Library is a nonprofit organization with over 36,000 free libraries across the world.

The way it works: to start a Little Free Library you need to find a good location with decent foot traffic, a 'steward' needs to be appointed who will keep an eye on the library box, you need to build the little library, and it should be registered with the Little Free Library nonprofit organization.

Why we should do it: I would like to install several little free libraries in the city of Sparta parks. It is an excellent way to promote literacy in areas where it might be difficult for people to visit their local library on a regular basis. This is an incredibly inexpensive amenity we can offer the citizens of Sparta, it also promotes a sense of community, and it is another positive feature we can talk about when promoting Sparta to potential homeowners and businesses.

### Parks and Recreation- Brad Gilbertson

- I have spoken with Brad Gilbertson with the Parks and Recs Department and he is in favor of it.
- Brad has made suggestions for some of the locations that would work well for this project.
- He believes some of the registration costs could be covered within the Parks and Recs budget.

### Suggested locations in Sparta: (these are open to suggestion and discussion)

- Tom Gomez Park
- Memorial Park- by the aquatic center
- Blyton Veteran's Park
- Howard Huff Park
- Amundsen Park

### Sparta Free Library- Steve Thiry

- Steve is in favor of the idea and believes it would complement the current work they do at the Sparta Free Library.
- The Sparta Library would be willing to furnish the initial little free libraries with books when they are first installed. The Sparta Library regularly reduces books from the collection to make room for new materials, and these reduced books would be used to start the little free libraries at essentially no cost for books.
- Steve would be willing to speak with library patrons that live close to the parks and the proposed locations of the little free libraries to see if we can find volunteer stewards to monitor the boxes.

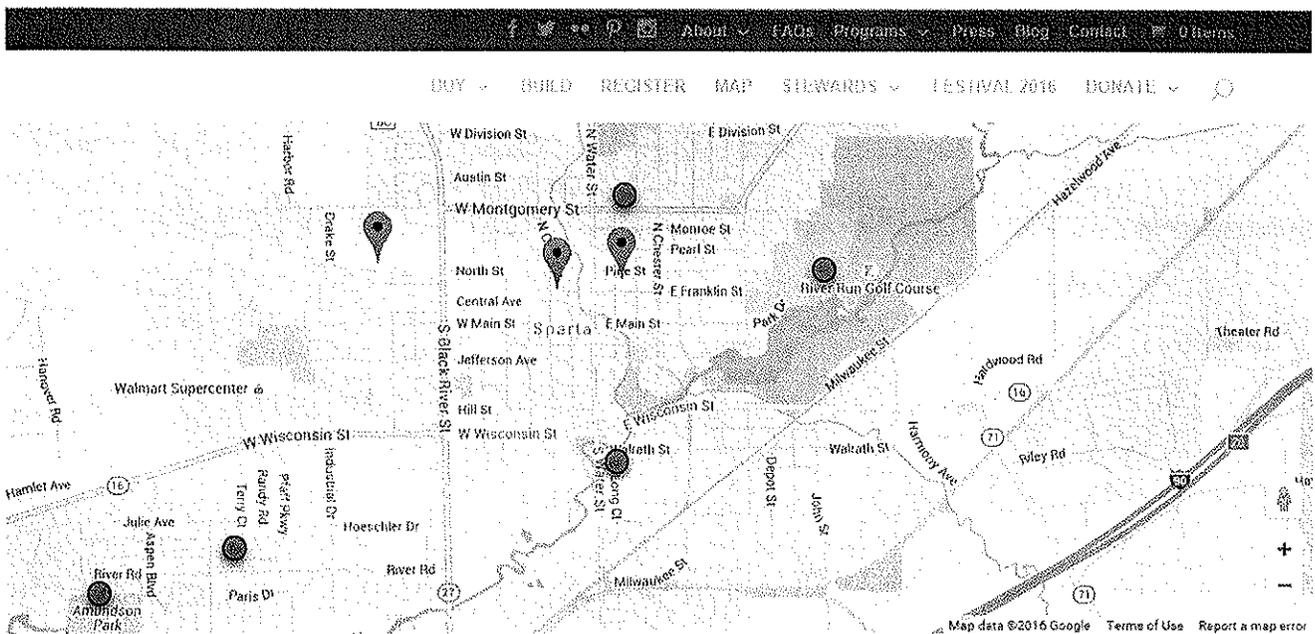
**Costs:**

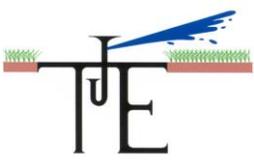
- One time registration fee through the Little Free Library organization, per box: \$42.45
- Materials for box construction, per box (approximate high end guess): \$250
- Installation of boxes on posts in the parks: perhaps the city could install them during the summer maintenance rounds?

**Existing little free libraries in Sparta:**

- There are 3 little libraries in Sparta registered with the Little Free Libraries organization, they have been installed by individuals and their locations are indicated below by the red dots.

**The blue dots are the suggested locations for the new little free libraries for the city parks.**





**T. J. Emmerich Associates, Inc**  
**Irrigation Consultants**

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**PROPOSAL OF  
IRRIGATION CONSULTING SERVICES  
FOR  
CITY OF SPARTA  
PAGE 1 OF 8**

This proposal is made on the 2<sup>nd</sup> day of May in the year 2016, to the City of Sparta hereafter referred to as the Owner, and T. J. Emmerich Associates, Inc. of Hartland, Wisconsin, hereafter referred to as the Consultant, to provide irrigation consulting services for the planning, bid and installation of a new irrigation system for the existing 18 hole River Run Sparta golf course located in Sparta, Wisconsin.

As a part of this proposal and for the lump sum amounts defined in the basic services section of this document, the Consultant shall perform and complete the following scope of services:

**A. GPS MAPPING**

1. Perform Global Positioning System (GPS) mapping of the existing golf course. Mapping services to include; greens, tees, fairways, bunkers, ponds, river banks, well house, clubhouse, cart paths, parking lots, roads and bridges.
2. Convert all GPS data files into AutoCAD format.
3. In AutoCAD format create a base map drawing of the existing golf course.

**B. PRELIMINARY DESIGN**

1. With the base map developed in Phase A, prepare an 18 hole, CAD generated, single row fairway and double row fairway sprinkler location / coverage plans.
2. Meet with the Owner to review and refine the coverage plans.
3. Review with the Owner, the options for sprinkler heads, control system and other related materials to be incorporated into the system.
4. From the coverage plans and using a cost per sprinkler head formula, develop a preliminary installed cost estimate for each coverage option.
5. Complete a preliminary irrigation piping and control plan based on the Owner selected coverage plan.
6. Calculate the water volume requirements for the new irrigation system based on Owner provided application rates to include worst case condition estimate for daily water consumption by the irrigation system.



**PROPOSAL OF  
IRRIGATION CONSULTING SERVICES  
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PAGE 2 OF 8**

**B. PRELIMINARY DESIGN: (continued)**

7. Determine the length of the irrigation cycle based on the pressure and flow capacity of the existing 800 gallon per minute well.
8. Complete a Golf Course Irrigation System Master Plan report to include:
  - a. A detailed written description of the proposed irrigation system.
  - b. Sprinkler head count by golf hole.
  - c. Irrigation system water volume requirements.
  - d. Preliminary installed cost estimate.
  - e. Supporting data, drawings and exhibits.
9. Reproduce the master plan report for distribution to the City of Sparta Parks Department.
10. Meet with the City of Sparta Parks Department to review the master plan report.

**C. FINAL DESIGN AND BID DOCUMENTS**

1. Prepare final irrigation system plans and bid specifications to include changes by the Owner.

Plans to include:

- a. Sprinkler head and pipe location with hydraulic design (pipe sizing) for the 18 hole golf course, including tees, greens, fairways, roughs, practice tee and practice green
- b. Electrical schematic and wiring plan for the control system.
- c. Drawings of installation details

Bid documents to include:

- a. Contractor qualifications, contractor bid form(s), special provisions, materials and methods of construction specifications.
  - b. The above documents to be included with the Owner's provided general conditions, contract requirements and prevailing wage rates as required.
2. Submit bid documents in .pdf format to City of Sparta.



**PROPOSAL OF  
IRRIGATION CONSULTING SERVICES  
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**D. BIDDING**

1. Participate in the bid process as follows:
  - a. Conduct an on-site pre bid meeting.
  - b. Answer bidder questions and issue any required addenda through the City of Sparta.
  - c. Prepare a bid tabulation spread sheet
  - d. Make recommendations as to the low qualified bidder. .

**E. CONSTRUCTION OBSERVATION**

1. Conduct a preconstruction meeting with the successful bidder.
2. Perform initial and periodic observation of contractor supplied materials to ensure they are per specifications.
3. Perform weekly en site visits during construction to field locate (stake) main lines, isolation valves, field controllers and sprinkler heads with Owner input and approval as well as observe the contractor's installation practices to ensure they are per the specifications.
4. Complete correspondence and change orders that may be required during construction. Maintain a spread sheet of any additions and or deductions per hole, based on unit and per foot bid pricing.
5. Complete GPS data collection of the following components for completion of an irrigation system Drawing of Record:

- Central controller location
- Satellite controller locations
- Sprinkler locations
- Quick coupler valve locations
- Isolation valves
- Field satellite power and wire splices
- Main and lateral piping
- Field satellite power wire routing
- Control system communication cable routing



**T. J. Emmerich Associates, Inc**  
**Irrigation Consultants**

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**PROPOSAL OF  
IRRIGATION CONSULTING SERVICES  
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PAGE 4 OF 8**

**F. POST CONSTRUCTION**

1. Program the computerized central control system.
2. Generate, an Auto CAD "Drawing of Record" of the new irrigation system using the GPS data collected during the Phase D.
3. Provide the Owner with two sets of prints of the drawing of record and the electronic file in..pdf format and .dwg
4. Provide Owner with two individual hole by hole control system drawings on 8.5 x 11 laminated sheets, punched and installed in a three ring binder for use in manual irrigation activation of the sprinkler system.
5. Compile and provide an irrigation system Owner's manual on compact disk. The Owner's manuals to consist of all available descriptive, technical and service literature for the components installed in the irrigation system in .PDF format



**PROPOSAL OF  
IRRIGATION CONSULTING SERVICES  
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**COMPENSATION:**

Compensation for the above services shall be in accordance with the following descriptions, definitions, terms and conditions. Compensation for "Basic Services" shall be as defined below:

<b>Phase A.</b>	GPS Mapping Phase	\$ 3,500.00
<b>Phase B.</b>	Preliminary Design Phase	\$ 10,000.00
<b>Phase C.</b>	Final Design and Bid Documents	\$ 2,500.00
<b>Phase D.</b>	Bidding	\$ 1,000.00
<b>Phase E.</b>	Construction Observation Phase	\$ 12,000.00
<b>Phase F.</b>	Post Construction Phase	<u>\$ 4,000.00</u>
<b>Total Compensation for Basic Services</b>		<b>\$ 33,000.00*</b>

\*Proposal includes all travel and living expenses. Proposal does not include civil engineering services for water source infrastructure improvements or permits, should they be required.

1. Compensation for additional design services, if requested, will be at the following rates:

Travel to and from site	\$ 60.00 / hr.
Certified Irrigation Designer (Principle of The Firm)	\$ 120.00 / hr.

2. External professional services, if required, shall be billed at a 1.15 mark up above cost.

3. Blueprint and other external reproduction billed at 1.10 mark up above cost.

4. The following expenses for services will be billed at actual cost without markup:

Permitting costs and additional service hours to secure same.

Procurement of any additional engineering data.

Postage and / or delivery services.

Airfare, meals, hotel, auto rental, personal vehicle mileage if utilized - \$0.55 per mile.



**T. J. Emmerich Associates, Inc**  
**Irrigation Consultants**

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**PROPOSAL OF  
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PAGE 6 OF 8**

**TERMS:**

Billings for completed work will be made during the first week of each the month. Payments shall be made no later than 30 days from date of invoice.

**INSURANCE:**

For the duration of the project, the Consultant shall maintain the following insurance coverage:

**Business Owners Commercial Liability Limits**

Commercial Liability per Occurrence	\$1,000,000
Damage to Rented Premises	\$ 50,000
Medical Expense	\$ 5,000
Personal & Adv. Injury	\$1,000,000
General Aggregate	\$2,000,000
Products & Completed Work	\$2,000,000
Non-Owned Auto Liability per Occurrence	\$1,000,000
Hired Auto Liability per Occurrence	\$1,000,000

**Personal Automobile Liability Limits**

Bodily Injury Each Person	\$1,300,000
Bodily Injury Each Occurrence	\$1,500,000
Property Damage	\$1,100,000

**Workers Compensation Limits**

Employers Liability:	
Bodily Injury by Each Accident	\$ 100,000
Bodily Injury by Disease Policy Limit	\$ 500,000
Bodily Injury by Disease Each Employee	\$ 100,000

**Professional Liability**

Professional Liability per Occurrence	\$1,000,000
Professional Liability Aggregate	\$1,000,000



**T. J. Emmerich Associates, Inc**  
**Irrigation Consultants**

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**PROPOSAL OF  
IRRIGATION CONSULTING SERVICES  
FOR  
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PAGE 7 OF 8**

**CONDITIONS:**

The Owner shall provide the Consultant with an accurate survey of all property lines and information regarding any environmentally sensitive areas.

All drawings and other documents provided to the Owner by the Consultant are instruments of professional service. These documents shall not be copied or used for any other purpose without the prior written consent of the Consultant. The Consultant reserves the right to approve any reuse of the project plans or documents and be compensated for said use.

All time lines and construction schedules are approximate and are predicated on the receipt of all necessary plans, drawings and all other information required to complete the work. The Consultant shall not be held responsible for delays due to weather conditions, labor disputes, Acts of God or other conditions beyond the control of the Consultant.

The Consultant shall not be responsible for identifying, locating, discovering, removal, treatment (remediation), of any hazardous waste, known or unknown at the project site. The Consultant shall not be responsible for the consequences of any hazardous waste materials of any kind at the site, including but not limited to asbestos, PCB's, as well as, materials not yet known as hazardous.

The Consultant shall not be responsible for the project safety, means, methods, or appropriateness of the installation procedures undertaken by any contractor or person performing the initial installation or subsequent maintenance work on this project.

The Consultant reserves the right to suspend services if payments are not made according to the proposal.

This proposal shall be governed by the laws of the State of Wisconsin.

This proposal shall be rendered null and void if not accepted within 60 days of the proposed date indicated below.







**T. J. Emmerich Associates, Inc**  
**Irrigation Consultants**

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**PROPOSAL OF  
IRRIGATION CONSULTING SERVICES  
FOR  
CITY OF SPARTA  
PAGE 1 OF 7**

This proposal is made on the 2<sup>nd</sup> day of May, in the year 2016, to the City of Sparta, hereafter referred to as the Owner and T. J. Emmerich Associates, Inc. Hartland, Wisconsin, hereafter referred to as the Consultant, to provide irrigation consulting services for the design and master planning of irrigation systems for the four baseball fields at Memorial Park located in Sparta Wisconsin.

As a part of this proposal and for the amounts defined in the basic services section of this document, the Irrigation Consultant shall perform and complete the following scope of services:

**A. GPS MAPPING**

1. Perform Global Positioning System (GPS) mapping of the four existing baseball fields.
2. Mapping services to include fields, warning tracks, back stops and fences.
3. Convert all GPS data files into AutoCAD format.
4. In AutoCAD format create a base map drawing of the of the baseball field complex.

**B. MASTER PLAN DEVELOPEMENT**

1. With the above base map, complete a preliminary coverage plan for the baseball field complex.
2. Meet with the Owner to review the coverage plan, the required application rates, the water time window and the materials to be incorporated into the irrigation system.
3. Based on the above meeting, develop a piping and control plan for the baseball field complex with the water to be supplied from the River Run golf course irrigation system.
4. Flow model the design to determine the systems water pressure and flow requirements.
5. Complete a master irrigation plan to include all mainline pipe, zone control valves, lateral pipe, sprinkler heads, pipe size and control system wiring.



**PROPOSAL OF  
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**B. MASTER PLANNING DEVELOPEMENT (Continued)**

6. Provide a detailed master plan report for the proposed irrigation system.

Master plan report to include:

- Executive Summary.
- A detailed written description of the irrigation system.
- Projected water consumption by the irrigation system.
- A line item cost estimate for phased construction of the irrigation system.

7. Meet with the Owner to review the master plan.

**C. FINAL DESIGN AND BID DOCUMENTS**

1. Complete final plans and develop bid documents for construction of the baseball complex irrigation system as directed by the Owner.

Plans to include:

- a. Pipe routing with hydraulic design (pipe size), zone valves, lateral pipe, and sprinkler head locations.
- b. Electrical schematic and wiring plan for the irrigation control system.
- c. Drawings of installation details.

Bid documents to include:

- a. Contractor qualifications, contractor bid form(s), special provisions, materials and methods of construction specifications.
- b. The above documents to be included with the Owner's provided general conditions, contract requirements and prevailing wage rates as required.

2. Submit bid documents in .pdf format to City of Sparta.



**PROPOSAL OF  
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**D. BIDDING**

1. Participate in the bid process as follows:
  - a. Conduct an on-site pre bid meeting.
  - b. Answer bidder questions and issue any required addenda through the City of Sparta.
  - c. Prepare a bid tabulation spread sheet.
  - d. Make recommendations as to the low qualified

**E. CONSTRUCTION OBSERVATION**

1. Conduct an on-site preconstruction meeting with the Owner and selected contractor.
2. Visit the site to perform an initial and periodic observation of contractor supplied materials to ensure that they are per the specifications.
3. Visit the site to approve the location of the irrigation system components as staked by the contractor.
4. Perform initial and periodic observation of the contractor's installation practices to ensure that they are per the specifications.
5. Initiate correspondence and change orders as required.
6. Perform review of the completed work and generate contractor punch lists as required.
7. Perform GPS data collection on the installed components for compilation of irrigation system drawing of records.

**F. POST CONSTRUCTION**

1. Compile two sets of Operators manuals for the irrigation system on CD ROM disk. Owner manuals to consist of all available descriptive, technical and service literature available for all components installed in the irrigation system.
2. Generate CAD drawings of record from the GPS data collected. Provide the Owner with 2 sets of prints and the AutoCAD file on CD Rom Disk.



**T. J. Emmerich Associates, Inc**  
**Irrigation Consultants**

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**PROPOSAL OF  
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PAGE 4 OF 7**

**COMPENSATION**

Compensation for the above basic services shall be in accordance with the following descriptions, definitions, terms and conditions.

A. GPS Mapping	\$ 1,500.00
B. Master Plan Development	\$ 4,500.00
C. Final Design and Bid Documents	\$ 1,000.00
D. Bidding	\$ 750.00
E. Construction Observation	\$ 3,000.00
F. Post Construction	<u>\$ 750.00</u>
<b>Total</b>	<b>\$ 11,500.00*</b>

\*Proposal includes all travel and living expenses. Proposal does not include civil engineering services for water source infrastructure improvements or permits, should they be required.

1. Compensation for additional design services, if requested, will be at the following rates:

Travel to and from site	\$ 60.00 / hr.
Certified Irrigation Designer (Principle of The Firm)	\$ 120.00 / hr.

2. External professional services, if required, shall be billed at a 1.15 mark up above cost.

3. Blueprint and other external reproduction billed at 1.10 mark up above cost.

4. The following expenses for services will be billed at actual cost without markup:

Permitting costs and additional service hours to secure same.

Procurement of any additional engineering data.

Postage and / or delivery services.

Airfare, meals, hotel, auto rental, personal vehicle mileage if utilized - \$0.55 per mile.



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**INSURANCE**

For the duration of this contract, Consultant shall maintain the following insurance coverage:

**Business Owners Commercial Liability Limits**

Commercial Liability per Occurrence	\$1,000,000
Damage to Rented Premises	\$ 50,000
Medical Expense	\$ 5,000
Personal & Adv. Injury	\$1,000,000
General Aggregate	\$2,000,000
Products & Completed Work	\$2,000,000
Non-Owned Auto Liability per Occurrence	\$1,000,000
Hired Auto Liability per Occurrence	\$1,000,000

**Personal Automobile Liability Limits**

Bodily Injury Each Person	\$1,300,000
Bodily Injury Each Occurrence	\$1,500,000
Property Damage	\$1,100,000

**Workers Compensation Limits**

Employers Liability:

Bodily Injury by Each Accident	\$ 100,000
Bodily Injury by Disease Policy Limit	\$ 500,000
Bodily Injury by Disease Each Employee	\$ 100,000

**Professional Liability**

Professional Liability per Occurrence	\$1,000,000
Professional Liability Aggregate	\$1,000,000

**TERMS**

Billings for completed work will be made during the last week of each the month. Payments shall be made to the consultant no later than 10 days from date the Engineer receives payment from their client.



**T. J. Emmerich Associates, Inc**  
**Irrigation Consultants**

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**CONDITIONS**

The Engineer shall provide the Consultant with an accurate survey of all property lines and information regarding any environmentally sensitive areas.

All drawings and other documents provided to the Engineer by the Consultant are instruments of professional service and shall remain the property of the consultant. These documents shall not be copied or used for any other purpose without the prior written consent of the Consultant. The Consultant reserves the right to approve any reuse of the project plans or documents and be compensated for said use.

All time lines and construction schedules are approximate and are predicated on the receipt of all necessary plans, drawings and all other information required to complete the work. The Consultant shall not be held responsible for delays due to weather conditions, labor disputes, Acts of God or other conditions beyond the control of the Consultant.

The Consultant shall not be responsible for the project safety, means, methods, or appropriateness of the installation procedures undertaken by any contractor or person performing the initial installation or subsequent maintenance work on this project.

The Consultant shall not be responsible for identifying, locating, discovering, removal, treatment (remediation), of any hazardous waste, known or unknown at the project site. The Consultant shall not be responsible for the consequences of any hazardous waste materials of any kind at the site, including but not limited to asbestos, PCB's as well as materials not yet know as hazardous.

The Consultant reserves the right to suspend services if payments are not made according to the contract.

This contract shall be governed by the laws of the State of Wisconsin.

This contract shall be rendered null and void if not signed and returned to the office of the Consultant within 30 days of the date indicated on page 1 of this document.



**T. J. Emmerich Associates, Inc**  
**Irrigation Consultants**

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**Proposed this 2<sup>nd</sup> day of May, 2016 by:**

**T. J. Emmerich Associates, Inc.**

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
President

(Title)

\_\_\_\_\_  
May 2, 2016

(Date)

**Accepted by:**

**City of Sparta**

Phase A \_\_\_\_\_  
(Authorized Signature) (Title) (Date)

Phase B \_\_\_\_\_  
(Authorized Signature) (Title) (Date)

Phase C \_\_\_\_\_  
(Authorized Signature) (Title) (Date)

Phase D \_\_\_\_\_  
(Authorized Signature) (Title) (Date)

Phase E \_\_\_\_\_  
(Authorized Signature) (Title) (Date)