

CITY OF SPARTA
FINANCE AGENDA
March 6, 2024

CITY HALL

6:00 P.M.

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of Minutes of the Regular Meeting on February 7, 2024**
- 3. Consideration of ARA Funding and Other Projects Funding**
- 4. Consideration of Tourism Funds Request for Mueller Square Stage Improvements**
- 5. Consideration of Roof Replacement at Sparta Police Department**
- 6. Items for Future Consideration**
- 7. 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: 03/04/2024

CITY OF SPARTA
FINANCE MINUTES
February 7, 2024

PRESENT: Bruce Humphrey, Josh Lydon, Matthew Hoffland

ABSENT:

ALSO PRESENT: Mark Sund, Mayor Kevin Riley, Brad Gilbertson, John Blaha, Kevin Brueggeman, Jim Church, Booker Ferguson, Heidi Prestwood-Funkhouser, Brenden Kehren, Sparta Youth Hockey Association members, Susan Olive, Paul Oswald, Burr and Kristin Nussdorfer, Jenny Rasmussen, Mark Gumienny, Don Johnson, Chris Haas, Sparta Area Pickleball Association members, Jayme Bahl

Josh Lydon called the meeting to order at 6:30 p.m.

A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to approve the Consent Agenda consisting of the minutes of the regular meeting of November 8, 2023. Motion carried 3-0.

The City has negotiated an agreement with BBG Enterprises, LLC to transfer and sign over ownership of the two beverage carts it currently owns for services at River Run Sparta Golf Course, as they are no value to the City. The City will do this year's annual maintenance, fix anything that is required, and give in good working order. Any future costs associated with the beverage carts will their responsibility.

A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to approve the transfer of ownership of the City's beverage carts to BBG Enterprises, LLC. Motion carried 3-0.

Mark Sund stated that the current monthly rent payment per the Agreement the City has with the Sparta Youth Hockey Association for the hockey rink loan is \$2,750. He is proposing to reduce that payment to \$1,000 per month in hopes that the Sparta Youth Hockey Association can use the difference towards hockey rink maintenance and upgrades. Mark stated the association is behind in payments, as they are only able to make payments during their active season. The City is then responsible for the difference in payment. He stated there is a balloon payment due in May, 2024 of approximately \$246,000. He thinks they will just redo the loan for another five years.

A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to approve the rent amount of \$1,000 per month by the Sparta Youth Hockey Association. Motion carried 3-0.

Brenden Kehren, President of the Sparta Youth Hockey Association, spoke on behalf of the association regarding their needs and requests for next five years. He stated they have three main asks. They requested that their loan payment be reduced to a more attainable amount, of which the committee agreed upon. This would allow them to use the remaining money for maintenance and upkeep of necessary items at the hockey

rink. Secondly, they believe that their tournaments and events they host during their active season brings in significant tourism dollars into our community. He presented totals they believe contributes to the tourism dollars spent. He asks that the tourism funds the City allows them be significantly increased.

Lastly, he presented a five-year plan for maintenance and improvements to be made at the hockey rink. There are some health and safety issues that need to be addressed more immediately. Brenden presented dollar amounts from quotes he received and is still waiting on a few others. With those he would be able to provide a more accurate request.

Discussion and consideration of ARA Funds for pickleball courts was discussed next. Susan Olive, President of the newly-founded non-profit Sparta Area Pickleball Association updated the committee. The group formally known as the Driftless Pickleball Club has created a non-profit group in which they will collect dues to be used towards their fundraising efforts. They have established a bank account for this purpose as well. She states that pickleball continues to be a sport with heavy participation of all age groups and from people who live one to two hours away.

They've worked hard on creating the non-profit and are working on increasing membership. Their goal is to fundraise money to contribute to the pickleball courts that are being proposed in the City of Sparta. Without a design plan, definitive location, and number of courts they state it is hard to ask people for donations. Once a plan is in place, they can take that information and move forward. She stated they would use their fundraising dollars to help with maintenance and running of tournaments.

Bill Nussdorfer addressed the committee, stating they were told to create an association and develop a plan. Over the course of a year they have done that. They are a motivated group but they do need the support of the City to move forward with fundraising.

Jim Church addressed the committee as well. He stated the association is asking for approximately \$200,000 in ARA funds to build the courts. He stated that the pickleball courts would be a city project and that the association would continually fundraise to help offset costs with the upkeep and maintenance.

A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to make a recommendation to City Council that funds be earmarked for the construction of pickleball courts. Motion carried 3-0.

Mayor Riley had asked Mark and Todd to create a list of important items that the remaining ARA funds could be used for. Mark stated the remaining ARA funds of \$387,000 would need to be earmarked by the end of 2024 and would then have to be spent by the end of 2026. He stated the list is a starting point and the order of importance still needs to be determined. This would be a list that would be

recommended to City Council for a full decision. Josh commented that the list is fluid, and that items can be added and others could be removed.

Matthew and Bruce both agreed that the Evans-Bosshard and Memorial Park parking lots were important items. Bruce was not ready to make a decision of priority but supported the list.

a motion was made by Josh Lydon and seconded by Bruce Humphrey to forward the project list for ARA funds to City Council. Motion carried 3-0.

At 7:14 p.m. a motion by Bruce Humphrey was made for a roll call vote 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.

Re: Sanitation Department Employee

Matthew Hoffland, Bruce Humphrey, and Josh Lydon voted yes to go into closed session.

A motion was made by roll call vote to return to open session at 7:25 p.m.

Items for future consideration:

Matthew Hoffland inquired about the police union contracts, as it was discussed that negotiations would start earlier in the year for budget negotiations. Mark commented that they would soon be working on it, but he believes it will be closer to July before they begin the process.

A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to adjourn at 7:26 p.m. Motion carried 3-0.

Respectfully submitted,
Jennifer Lydon
City Clerk

Project funded by ARA funds	Cost
Playground Equipment This will fund any short comings in fundraiser	\$ 60,000.00
Evans-Bosshard Parking Lot	\$ 100,000.00
Memorial Park Parking Lot Lot next to 9th fairway of River Run	\$ 10,000.00
Pickleball Courts	\$ 125,000.00
Hockey Rink Boards, glass and deep cleaning	\$ 92,000.00
Other Projects with various funding	
Highland Meadows storm water Infrastructure Fund annual budget	\$ 75,000.00
Morse Street storm water Infrastructure Fund annual budget	\$ 75,000.00
Hockey Rink cement floor and new piping 10 year note with remaining balance of original note. Total borrowing \$574,000	\$ 280,000.00
Concrete Pad for Concession Stand in E-B Park Chamber can request community project funds	\$ 10,000.00

Request for Tourism Funds
Mueller Square Stage Improvements

March 2024

Since the construction of the seating ledge built in conjunction with the pavement in Mueller Square in 2017, there has been discussion concerning the drop-off which is the seating in front of the stage. Over the years, both the Farmer's Market and the Kriskindlmarkt have experienced situations where patrons have inadvertently stepped off the edge, stumbling or even falling into the grassy area between the ledge and the stage.

Out of an abundance of caution and recognizing that seating and some character will be lost, The Shovelmen are seeking funds to construct a raised stage at the elevation of the pavement in Mueller Square. Some simple sketches are included showing the side view of the project to include a short roof that projects over most of the additional stage. The stage will also flare out towards the stairs to the north and to the ramp on the south to eliminate any "hole" on those edges to preclude accidents there.

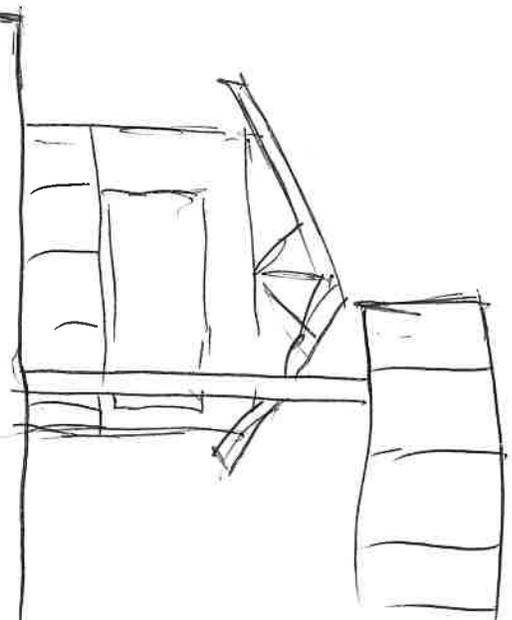
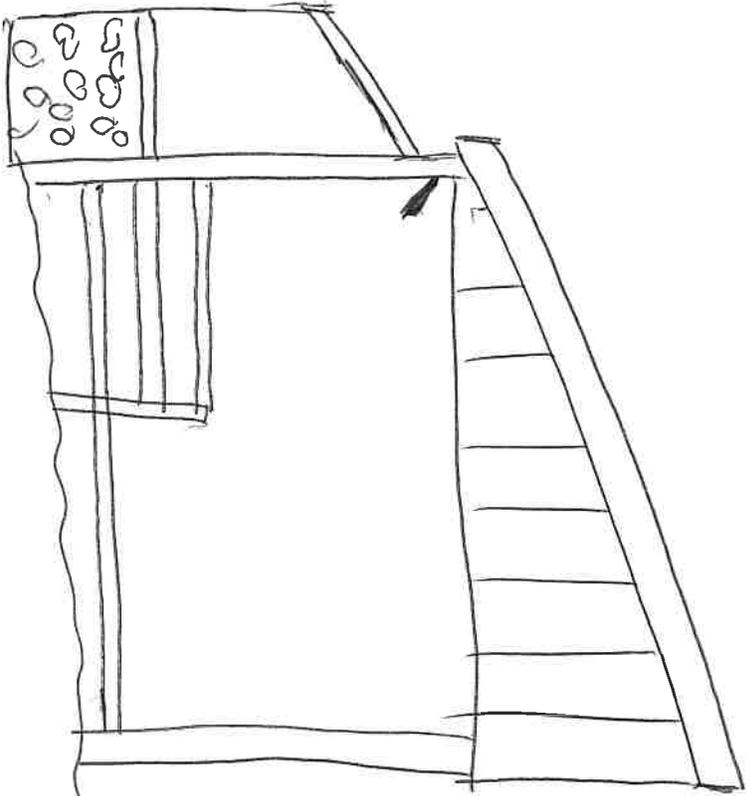
This project has been coordinated with both the Farmer's Market and the Kriskindlmarkt boards, and both groups agree that this is necessary in the interest of safety. The raised stage will also have the benefit of placing performers at a higher elevation, making them more visible from the street elevation.

The raised stage would be framed over the existing and the entire stage would receive new treated decking. The decking would butt up to the circular front of the ledge and would provide for a ridge-free transition. Railing would be fitted to the sides from the roof columns to the back. The roof eyebrow or projection would span from column to column and project out four to five feet. The roofing would be constructed of steel, likely corrugated galvanized for accent. The retractable awning currently located there would be either relocated to the edge of the new roof projection, or to the back of the Yoga Building in the Creekside area to provide cover for a Farmers Market station there.

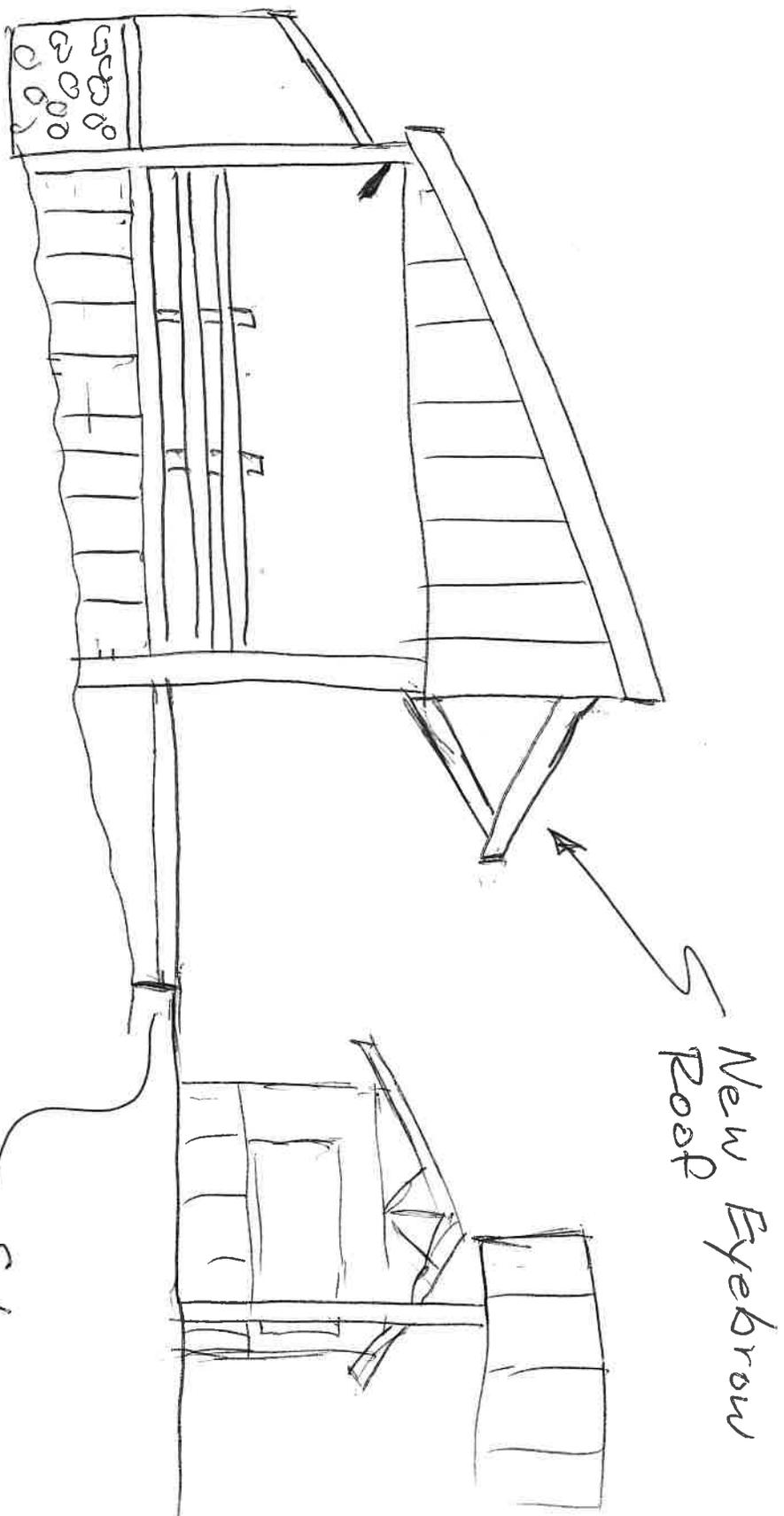
The project cost for materials only is projected to be \$3000.00. The Shovelmen and associated volunteers will provide all labor. The Shovelmen request is for \$3000.00 or any portion thereof and will fundraise the difference between what is granted and what is required. The project would be complete before the first Farmer Market in early May 2024.

Sincerely,

Reinhard Mueller



Current Mueller
Square Stage
Looking North



New Eyebrow
Roof

Stage
Meets
Pavement

Proposed Stage
Raised 16 inches
from current

February 26, 2024

City of Sparta
201 W. Oak Street
Sparta, WI 54656

Attention: Todd R. Fahning, Director of Community Development

PROPOSAL: Revised Roof Replacement at Sparta Police Department

Dear Todd:

HSR Associates is pleased to submit the following revised design fee proposal for the partial roof replacement at Sparta Police Department. Thank you for reaching out to HSR and for our continued relationship. To keep our fee lower we revised our fee based on the limited involvement during bidding process and the construction administration.

Below please find our proposed Project Phased Scope

Phase 1 –Roof Investigations/Verification

- HSR to provide recommendation for replacement.
- If necessary, HSR will coordinate Roof Core Samples, Pull Test, Moisture Testing, and Hazardous Material testing. Costs for testing are direct owner purchase.
- Provide roofing options for project based upon investigations and testing.
- Evaluate roof pitch for proper drainage
- Assist to evaluate options and make recommendations.

Phase 2 – Construction Documents

- Development of construction drawings and specifications as required for a complete project.
- Owner to provide front end bidding specifications. HSR to provide product specifications and design.

Phase 3 – Bidding (By Owner)

- Owner to coordinate public bidding and plan distribution.
- Owner to coordinate subcontractor walkthrough during bid phase.

Phase 4- Construction Administration (By Owner)

- Providing clarification and full construction administration/oversight during construction billed hourly as additional services.
- Provide inspection and/or construction observation if required billed hourly as additional services.

Project Fee:

Hourly cost not to exceed \$8,000 fee for Phase 1 and Phase 2

Fee includes all design for Phase 1 – Roof Investigations/ Verification and Phase 2 – Construction Documents. See attached hourly billable rates.

To keep cost down project fee exclusions:

1. Bidding process to be done separately by the owner. Any hours incurred during bidding process will be billed as additional service.
2. Construction Administration including inspection and construction observation(s) will be charged at hourly rates with IRS mileage.

Sincerely,



Tim Ruppert, AIA
Director
HSR Board of Directors
Architect

The proposal is accepted, and you are authorized to proceed.

Authorizer's Signature

Authorizer's Name (please print)

Authorizer's Title

Date