

**CITY OF SPARTA**  
**FINANCE AGENDA**  
April 3, 2024

**CITY HALL**

**6:30 P.M.**

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of Minutes of the Regular Meeting on March 6, 2024**
- 3. Consideration of Sparta Area Chamber of Commerce Request for Community Project Funds**
- 4. Consideration of ARA Funds for Sparta Youth Hockey Association**
- 5. Consideration of Hockey Rink Balloon Payment Financing**
- 6. Consideration of Bids for South Pointe Business Park Phase 3**
- 7. Consideration of Increase in Publication Fee for Liquor Licenses and Miscellaneous Licenses**
- 8. Consideration of Increase in Non-Refundable and Non-Transferrable Fee for Operator License Applicants**
- 9. Consideration of Closing of TID #6 and TID #8 in 2025**
- 10. Motion by roll call vote to go into Closed Session per Wis. Stat. 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.  
Re: Land Sale in East Side Business Park  
And  
Re: Land Sale in South Pointe Business Park**
- 11. Items for Future Consideration**
- 12. 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: 04/01/2024

**CITY OF SPARTA**  
**FINANCE MINUTES**  
**March 6, 2024**

**PRESENT:** Matthew Hoffland, Bruce Humphrey, Josh Lydon

**ABSENT:**

**ALSO PRESENT:** Mark Sund, Todd Fahning, Mayor Kevin Riley, Reinhard Mueller, Heidi Prestwood-Funkhouser, Jim Church, Emilee Nottestad, Michelle Tryggestad, Burr and Kristin Nussdorfer, Chris Haas, Don Johnson, Robert Arnold, Troy Harris, Toni Wissestad, Jamie Bahl, Beau Burlingame

**Josh Lydon called the meeting to order at 6:00 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 February 7, 2024. Motion carried 3-0.**

Mark Sund stated they surveyed the request for ARA funds to determine what projects could be done with the ARA funds and what projects could be accomplished with other funding options. They believe the remaining ARA funds could be distributed to the Memorial Park playground equipment; Evans-Bosshard Park parking lot; Memorial Park parking lot; pickleball courts; boards, glass, and deep cleaning at the Hockey Rink. These funds would need to be delegated by the end of 2024 and spent by the end of 2026. Highland Meadows and Morse Street storm water issues could be funded through the infrastructure fund annual budget. The Sparta Area Chamber of Commerce's request for funds to construct a concrete pad for the concession stand in Evans-Bosshard Park could come from community project funds. Hockey rink cement floor and new piping could be funded through a 10-year note combined with the remaining balance from the original note.

Jim Church stated his concerns of giving money directly to an association. He added the hockey association has not been current on their lease payments. He would like to see the association stand alone and support themselves and be fiscally stable.

**A motion was made by Matthew Hoffland and seconded by Bruce Humphrey to approve the ARA project list. Motion carried 2-1, with Josh Lydon voting no.**

Reinhard Mueller is requesting tourism funds for improvements to the stage area in Mueller Square. He stated the stage elevation has been an ongoing safety issue. They intend to raise the stage to the elevation of the pavement, which will improve safety and create a better visual sightline. A matching roof will be added for additional shelter from the weather. The project will benefit usability for patrons of Kriskindlmarkt, the weekly Farmers Market, and various other events.

**A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to approve the tourism funds request for the Mueller Square stage improvements. Motion carried 3-0.**

Chief Nottestad stated the center of the building's roof is leaking. In hindsight, it should have been addressed at construction time; however, the cost outweighed the need at that time. Todd Fahning stated it is a more complicated roof. He added HSR Associates submitted a design fee proposal for the partial roof replacement in the amount of \$8,000.

**A motion was made by Matthew Hoffland and seconded by Bruce Humphrey to approve the proposed bid of \$8,000 by HSR. Motion carried 3-0.**

There were no items for future consideration.

**A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to adjourn at 6:25 p.m. Motion carried 3-0.**

Respectfully submitted,  
Jennifer Lydon  
City Clerk

**Evans-Bosshard Park Concessions**  
**Presented by the Sparta Area Chamber of Commerce**  
**Funding Request of Finance April 3, 2024**

The Sparta Area Chamber of Commerce is leading an effort to enhance the patron experience in Evans-Bosshard Park as part of a broader effort to advance the Concert in the Park Series, and to provide improved infrastructure for Sparta residents during the other 350 days of the year.

Part of the Chamber plan is to upgrade the existing two shelters by embellishing the shelter posts and improve lighting with sealed LED recessed lighting above a ceiling of ventilated Rolex type soffit panels. We would also seek to upgrade the receptacles where they have been beaten and otherwise misused. As part of this contribution for the betterment of Sparta, we also request that each of these two shelters be named after two Chamber standouts that created the music series, that being Sharon Folcey and Al Wright.

The second piece of this is to create a concession building straight out from the front of the Band Shell, located well behind the “wide section in the sidewalk” which runs from the Mary Morrow bridge, past the Bandshell and shelter, and on to The Pointe Bridge.

The purpose for this concession stand is to clearly have a sanitary place for groups to serve light meals from, offering counters with roll-up doors, a serving island, and provisions for a sink. This normally locked, well lit, and more hygienic space will not only present a more sanitary appearance for serving food, but it will also allow the shelters to be shelters and will better support the food vending effort.

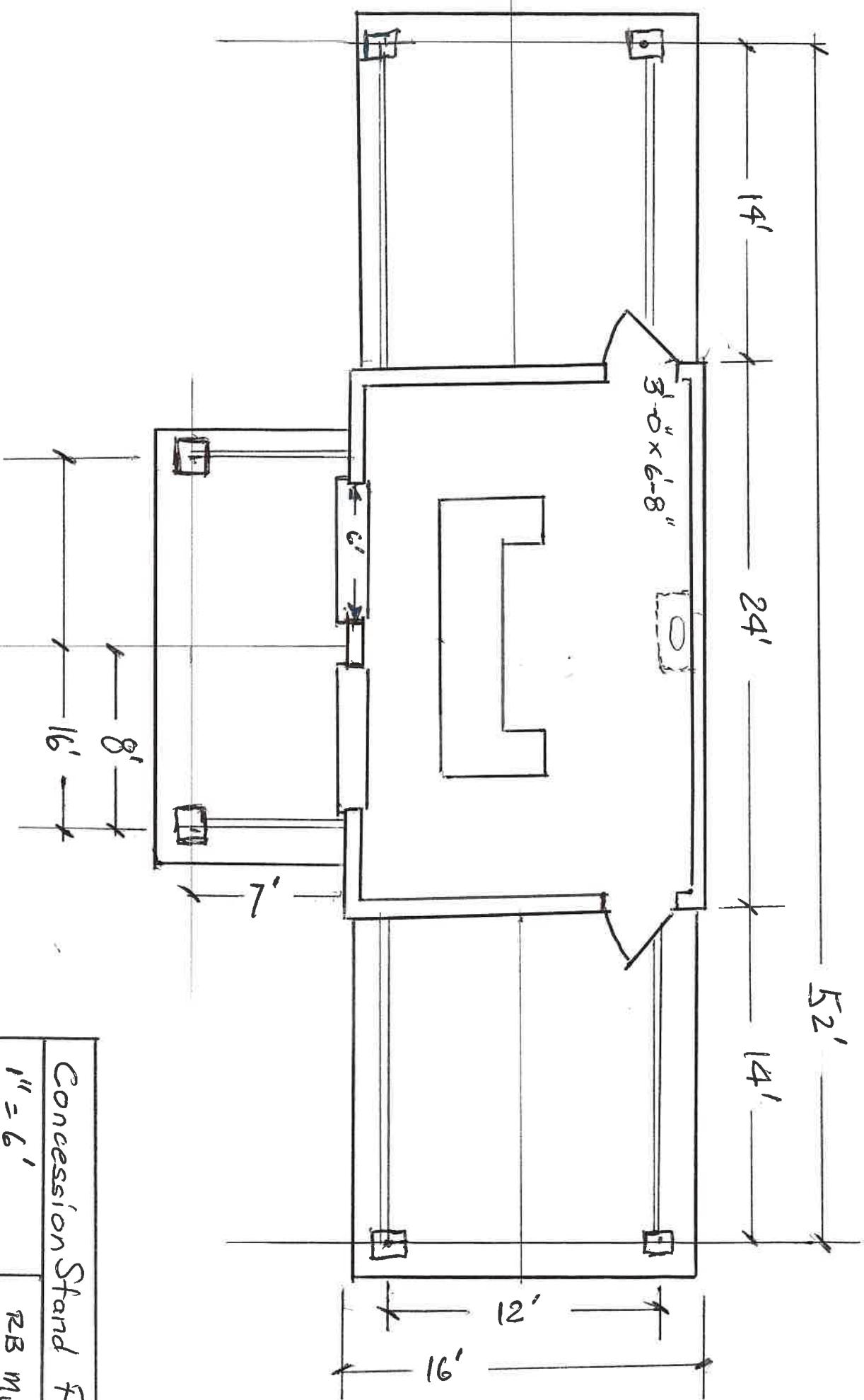
The main building is envisioned to be 16 ft deep and 24 feet wide with the gable roof access running parallel to the sidewalk. The two roll-up doors measuring 6 ft wide each would face the stage and be covered by a roof much like the bathroom. Each end of the building would have extended from it a 12 ft deep and 14 ft long extension that would essentially create more shelter space on the right and left side of the center concession building. It will be built in the style of the bathroom which is nearby.

The area under the new sheltered spaces as well as the entire area between the concession complex and the sidewalk will be paved with concrete. It is envisioned that tables and chairs would be added to this space for better eating opportunities for patrons.

This update is accompanied by a site plan and building details to support the prior request and approval by the Park Board.

We also understand that the Sparta Area Chamber of Commerce will not “own” the facility upon completion, rather, would ask for the first right of refusal for concert Wednesdays and be allowed free use during other special events yet to be scheduled. We anticipate that the Park would administer the use of the building during all other times.

The Chamber previously approached the finance committee for \$10,000 in funding from ARA funds previously discussed. City Treasurer Mark Sund had indicated at the time that our request fell off the consideration list that we could re-approach the city during the April 3, 2024 finance Committee meeting. We are hereby requesting \$10,000 in funding for this city project, organized and built by the Chamber and its volunteers.

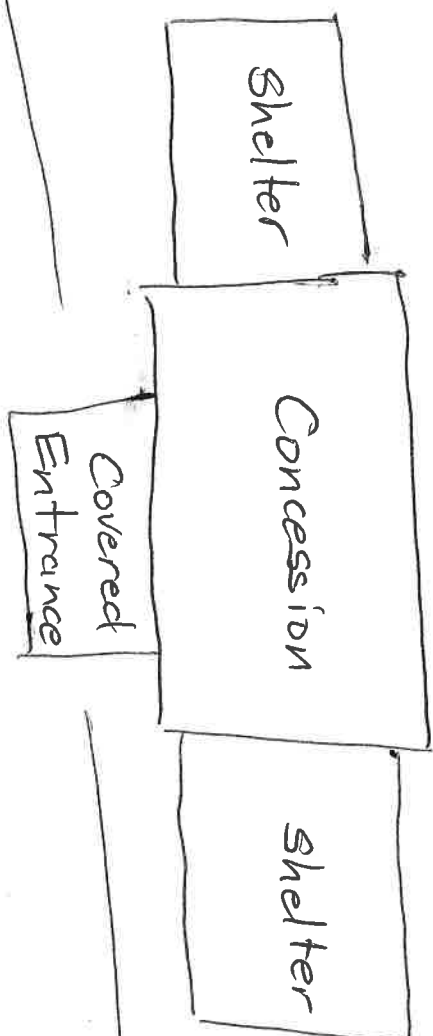


Concession Stand Plan

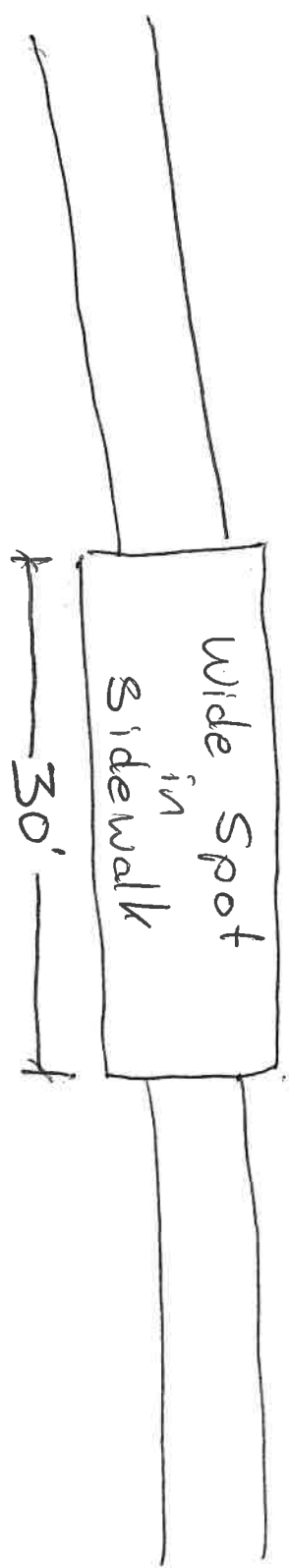
1" = 6'

RB Mueller

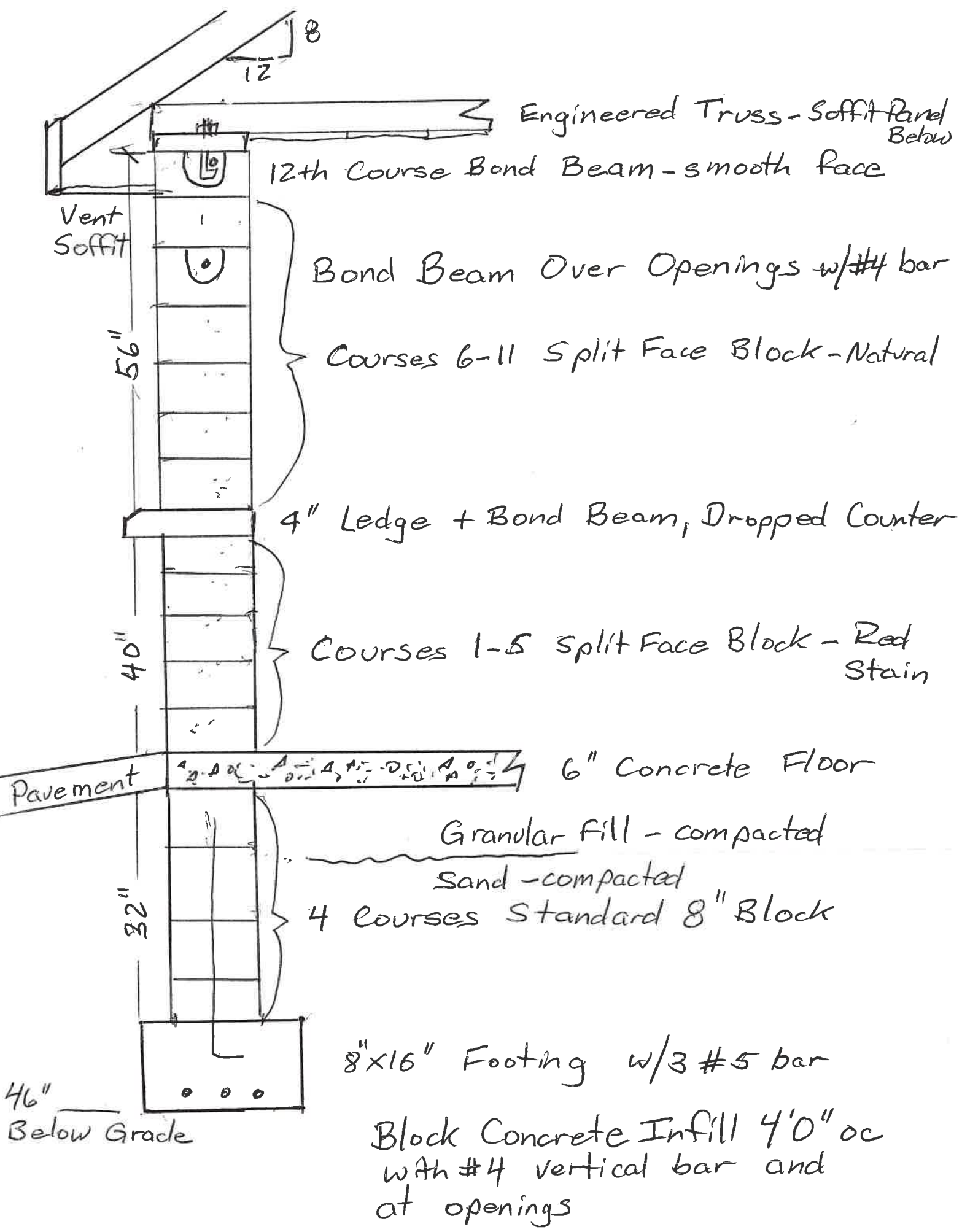
26 Mar 24



Fiber  
Optic



Seating Bowl



Engineered Truss - Soffit Panel Below

12th Course Bond Beam - smooth face

Vent Soffit

Bond Beam Over Openings w/#4 bar

Courses 6-11 Split Face Block - Natural

56"

4" Ledge + Bond Beam, Dropped Counter

Courses 1-5 Split Face Block - Red Stain

40"

Pavement

6" Concrete Floor

Granular fill - compacted  
Sand - compacted

4 Courses Standard 8" Block

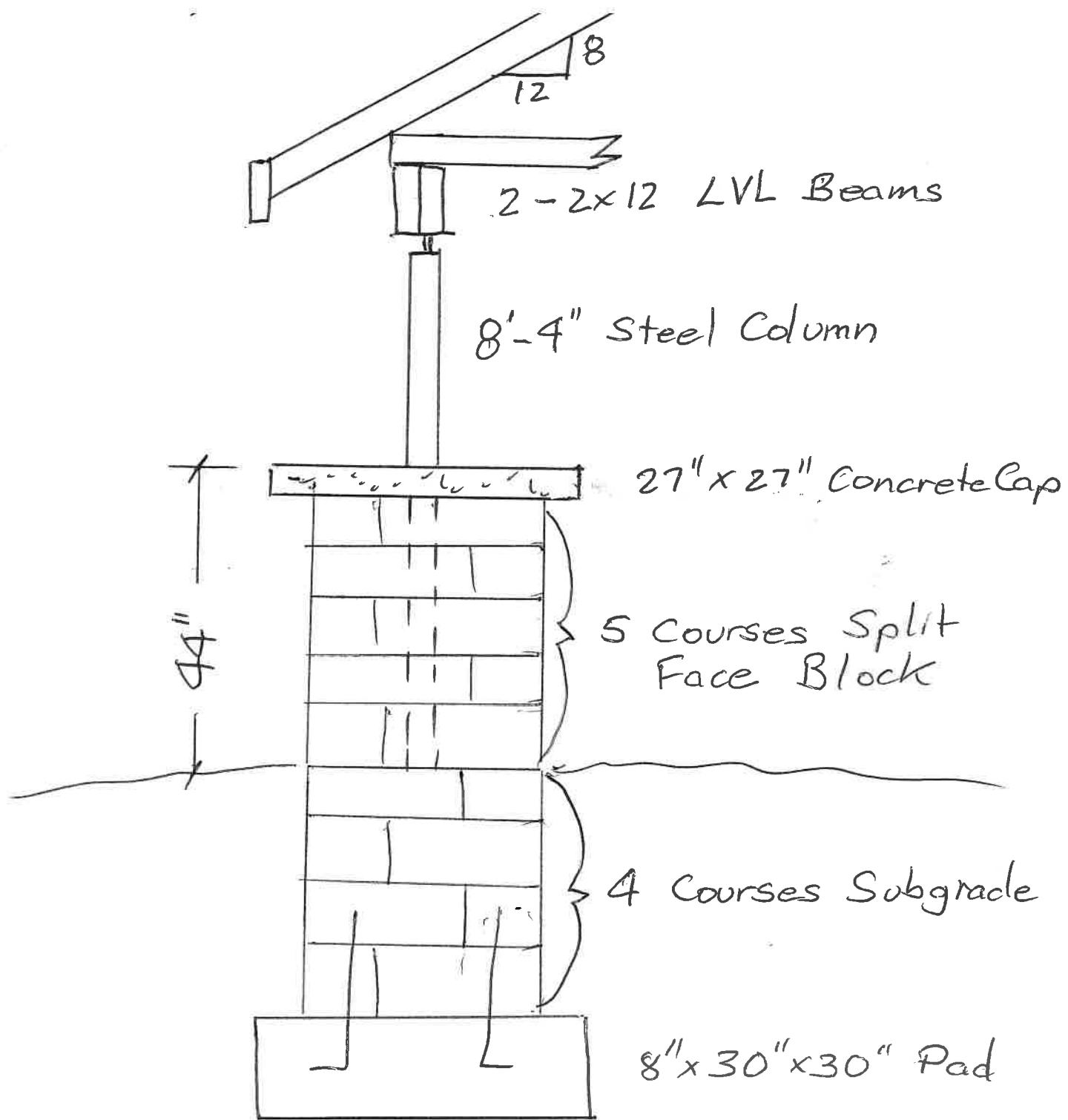
32"

8" x 16" Footing w/3 #5 bar

46" Below Grade

Block Concrete Infill 4'0" oc with #4 vertical bar and at openings

WALL SECTION



Column Detail  
Typ 6 each







1230 South Boulevard  
Baraboo, WI 53913  
(608) 356-2771

[www.msa-ps.com](http://www.msa-ps.com)

March 26, 2024

Kevin Riley, Mayor  
City of Sparta  
201 West Oak Street  
Sparta, WI 54656

Re: South Pointe Business Park - Phase 3  
City of Sparta

Dear Mr. Riley:

Upon review of the bids received on March 21, 2024 for the above-referenced project, it was found that they were submitted by qualified contractors. The low bidder, Dirt Monkey, reached out to MSA and the City after bidding notifying both parties that a significant error was made in their bid in excess of \$100,000. Dirt Monkey formally requested their bid to be withdrawn. In order to avoid the potential of putting a small local contractor out of business due to a mistake in their bid, it is recommended that the overall low bidder Dirt Monkey have their bid rejected by the City and considered non-responsive. It is our recommendation that the low responsive bidder listed below along with Bid Alternate A, be accepted and award made at your next meeting.

H. James & Sons, Inc.  
4624 Ideal Road, PO Box 40  
Fennimore, WI 53809

Base Bid: \$1,090,352.90  
Bid Alternate A: \$ 289,935.80  
Base Bid + Bid Alternate A: **\$1,380,288.70**

Please execute the enclosed Notice of Award for the contract. Once the form is signed, please email a copy back to [dspindler@msa-ps.com](mailto:dspindler@msa-ps.com). After receiving the executed copy, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,  
MSA Professional Services, Inc.

Tim Mikonowicz, PE  
Senior Team Leader Engineering

dds  
Enc.

# NOTICE OF AWARD

Date of Issuance: March 26, 2024

Project: South Pointe Business Park - Phase 3	
Owner: City of Sparta	Owner's Contract No.:
Contract: City of Sparta - South Pointe Business Park - Phase 3	Engineer's Project No.: 00051064
Bidder: H. James & Sons, Inc.	
Bidder's Address: 4624 Ideal Road, POB 40 Fennimore, WI 53809	

You are notified that your Bid dated March 21, 2024 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for South Pointe Business Park - Phase 3

Base Bid: \$1,090,352.90  
Bid Alternate A: \$ 289,935.80  
Base Bid + Bid Alternate A: \$1,380,288.70

The Contract Price of your Contract is One-million three-hundred eighty-thousand two-hundred eighty-eight Dollars and Seventy-Cents (\$1,380,288.70). Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

1 copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

3 sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [1] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

CITY OF SPARTA

Owner

By: \_\_\_\_\_

Authorized Signature

MAYOR

\_\_\_\_\_

Title

Copy to Engineer

**CITY OF SPARTA  
OPERATOR (BARTENDER) LICENSE APPLICATION**

**Please Note:**

- You must be 18 years of age or older to apply.
- Answer all questions truthfully and completely on both pages. A records check will be conducted.
- A Beverage Server Certificate ([www.learn2serve.com](http://www.learn2serve.com)), proof of registration in the Class, or proof of having an Operator License within the last two years must accompany New, Renewal, or Provisional License Applications.
- A non-refundable, non-transferrable fee of \$10.00 must accompany the application unless full amount is paid at time of application. The remainder of the license fee must be paid before the license can be picked up. No refunds of amounts paid will be issued.

**Application Date** \_\_\_\_\_

**License Applying For:**

- \_\_\_\_\_ **New \$60.00 (two-year term)(July thru June)**  
**\$30.00 (2<sup>nd</sup> year of two-year term)(July thru June)**
- \_\_\_\_\_ **Renewal \$60.00 (two-year term)**
- \_\_\_\_\_ **Provisional \$15.00**
- \_\_\_\_\_ **Temporary \$15.00**  
**Temp. Period Needed (1-14 days) \_\_\_\_\_**  
**(No beverage certificate needed for the Temporary License. License issued only to operators employed by, or donating their services to, nonprofit corporations. No person may hold more than one license of this kind per year.**

**Check the appropriate statement that applies to you:**

- \_\_\_\_\_ I have an Operator's License in effect at this time. (Attach proof if not held w/City of Sparta)
- \_\_\_\_\_ I have held an Operator's License within past 2 years (attach proof)
- \_\_\_\_\_ I have completed the Beverage Server Training Course within past 2 years (attach Completion Certificate)

**To City Clerk, City of Sparta, Wisconsin:**

I hereby apply for a license to serve from the date hereof to June 30, 20\_\_\_\_, inclusive, fermented malt beverages and Intoxicating liquors, subject to limitations imposed by Secs. 125.04, 125.12, 125.32, 125.68 of the Wisconsin Statutes and all Acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, federal, state, or local, affecting the sale of such beverages and liquors if a license is granted to me.

**PLEASE PRINT**

**Name** \_\_\_\_\_  
 Last First Middle

**Home Address** \_\_\_\_\_  
 Street City State Zip

**Mail License to** (if different from home address) \_\_\_\_\_  
 Street City State Zip

**Driver's License #** \_\_\_\_\_ **State Issued** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_ **Alternate Phone** \_\_\_\_\_

**License to be used at** (Name of Business) \_\_\_\_\_

**OPERATOR (BARTENDER) LICENSE APPLICATION**

- 1. Have you been convicted of any felony or misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2. Have you been convicted of any license law or ordinance regulating the sale and/or consumption of fermented malt beverages or intoxicating liquors? Yes \_\_\_\_\_ No \_\_\_\_\_
- 3. Are there presently any charges, federal, state, or local pending against you? Yes \_\_\_\_\_ No \_\_\_\_\_
- 4. Do you presently have any outstanding forfeiture, fees, or fines owed to the City of Sparta? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to any of the above questions, list the offense convicted of, pending conviction, date of conviction, and state and county of conviction.

<b>Date:</b>	<b>Nature of Offense:</b>	<b>County:</b>	<b>State:</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing below, the applicant states that he/she is the person named in the foregoing application, that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of person receiving application:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Receipt # \_\_\_\_\_ Amount paid \_\_\_\_\_ Date paid \_\_\_\_\_

License Expiration Date: Provisional: \_\_\_\_\_ (not more than 60 days)  
Operators: June 30, \_\_\_\_\_ (bi-annual)  
Temporary Period: \_\_\_\_\_ (not more than 14 days)

Date granted: \_\_\_\_\_

License #: \_\_\_\_\_

Chief of Police Recommendation:

Date Issued: \_\_\_\_\_

Yes: \_\_\_\_\_ No: \_\_\_\_\_