

CITY OF SPARTA
FINANCE MEETING AGENDA
November 1, 2017

CITY HALL

6:00 p.m.

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of minutes of the budget meeting of October 3, 2017 and the regular/budget meeting on October 4, 2017**
- 3. Consideration of Street Superintendent Position and Job Description**
- 4. Consideration of Sale of Vehicle**
- 5. Consideration of Donation of Land by Sparta LG**
- 6. Discussion/Budget Update**
- 7. Items for Future Consideration**
- 8. 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: 10-30-17

CITY OF SPARTA
FINANCE – BUDGET MINUTES
October 3, 2017

PRESENT: Kevin Riley, Josh Lydon, Norm Stanek

ABSENT: None

ALSO PRESENT: Mark Sund, Todd Fahning, Dave Kuderer, Alli Karrels, Emilee Nottestad, Shanneon Grant, Joanne Hagen, Pete Perkins, Mary Von Ruden, Mayor Button

Chairman Riley called the meeting to order at 6:00 p.m.

The following departments either did a presentation or Mark went over their budget numbers to date and estimated amounts for next year in preparation for the 2018 budget.

Revenues
Museum
Mayor
City Council
Treasurer
City Clerk
City Hall
Building Inspector
Miscellaneous

A motion was made by Josh Lydon and seconded by Norm Stanek to adjourn at 6:29 p.m. Motion carried 3-0.

Respectfully submitted,

Julie Hanson
City Clerk

CITY OF SPARTA
FINANCE – BUDGET MINUTES
October 4, 2017

PRESENT: Kevin Riley, Josh Lydon, Norm Stanek

ABSENT: None

ALSO PRESENT: Mark Sund, Todd Fahning, Dave Kuderer, Mark Van Wormer, Dennis Johnson, Emilee Nottestad, Brad Gilbertson, Shanneon Grant, Mary Von Ruden, Sandie Perry, Mayor Button, Laura Koll, Reinhard Mueller, Amy Bernath, Ed Lukasek

Chairman Riley called the meeting to order at 6:00 p.m.

A motion was made by Josh Lydon and seconded by Norm Stanek to approve the Consent Agenda consisting of the minutes of the regular meeting of September 6, 2017.

A request was received for tourism funds from the Downtown Cooperative in the amount of \$2,115.00. They would like to purchase and put in a heating system for Mueller Square for winter events. **A motion was made by Josh Lydon and seconded by Norm Stanek to approve the request of \$2,115.00 for the Downtown Cooperative from tourism funds. Motion carried 3-0.**

The following departments either did a presentation or Mark went over their budget numbers to date and estimated amounts for next year in preparation for the 2018 budget.

Library
Public Works
Parks
Police
Debt Service
Infrastructure
Outlay
Equipment
Miscellaneous

A motion was made by Norm Stanek and seconded by Josh Lydon to adjourn at 7:12 p.m. Motion carried 3-0.

Respectfully submitted,

Julie Hanson
City Clerk

POSITION DESCRIPTION

Title: **Street Superintendent**
Job Code Number:
Grade Level:
Step Number:

Department: **Public Works**
Division: STREET
Union:
Committee: Public Works

GENERAL PURPOSE

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of city storm sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises close supervision over assigned maintenance workers and equipment operators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, schedules, and implements operation, maintenance, and construction activities designed to provide quality storm sewer, street and drainage service for the city. Oversees construction and maintenance work to determine acceptability and conformance to standards.

Supervises, trains, and implements disciplinary procedures for employees performing the duties of maintenance, construction and repair of storm sewer, street and storm drainage facilities.

Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, storm sewers and storm drainage systems and other department facilities.

Inspects and supervises the repair of streets, drainage systems and storm sewer systems at frequent intervals to ensure that all aspects of the systems are functioning properly.

Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, and supplies.

Advises Supervisor, Attorney, Engineer and other city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding street, storm sewer and drainage problems and services.

Supervises, instructs, and assists assigned crews in installing new storm sewer lines and storm sewer collection systems.

Ensures that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools, and supplies.

Supervises the locations of gas, television, power, communication, water, and sewer lines from the appropriate sources prior to excavation and informs crew of such locations.

Responds to complaints regarding road damage, storm sewer problems, dam problems, street lighting, stop and go lights, sidewalks, curb and gutter, street painting, boulevard trees, brush pick up, leaf pick up, composting, mowing, street sweeping, traffic signs, street signs, snow plowing, snow removal, and street sanding and salting. Determines if liability lies with the city or the property owner, explains findings to

Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of storm sewer lines, street, drainage system and other department facilities to ensure that all equipment is in proper working order.

Analyzes annual operating costs and makes recommendations for department budget.

Analyzes and projects the needs of the city equipment, bridges, roads, sidewalk, and materials for completion of the same.

Provides operations guidance for construction of bridges, buildings, sidewalks, drainpipe installations, culvert installation, and road construction.

Provides recommendations regarding heavy equipment purchases and all supplies and materials needed for effective department operation.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned and any other duties assigned by Public Works Director and Public Works Committee.

DESIRED MINIMUM QUALIFICATIONS

*Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Seven (7) years of experience relating to the construction, repair, and maintenance of storm sewer, street, or storm drainage systems including the operation or related maintenance equipment, or
- (C) Any equivalent combination of education and experience.

*Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in storm system, storm drainage systems and street systems; Thorough knowledge of pipe installation, connection and repair; Thorough knowledge of road construction and maintenance.
- (B) Skill in operation of the listed tools and equipment.
- (C) Ability to guide, direct, and motivate employees; Ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks and sewer cleaners; Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

Valid State Driver's license and CDL certification.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, street roller, backhoe, man lift, tamper, saws, pumps, diesel kettle, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit, climb or balance,

While performing the duties of this job, the employee occasionally works in inclement weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places and may be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various type of work that may be performed.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

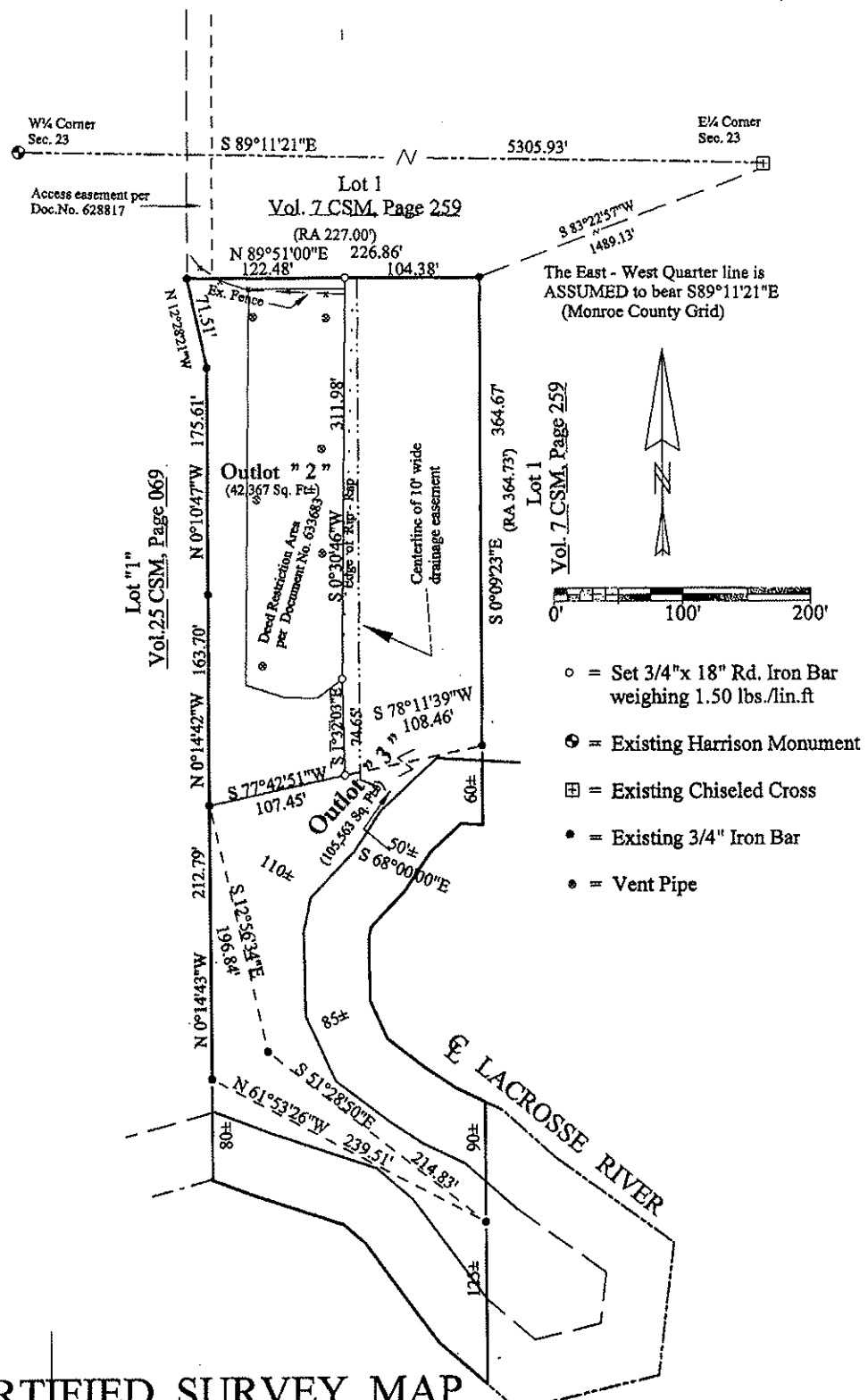
Approval: _____
Department Director

Approval: _____
City Administrator

Effective Date: 11/1/17

Revision History:

POSITION DESCRIPTION Received by Employee: _____ Date: _____



CERTIFIED SURVEY MAP

Located in Outlet 1 of Vol. 25 Certified Survey Maps, Page 069,
 Document Number 624726, being part of the NW¼-SE¼,
 Section 23, T17N-R4W, City of Sparta, Monroe County, WI.

DESCRIPTION

Outlot "1", Vol. 25 Certified Survey Maps, Page 069, Document Number 624726,
being part of the NW¼-SE¼, Section 23, T17N-R4W, City of Sparta, Monroe County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, Garold A. Sime, being a duly qualified Surveyor do hereby certify that by the order and under the direction of Mr. Ed Johnson, I have surveyed and mapped the property shown hereon and that the within map is a true and correct representation of the exterior boundaries of the land surveyed and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes to the best of my knowledge and belief.

GAROLD A. SIME, PROFESSIONAL LAND SURVEYOR S-1261
H. A. SIME & ASSOCIATES
P. O. BOX 50
TOMAH, WISCONSIN 54660
October 27, 2017

COMMON COUNCIL RESOLUTION

Resolved that this Certified Survey Map located in City of Sparta, Monroe County, Wisconsin is hereby approved by the Common Council of the City of Sparta.

Ronald Button, Mayor Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Sparta.

Julie Hanson, City Clerk Date

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Section 23, T17N-R4W, City of Sparta, Monroe County, WI.