

**CITY OF SPARTA
PARK BOARD AGENDA
May 1, 2017**

City Hall

6:00 p.m.

1. Call meeting to order
2. Consent Agenda consisting of: Minutes of April 3, 2017 meeting, Park & Rec Director's monthly reports for May, monthly bills for April and River Run Report for April
3. Consideration of Gymnastics Program Fees
4. Consideration of Park Rules for Mueller Square
5. Consideration of Farmer's Market Special Events Permit
6. Consideration of Bench Donated in Honor of Charles Kruk Placed on Hole #2
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: 4-28-17

CITY OF SPARTA
PARK BOARD MINUTES
April 3, 2017

PRESENT: Jim Church, Kris Brieske, Josh Lydon, Alli Karrels, Kevin Schmitz (arrived at 6:02)

ABSENT: Wil Calkins, Tom Brown

ALSO PRESENT: Brad Gilbertson, Todd Fahning, Dave Kuderer, Mary Von Ruden, Reinhard Mueller, Ryan Hutson, Mike & Amy Bernath, Skip Frazee and wife, Kim Giraud, Lisa Gaunkey, Ed Lukasek, Todd Page, Mayor Button, citizens

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

A motion was made by Josh Lydon and seconded by Alli Karrels to approve the Consent Agenda consisting of minutes of the February 6, 2017 meeting, Park & Rec Director's monthly report for April, and monthly bills for February and March and River Run Report for March. Motion carried 5-0.

Number 8 on the Agenda was discussed first. Brad received a request from Ryan Fritsch to possibly put up a tent near hole #9 for his wedding reception. There is a golf tournament on Friday so a tent could not be put up on Friday where it would be feasible and the tent company will not put one up on Saturday. Other suggestions were talked about in case Ryan would still like to put up a tent. **A motion was made by Kris Brieske and seconded by Kevin Schmitz to allow Ryan Fritsch to put up a tent in the parking lot for his reception if he still wants to and to let people know that they have to stay off the golf course. Motion carried 5-0.**

The gymnastics coach is requesting a change in the fee structure and an increase in gym time. There was discussion on what cost to charge for the increased gym time. It was decided that more information is needed to come up with a solution to this so no action was taken at this time.

Since we now own the vacant lot downtown on Water Street and if we want this area to be a park, the Board would have to change our ordinances and designate this area as a park. **A motion was made by Josh Lydon and seconded by Alli Karrels to designate the vacant lot downtown on Water Street as a park. Motion carried 5-0.**

Now that we have the lot downtown designated as a park, Reinhard went over some ideas for improvements. He had a drawing which included power going to booths and stage, retaining walls, pavers and a horseshoe type sidewalk. There was a budget presented from the Beaver Creek Market for these improvements and the total was \$9,245.00. It would be possible to have these improvements completed in two phases. **A motion was made by Kevin Schmitz and seconded by Jim Church to accept the Beaver Creek Market improvement plans as presented. Motion carried 4-0-1 with Josh Lydon abstaining.**

The next item on the agenda was to name the downtown park. With all the work Reinhard Mueller has been doing in our City and with all his great ideas, the Board wanted to have this new park named after him. **A motion was made by Kris Brieske and seconded by Alli Karrels, the new name of the downtown park will be Mueller Square. Motion carried 5-0.**

For this new downtown park, the Board will have to decide whether to use our current park rules or change them a bit for this one as far as hours open, special events, alcohol use, etc. It was decided that more information was needed so this will be discussed at the Park Board's next meeting.

Todd Page, a member of the Lion's Club, presented a request to build a shelter next to the new Park & Rec Center at 408 Osborne Drive. This would be part of the Lion's Club Legacy Project. The shelter size would be 24 X 42 and the labor cost would be donated. The cost to the Park Department would be about \$7500.00. **A motion was made by Kevin Schmitz and seconded by Kris Brieske to approve the Lion's Club Legacy Project and to jointly contribute to the new shelter at 408 Osborne Drive. Motion carried 5-0.**

Items mentioned for future consideration were:

Irrigation update

Renovation at Osborne Drive going very well

Well work complete

Roof on gas pump at Golf Course

A motion was made by Josh Lydon and seconded by Kevin Schmitz to adjourn at 7.26 p.m. Motion carried 5-0.

Respectfully Submitted,

Julie Hanson
City Clerk

Parks & Recreation Director's Report
May 1, 2017

Adult Softball League

Leagues are scheduled to start the week of May 1st. We have several new umpires this year and I feel like they will do a great job with leagues! This year we have 11 men's teams, 5 women's team and 14 Co-Ed teams. We have umpires scheduled and are ready to start the season.

Youth Soccer League

We have a larger than normal group of 1-3 grade soccer players this season with 10 teams in our 1-3 Grade program which usually has 6-8 teams. The other age program have an average number of participants and the season is going well.

Gymnastics

The competitive season has just wrapped up for the 2016-2017 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. We have recently hired 2 new coaches with significant gymnastics backgrounds to help in the program. 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 have started the summer start up procedures at the pool with getting all the water lines hooked up and flushed, the pool vessel has been drained and cleaned in preparation of start up. We are hoping that this season will be a smooth summer with the pool as we have had a couple years of the new facility and hope to have all the little quirks worked out.

We will be getting new lanes lines this year for swim team. These will be donated to us from the YMCA in exchange for some practice times and the ability to host one swim meet a year at our pool.

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 most of the parks and we had only a few minor issues with start up this season.

The Osborne Drive house project is coming along nicely. They are working on finishing details on the inside of the space with the flooring going down next week. Interior painting is nearly completed and they have been struggling with the weather to finish the outdoor work.

Golf Course

Progress on the irrigation system is going good. The wet conditions have cause some delays. At this time they are still on schedule to finish on time.

The well work is complete and when water is turned on we will be using the new well.

Many of the season employees have started to return to the course as we have warmer weather we will slowly bring them all back. All of the crew from last year has returned this season which will make for a good summer and not having to train in someone new.

Misc:

The picture have been installed at the Ben Bikin Information center. This has been a very slow project but is coming together

We will plan to have a park dedication for Meuller Square on May 20th around 9:30am. This will also correspond with the first day of the farmers market.

We have started to use an Special Events Permit Application for events that take place in a city park that are outside of our normal rentals.

Golf & Park Bills April 2017

	Vender	PP	PO	UP	Dept.	Description	Amount
1	Reinders	x			Golf	Blade service pack	\$ 290.76
2	National Elevator Inspection Service	x			Parks	Routine Inspection	\$ 96.80
3	Hagen's Sales & Service	x			Golf	1/2 Lawn mower repair	\$ 279.97
4	Hagen's Sales & Service	x			Parks	1/2 Lawn mower repair	\$ 279.97
5	Carrico	x			Parks	Summer Water Management	\$ 4,575.00
6	Xcel Energy	x			Parks	Rusk & Montgomery Ave	\$ 144.83
7	B & B Plumbing	x			Golf	dishwasher repair	\$ 130.50
8	Dalco	x			Parks	Gloves & Trash Liners	\$ 101.99
9	Evans Print Media	x			Golf	Adult Membership Cards	\$ 12.66
10	Evans Print Media	x			Golf	Range Passes, Youth Members	\$ 49.00
11	Amazon	x			G/P	Office Supplies	\$ 143.36
12	Dalco	x			G/P	Paper Products,Cleaning Suppli	\$ 1,174.54
13	Service Plus Heating & Cooling	x			Golf	Swamp Cooler Repair	\$ 1,738.30
14	Walmart	x			Parks	Special Rec B.Ball & Fun Day	\$ 101.32
15	Theisen's	x			Parks	Teflon tape, valves	\$ 20.87
16	Theisen's	x			Parks	Stainless Steel Scrapper	\$ 27.99
17	Theisen's	x			Parks	Tools, Paint & Drywall Supplies	\$ 133.22
18	Premier Co-op	x			G/P	fuel	\$ 445.30
19	Theisen's	x			Golf	Rope, Crews Mulch, Pipe	\$ 47.97
20	Walmart	x			Parks	Totes, Spary Botles, Towels	\$ 45.67
21	The Hardware Store	x			Golf	Electronic Cleaner, Hardware	\$ 11.97
22	Three Rivers Golf Association	x			Golf	TRGA Membership Dues	\$ 250.00
23	All American Do It Center	x			Golf	Bulk Hardware	\$ 4.00
24	Auto Value	x			Golf	Oil Filters	\$ 28.80
25	Auto Value	x			Golf	Battery	\$ 80.99
26	Auto Value	x			Golf	Pipe, Megaflex, Hose	\$ 24.56
27	Paramont Interiory	x			Parks	Tile, Carpet, Caulk, Grout	\$ 1,679.24
28	Lynn Builders	x			Parks	Window Cover and insulation	\$ 3,169.00
29	Lynn Builders	x			Parks	Ceiling insulation and Drywall	\$ 6,075.00
30	Lynn Builders	x			Parks	Locker build out	\$ 1,940.00
31	Cleasen Proturf Solutions	x			Golf	Nutripelgrns	\$ 370.00
32	Amazon	x			Parks	Wall Clocks	\$ 47.90
33	Reinders	x			G/P	Mower	\$ 64,440.00
34	Reinders	x			Golf	Groundsmaster	\$ 28,486.00
35	Reinders	x			Golf	Blade Service pack, Nozzle, Late	\$ 541.00
36	Amazon	x			Parks	Urinal Parts	\$ 200.56
37	All American Do It Center	x			Parks	Battery	\$ 20.46
38	Amazon	x			Parks	Light bulbs	\$ 28.32
39	Service Plus Heating & Cooling	x			Parks	Boiler Parts & Labor	\$ 741.00
40	Clean Slate	x			Parks	Cleaning Service	\$ 1,485.00
41	All American Do It Center	x			Parks	Sawzall Blade	\$ 17.99
42	Auto Value	x			Golf	Oil Filters	\$ 44.98
43	All American Do It Center	x			Parks	Outlet Wall Plate,Sealant	\$ 15.84
44	Modern Disposal	x			Parks	Dumpster	\$ 50.00
45	Spectrum	x			Parks	Monthly Service	\$ 103.28

46	Beacon Athletics	x		Parks	Sparkle	\$	624.00
47	All American Do It Center	x		Parks	Angle Valve	\$	3.00
48	All American Do It Center	x		Parks	Angle Valve, connecor, Float Ba	\$	17.77
49	Mississippi Welders Supply	x		Parks	Amerex 10lb w/wall hook	\$	78.46
50	All American Do It Center	x		Parks	White Marking Paint	\$	52.96
51	All American Do It Center	x		Parks	Ben Bikkin Info repair supplies	\$	66.24
52	All American Do It Center	x		Parks	Kliz, White Paint	\$	98.96
53	All American Do It Center	x		Parks	Long HDL Shovel Lutz Bit Torx.	\$	33.56
54	Theisen's	x		Parks	Kit Foam Flapper, Gorilla Tape	\$	28.51
55	Theisen's	x		Golf	Mulch, Pipe, PVC Cap, Lag Scre	\$	47.97
56	Theisen's	x		Parks	UtilityShelves, Mask Tape, Paint Tray	\$	109.74
57	Auto Value	x		Parks	Battery, Windshield Wipers	\$	47.48
58	Amazon	x		Parks	Office Supplies	\$	47.96
59	The Hardware Store	x		Golf	Hardware	\$	26.63
60	The Hardware Store	x		Parks	Insert Bit, Ball Valve, Copper Tubing	\$	88.43
61	The Hardware Store	x		Parks	Dropcloth	\$	29.98
62	The Hardware Store	x		Parks	Copper Coupling	\$	7.78
63	The Hardware Store	x		Golf	Bulbs	\$	9.27
64	Airgas	x		Parks	Lease Cyl	\$	57.50
65	All American Do It Center	x		Parks	Cable Ties	\$	17.98
66	Dalco	x		Parks	Dust Pan, Trash Liners	\$	33.28
67	All American Do It Center	x		Parks	Info Center Hardware	\$	9.05
68	Spectrum Business	x		Parks	Internet Service	\$	79.99
69	All American Do It Center	x		Golf	Spray Paint, FR Cross Tees	\$	9.96
70	Speeds Properties	x		Parks	Motor repair Com Center Boiler	\$	59.98
71	Cascade Subscriptions	x		Golf	Golf Digest Y Golf Week	\$	213.77
72	Water Well Solutions		x	Golf	Installation of Irrigation Well Improver	\$	58,407.00
73	Amazon		x	Parks	Toner	\$	95.84
74	Amazon		x	Parks	Phone Car Charger, Phone Holder	\$	28.98
75	Amazon		x	Parks	Toner Cartridge	\$	119.90
76	Amazone		x	Parks	Light bulbs	\$	25.98
77	Amazon		x	Golf	Heavy Duty Door Closer	\$	112.08
78	Carrico Aquatic Resources Inc		x	Parks	Summer Pool Instruction Workshop	\$	130.00
79	State of Wisconsin		x	Parks	Elevator Permit	\$	50.00
80	Dalco		x	Parks	All Purpose Cleaner	\$	59.69
81	All American Do It Center		x	Parks	Hedge Shear, Masonry drill bit	\$	33.95
82	All American Do It Center		x	Parks	Lopping Shears	\$	32.99
83	Great Rivers Water Treatment		x	Parks	15 gal drum of Bro-400	\$	485.21
84	Hagen's Sales & Service		x	Golf	1/2 Oil	\$	85.00
85	Uline		x	G & P	30 gal Munual Close Quad Wagon	\$	1,271.86
86	Hagen's Sales & Service		x	Parks	1/2 Oil	\$	85.00
87	All American Do It Center		x	Parks	Concrete Mix	\$	27.54
88	Auto Value		x	Golf	Headlight Bulb	\$	4.49
89	All American Do It Center		x	Parks	Plastic J-bend, Hardware	\$	6.87
90	All American Do It Center		x	Parks	TLT Connectors	\$	20.37
91	Ealco		x	Parks	Foam Disinfect Cleaner	\$	33.92
92	Premier Co-op		x	Golf	Fuel Hose	\$	35.00

River Run Sparta

Sales Detail By Department: River Run Sparta

From: Saturday, April 1, 2017

To: Wednesday, April 26, 2017

Item #	Description	Qty	Sales	Cost	Margin %
Department: River Run Sparta					
Sub-Department: Golf Course Revenue					
Item Category: Green Fees					
1411	Spring Special	209	\$0.00	\$0.00	0.00
1585	Great River Trail Pass	7	\$0.00	\$0.00	0.00
Item Type: River Run Sparta					
1278	Reciprocal Dues	37	\$0.00	\$0.00	0.00
River Run Sparta Total:		37	\$0.00	\$0.00	0.00
Item Sub-Category: Member Rounds					
1057	GF - Member 9	9	\$0.00	\$0.00	0.00
1058	GF - Member 18	1,410	\$0.00	\$0.00	0.00
Member Rounds Total:		1,419	\$0.00	\$0.00	0.00
Item Sub-Category: Packaged Items					
1037	Cart Shed Annual - Gas	4	\$1,155.00	\$0.00	100.00
1038	Cart Shed Annual - Electric	2	\$640.00	\$0.00	100.00
Packaged Items Total:		6	\$1,795.00	\$0.00	100.00
Item Sub-Category: Weekday Rounds					
1051	GF - WeekDay 18	3	\$108.06	\$0.00	100.00
Weekday Rounds Total:		3	\$108.06	\$0.00	100.00
Item Sub-Category: Weekend Rounds					
1052	GF - WeekEnd 18	1	\$37.91	\$0.00	100.00
1053	GF - WeekEnd 9	0	\$0.00	\$0.00	0.00
Weekend Rounds Total:		1	\$37.91	\$0.00	100.00
Item Sub-Category: Twilight Rounds					
1044	GF - Twilight 9	10	\$180.10	\$0.00	100.00
1045	GF - Twilight 18	212	\$2,194.09	\$0.00	100.00
Twilight Rounds Total:		222	\$2,374.19	\$0.00	100.00
Item Sub-Category: Senior Rounds					
1046	GF - Senior 9	0	\$0.00	\$0.00	0.00
1047	GF - Senior 18	-1	(\$28.44)	\$0.00	0.00
Senior Rounds Total:		-1	(\$28.44)	\$0.00	0.00
Item Sub-Category: Group Rounds					
1048	GF - Group 18	189	\$3,224.34	\$0.00	100.00
1049	GF - Group 9	70	\$730.10	\$0.00	100.00
Group Rounds Total:		259	\$3,954.44	\$0.00	100.00
Green Fees Total:		2,162	\$8,241.16	\$0.00	100.00
Item Category: Cart Revenue					
Item Sub-Category: Cart Fees					
1285	Pull Cart	4	\$20.00	\$0.00	100.00
1581	Daily Trail Fee	2	\$20.00	\$0.00	100.00
Cart Fees Total:		6	\$40.00	\$0.00	100.00
Cart Revenue Total:		6	\$40.00	\$0.00	100.00
Item Category: Driving Range Rev.					
Item Type: River Run Sparta					
1230	Range Pass 2017	3	\$412.32	\$0.00	100.00
River Run Sparta Total:		3	\$412.32	\$0.00	100.00
Item Sub-Category: Driving Range					
1059	Range - Small Basket	85	\$241.40	\$0.00	100.00
1060	Range - Medium Basket	88	\$333.52	\$0.00	100.00
1061	Range - Large Basket	98	\$464.52	\$0.00	100.00
Driving Range Total:		271	\$1,039.44	\$0.00	100.00
Driving Range Rev. Total:		274	\$1,451.76	\$0.00	100.00
Item Category: Rental-Service-Other					
Item Sub-Category: Rentals					
1682	Rental Clubs - 9 Holes	4	\$45.48	\$0.00	100.00
Rentals Total:		4	\$45.48	\$0.00	100.00
Rental-Service-Other Total:		4	\$45.48	\$0.00	100.00
Item Category: Accounting					
1857	Transaction Fix	1	\$1,055.01	\$0.00	100.00
Item Type: River Run Sparta					
1167	Miscellaneous	27	\$332.00	\$0.00	100.00
River Run Sparta Total:		27	\$332.00	\$0.00	100.00
Item Sub-Category: Association Fees					
1040	Men's Association Fees	12	\$360.00	\$0.00	100.00
1041	Women's Association Fees	2	\$60.00	\$0.00	100.00

River Run Sparta

Sales Detail By Department: River Run Sparta

From: Saturday, April 1, 2017

To: Wednesday, April 26, 2017

Item #	Description	Qty	Sales	Cost	Margin %
Association Fees Total:		14	\$420.00	\$0.00	100.00
Item Sub-Category: Cart Fees					
1018	Cart - 18 Holes	281	\$5,095.96	\$0.00	100.00
1043	Cart - 9 Holes	118	\$1,453.76	\$0.00	100.00
Cart Fees Total:		399	\$6,549.72	\$0.00	100.00
Accounting Total:		441	\$8,356.73	\$0.00	100.00
Golf Course Revenue Total:		2,887	\$18,135.13	\$0.00	100.00
Sub-Department: Merchandise					
Item Category: Golf Merchandise					
Item Sub-Category: Cart Fees					
1772	Ride-Along Fee	6	\$30.00	\$0.00	100.00
Cart Fees Total:		6	\$30.00	\$0.00	100.00
Golf Merchandise Total:		6	\$30.00	\$0.00	100.00
Item Category: Accounting					
Item Type: River Run Sparta					
1156	Gas	41	\$331.65	\$0.00	100.00
River Run Sparta Total:		41	\$331.65	\$0.00	100.00
Accounting Total:		41	\$331.65	\$0.00	100.00
Merchandise Total:		47	\$361.65	\$0.00	100.00
Sub-Department: Membership					
Item Category: Accounting					
1694	Dues - Young Professional	5	\$2,125.00	\$0.00	100.00
Item Sub-Category: Donations					
1042	Flower Bed Fund	3	\$215.00	\$0.00	100.00
Donations Total:		3	\$215.00	\$0.00	100.00
Item Sub-Category: 2011 Dues					
1020	Dues - Single Adult	8	\$5,350.00	\$0.00	100.00
1024	Dues - Family	1	\$1,000.01	\$0.00	100.00
1026	Dues - Limited Play	2	\$1,100.02	\$0.00	100.00
1028	Dues - Student	2	\$310.00	\$0.00	100.00
1030	Dues - College Student	3	\$825.00	\$0.00	100.00
2011 Dues Total:		16	\$8,585.03	\$0.00	100.00
Accounting Total:		24	\$10,925.03	\$0.00	100.00
Membership Total:		24	\$10,925.03	\$0.00	100.00
Sub-Department: Unearned Revenue					
Item Sub-Category: Gift Certificates					
1008	Gift Certificate - Issued	3	\$240.00	\$0.00	100.00
1009	Gift Certificate - Redeemed	4	(\$198.00)	\$0.00	0.00
Gift Certificates Total:		7	\$42.00	\$0.00	100.00
Item Category: Green Fees					
Item Sub-Category: Services					
1036	Trail User's Fee	5	\$925.00	\$0.00	100.00
Services Total:		5	\$925.00	\$0.00	100.00
Green Fees Total:		5	\$925.00	\$0.00	100.00
Item Category: Accounting					
Item Sub-Category: Rentals					
1039	Locker Rental	4	\$192.00	\$0.00	100.00
Rentals Total:		4	\$192.00	\$0.00	100.00
Accounting Total:		4	\$192.00	\$0.00	100.00
Unearned Revenue Total:		16	\$1,159.00	\$0.00	100.00
River Run Sparta Total:		2,974	\$30,580.81	\$0.00	100.00

Current Fee Structure

Level 2	51 hours	5:00 - 6:30
Participants	Cost	Total
7 residents	\$127.50 each	\$892.50

Level 3-7	68 hours	6:30 - 8:30
Participants		
7 resident	\$170.00	\$1,190.00
3 Non-Resi	\$297.50	\$892.50

Total Rev/season \$2,082.50

Current Coaches Structure

Level 2	4:45 - 6:30	59.5 hours/season
Coach		\$9.00
Coach		\$13.00
Coach/hour	\$22.00/hr	\$1309/season

Level 3-7	6:30 - 8:45	76.5/season
Coach		\$9.00
Coach		\$13.00
Coach		\$13.00 Not every Practice
Coach/Hour	\$22 - \$35/hr	\$1683 - \$2677.50

Total Coach/season	\$2992 -	\$3,986.50
	69%	52%

Projection % Discount

Level 2 (5-7pm) 4 hrs/week 68 hrs/season		7 Participants	
Price/Hr -residen Total		Season	
Regular Price	\$2.50	\$170.00	\$1,190
10%	\$2.25	\$153.00	\$1,071
15%	\$2.13	\$144.50	\$1,011.50
20%	\$2.00	\$136.00	\$952.00
25%	\$1.88	\$127.50	\$892.50

Projected Income per session All Levels	
Reg. Price	\$ 4,835.00
10%	\$ 4,351.00
15%	\$4,109.25
20%	\$3,867.50
25%	\$3,633.07

Level 3-7 (5-8:30) 7 hrs/week 119 hrs/season		Currently 7	
Price/Hr - resider Total		Season	
Regular Price	\$2.50	\$297.50	\$2,083
10%	\$2.25	\$267.75	\$1,874
15%	\$2.13	\$252.88	\$1,770.13
20%	\$2.00	\$238.00	\$1,666.00
25%	\$1.88	\$223.72	\$1,566.04

		Price/Hr -non-res	Total	Currently 3
		Season		
Regular Price		\$4.38	\$520.63	\$1,562
10%		\$3.93	\$468.56	\$1,406
15%		\$3.72	\$442.54	\$1,327.62
20%		\$3.50	\$416.50	\$1,249.50
25%		\$3.29	\$391.51	\$1,174.53

Coaches Expences

4:45- 7:00	Coach \$9.00	Coach 7:00 - 8:45	Coach \$13.00
	Coach \$9.00		Coach \$13.00
	Coach \$13.00		
	Coach \$13.00		
76.5 hr/sess	\$31 - \$44/hr	59.5 hr/sess	\$26/hr
Total Coach	\$2371.50 - \$3366		\$1,547.00
Total Coaches/session		\$ 3,918.50	\$4,913

	3 Coach	4 Coach
Reg. Price	123%	98%
10%	111%	88%
15%	104%	84%
20%	98%	78%
25%	93%	74%

Projection - Non-Resident Service fee

Level 2 (5-7pm) 4 hrs/week 68 hrs/season		7 Participants	
Price/Hr -residen Total		Season	
Regular Price	\$2.50	\$170.00	\$1,190
10%	\$2.25	\$153.00	\$1,071
15%	\$2.13	\$144.50	\$1,011.50
20%	\$2.00	\$136.00	\$952.00
25%	\$1.88	\$127.50	\$892.50

Projected Income per session All Levels	
Reg. Price	\$ 4,765.50
10%	\$ 4,348.25
15%	\$4,140.27
20%	\$3,932.00
25%	\$3,633.07

Level 3-7 (5-8:30) 7 hrs/week 119 hrs/season		Currently 7	
Price/Hr - resider Total		Season	
Regular Price	\$2.50	\$297.50	\$2,083
10%	\$2.25	\$267.75	\$1,874
15%	\$2.13	\$252.88	\$1,770.13
20%	\$2.00	\$238.00	\$1,666.00
25%	\$1.88	\$223.72	\$1,566.04

		\$200	Currently 3
		Resident pluss Fee	Total
			Season
Regular Price	\$2.50	\$497.50	\$1,492.50
10%	\$2.25	\$467.75	\$1,403.25
15%	\$2.13	\$452.88	\$1,358.64
20%	\$2.00	\$438.00	\$1,314.00
25%	\$1.88	\$423.72	\$1,271.16

Coaches Expences

4:45- 7:00	Coach \$9.00	Coach 7:00 - 8:45	Coach \$13.00
	Coach \$9.00		Coach \$13.00
	Coach \$13.00		
	Coach \$13.00		
76.5 hr/sess	\$31 - \$44/hr	59.5 hr/sess	\$26/hr
Total Coach	\$2371.50 - \$3366		\$1,547.00
Total Coaches/session		\$ 3,918.50	\$4,913

	3 Coach	4 Coach
Reg. Price	121%	96%
10%	110%	88%
15%	105%	84%
20%	100%	80%
25%	93%	74%

Mueller Square

- 1) A special events permit will be required for any organized function, market, musical concert or similar type activity held in Mueller Square. Special Events Permits shall be issued at the monthly Park Board meetings held the first Monday of every months. Applications must be submitted to Parks and Recreation Director at least 1 week prior to the meeting.
- 2) Hours– Mueller Square shall be open from Sunrise to Sunset unless a Special Events Permit has been issued at which time the hours will be listed on the Special Events Permit.
- 3) Alcohol will be prohibited in the park unless a Special Events Permit has been acquired and licensed bartenders are serving alcoholic beverages.



Parks and Recreation Department ♦ 1000 East Montgomery Street Sparta, WI 54656

www.spartawisconsin.org

SPECIAL EVENT PERMIT APPLICATION
GENERAL EVENT INFORMATION

Official Name of Special Event: _____

Start Date: _____

End Date: _____

	MON	TUES	WED	THURS	FRI	SAT	SUN
Setup							
Start							
End							
Cleanup							

- Location of Event:
- Park/Public Property _____
 - Public Street/Sidewalk/Alley/Right of Way _____
 - Private Property _____
 - Other _____

Please List Streets (and include map) that May be Closed or Otherwise Affected by the Event:

Location of Event Parking: _____

Estimated Attendance Per Day:

- 0-299 300-499 500-999 1,000-4999 5,000+

Estimated Attendance Entire Event:

- 0-299 300-499 500-999 1,000-4999 5,000+

Number of Booths:

- 0-24 25-49 50-74 75-100 100+

Advertising Will Consist of:

- Pre-event advertising through yard or other signs
- Temporary directional / other signage during the event (no more than 24 hrs in advance)
- Promotional Brochure / Flyer – copy must be provided with application

Type of Event:

- | | |
|--|--|
| <input type="checkbox"/> Festival / Music Concert | <input type="checkbox"/> Religious / Educational |
| <input type="checkbox"/> Rally / Memorial | <input type="checkbox"/> Street / Block Party |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Fun Run / Walk A Thon |
| <input type="checkbox"/> Run / Walk Greater than 5K | <input type="checkbox"/> March Utilizing Public Property |
| <input type="checkbox"/> Public Assembly
(For political purposes) | <input type="checkbox"/> Sport (fishing, soccer, etc.) |
| <input type="checkbox"/> Other _____ | |

Event Will Have:

- | | |
|---|---|
| <input type="checkbox"/> Bounce House | <input type="checkbox"/> Bungee Jump |
| <input type="checkbox"/> Rock Wall | <input type="checkbox"/> Dunk Tank |
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Marching Units |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Water Slides |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Glass (for sale or consumable) |
| <input type="checkbox"/> Other high-risk activity _____ | |

Permit & Approval Requirements:

<input type="checkbox"/> Alcohol will be served, sold, raffled, etc.	Class B Permit
<input type="checkbox"/> Tent and/or canopy	Fire Dept. Planning / Inspection Diggers Hotline must be contacted minimum of 3 days before digging
<input type="checkbox"/> Large Generator(s) requiring a separate Electric panel box to be wired off of it	Inspections required
<input type="checkbox"/> Fires or candles	Fire Dept.
<input type="checkbox"/> Fireworks	Fire Dept.
<input type="checkbox"/> Barricades / Detours (city streets, roads, etc.)	Approval by Police & Public Works
<input type="checkbox"/> State Hwy Closures	DOT permit required - organizer contracts with private company to install
<input type="checkbox"/> Cooking Equipment	Fire Dept.
<input type="checkbox"/> Solid Waste & Recycling	Disposal Containers & Haul Away
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Arrangements Have Been Made For:

- Restrooms & Hand Washing
- Event Insurance
- Fire Extinguishers
- Drinking Water
- Weather Contingencies
- Tent Heating
- Public Safety / EMS Services
- Advertising Banners / Signs
- Grey Water & Grease Removal
- LP Gas

In the Event of Severe Weather:

Open and Available Shelter Locations Will Include:

Identify Who Will Cancel the Event if Necessary: (name, title, phone number, and e-mail)

Public Safety Site Plan:

Attach a schematic drawing of the event site location. The drawing must be legible and drawn to scale. The public safety plan must include the following items if they will be provided, or if they are required.

• Booths, stages and event structures
• First Aid Station(s)
• Information / Ticket Booths
• Fences
• Tents
• Boundaries of the Event
• Exits & Gates (gates must be numbered)
• Fire Extinguishers
• Severe Weather Shelters
• Fire / EMS access Road

• Security Staff
•
• Emergency Contact Event Personnel
• Assembly Area & Approximate Occupant Amounts
• Event Parking
• Barricades
• Generators
• Temporary Roadways
• Signed detour route per MUTCD

Provide any additional information the City should consider or may be relevant to a review of this application.

Organization(s) Sponsoring Event:

Name: _____

Address: _____

City: _____ State _____ Zip _____

Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.

Check this box to send invoices to this organization.

Name: _____

Address: _____

City: _____ State _____ Zip _____

Check this box if this organization is tax exempt and provide proof with this application and include a copy of your organization's WI Sales and Use Tax Exempt Certificate.

Check this box to send invoices to this organization.

CONTACT INFORMATION

****Primary and/or Secondary Contacts Must Be Onsite at All Times of the Event****

Primary Contact: _____

Daytime Phone: _____ Cell #: _____

Email: _____

Address _____

City: _____ State _____ Zip _____

Secondary Contact: _____

Daytime Phone: _____ Cell #: _____

Email: _____

Address _____

City: _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION

The public will be notified of a safety and/or security issue(s) in the following manner:

- Contacting Local Police and Fire Services
- Local Radio Station
- Other _____
- Onsite PA System
- Word of Mouth

If a Private Security Firm has Been Contracted, List Their Information Below:

Security Provider: _____

Contact Person: _____ Phone Number: _____

Location of Provider at Event Site: _____

Location of Missing Persons Station: _____

If the Event Takes Place on City Property (Parks, City Streets, or Other City Owned Facilities) in Whole or In Part:

- I have reviewed the proposed location for the event and determined suitability for our proposed use.
- There are no requested changes, upgrades or safety concerns identified
- OR
- I am requesting the following changes or upgrades:

- I understand and acknowledge that it is the event organizer's responsibility to inspect the area the event is to take place and notify the City's Inspection Department (608.781.9541) of any safety concerns.
- I have reviewed and have considered the Contingency Plan information provided by the City of Sparta along with this application.
- I have reviewed and understand the City's Insurance Requirements for Special Events as described in this document.
- I have enclosed the event's Public Safety Site Plan.
- I have enclosed other information that we believe is necessary or helpful to describe the planned event.

SIGNATURE

I am allowed to sign this application on behalf of the event sponsor. The information contained in this application for a Special Event permit is true, correct, and complete to the best of my knowledge. If there are any changes to the Special Event, I agree that I will promptly notify the City of Sparta of these changes and request approval of them.

_____ (Sign Name) _____ (Date)

_____ (Print Name) _____ (Print Title with Organization)

Return Completed Applications To:

Brad Gilbertson

Parks and Recreation Director

1000 East Montgomery Street – Sparta Parks and Recreation Department

(Office) 608.269.6322 (Fax) 608.269.8466 parkdir@spartawisconsin.org



CITY OF SPARTA

**INDEMNIFICATION, HOLD HARMLESS and REIMBURSEMENT AGREEMENT
(To be returned to Parks and Recreation Director with Application Packet)**

Special Event Name: _____

Special Event Location: _____

Event Organizer(s): _____

The Event Organizer(s) (individually and collectively referred to as "Organizer") agree that said Organizer, not the City of Sparta ("City"), shall be solely responsible for all incidents related to the Special Event, as named above. This responsibility of the Organizer to the City includes but is not limited to actions of the Organizer, its officers, employees, agents, and volunteers, along with event vendors, contractors, subcontractors, participants and visitors.

In consideration for the City's approval of the Special Event, except to the extent such claims arise from the negligence or misconduct of the City, the Organizer of the Special Event agrees to indemnify and hold harmless the City of Sparta and its officers, council members, agents, employees and authorized volunteers, from, for, and against and agrees to defend the same from and against, any and all suits, claims, grievances, damages, costs, expenses, judgments and/or liabilities, including costs of defense and reasonable attorney fees, and further agrees to pay any settlement entered into or on behalf of, judgment entered against, the foregoing individuals and/or entities. The Organizer shall reimburse the City for costs incurred due to extraordinary damage to City property during the Special Event held by Organizer. Extraordinary damage shall be defined as damage to a City park or other City property in excess of normal wear and tear and which required repair in excess of routine maintenance. Request for Reimbursement for Extraordinary Damage shall be provided to the Organizer in the form of a detailed written accounting of the Extraordinary Damages and their repair cost as evidenced by written receipts or estimates. The accounting shall be submitted via first class mail, return receipt requested to the address Organizer provides on the Special Events Application. The Organizer shall remit payment no later than thirty (30) days from receipt of the accounting.

The Organizer shall abide by the City's insurance requirements for the event, including the addition of the City of Sparta, and its officers, council members, agents, employees, and authorized volunteers as additional insured's for the event.

One or more waivers by either party of any provisions, terms or conditions of this Agreement shall not be construed by either party as a waiver of a subsequent breach of the same by the other party.

In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding on the parties.

This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

This Agreement constitutes the entire Indemnification, Hold Harmless and Reimbursement Agreement between the parties and any change, amendment or modification must be made in writing and executed by both parties.

[Type here]

The individual(s) signing this Agreement has the authority to enter into this Agreement on behalf of the Organizer of the Special Event and have read and understand the Agreement.

EVENT ORGANIZER

CITY OF SPARTA

Print Name Title

Brad Gilbertson – Parks and Recreation Director Date

Signature Date

Park Board President – Jim Church Date

Signature Title

Print Name Date

[Type here]

SPECIAL EVENT CONTINGENCY PLAN

For Review Only

Event sponsors should review and consider the following issues when they are planning or preparing for an event. Many of these issues are required by one or more regulations, or are components of larger regulations. Considering other issues which may not be required should contribute to the planning and operation of the event. Developing responses to these questions should result in more productive and fruitful discussions with the various departments with the City during their review of the Special Events Application.

Weather related issues: rain, snow, severe storms, tornadoes, etc.

If the weather forecast includes bad weather, will the event be cancelled? If so, how will attendees be notified?

Develop a plan for the sudden onset of severe weather. Where will the people go and who is

Designated to assist in their safe arrival at the safe refuge place?

Is there an area of safe refuge in case of tornado?

Medical issues

Where will ambulance access to the event be in case one is needed? Who will conduct crowd control in the event of a medical emergency?

Will a first aid station, with trained first aid provider, be provided at the event? Where?

If applicable, is there adequate shade to prevent heat stroke? Will water be provided? Where?

Crowd Control

Who will monitor the barricades?

Who will work the entry gates? Maintain egress and access?

Who will patrol the area to prevent incidents from getting out of control?

Develop a plan for those patrolling the crowd of what to do if they encounter unruly behavior. Have Communication equipment.

Security

Will there be Police Officers providing security? If so, contact the Police Department for applicable requirements or guidelines relating to the number necessary.

If volunteers or private agencies provide security, will they have appropriate phone numbers for EMS, Fire, and Police?

If applicable, what will security officials do if non-paying attendees breach the gate/perimeter? If a complaint is received, for example, for loud music, how and who will handle the complaint? Provide communications equipment. Portable radios, cell phones, and access to land lines.

If applicable, secure monies in an area not accessible to the attendees.

Logistics

Where will there be, or will there be, a staging area for support staff? What time will the crowd be disbursed and by whom?

Who will conduct clean up?

Remember to maintain fire lanes and access roads.

Appoint one person to oversee and take responsibility for the event. Who? Will an adequate amount of restroom facilities be provided? Where?

Is there adequate safe parking provided? Where?



CITY OF SPARTA

Special Event Insurance Requirements.

- (a) The applicant shall provide primary coverage insurance for the event. Any insurance or self-insurance maintained by the City of Sparta, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. The applicant shall, no later than five (5) days prior to the monthly Park Board Meeting, provide proof of insurance as follows:
1. General Liability Coverage. Coverage shall be occurrence coverage. Claims-made coverage is prohibited.
 - a. Commercial General Liability.
 - (i) \$1,000,000 general aggregate – per event;
 - (ii) \$1,000,000 products – completed operations aggregate;
 - (iii) \$1,000,000 personal injury and advertising injury;
 - (iv) \$1,000,000 each occurrence limit.
 - b. Insurance must include:
 - (i) Premises and operations liability;
 - (ii) Contractual liability, including coverage for the joint negligence of the City of Sparta, its officers, council members, agents, employees, authorized volunteers and the named insured;
 - (iii) Personal injury;
 - (iv) Explosion, collapse and underground coverage;
 - (v) Products and completed operations;
 - (vi) The general aggregate must apply separately to the event and location.
 2. Business Automobile Coverage. Such coverage is required if motor vehicles are used in relation to and before, during or after the event. This requirement does not apply to cover personal vehicles used by attendees or event personnel to arrive or depart from the event. Coverage limits shall be no less than \$250,000 each person, \$500,000 each accident for bodily injury, \$100,000 for property damage or \$500,000 combined single limit for bodily injury and property damage each accident.

3. Worker's Compensation and Employers Liability. Proof of such coverage shall be required consistent with Wis. Stats. Chap. 102 or any applicable Worker's Compensation Statutes of a different state. Coverage limits shall be no less than \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease per employee.
4. Liquor Liability. If the event holder sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
5. Fireworks Liability. If the event includes a firework display, then the event holder shall carry an additional \$1,000,000 in coverage.

- (b) All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
- (c) The City of Sparta, and its officers, council members, agents, employees, and authorized volunteers shall be additional insureds on general liability, business automobile and liquor liability policies. The additional insured policy endorsement must accompany the certificate of insurance.
- (d) All policies shall require 30 day written notice to the City of Sparta of cancellation, non-renewal or material change in the insurance coverage.
- (e) Insurance must be provided by an insurances carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
- (f) All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of Sparta.

FOR OFFICE USE ONLY

City Clerk	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Fire Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Police Dept	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Public Works	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Inspection Dept.	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____
Parks & Rec	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason: _____	Date: _____

Insurance Required: YES NO Certificate of Insurance on File: YES NO COI Expires: ____/____/____

Special Class B License Required: YES NO Date of Special Class B Application: ____/____/____

Approved By A&J: ____/____/____ Date License Issued: ____/____/____

License N