

**CITY OF SPARTA  
PARK BOARD AGENDA  
June 5, 2017**

**NOTE: THIS MEETING WILL BE HELD AT CITY HALL.**

City Hall

6:00 p.m.

1. Call meeting to order
2. Election of a Chairman
3. Consent Agenda consisting of: Minutes of May 1, 2017 meeting, Park & Rec Director's monthly reports for June, monthly bills for May and River Run Report for May
4. Consideration of Tree Removal on Golf Course
5. Consideration of Name for Osborne Drive Facility
6. Discussion on Update of Golf Course Irrigation System
7. Discussion of Chuck Hernandez Complaint
8. Discussion of Bruce Humphrey Tree Concern
9. Items for Future Consideration
10. Adjourn to 408 Osborne Drive for a tour of facility by Park Board members

A possible quorum of the Common Council may be in attendance at this meeting but no action will be taken by the Council.

Posted: 6-2-17

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

**PRESENT:** Jim Church, Wil Calkins, Kevin Schmitz, Tony Polkoski, Josh Lydon, Alli Karrels, Tom Brown  
**ABSENT:** None

**ALSO PRESENT:** Brad Gilbertson, Todd Fahning, Dave Kuderer, Mary Von Ruden, Ryan Hutson, Mayor Button, Ed Lukasek, Vicki Horstman, Jerry Bissinger, citizens

Jim Church called the meeting to order at 6:10 p.m.

**A motion was made by Josh Lydon and seconded by Alli Karrels to approve the Consent Agenda consisting of minutes of the April 3, 2017 meeting, Park & Rec Director's monthly report for May, and monthly bills for April and River Run Report for April. Motion carried 7-0.**

There was more discussion regarding the fees for the gymnastics program. **A motion was made by Wil Calkins and seconded by Josh Lydon to accept the 25% reduction in fees for the gymnastics program. Motion carried 7-0.**

There was discussion at last month's meeting regarding rules & regulations for Mueller Square. **A motion was made by Kevin Schmitz and seconded by Josh Lydon to approve following the same park rules for Mueller Square but with a few exceptions. Motion carried 7-0.**

The Park & Rec Department has come up with a Special Events Permit that will be used going forward for events in the City. The Farmer's Market will be the first organization to use the Special Events Permit for Mueller Square and they are submitting for approval. **A motion was made by Kevin Schmitz and seconded by Tom Brown to approve the Special Events Permit for the Farmer's Market after making two revisions and obtaining the proper signatures. Motion carried 7-0.**

Jerry Bissinger is requesting that a donated bench in honor of Charles Kruk be placed on Hole #2. **A motion was made by Josh Lydon and seconded by Alli Karrels to approve the donation of the bench being placed on Hole #2 in honor of Charles Kruk with discretion of Ryan and Brad. Motion carried 7-0.**

Items for future consideration were:

Having next month's meeting at the new Athletic Center on Osborne Drive  
Sprinkler update

**A motion was made by Josh Lydon and seconded by Kevin Schmitz to adjourn at 6:68 p.m. Motion carried 7-0.**

Respectfully Submitted,

Julie Hanson  
City Clerk

**Parks & Recreation Director's Report**  
**June 5, 2017**

**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 11 teams; (1 more than last year), and the Women's League has 5 teams; 1 more than last year as well. 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. We are in the process of moving equipment from the Barney Center to the new facility on Osborne Drive. The building is nearly complete with the final touches being added. On Thursday, June 1<sup>st</sup> there is an "Open House" for participants to come and see the new facility and try a few classes out for free.

**Summer Baseball/Softball**

We will have 3 traveling softball teams this year with one High School, and a 14 and 12 under teams. We will continue with the softball cooperative program with Tomah for 10 & under league. 12 & Under will co-op with Tomah, Royal, Brookwood. Our baseball numbers have 26 at this time. We should be able to field 2 teams for in house games. We have enough coaches for this program as well.

**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. The competitive team has restructured classes and added summer sessions as well. We have hired 3 new coaches to help with coaching in either the competitive program or recreation classes. They have been a great addition thus far.

**Butterfest Softball Tournament**

The tournament brackets are being completed and will be mailed out on June 7<sup>th</sup> Mike Jones is in process of securing the umpires and I am looking forward to another successful tournament. We have a full tournament this year of 32 teams. We will always continue 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 5 teams registered for the Women's Butterfest. This is down from 7 teams last year.

**Special Olympics**

Summer schedules are out and registrations are coming in.

**Pool**

We currently have a leak in the main pool. We have talked to an outside company to help come in and find the leak as we have exercised all our in house options to try and find the leak ourselves. We have sent plans to them so they have a better idea of how to help us fix our leak. We are shooting still for a June 9<sup>th</sup> soft opening 4 pm – 8 pm and June 10<sup>th</sup> for first official day of season.

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 to cancel school end of year parties coming to the pool due to the leak. We will look to have them again next year.

**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 new irrigation system is currently being put in. We are very pleased with their work thus far. Holes 2-8 are currently running on the new irrigation system. The Boys and Girls Club outing was a success. Trees have been inspected and we will be removing trees that are in danger of falling.



# River Run Sparta

## Sales Detail By Department: River Run Sparta

From: Monday, May 1, 2017

To: Wednesday, May 31, 2017

| 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>           |                               |              |                    |               |               |
| 1411                                       | Spring Special                | 169          | \$0.00             | \$0.00        | 0.00          |
| 1419                                       | Midwest Golf Classic Tour     | 6            | \$180.12           | \$0.00        | 100.00        |
| 1585                                       | Great River Trail Pass        | 13           | \$0.00             | \$0.00        | 0.00          |
| 1824                                       | Tournament Fee                | 2            | \$1,540.00         | \$0.00        | 100.00        |
| 1880                                       | Deca Card/shs Football Card   | 2            | \$0.00             | \$0.00        | 0.00          |
| <b>Item Type: River Run Sparta</b>         |                               |              |                    |               |               |
| 1278                                       | Reciprocal Dues               | 52           | \$0.00             | \$0.00        | 0.00          |
| <b>River Run Sparta Total:</b>             |                               | <b>52</b>    | <b>\$0.00</b>      | <b>\$0.00</b> | <b>0.00</b>   |
| <b>Item Sub-Category: Member Rounds</b>    |                               |              |                    |               |               |
| 1057                                       | GF - Member 9                 | 6            | \$0.00             | \$0.00        | 0.00          |
| 1058                                       | GF - Member 18                | 2,069        | \$0.00             | \$0.00        | 0.00          |
| <b>Member Rounds Total:</b>                |                               | <b>2,075</b> | <b>\$0.00</b>      | <b>\$0.00</b> | <b>0.00</b>   |
| <b>Item Sub-Category: Packaged Items</b>   |                               |              |                    |               |               |
| 1037                                       | Cart Shed Annual - Gas        | 1            | \$295.00           | \$0.00        | 100.00        |
| 1038                                       | Cart Shed Annual - Electric   | 1            | \$320.00           | \$0.00        | 100.00        |
| <b>Packaged Items Total:</b>               |                               | <b>2</b>     | <b>\$615.00</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Sub-Category: Prepaid Rounds</b>   |                               |              |                    |               |               |
| 1063                                       | 10 Play Punch Card - 9 Holes  | 4            | \$700.00           | \$0.00        | 100.00        |
| 1470                                       | 10 Play Punch Card - 18 Holes | 2            | \$590.00           | \$0.00        | 100.00        |
| <b>Prepaid Rounds Total:</b>               |                               | <b>6</b>     | <b>\$1,290.00</b>  | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Sub-Category: Weekday Rounds</b>   |                               |              |                    |               |               |
| 1050                                       | GF - WeekDay 9                | 5            | \$104.26           | \$0.00        | 100.00        |
| 1051                                       | GF - WeekDay 18               | 3            | \$108.06           | \$0.00        | 100.00        |
| <b>Weekday Rounds Total:</b>               |                               | <b>8</b>     | <b>\$212.32</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Sub-Category: Weekend Rounds</b>   |                               |              |                    |               |               |
| 1052                                       | GF - WeekEnd 18               | 9            | \$341.19           | \$0.00        | 100.00        |
| 1053                                       | GF - WeekEnd 9                | 5            | \$127.95           | \$0.00        | 100.00        |
| <b>Weekend Rounds Total:</b>               |                               | <b>14</b>    | <b>\$469.14</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Sub-Category: Twilight Rounds</b>  |                               |              |                    |               |               |
| 1044                                       | GF - Twilight 9               | 34           | \$612.34           | \$0.00        | 100.00        |
| 1045                                       | GF - Twilight 18              | 175          | \$1,933.31         | \$0.00        | 100.00        |
| <b>Twilight Rounds Total:</b>              |                               | <b>209</b>   | <b>\$2,545.65</b>  | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Sub-Category: Senior Rounds</b>    |                               |              |                    |               |               |
| 1046                                       | GF - Senior 9                 | 223          | \$4,016.23         | \$0.00        | 100.00        |
| 1047                                       | GF - Senior 18                | 17           | \$455.04           | \$0.00        | 100.00        |
| <b>Senior Rounds Total:</b>                |                               | <b>240</b>   | <b>\$4,471.27</b>  | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Sub-Category: Group Rounds</b>     |                               |              |                    |               |               |
| 1048                                       | GF - Group 18                 | 156          | \$2,661.36         | \$0.00        | 100.00        |
| 1049                                       | GF - Group 9                  | 98           | \$1,022.14         | \$0.00        | 100.00        |
| <b>Group Rounds Total:</b>                 |                               | <b>254</b>   | <b>\$3,683.50</b>  | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Sub-Category: Military Rounds</b>  |                               |              |                    |               |               |
| 1054                                       | GF - Military 9               | 8            | \$144.08           | \$0.00        | 100.00        |
| 1055                                       | GF - Military 18              | 3            | \$85.32            | \$0.00        | 100.00        |
| <b>Military Rounds Total:</b>              |                               | <b>11</b>    | <b>\$229.40</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Green Fees Total:</b>                   |                               | <b>3,063</b> | <b>\$15,236.40</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                     | 11           | \$55.00            | \$0.00        | 100.00        |
| 1581                                       | Daily Trail Fee               | 4            | \$40.00            | \$0.00        | 100.00        |
| <b>Cart Fees Total:</b>                    |                               | <b>15</b>    | <b>\$95.00</b>     | <b>\$0.00</b> | <b>100.00</b> |
| <b>Cart Revenue Total:</b>                 |                               | <b>15</b>    | <b>\$95.00</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 2017               | 1            | \$137.44           | \$0.00        | 100.00        |
| <b>River Run Sparta Total:</b>             |                               | <b>1</b>     | <b>\$137.44</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Sub-Category: Driving Range</b>    |                               |              |                    |               |               |
| 1059                                       | Range - Small Basket          | 118          | \$335.12           | \$0.00        | 100.00        |
| 1060                                       | Range - Medium Basket         | 104          | \$394.16           | \$0.00        | 100.00        |
| 1061                                       | Range - Large Basket          | 154          | \$729.96           | \$0.00        | 100.00        |
| <b>Driving Range Total:</b>                |                               | <b>376</b>   | <b>\$1,459.24</b>  | <b>\$0.00</b> | <b>100.00</b> |
| <b>Driving Range Rev. Total:</b>           |                               | <b>377</b>   | <b>\$1,596.68</b>  | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Category: Rental-Service-Other</b> |                               |              |                    |               |               |

# River Run Sparta

## Sales Detail By Department: River Run Sparta

From: Monday, May 1, 2017

To: Wednesday, May 31, 2017

| Item #                                      | Description                 | Qty          | Sales              | Cost          | Margin %      |
|---------------------------------------------|-----------------------------|--------------|--------------------|---------------|---------------|
| <b>Item Sub-Category: Rentals</b>           |                             |              |                    |               |               |
| 1062                                        | Rental Clubs - 18 Holes     | 1            | \$22.75            | \$0.00        | 100.00        |
| 1682                                        | Rental Clubs - 9 Holes      | 9            | \$102.33           | \$0.00        | 100.00        |
| <b>Rentals Total:</b>                       |                             | <b>10</b>    | <b>\$125.08</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Rental-Service-Other Total:</b>          |                             | <b>10</b>    | <b>\$125.08</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Category: Accounting</b>            |                             |              |                    |               |               |
| <b>Item Type: River Run Sparta</b>          |                             |              |                    |               |               |
| 1167                                        | Miscellaneous               | 19           | \$992.50           | \$0.00        | 100.00        |
| <b>River Run Sparta Total:</b>              |                             | <b>19</b>    | <b>\$992.50</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Sub-Category: Association Fees</b>  |                             |              |                    |               |               |
| 1040                                        | Men's Association Fees      | 4            | \$120.00           | \$0.00        | 100.00        |
| 1041                                        | Women's Association Fees    | 3            | \$90.00            | \$0.00        | 100.00        |
| <b>Association Fees Total:</b>              |                             | <b>7</b>     | <b>\$210.00</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Sub-Category: Cart Fees</b>         |                             |              |                    |               |               |
| 1018                                        | Cart - 18 Holes             | 376          | \$6,798.42         | \$0.00        | 100.00        |
| 1043                                        | Cart - 9 Holes              | 184          | \$2,266.88         | \$0.00        | 100.00        |
| <b>Cart Fees Total:</b>                     |                             | <b>560</b>   | <b>\$9,065.30</b>  | <b>\$0.00</b> | <b>100.00</b> |
| <b>Accounting Total:</b>                    |                             | <b>586</b>   | <b>\$10,267.80</b> | <b>\$0.00</b> | <b>100.00</b> |
| <b>Golf Course Revenue Total:</b>           |                             | <b>4,051</b> | <b>\$27,320.96</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              | 7            | \$35.00            | \$0.00        | 100.00        |
| <b>Cart Fees Total:</b>                     |                             | <b>7</b>     | <b>\$35.00</b>     | <b>\$0.00</b> | <b>100.00</b> |
| <b>Golf Merchandise Total:</b>              |                             | <b>7</b>     | <b>\$35.00</b>     | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Category: Accounting</b>            |                             |              |                    |               |               |
| <b>Item Type: River Run Sparta</b>          |                             |              |                    |               |               |
| 1156                                        | Gas                         | 51           | \$328.80           | \$0.00        | 100.00        |
| <b>River Run Sparta Total:</b>              |                             | <b>51</b>    | <b>\$328.80</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Accounting Total:</b>                    |                             | <b>51</b>    | <b>\$328.80</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Merchandise Total:</b>                   |                             | <b>58</b>    | <b>\$363.80</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             | 2            | \$10.00            | \$0.00        | 100.00        |
| <b>Donations Total:</b>                     |                             | <b>2</b>     | <b>\$10.00</b>     | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Sub-Category: 2011 Dues</b>         |                             |              |                    |               |               |
| 1020                                        | Dues - Single Adult         | 4            | \$2,650.00         | \$0.00        | 100.00        |
| 1024                                        | Dues - Family               | -1           | (\$975.00)         | \$0.00        | 0.00          |
| 1028                                        | Dues - Student              | 7            | \$1,085.00         | \$0.00        | 100.00        |
| 1030                                        | Dues - College Student      | 2            | \$550.00           | \$0.00        | 100.00        |
| <b>2011 Dues Total:</b>                     |                             | <b>12</b>    | <b>\$3,310.00</b>  | <b>\$0.00</b> | <b>100.00</b> |
| <b>Accounting Total:</b>                    |                             | <b>14</b>    | <b>\$3,320.00</b>  | <b>\$0.00</b> | <b>100.00</b> |
| <b>Membership Total:</b>                    |                             | <b>14</b>    | <b>\$3,320.00</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   | 7            | \$326.00           | \$0.00        | 100.00        |
| 1009                                        | Gift Certificate - Redeemed | 2            | (\$430.00)         | \$0.00        | 0.00          |
| <b>Gift Certificates Total:</b>             |                             | <b>9</b>     | <b>(\$104.00)</b>  | <b>\$0.00</b> | <b>0.00</b>   |
| <b>Item Sub-Category: Rainchecks</b>        |                             |              |                    |               |               |
| 1011                                        | Raincheck Redeemed          | 5            | \$0.00             | \$0.00        | 0.00          |
| <b>Rainchecks Total:</b>                    |                             | <b>5</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            | 2            | \$370.00           | \$0.00        | 100.00        |
| <b>Services Total:</b>                      |                             | <b>2</b>     | <b>\$370.00</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Green Fees Total:</b>                    |                             | <b>2</b>     | <b>\$370.00</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Item Category: Accounting</b>            |                             |              |                    |               |               |
| <b>Item Sub-Category: Rentals</b>           |                             |              |                    |               |               |
| 1039                                        | Locker Rental               | 5            | \$240.00           | \$0.00        | 100.00        |
| <b>Rentals Total:</b>                       |                             | <b>5</b>     | <b>\$240.00</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Accounting Total:</b>                    |                             | <b>5</b>     | <b>\$240.00</b>    | <b>\$0.00</b> | <b>100.00</b> |
| <b>Unearned Revenue Total:</b>              |                             | <b>21</b>    | <b>\$506.00</b>    | <b>\$0.00</b> | <b>100.00</b> |

# River Run Sparta

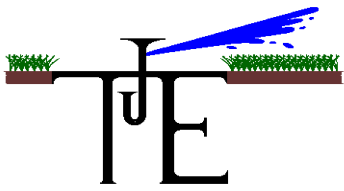
## Sales Detail By Department: River Run Sparta

From: Monday, May 1, 2017

To: Wednesday, May 31, 2017

| Item # | Description             | Qty   | Sales       | Cost   | Margin % |
|--------|-------------------------|-------|-------------|--------|----------|
|        | River Run Sparta Total: | 4,144 | \$31,510.76 | \$0.00 | 100.00   |





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

## Progress Report River Run Golf Course Irrigation System

May 31, 2017

As of Wednesday May 31<sup>st</sup>, installation of the main line piping will be 95% complete. The directional bore of the river between holes 10 and 11 is done. The contractor was working on connecting this pipe during my May 30<sup>th</sup> site visit. The only remaining main line is the 8-inch that runs from hole 13, across 14, and 16 to the well house.

In addition to the main line work, the lateral pipe and sprinkler heads have been installed in the practice hole, the range tee and the parking lot triangle to the left of 9 green. Connection of the new irrigation system to the baseball diamond irrigation is also complete.



**Installation of the Main Line pipe on Hole 12**



**Directional bore of the River**

Holes 1, 9 15, 18 and the putting green have been flagged for installation of the lateral pipe and sprinklers.

My next site visit will be on Monday June 5<sup>th</sup>.

Please advise if you have any questions or concerns.

Tom Emmerich