

**CITY OF SPARTA  
FINANCE AGENDA  
January 8, 2020**

**CITY HALL**

**6:00 p.m.**

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of minutes of the regular meeting on December 4, 2019.**
- 3. Consideration of Adjustment to Real Estate Tax Bill**
- 4. Consideration of Request for Tourism Funds for Sparta Area Chamber of Commerce**
- 5. Consideration of Land Sale for Specialty Foods in Eastside Business Park**
- 6. Consideration of Police Station Design Contract**
- 7. Consideration of Maintenance Supervisor for Park Department**
- 8. Motion to go into Closed Session per Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**
  - Re: Salary for Chief of Police**
  - Re: Payout/carryover of vacation days/comp time for Sewer Department Supervisor**
  - Re: Employee buying a week of vacation**
- 9. Motion to go into Open Session**
- 10. Consideration of Salary for Chief of Police**
- 11. Consideration of Payout/carryover of Vacation days/comp time for Sewer Department Supervisor**
- 12. Consideration of Employee Buying a Week of Vacation**
- 13. Items for Future Consideration**
- 14. 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: 1-6-2020

**CITY OF SPARTA  
FINANCE MINUTES  
December 4, 2019**

**PRESENT: Kevin Riley, Norm Stanek, Josh Lydon**

**ABSENT: None**

**ALSO PRESENT: Mark Sund, Todd Fahning, Alyssa Young, Kevin Brueggeman, Joann Hagen, Dave Kuderer, Brad Gilbertson, Dennis Johnson, Matthew Hoffland, Emilee Nottestad, Russell Janzen, Ed Lukasek, Pat Mulvaney, Bruce Humphrey, Jim Church, Jim Hellman, Mark Van Wormer, Museum board member**

Kevin 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 November 6, 2019. Motion carried 3-0.**

Mark went over the budget that will be presented to the City Council after this meeting is done. The levy will increase from 6.97% to 7.09%. There were some items that were increased: the ambulance service fee will be increased next year, the fire district fees will be up, we increased our equipment replacement fund and we will also be using \$75,000 from our reserve funds. **A motion was made by Norm Stanek and seconded by Josh Lydon to approve the 2020 Budget as presented. Motion carried 3-0.**

An item for future consideration is:  
East Side Business Park will be closing

**A motion was made by Josh Lydon and seconded by Norm Stanek to adjourn at 6:05 p.m. Motion carried 3-0.**

Respectfully submitted,

Julie Hanson  
City Clerk

# City of Sparta

## **Job Description**

**Position: Maintenance Supervisor**

### **Job Summary (Essential Functions)**

Primary responsibility include mechanic work supervision and management of the maintenance of city properties including golf course, clubhouse, clubhouse grounds, parks, softball/baseball fields, Aquatics Center facilities, including landscaping, open spaces, and the equipment used to maintain these areas. Supervise and direct full time and seasonal staff.

### **Job Task (Additional Responsibilities)**

- Implement general policies established by the Park Board.
- Maintain all grounds and equipment to a level equal to industry standards.
- Supervision and direction of full time and seasonal employees.
- Supervise all planting, fertilizing, care, and removal of turf, plants, shrubs, flowers, and trees on the golf course and parks.
- Communicate clearly and in a timely manner with the Golf Pro and Parks and Recreation Director changes in course conditions, maintenance plans and schedule of events.
- Inspect the course regularly and record all maintenance on course.
- Select and prepare proper fertilizers and nutrients to maintain turf playability consistent with the mission statement. Supervise and follow chemical treatments plans for greens, tee box and fairways. Monitoring the above mentioned areas for turf disease.
- Maintain drainage and irrigation systems. Winterization of irrigation system and well house.
- Ensure that chemicals, petroleum, and other controlled products are used, stored, and disposed of in accordance with the laws; maintain required records and strive to minimize chemical and petroleum use.
- Solicit bids for equipment purchasing, purchase equipment and supplies as needed.
- Oversee all course construction and maintenance.
- Assist with snow removal.
- Assist with other departments as needed on larger projects.
- Ensure proper cleanliness and sanitation of all club facilities on the golf course.
- Make recommendations for capital improvements and purchases.
- Ensure proper landscaping for the golf course and parks.

- Coordinate applicable work with outside contractors

**Reports to**

Parks and Recreation Director

**Supervises**

Full time and seasonal staff maintenance staff