

**CITY OF SPARTA
PARK BOARD AGENDA
March 2, 2020**

City Hall

6:00 p.m.

- 1. Call meeting to order**
- 2. Consent Agenda consisting of: Minutes of February 3, 2020, Park & Rec Director's monthly report for March, 2020, monthly bills for February**
- 3. Consideration of Job Descriptions
Greens Keeper/Maintenance
Maintenance Supervisor**
- 4. Consideration of Bridge Design**
- 5. Discussion of Golf Course Club House Maintenance Issues**
- 6. Discussion/Consideration of Changing Time and Day of Park Board Meetings**
- 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: 2-28-2020

**CITY OF SPARTA
PARK BOARD MINUTES
February 3, 2020**

PRESENT: Jim Church, Josh Lydon, Matthew Hoffland, Brian Harrie, Karen Wall, Tony Polkoski, Cori Koch

ABSENT: None

ALSO PRESENT: Brad Gilbertson, Mark Sund, Ryan Pawlisch Ed Hansen, Julie & Paul Geier, Kris Brieske, Kathy James, Bruce Savall, Dayne Geier, Garrett Geier, Jeff Schanhofer, Ed Lukasek, Kristen Gust, Pat Mulvaney, citizens

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

A motion was made by Josh Lydon and seconded by Matthew Hoffland to approve the Consent Agenda consisting of minutes of the regular meeting on January 6, 2020 meeting, Park & Rec Director's monthly report for February, 2020, and monthly bills for December. Motion carried 7-0. In last month's minutes there was a motion made for a closed session to be done at this meeting regarding personnel issues under the topic of the Concessionaire Agreement. Park Board does not handle personnel issues so there was no closed session as was previously requested and, therefore, am clarifying that part of the minutes.

Brad received bids for 3 mowers that have been budgeted for. He provided a spreadsheet of mowers with prices by packages. Brad and his staff is recommending package A as these mowers will best fit their needs. He does have a contingency plan of getting the Jacobsen in case the Toro would not be able to get through the bridge. **A motion was made by Josh Lydon and seconded by Matthew Hoffland to approve package A as presented with the contingency plan of purchasing the Jacobsen in case the Toro would not go through the bridge and to pay the additional amount of \$968.00. Motion carried 7-0.**

With Tom Hemmersbach retiring, Brad would like to promote Ed Hansen to Supervisor and he would then report to Brad. The Board also talked about hiring a part time green's keeper to work with Garrett and Ed. Brad had presented job descriptions for Green's Keeper/Parks Maintenance, Golf Professional and Maintenance Supervisor. The Board wanted Brad to redo some areas in the descriptions and bring back for approval. **A motion was made by Brian Harrie and seconded by Josh Lydon to re-word the Green's Keeper job description and bring back to the Board in March. Motion carried 7-0. A motion was made by Jim Church and seconded by Matthew Hoffland to approve the Golf Professional job description. Motion carried 7-0. A motion was made by Jim Church and seconded by Brian Harrie to have some changes made to the Maintenance Supervisor job description and bring back in March. Motion carried 7-0.**

Garrett explained the punch card options and prices. These punch cards would not be valid for tournaments. **A motion was made by Jim Church and seconded by Josh Lydon to approve the 20 rounds for users at \$500.00 and approve 20 rounds for the senior-military users at \$460.00. Motion carried 7-0.**

The revised contract for the Golf Course Concessionaire was up for consideration. Dayne informed the Board that the popcorn machine listed in the contract is not the City's. **A motion was made by Brian**

Harrie and seconded by Josh Lydon to approve the Golf Course Concessionaire Agreement except for line H in the contract under Equipment. Motion carried 7-0.

Some items that were of concern to the maintenance at the golf course were brought up. The floor in the walk-in cooler has been corrected and Tony Polkoski checked the windows and did testing to measure the amount of cold air coming in or heat going out. There is still a water issue in the basement and they are getting estimates to build a composite deck. It was suggested that the golf associations do fundraisers to help with the costs of some of the maintenance issues.

Items mentioned for future consideration were:

Maintenance issues at golf course

The City's website is under reconstruction at this time and will be up soon

Handicap accessible area for the Park located by the football field

A motion was made by Josh Lydon and seconded by Matthew Hoffland to adjourn at 7:16 p.m. Motion carried 7-0.

Respectfully Submitted,

Julie Hanson
City Clerk

Parks & Recreation Director's Report
March 2, 2020

Wrestling

Season is coming to an end at the end of March. We have a couple tournaments left for the season and hope that we will be sending some kids to participate in the State Tournament in Madison.

Winter Archery

The winter classes just wrapped up and the spring classes will be starting the second week in March.

Gymnastics

The new scheduled has been working good far participants and our registration numbers have been very consistent over the past several seasons. We have been able to keep a consistent coaching staff in the gym which benefits the program.

Youth Basketball

Our Pee-Wee basketball starts March 4th. We are working with the basketball association once again. Pee-Wee basketball consists of 3yr-pre K children who practice on Monday and Kindergarten age children who practice on Wednesday and have close to 60 registered at this time. This is hosted at the Community Center.

Pickleball

Pickle Ball continues to be popular and the group is playing 3 mornings a week and one night a week. If the numbers drop in the summer we may reduce the amount of time they are in the gym.

Special Recreation

All of our spring programs are taking registrations at this time. Mrs. June who has led this program for the past 15 years or so has notified us that she will be done after the spring programs. We are interviewing for the position and hope to have a new staff hired this week.

Adult Fitness

Our spring sessions will be released within the next week. Classes will be similar to the classes we are currently offering.

Golf Course

We are finishing up a few mowers that needed repair and have just ended the auction for old mowers. We are ordering supplies and getting ready for the season to start.

Miscellaneous

We have started a youth open gym at the community center on Sunday nights from 6-8pm for 1st – 5th grade students. This is an open gym type program that parents should stay and participate. We are not providing instruction during this time it is just an open time to get into the gym and shoot around.

Golf & Park Bills February 2020

	Invoice	Date	Business Name	Description	Amount		
1	194662	2/10/2020	All American Do It Center	3" Wire Cub Brush	17.99		
2	195393	2/10/2020	All American Do It Center	Paint, Spackling	45.48		
3	195564	2/10/2020	All American Do It Center	Saw blade, Shelf	28.98		
4	87742	2/10/2020	Auto Value	Set	19.98		
5	64565	2/10/2020	Sparta Coop	Tires	20		
6	313548	2/10/2020	The Hardware Store	Hardware	2.36		
7	352732	2/10/2020	The Hardware Store	Shelf bracket	26.97		
8	352788	2/10/2020	The Hardware Store	hardware, screwdriver	18.39		
9	40154	2/10/2020	St. Joeseeph	RH Housing	10.59		
10	87352	2/10/2020	Auto Value	Switch	16.02		
11	87300	2/10/2020	Auto Value	Switch	16.02		
12	19591	2/19/2020	Sleepy Hollow	Spring for plow	34.89		
13	474099	2/19/2020	Dave Lindner	Window in door	87.5		
14	3144287	2/19/2020	The Hardware Store	Breaker	8.99		
15	2588	2/19/2020	B & B Plumbing	Toilet	289.15		
16	87742	2/19/2020	Auto Value	Timeing set	19.98		
17	88178	2/19/2020	Auto Value	Power window	59.99		
18	6471	2/19/2020	St. Joeseeph	Repair skid steer	196.89		
19	481618	2/19/2020	Tri State	Printer Charge	96.03		
20	6508	2/10/2020	Walmart	soda, cookies	29.62		
21	4	2/10/2020	Pizza Hut	Tom party pizza	102.72		
22	20826	2/10/2020	Best Kept	Nov. Dec porty pots	310		
23	23954	2/10/2020	Walmart	Clorox, cleaner	96.02		
24	11420617	2/14/2020	P & P	Plaque for Womens Vball	20		
25	6549890	2/19/2020	Plunkets	Pest Control Yearly Contract	133.5		
26	4957800	2/19/2020	Amazon	Printer	39.99		
27	364253	2/19/2020	Amazon	Speakers, HDMI	15.36		
28	7351420	2/19/2020	Amazon	office chairs	98.93		
29	7378664	2/21/2020	Amazon	Pens	19.29		
30	25517	2/26/2020	Walmart	Coffee, Filters, soap, wipes	27.95		
31	11420	2/10/2020	Spectrum	Com. Center Internet	84.99		
32	7566	2/10/2020	Walmart	Paint, ice melt,	86.82		
33	13001	2/10/2020	Otis	Elevator Repairs	585		
34	195755	2/10/2020	All American Do It Center	Paint Com. Center	14.97		
35	194044	2/10/2020	All American Do It Center	Roller, screwdrive, furnance	105.71		
36	6549890	2/19/2020	Plunkets	Pest Control Yearly Contract	622.73		
37	40154	2/10/2020	St. Joeseeph	RH Housing	10.59		
38	474099	2/19/2020	Dave Lindner	Window in door	87.5		
39	6549890	2/19/2020	Plunkets	Pest Control Yearly Contract	51.3		
40	4957800	2/19/2020	Amazon	Printer	39.99		
41	364253	2/19/2020	Amazon	Speakers, HDMI	15.36		
42	7351420	2/19/2020	Amazon	office chairs	98.93		
43	6471	2/19/2020	St. Joeseeph	Repair skid steer	196.89		
44	353521	2/19/2020	Hardware Store	hardware	2.4		
45	64683	2/19/2020	Mr. Tire	Tire/tube	50		
46	22123	2/10/2020	Evans Print	membership Cards	39		
47	77025	2/10/2020	Amazon	Desk Pad	8.57		
48	23418	2/10/2020	Amazon	Monthly Planner	8.75		
49	6549890	2/19/2020	Plunkets	Pest Control Yearly Contract	406.93		
50		2/19/2020	Mississippi Welder	CO2	194.2		
51							
52							
53					4620.21		

City of Sparta

Title: **Green's Keeper Plus**

Department: Parks & Recreation

GENERAL PURPOSE

The successful candidate for this position will be responsible for the upkeep and maintenance of River Run Sparta Golf Course. This will include coordinating daily work assignments, leading maintenance projects, daily, monthly, and yearly project planning and development for long range goals. Work will consist of daily preparation of the course for regular or tournament play, aerification of putting surfaces, application of chemicals and accurate record keeping along with scheduling irrigation of the course to ensure quality playing conditions.

JOB DESCRIPTION

- Expected to lead and train seasonal staff while also performing routine golf course maintenance tasks
- Responsible for mixing and applying pesticides and fertilizers in accordance with all laws and regulations
- Expected to have responsible water management practices of all playing surfaces
- Responsible for the aerification, topdressing, verticutting and other critical agronomic activities
- Irrigation programming, operation and troubleshooting of the irrigation system along with repair and winterization
- Ability to operate a wide range of equipment (tractors, mowers, spraying equipment, skid steers, rollers and small equipment)
- Effective communication with Golf Professional regarding course condition and playability
- Schedules, plans and coordinates the seeding, fertilizing, top dressing, soil conditioning, watering, weed control and pest control of River Run Sparta

KNOWLEDGE AND JOB REQUIREMENTS

Position prefers an Associate's Degree or vocational degree in turf management, horticulture, parks, grounds, natural resources or landscape management with a minimum of two years' experience related to the job description or any combination of education and experience equal to the above. Training and experience to include mechanical experience, grounds and facilities maintenance and/or irrigation systems operations and repairs. The position requires a valid driver's license.

Preferred certifications/license or ability to obtain within 12 months

- CDL – Class B
- Commercial Pesticide Applicator Certification

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is required to climb, balance, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

While performing the duties of this job the employee is regularly exposed to moving mechanical parts, outside weather conditions and the risk associated. The employee is frequently exposed to wet and humid conditions, high, precarious places and vibration.

This is a full time year round position with full City of Sparta benefits. Health and Dental insurance, retirement, sick and vacation days.

SUPERVISION RECEIVED

Works under the general supervision of the Maintenance Supervisor.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

Mechanical, electrical and plumbing skills to repair and maintain facilities and equipment on a daily basis, to include basic repairs of fixtures, piping, valves, pumps, traps, basic electrical repairs, basic carpentry skills, winterization procedures for River Run Sparta, parks irrigation and turf management for city green spaces.

Assist in projecting needs for equipment, materials and supplies. Assists in preparation of specifications, estimates and bids for machinery, equipment and contractor services.

Assures that tools and equipment are properly maintained and kept in proper working condition.

Other duties as assigned

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.
- 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.
- Assist with snow removal.
- Assist with other departments as needed on larger projects.
- 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